



# Audacity Guide

*by Such A Voice*

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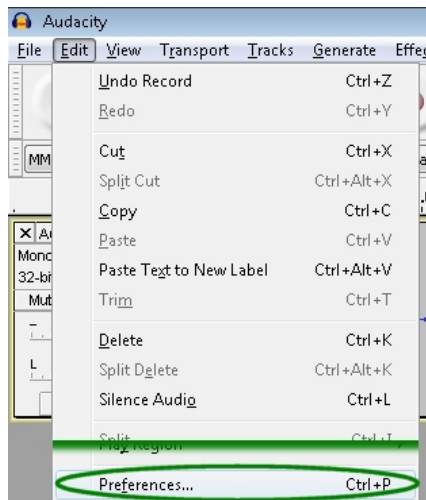
## Installing Audacity

Audacity is a professional software package for recording and editing audio. It has a lot more options than most students need when beginning, but it's a great tool that will get you started in your voice-over career. Content creators, VO talent and even some NPR correspondents use it for creating and editing podcasts and radio stories.

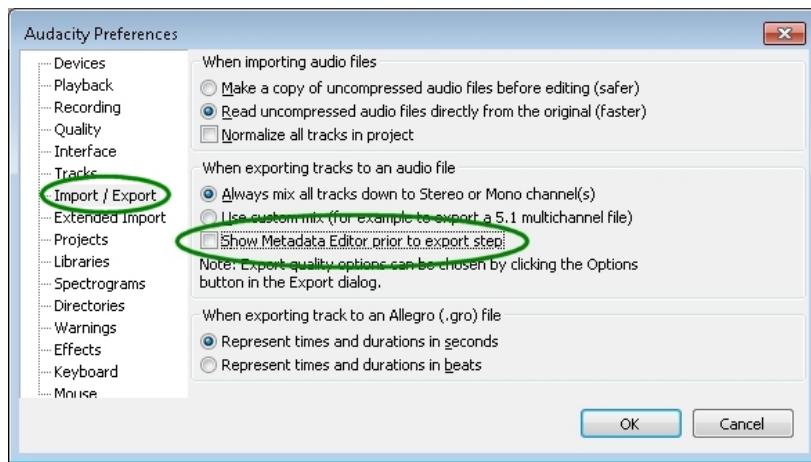
1. Go to <http://audacity.sourceforge.net> and click the "Download" tab at the top.
2. Download "Audacity" for Windows or Mac.
3. When the file is downloaded, open it and install the software. Choose all of the defaults.

## Audacity Settings

1. Open Audacity.
2. Click "Edit" from the menu at the top, then click "Preferences..."

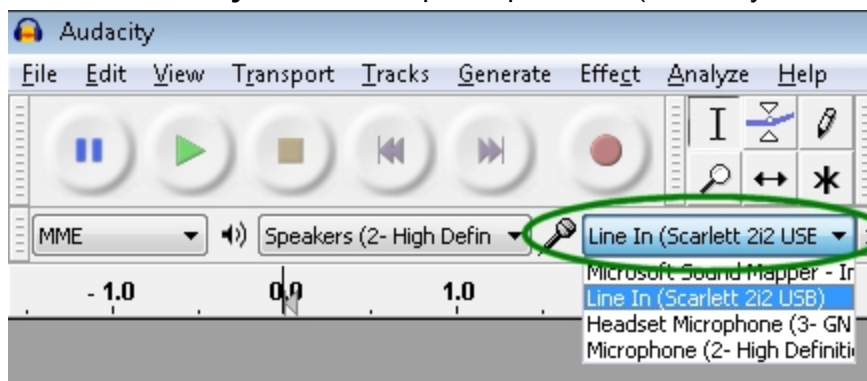


- From the “Audacity Preferences” dialog. Click “Import / Export” from the menu on the left, then **UN**check the “Show Metadata...” box, then click the “OK” button.



