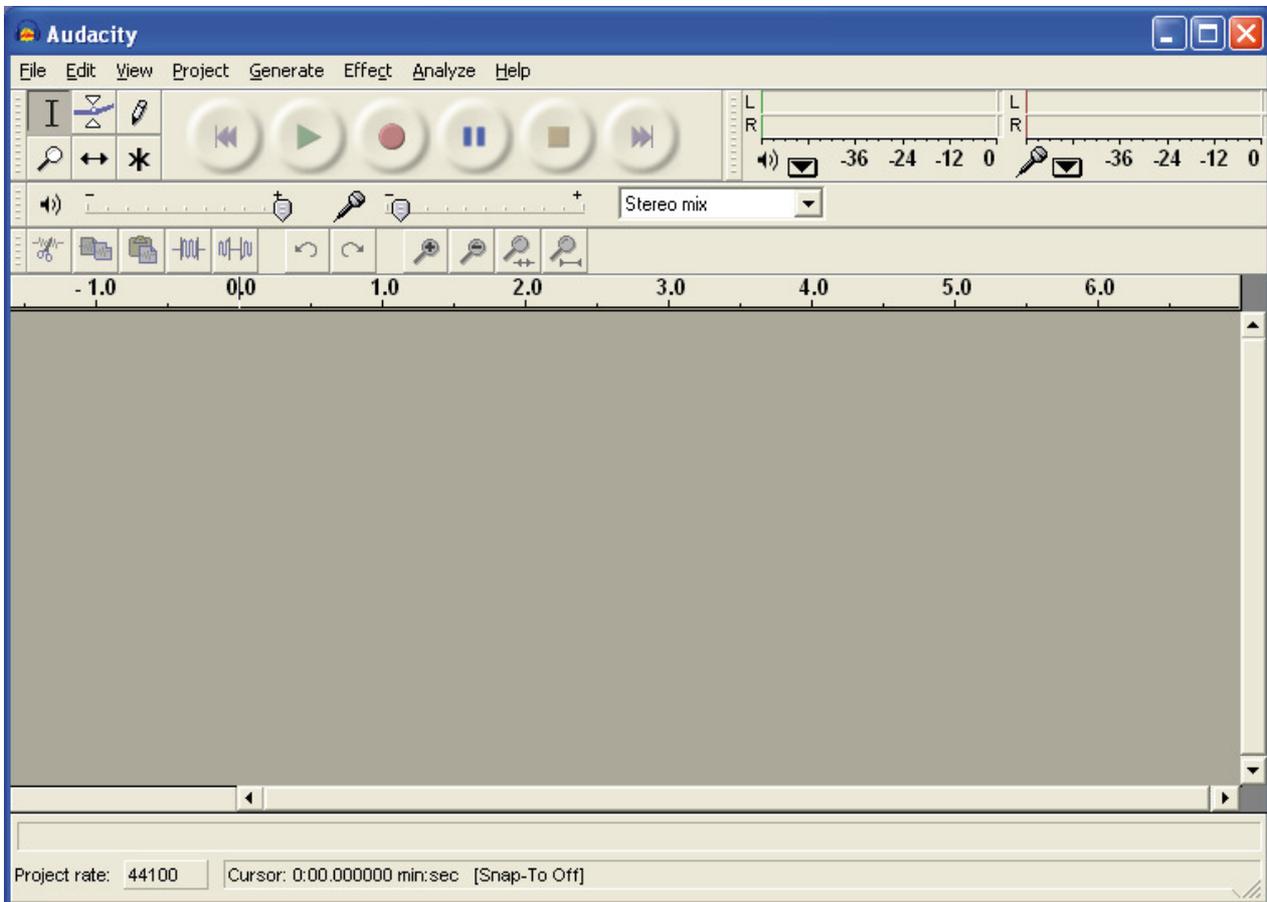
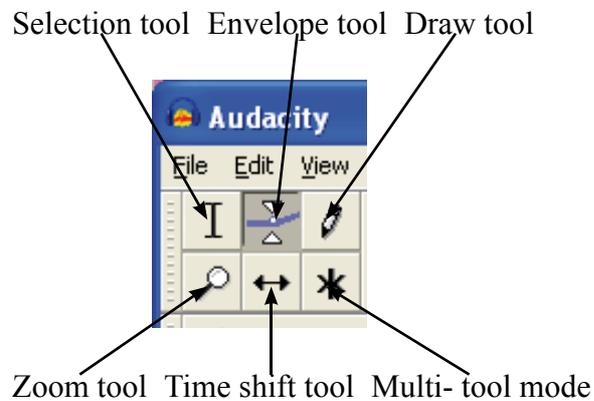


