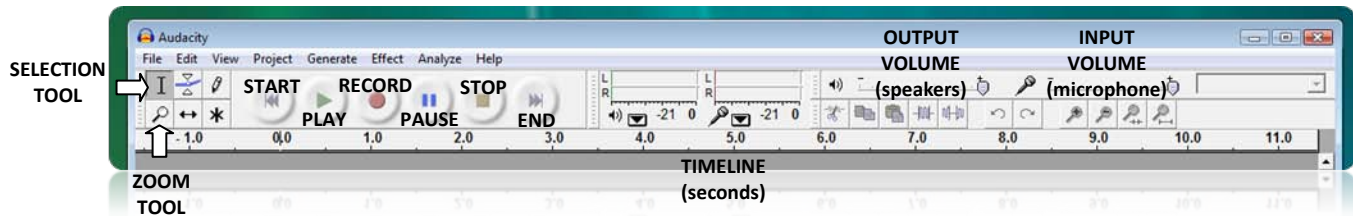


Recording and Editing in Audacity

Overview of Tools



Recording

To record in Audacity, simply click the **Record** button. When you are finished recording, press the **Stop** button. Make sure to do a **test** of your audio before recording your final.

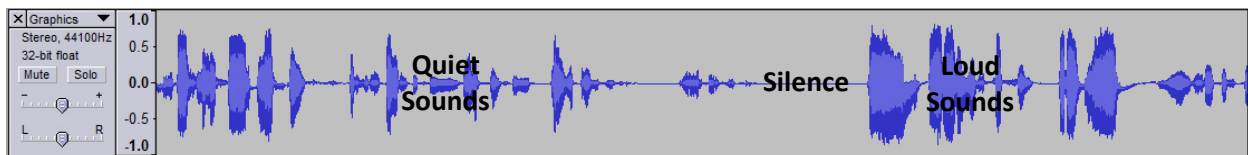
Your recorded volume can be changed on the **Input Volume** slider. And don't worry about mistakes, as they can be cut out in the editing process.

Playing Back Your Recording

To playback your recording, press the **Play** button. To skip to the beginning of the recording, press the **Skip to Start** button. To skip to the end of the recording, press the **Skip to End** button.

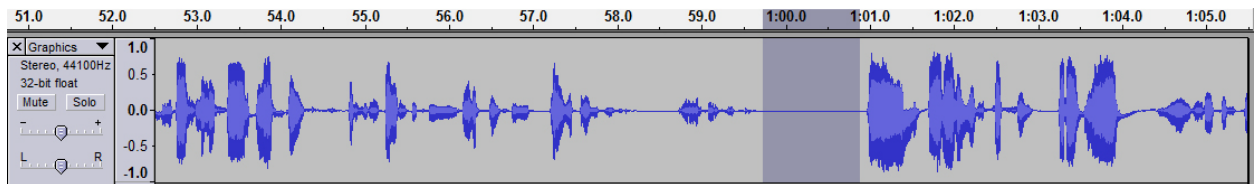
Editing Your Recording

There are many reasons to edit your recording. Mistakes, silences, and other noise can be removed to make your recording more clean and professional. The more you view your recording, the more you will notice how the sound creates waveforms. Larger wave forms are produced by louder sounds, where as small wave forms are more quiet sounds, and finally no wave forms are an indication of silence.



Removing Material From Your Recording

To remove material your recording, find the location where you would like to remove. Highlight the section using the **Selection** tool. Then click **Delete**. Your selected material should be removed from the timeline. You may also go to **Edit > Delete** to do this process.



Adding Material To Your Recording

You can also add material to your recording, by simply copying and pasting parts of your current recording, or even another recording. Just select what parts you want to copy by highlighting them using the **Selection** tool and copying (**Edit > Copy**) and then click the **Selection Tool** on the timeline where you want to paste your material (**Edit > Paste**.)

Adding Effects To Your Recording

You can also apply different effects to your recording by going to the **Effects** tab. Different options under this tab include changing tempo (without changing pitch), fade in/fade out, click removal, noise removal and more. Effects will only be applied to the parts of your recording which are **selected** at the time.