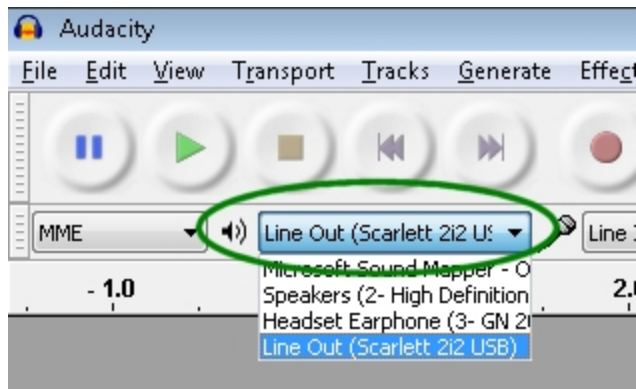
### Selecting the INPUT device (Recording)

- From the device toolbar at the top of the screen, click the dropdown list to the right of the **microphone** icon and choose **your** “Line In” preamp device. (Probably Scarlett 2i2)



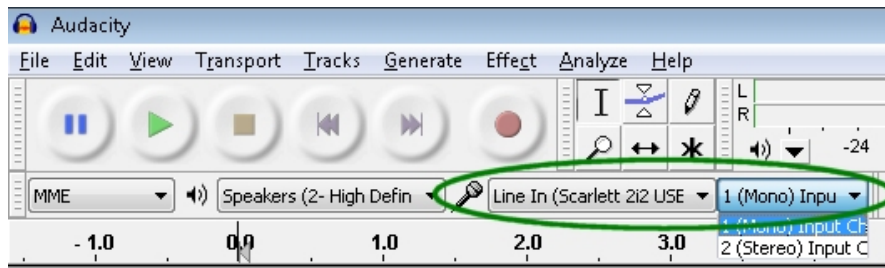
### Selecting the OUTPUT device (Playback)

- You should have your headphones plugged into your Focusrite preamp for playback. From the device toolbar at the top of the screen, click the dropdown list to the right of the **speaker** icon and choose **your** “Line Out” preamp device. (Probably Scarlett 2i2).



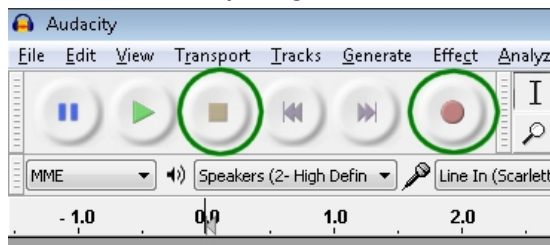
### Selecting the input CHANNEL

- From the device toolbar at the top of the screen, click the *second* dropdown list to the right of the **microphone** icon and choose “Mono”. (You only have one voice, so you only need to record in mono.)

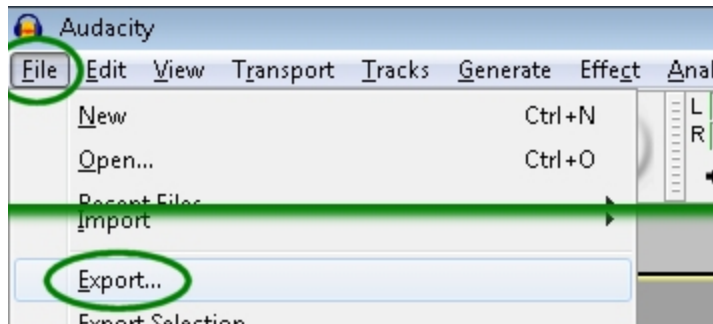


### Setting the default file format for exporting audio

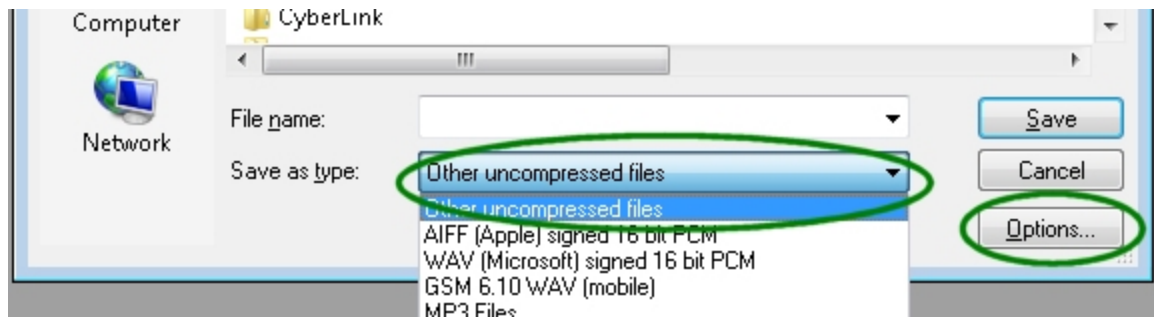
- Click the “Record” button (Red circle), then immediately click the “Stop” button (orange square) - it does NOT matter if anything is recorded - we are only setting some defaults right now.