# AUDACITY MANUAL

MADE FOR  
SOUND & PICTURE PROJECT  
BY  
JONAS LÖFKVIST  
EKESKOLAN  
2009





**Selection Tool** Use this one if you want to select a piece of the sound, or the whole sound.

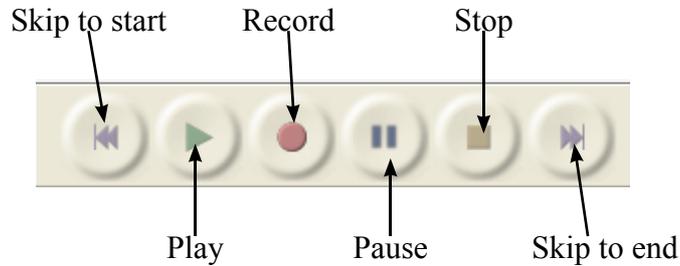
**Envelope Tool** With this you can edit the volume of the sound more precisely and more timebased.

**Draw Tool** You can draw on the waveform to take away for example high peaks.

**Zoom Tool** You can zoom in or out the waveform.

**Time Shift Tool** With this one you can move the sound left or right.

**Multi- Tool Mode** This is a combination of Envelope Tool and Time Shift Tool.



**Skip to start** Click this one to move to the beginning of the sound.

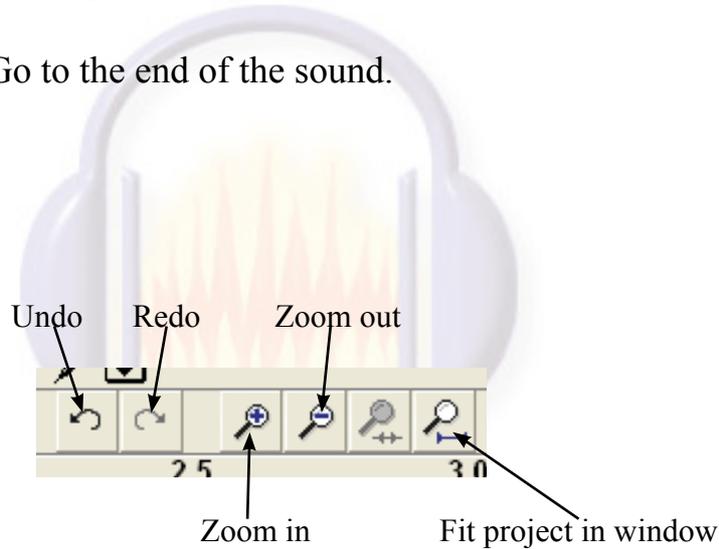
**Play** Start listen to the sound from where the line is.

