Audacity User Guide

Audacity is free software. You can download it at home – it's available for Windows, Macs and Linux systems.

You'll also need the **Lame Encoder** to save work as MP3 files.

Full instructions are on the Audacity website – just Google it

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Save the project to keep on working with it by: **File** > **Save Project As**…

Finish the file as an MP3 by: **File** > **Export as MP3**

To save a finished project as an MP3 file you need to have the **Lame DLL** file saved in your user area first. It's in Shared Docs.

MP3 files are useful because they're much smaller than WAV files.

Open music files by: **File** > **Open**

To combine tracks you need to add a track to a file by: **Insert** > **Track**

Standard buttons to control playback.

Make sure you've stopped a file rather than paused it before you try and edit it.

To change, copy or cut a section use this tool
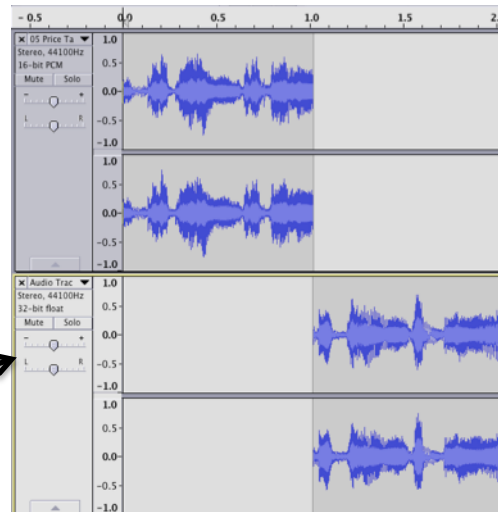
Cut, copy and paste tools

Zoom controls

To move a section of music, use this tool

Cut inside and outside the current selection – these are useful tools

To copy a section of audio to a new track a cool keyboard shortcut is to highlight the section and press Ctrl+D

Combine tracks or lay one track over another.

To reduce the volume on one track, highlight the section and use **Effects** > **Amplify** and reduce the volume (negative amplification)

There are a whole range of effects available and which are worth experimenting with.

Volume for the whole track can be adjusted here