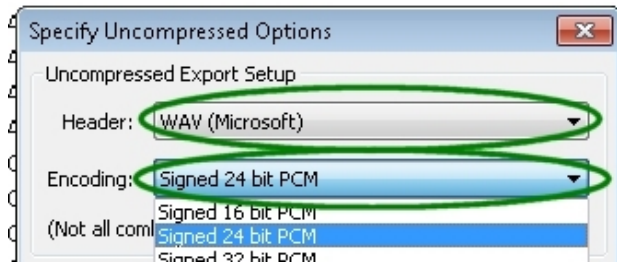
- From the menu at the top, click “File” then “Export”.



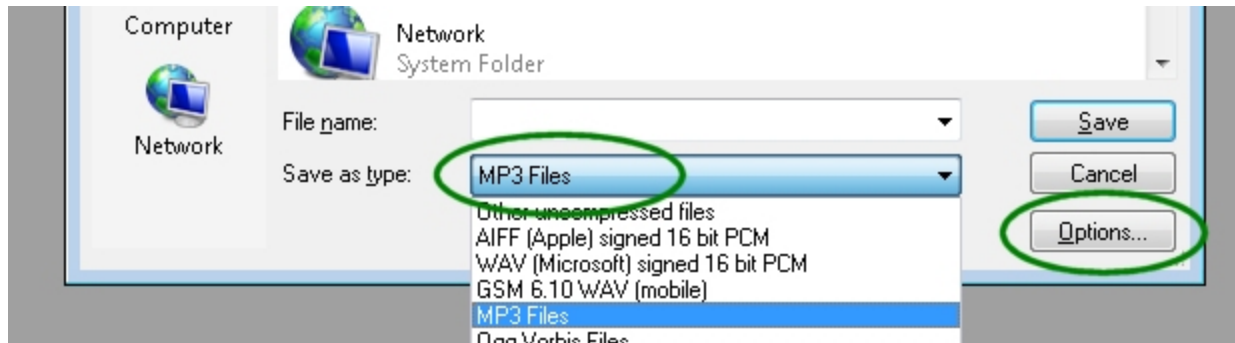
- From the “Export File” dialog box, click the dropdown list to the right of “Save as type” and select “Other uncompressed files”, then click the “Options” button.



10. From the “Header” dropdown list, select “WAV (Microsoft)” and from the “Encoding” list, select “Signed 24 bit PCM”, then click the “OK” button.

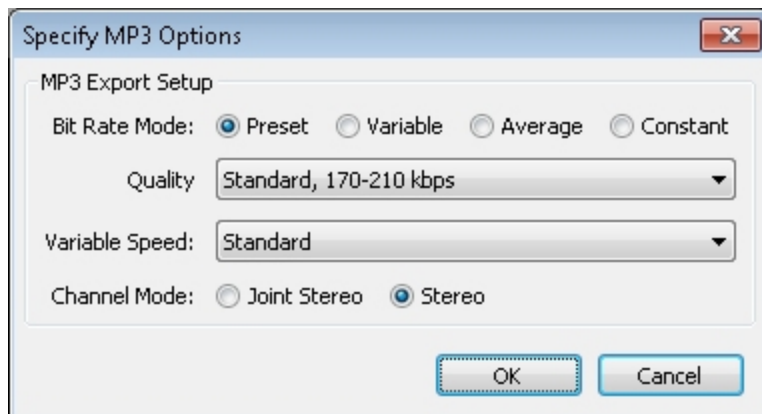


11. From the “Export File” dialog box, click the dropdown list to the right of “Save as type” and select “MP3”, then click the “Options” button.