**Record** Start recording from where the line is.

**Pause** Pause the sound. You can't edit the sound when pause is activated.

**Stop** Stop listen to the sound, and the line will return to where you started to listen to it.

**Skip to end** Go to the end of the sound.



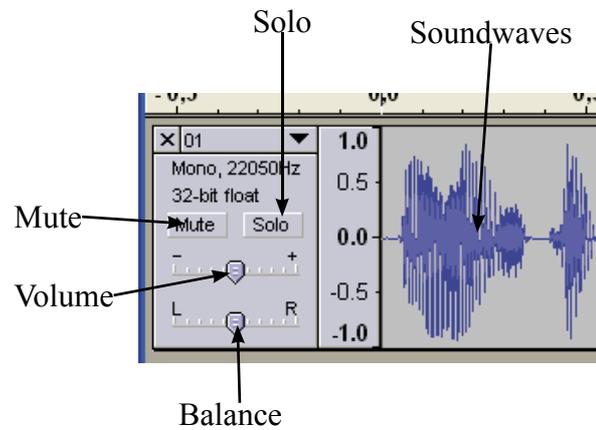
**Undo** Undo the last action

**Redo** Redo the last action

**Zoom In** Zoom in on the soundwaves

**Zoom Out** Zoom out from the soundwaves

**Fit project in window** Zoom in/out so you can see the whole sound in the window



**Solo** If you have more then one sound, you can click this one to listen only to that sound.

**Mute** Silence this sound.

**Volume** Adjust the volume of the sound.

**Balance** Adjust to change the sound to go to left or the right speaker.

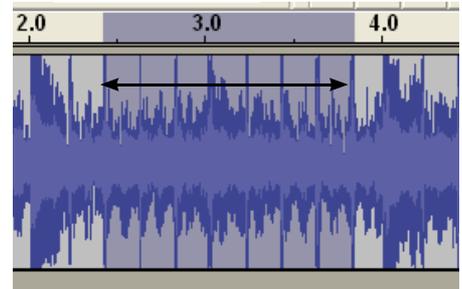
**Soundwaves** This is the sounwaves of your sound. This is the edit area of the sound.

# BASIC ACTIONS

## SELECTION

To make a selection you click and hold the left mousebutton down, drag it to left or right, and release the button. If you want to change the selection, you can click at the end or beginning of the selection. The courser will change to a pointing hand. Click and drag it left or right.

If you want to select the whole sound you can go to **Edit** in the menu, choose **Select**, then **All**. You can also press **Ctrl+A** on the keyboard.

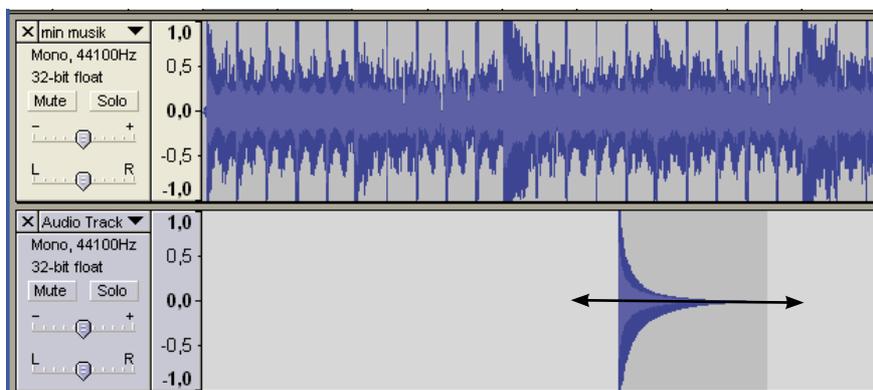


## CUTTING - DELETE

Select the part that you **don't** want. Go to **Edit** in the menu, and select **Cut**. Or you can press the **Delete** key on the keyboard.

## TIME SHIFT - MOVE

If you have two sounds and want to move one sound to another location, you can do that with the **Time Shift Tool**. Select the tool. Click on the sound that you want to move. Hold the left mousebutton down and drag it to the left or right.



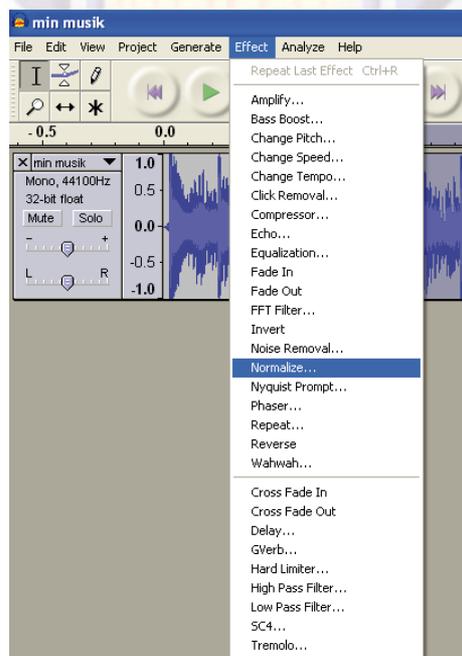
# EFFECTS

It can be effective and fun to experiment with effects. I'm not going to explain them all, so take the time to play with them by yourself.

The first thing you need to do is to select a part of the sound or the whole sound. Go to Effect in the menu. Choose what effect you like and edit the settings.

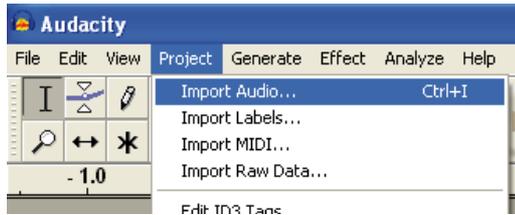
Here is a list of the most common effects, and some explanation.

