



Tips for creating audio with Audacity

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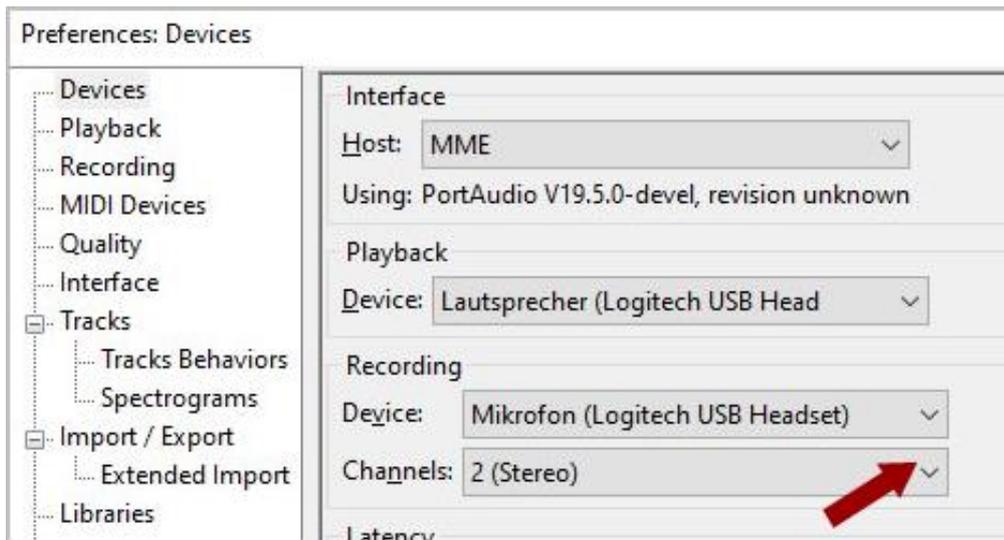
With Audacity, it is easy to create audio files. You only need the software (available free of charge for Windows, Mac and Linux) and a headset. This documentation is for beginners – however, with Audacity you also could edit audio files in many ways and use different effects.

Installation

Audacity is open source and available via this URL: <https://www.audacityteam.org/>. Since version 2.3.2, MP3 export is part of the software. The latest version 2.4.2 (Release 26.6.2020) is also available as „Windows Audacity zip file“ for unzipping instead of installing.

First recording

Connect your headset and check if it was found as source for playback and recording: Menu „Edit / Preferences / Devices“. A headset which was connected via USB is listed by its name; in case of a headset with jack, you see the sound card/chip of your PC. We recommend switching from „2 Stereo“ to „1 (Mono)“.



You can set the recording volume with this slider:



You start a recording by click on the red button "Record" and speaking - a graphic representation of the recorded audio accompanies the process. When you have finished recording, click on the "Stop" button or alternatively click on the "Pause" button to pause briefly and afterwards continue with second click on "Pause".



With Mouse Over you get further information about the buttons

Save and Edit

Click on the menu „File / Save project as ...” and choose a name – the file extension „aup“ is Audacity specific and an intermediate step to the final format. However, you should do this before exporting to MP3 format later on.

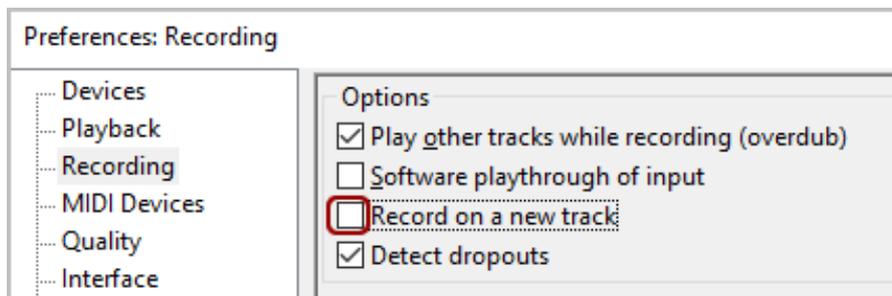
Skip to start, listen to the audio and ideally (e.g. when the result is already as you hoped for) save the audio also as export format: Menu "File / Export / Export as MP3" - Finished.

You still want to make corrections? No problem. You just need the timeline and the audio track.