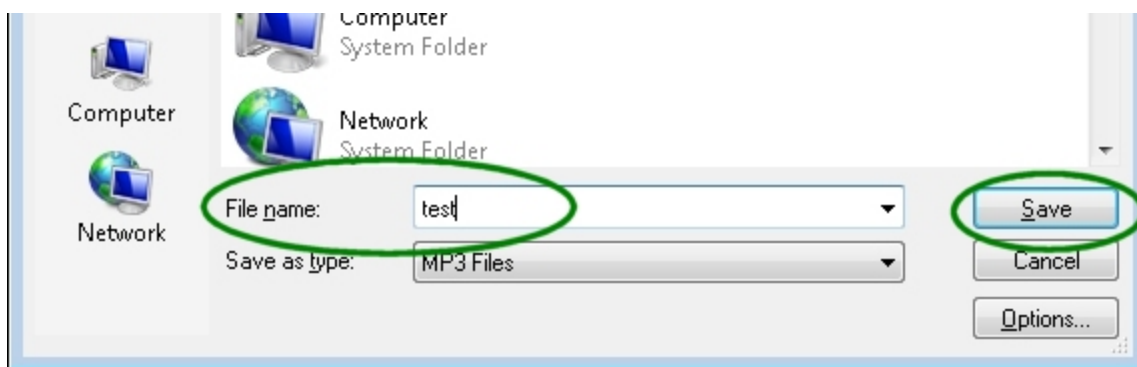
12. From the “Specify MP3 Options” dialog box, select:  
“Preset”,  
Quality: “Standard”,  
Speed: “Standard”,  
Mode: “Stereo”

then click the “OK” button.

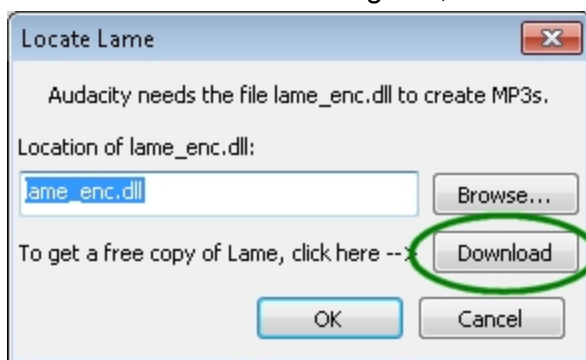


13. Download the LAME encoder:

- a. In the “Export File” dialog box, in the “File name” field, enter “test”.
- b. Click the “Save” button.

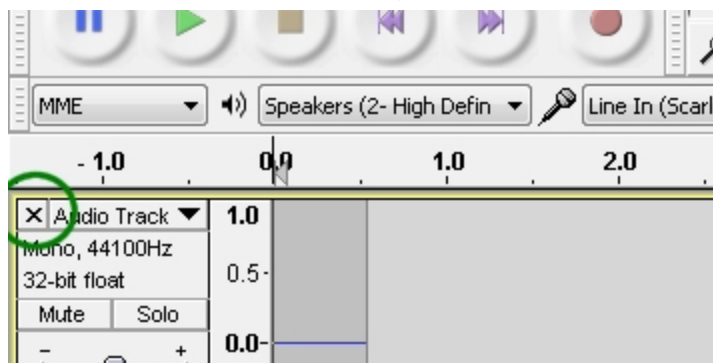


- c. On the “Locate Lame” dialog box, click the “Download” button.



- d. An Audacity web page will open - click the “Go to the [download page](#)” link.
- e. At the top of this new web page, click the “Jump straight to [LAME for Windows](#) download” link. (If you are using a Mac, find the “*For Audacity on Mac OS X*” section.)
- f. Click the link below “For FFMpeg/LAME on Windows” to [download Lame\\_vXXX\\_for\\_Windows.exe](#)
- g. Open/Run/Launch the file once it has been saved, and choose all of the default options to install the LAME Encoder.
- h. When you go back to Audacity, in the “Locate Lame” dialog box, click “Cancel” - click OK for the error message. You are now able to save audio in the MP3 format.

