Audacity Cheat Sheet

Audacity is a simple and free audio and mult-track editing program made for both PC's and Mac's. You can download it at http://audacity.sourceforge.net/ IT'S FREEEEEEEEEEE!

1. Open up **Audacity** which should be in the dock or applications folder.
   Under the File menu, click **Save Project As**.
   Select New Folder, save it to the documents folder.
   Name your project and select SAVE.
   Do not save your project to the desktop as it will be DELETED when you log off.

2. From the **File** menu, select Import Audio or use the shortcut Cmd & I to open your files. Audacity can import: WAV, AIFF, AU, IRCAM, MP3 and OGG files.

3. Once you have audio files in your tracks it should look like this! Press the play button to test it. If you have multiple tracks practice muting and soloing each track.

click "Mute" to mute this track

click "Solo" to mute ALL other tracks

Headphone volume   Microphone Volume

Rewind   Play   Record   Pause   Stop   Forward
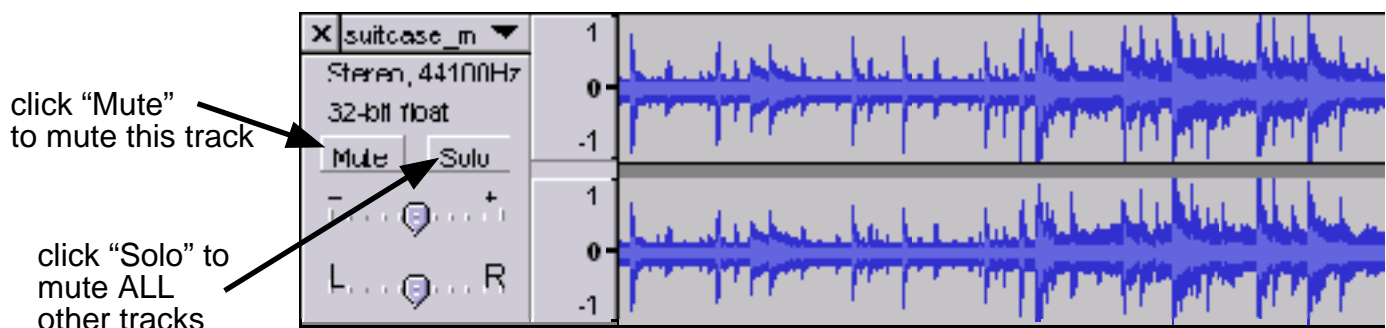
Selection tool allows you to select portions of your audio to be cut, copied exported, and duplicated.

The time shift tool allows you to change the relative position of your audio within the track

This Zoom tool allows you to zoom in or out of a specific part of your audio. Right click or shift click to zoom out.

Enables you to draw in the actual waveform. It is used to eliminate small pops or clicks in your audio. ALT + click smooths an area of the audio.

Envelope tool allow you to fade in and fade out. Click and drag to edit your fades. This tool is also used to set volume levels within your tracks.

Effects:

Noise Removal - With the I - beam tool select a portion of background noise. Under the Effects menu select **Noise Removal**. Step 1 - select noise profile. Now select all of your original audio track. Go back to the Effects menu - select Noise Removal again - in Step 2 select OK. Now listen to your audio track and if you dont like it, go under Edit menu and select Undo. Repeat this step as necessary while tweaking with the parameters in Step 2 of the Noise Removal effect.

Normalize - normalizing is the process of increasing the amplitude (volume) of your sound clip. This is usually done after unwanted noise and clipped audio has been removed. Select your desired audio, selct Normalize under the Effects menu. Type in -0.1 in the dB field and press OK.
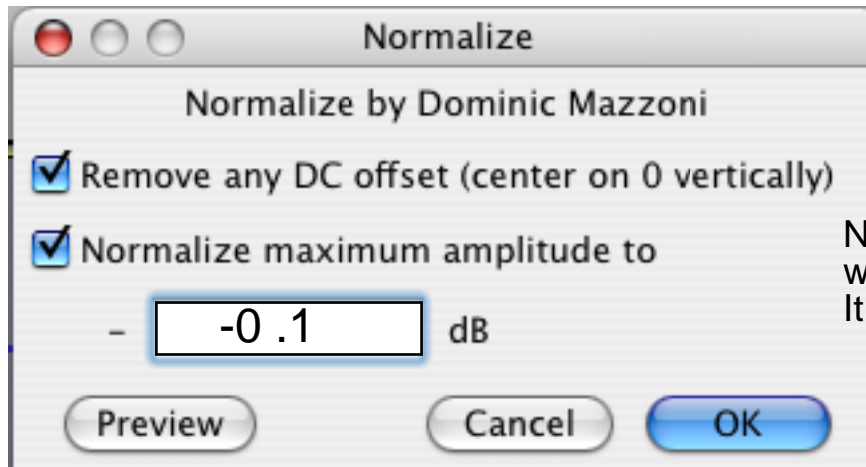
Notice the change in your waveform and listen to it. It should sound louder.
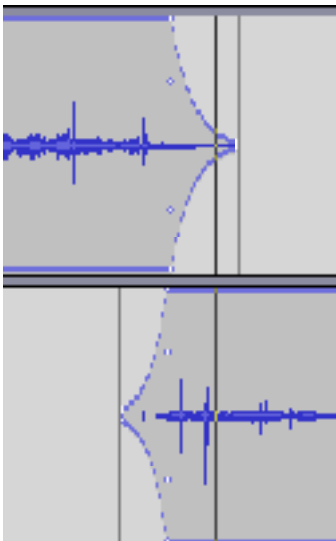
 Envelope tool

The envelope tool gives you detailed control over how tracks fade in and out, right in the main tracks window. When the envelope tool is selected, the amplitude of each track is highlighted in a green line, with control points at the beginning and end of each track. To change a control point, click it and drag it to a new position like up and down to fade in or fade out. To add a new point, click anywhere in the track where there is not already a control point. To remove a point, click on it and drag it outside of the track until it disappears, then release.

Mixing down
Once you are done editing your sound clips you are now ready to mix your project. Under the File Menu you have 2 options:

1. **Export** option allows you to mix **all** of your tracks together into one file should you have multiple tracks of audio.

2. **Export selection** option allows you to select by using your I beam tool to highlight the **one** track that you want exported.

Import your final mix into ITunes to test.