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To get the most out of this class, download and install the latest version of Audacity software onto your laptop and have the laptop with you in the class. It is also advisable to have some headphones/earbuds as well.

SEE INSTRUCTIONS BELOW for installation!!

**Audacity** is a free, easy-to-use, multi-track audio editor and recorder for Windows, Mac OS X, GNU/Linux and other operating systems.

What that means to Barbershoppers is an easy and inexpensive way to make rehearsal recordings, learning tracks, demo recordings, podcasts and much, much more.

***NOTE: There are MANY audio recording options out there – and many have very similar features to Audacity. Audacity was chosen because it is free, stable, full of useful features and widely accessible to many computer devices.***

In this course we will help you get started using and exploring this fantastic resource, and show you how it can benefit every member of your quartet or chorus!

Although it is best to have Audacity installed on your laptop before arriving, we will walk through the process briefly. Then, we'll learn:

- How to use the software to make a basic recording right out of the box.
- How to use some of the most basic and useful features of the software
- How to adjust various parameters of your set-up.
- How to edit recordings
- How to go beyond the basic levels and explore deeper
- How to make multi-track recordings such as learning tracks
- How to enhance the use of learning tracks
- How to export your recordings as MP3 or other formats

And there will be some time where you can explore the software on your own and ask additional questions.

**NOTE:** This course will not cover all aspects of the software. It is designed to merely get you started and functional.

## Download and Installation

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1. Open a browser.
2. Go to the Audacity home page <http://web.audacityteam.org/>.
3. Once on the Audacity home page, click on the Download tab.
4. On the page you come to, click the link in the box for Windows, Mac or Linux according to the operating system you are on.
5. This will take you to the download page. For Windows or Mac, choose the "Recommended Download" which will be an installer program (.exe for Windows, .dmg for Mac). Left-click this link.
6. This will bring up the download window. Click the "Save file" button and save to your desired location.
  - On Windows, double-click the downloaded .exe file - if a warning box appears, click "Run". Choose "English" as the language to run the installer in, and follow the instructions. Use the recommended folder to install Audacity into, and create a desktop icon for easy access later on. Once installation is complete, click "Finish" (Audacity will launch straight away unless you uncheck the "Launch Audacity" box).
  - On Mac, double-click the downloaded .dmg to mount it. then to install Audacity, copy the "Audacity" folder from the newly mounted .dmg to /Applications or any other location of your choosing.
7. On the Download page for your version, find the **Plug-in and Libraries** section. Download LAME MP3 encoder so you can export MP3 files.
8. You may wish to download and install the FFmpeg import/export library to allow even more options for importing and exporting formats.
9. You may also wish to download the LADSPA plug-ins for a large selection of effects such as reverb and compression.

## Editing

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### Recording

1. To begin recording a short clip, open Audacity by clicking on the desktop shortcut.
2. Once Audacity is running make sure that your microphone is plugged into your computer or that your built-in microphone is working.
3. Press the red Record button, you should see the track recording below.
4. Then press Stop which is the yellow square.
  - To save to an Audacity project for re-opening later in Audacity, go to File > Save Project, select your location and name your save appropriately.

- To export to an audio file for use in other audio programs on your computer, choose File > Export, and in the file name box, type in a name for your file, in this example we will call it "narration". Select your desired audio. WAV is usually compatible with most Windows programs. Click Save. When it asks for metadata, just press "OK".

### Importing an audio file

1. To import an audio track go to File > Import > Audio and choose the file that you would like to import.
2. In this example we will import the narration previously recorded.
3. When the warning box appears press OK
4. To import the rest of your audio files follow this same process and you should see each of your files appear as new tracks underneath the last one.
  - In this example we will first import the park.
  - Then we will import the background music twice.
  - And finally we will import the cries.

### Copy and Paste

1. To copy a portion of sound select it using the selection tool (shortcut is F1). This is located at the top center of the main group of toolbars, and looks like an I-beam.
2. When you have the sound selected it will become highlighted.
3. Then choose copy from the Edit menu or hit CTRL + C.
4. Next move the selection tool to where you would like to paste the audio.
5. To paste, click at the desired location and choose paste from the Edit menu or hit CTRL + V.

### Time-shift

1. To move clips around in time choose the time-shift tool (F5) from the same toolbar, which looks like a pair of arrows pointing outwards.
2. Then click on the portion of audio that you would like to move and drag it left or right on the timeline to your desired location.
  - In this example we will leave a slight overlap between the two portions of background music.
  - After that we will move the first cry to approximately to 3.5 seconds.
  - Then we will move the second cry slightly after the end of the first cry.

## Fade-In

1. To do a fade-in, select the portion of audio that you would like to fade in using the selection tool.
2. Then go to **Effect > Fade In**.
  - This will gradually increase the sound from silence to its original volume.

## Fade-Out

1. To do a fade-out, select the portion of audio that you would like to fade out using the selection tool.
2. Then go to **Effect > Fade Out**.
  - This will gradually decrease the sound from its original volume to silence.

## Deleting Clips

1. To delete a portion select the audio that you would like to get rid of using the selection tool.
2. Then go to **Edit > Delete** or hit the delete key on your keyboard.
  - This will remove the audio, but without adding it to Audacity's clipboard. If you had wanted to remove that portion but then paste it elsewhere, you would have used Edit > Cut which would have cut the audio to the Audacity clipboard.

## General Tips

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- SAVE OFTEN
- Don't be afraid to experiment — CTRL + Z or Edit > Undo will fix any experimentation.
- Be willing to spend as much time as needed on your projects.
- Obey copyright laws

## ONLINE MANUAL

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- <http://manual.audacityteam.org>