14. From the “Audio Track” menu, click the “X” on the test track we recorded a few steps back.



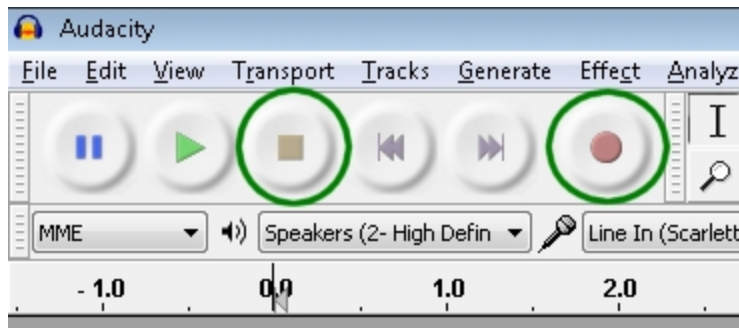
The basic settings for Audacity are now complete.

## Creating Audio Files

Audacity has MANY more functions than you will be using during your training with Such A Voice. Recording audio tracks exporting that audio to an uncompressed WAV format are the two basic steps you'll be repeating.

### Recording audio

1. Clicking the “Record” button from the ‘Transport Toolbar’ at the top of the window will immediately begin recording from your Line In device. You can also hit the letter “R” on your keyboard to begin recording.
2. Clicking the “Stop” button will stop the recording. You can also hit the “Space bar” on your keyboard to stop.



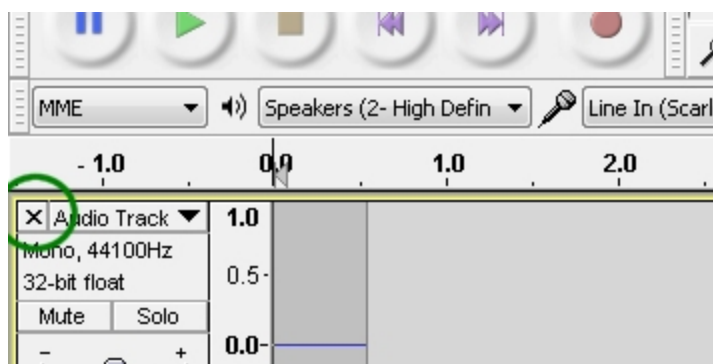
3. If you want to continue recording at the end of a track where you stopped, you can hold down the “Shift” key on your keyboard and click the “Record” button. You can also hit “Shift” and “R” to start recording.

### Playing audio

1. As soon as you hit the “Stop” button, you can click the “Play” button and your audio will play. You can also hit the “Space bar” again and it will begin playing. The “Space bar” will also stop the audio from playing.

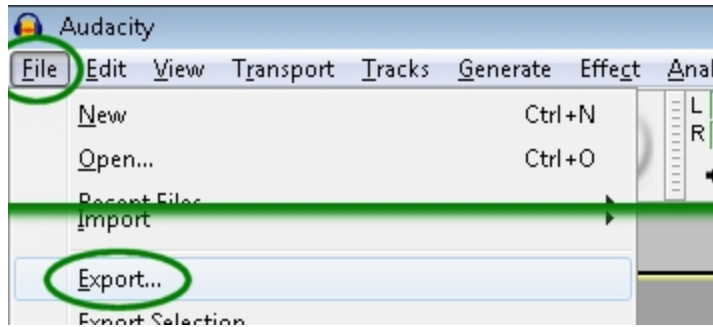
### Removing audio tracks

1. To remove a track without saving it, click the “X” at the top-left corner of the track. This will DELETE the entire track you just recorded. If you *accidentally* remove the track, click “Edit” then “Undo Track Remove”.