<b>Amplify</b>	With this effect you can change the volume on the sound. Negative value is lower than original level.
<b>Fade In</b>	You can make the volume of the sound fade in with this effect.
<b>Fade Out</b>	Make the volume fade out with this effect.
<b>Normalize</b>	This effect flattens the sound to a standard volume level. Remember if you have a recording with higher volume on the left or right side, it will flatten it so it will be equal level on both sides. So if you don't want that, use Amplify instead.

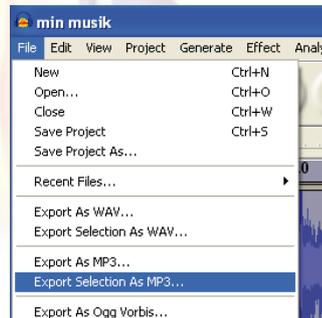


# HOW TO CHOP A LONG SOUND INTO SMALLER PIECES

**G**o to **Project** in the menu and select **Import Audio**. Select the sound that you want to chop. Now when you have the sound opened, listen to it and stop where you want the first piece to end.



**M**ark the first piece (See the section about selection) . Go to **File** in the menu and select **Export Selection As MP3**. Browse to the place where you want to save the file. Give it a name and press **Save**. In the next window, press **OK**.

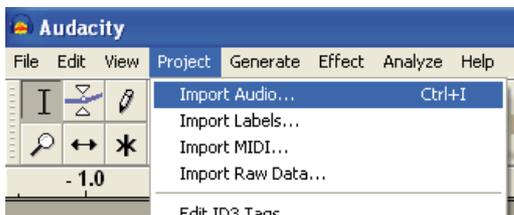


**P**ress **Delete** on the keyboard, to delete se first piece that you have saved from the project. Listen to the sound again and stop where you want the second piece to end. Select it, Export Selection As MP3 and so on. Just repeat the steps until you are done.

# HOW TO EDIT A SOUND

1

First go to **Project** in the menu and select **Import Audio**. Select the sound that you want and click **Open**. Now the sound opens up and you can see the waveform of the sound. Listen to it and cut the edges (See the section about cutting). Mark the parts that you don't want and press **Delete** on the keyboard.



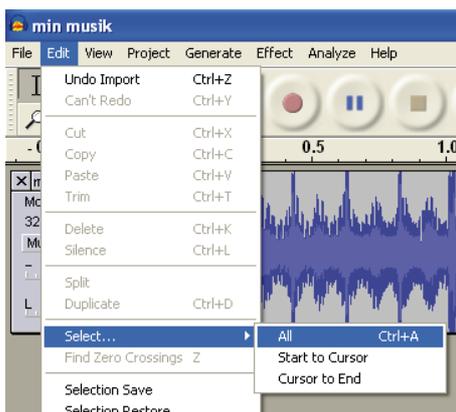
3

Choose **Effect** in the menu, and then select **Normalize**. In the window that is opening, press **OK**. Now the volume is flattened to a more standard level.



2

In the menu select **Edit** then **Select** and then **All**, or press **Ctrl+A** on the keyboard, to mark the sound.

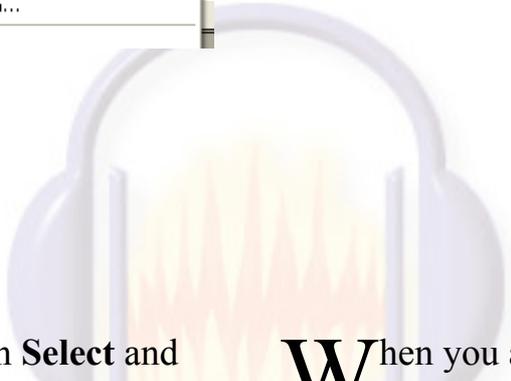


4

When you are pleased with the sound, it is time to export it to a mp3 file. Choose **File** in the menu and the select **Export As MP3**. Select where to save it, give it a name and then press **Save**. In the next window, press **OK**.



**Done!**



You can find more information about this program on there webpage.  
<http://audacity.sourceforge.net/manual-1.2/>

Hope you find this manual useful!

Best regards

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