

Audacity Tutorial

- 1.) Find a computer with Audacity already downloaded onto it
- 2.) Save the file off of Mr. Best's jump drive
 - a. Double click on the file "oH hOLY nIGHT"
 - b. Click "File" and "Save Project As"
- 3.) Open the file using Audacity
 - a. Double click on the file "oH hOLY nIGHT"
- 4.) Locate the following tools:
 - a. Horizontal scroll bar (on bottom of screen)
 - i. This allows you to scroll left and right through your Audio Tracks
 - b. Record, Pause, etc. buttons at top of screen
 - i. Please write them in order _____, _____, _____, _____, _____, _____.
 - c. What do the symbols that looks like a magnifying glass over the "9.0" time stamp do?
 - i. Magnifying glass _____
 - ii. Magnifying glass with a minus _____
- 5.) Edit the file
 - a. Magnify the entrance where the singer comes in by clicking the Magnifying Glass with the plus symbol three times and using the horizontal scroll bar to scroll back to the 2:20 time stamp
 - b. Click right before it says 2:10 and drag to the left until you get to the beginning of the song.
 - c. Click the "delete" button
 - d. Repeat these steps for the dead air from time stamps 11.45-14.30 and 3:38.00
 - e. There is something else at the very end that should be taken off so do that too
- 6.) Special Effects
 - a. Click on the button on the top left of the screen that looks like an Hourglass with a line through it
 - b. Click ONCE at the 10.00 time stamp
 - c. Click and hold before the 10.00 time stamp and slowly drag down
 - i. This is how you make a file fade in or fade out
 - d. Fade out the ending of the song
- 7.) Click on "Effect" on the top toolbar
 - a. What are some effects listed there?

Save as an MP3 and SHOW MR. BEST BEFORE YOU LEAVE TODAY. THIS PAPER IS DUE TOMORROW!!!