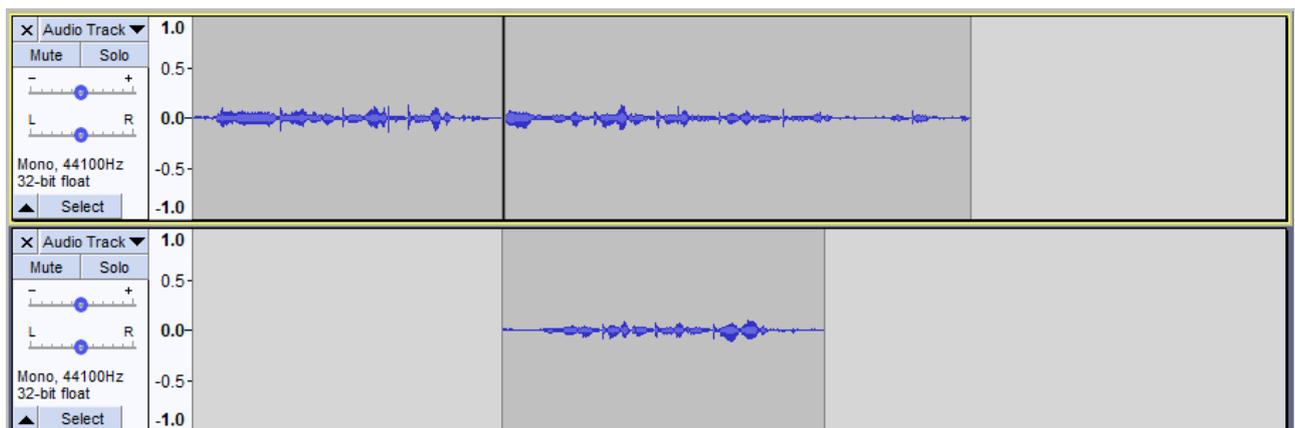
By clicking in the track, you may listen to any section by using the “Play” button. With the mouse button held down, areas can be marked and then copied, deleted or pasted using the usual keyboard shortcuts.

Delete: Mark the area (that should be deleted) with the left mouse button - the area changes to a lighter color. With "Play" you can listen to this area of the track. You wish to extend it? While holding down the Shift key, simply click to the left (or if you want to extend at the end, to the right) of the already selected area. To delete, press "Del" on your keyboard.

Record new and insert: Each time you click on "Record", a new sequence is added at the end. If you want to have a little more overview for corrections, you can configure in the menu that with every new recording another audio track is used: "Edit / Preference... / Recording / activate check box 'Record on a new track'". If you do not want to hear the first track when recording, deactivate: „Play other tracks while recording (overdub)“ (overdub)“



With this altered configuration you get a second track below your first track. Continue as ever: Speak, click on “Stop” and listen. Everything o.k.? Mark the entire new area with the left mouse button and put it in the windows clipboard with Strg+C. Now click on the specific part of the first track (if necessary, mark the area which should be overwritten) and insert the new part with Strg+V. You don't need the second track anymore and therefore simply click on the upper left “x” symbol of the second track in order to close and delete it.



Example: The text to be corrected was spoken again by click on "Record" - Before that, you had jumped to the beginning of the passage to be corrected.

Please don't forget to save the result, e.g. at first the Audacity project with Ctrl+S and afterwards the export as MP3 (see above) - Finished!

Some other options

Zoom

In order to be able to work more precisely in the audio track, different views of the audio track are possible. With shortcut Ctrl+1 you may zoom in for seeing more details. With Ctrl+2 you get back to zoom normal.

Working with multiple audio tracks

As described above, per Default you work with only one track and only in case of new recordings (temporary) with a second track.

However, if you prefer working with multiple tracks for different areas of your recording: Mark the area and then choose in the menu: "Edit / Clip Boundaries / Split new". The audio tracks can also be played individually after click on the button "Solo" of a specific track.



You'll find the button "Solo" in each track – one click activates this function and a second click deactivates it. Note: You can name audio tracks individually per click on "Audio track / Name... / Set track name".

Keep in mind when saving: If you do it as always and click on the menu "File / Export / Export as MP3 ", automatically "your tracks will be mixed down and exported as one mono file". Therefore, if you want to export the tracks separately, you have to choose these menu options instead: "File / Export / Export Multiple...!"

Working with multiple tracks is useful when you have sections that you need over and over again and which have been imported, e.g. Intros, Jingles etc. – please respect copyright laws!

Adapt volume

Marked areas or whole tracks can be adapted in volume with Audacity effects, e.g. „Effect / Normalize” and “Effect / Übersteuerung beheben”.