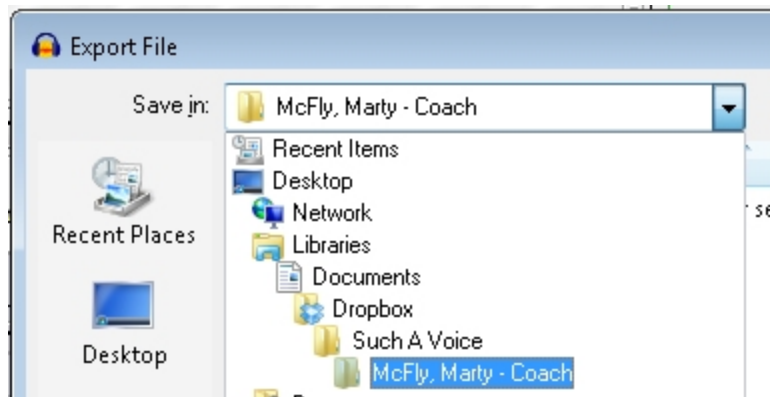


## Exporting (Saving) audio

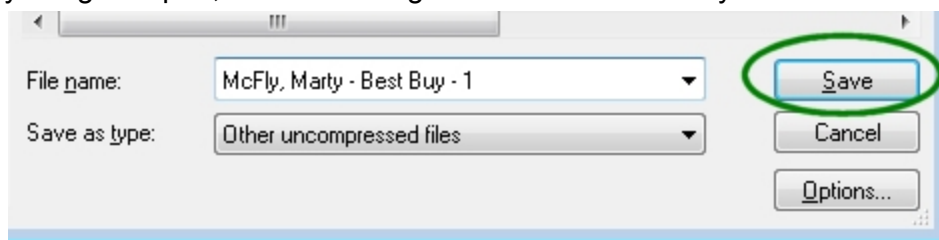
1. Click “File” then “Export...”



2. In the “Export file” dialog box, navigate to the Dropbox folder for your coach. This *should* be something like “Documents / Dropbox / Such A Voice / [Your name] - Coach”...



3. In the “File name” field, enter a name in this format: [Last, First] - [Script name] - [Take number]. Then click the “Save” button. (Make sure your coach knows the name exact file name you use - **this is important!** When your coach makes notes for post production, they will be referencing the file name you agree upon, so don't change the file names once you've save them.)



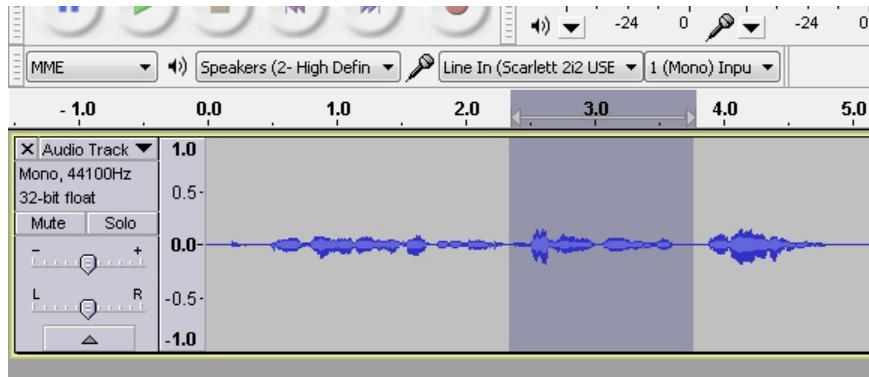
**You have now saved an audio file.**

# A few advanced instructions

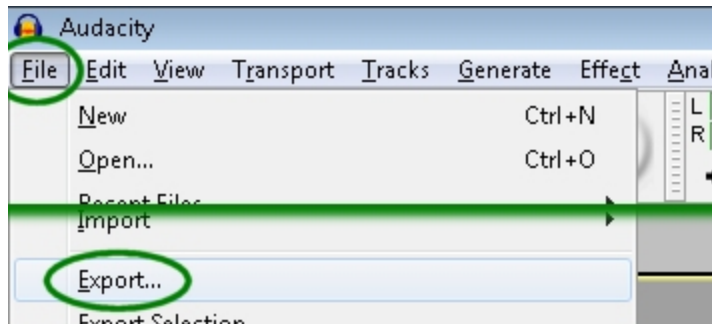
Not too advanced, but these may be helpful sooner than later.

## Exporting (Saving) a region of an audio track

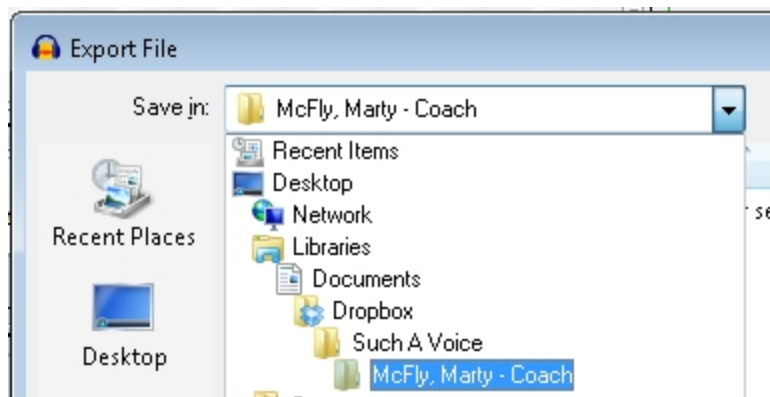
1. If you want to export only a portion of a track, simply highlight that region with your mouse, then follow the steps for “Exporting (Saving) audio”.



2. Click “File” then “Export...”

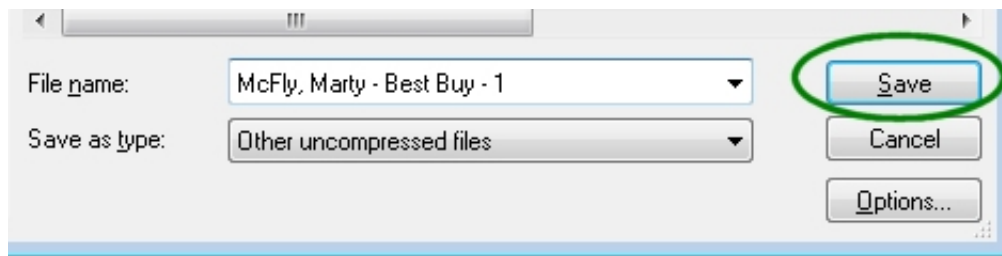


3. In the “Export file” dialog box, navigate to the Dropbox folder for your coach. This *should* be something like “Documents / Dropbox / Such A Voice / [Your name] - Coach”...



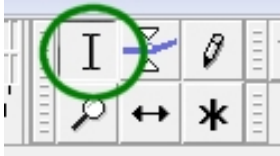
4. In the “File name” field, enter a name in this format: [Last, First] - [Script name] - [Take number]. Then click the “Save” button. (Make sure your coach knows the name exact file name you use - **this is important!** When your coach makes notes for post production, they will be referencing the file name you agree upon, so don't change the file names once you've save them.)



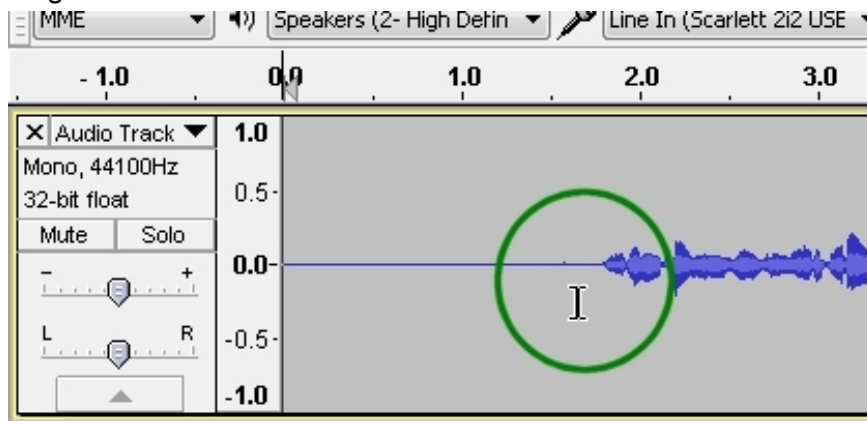


## Cropping audio

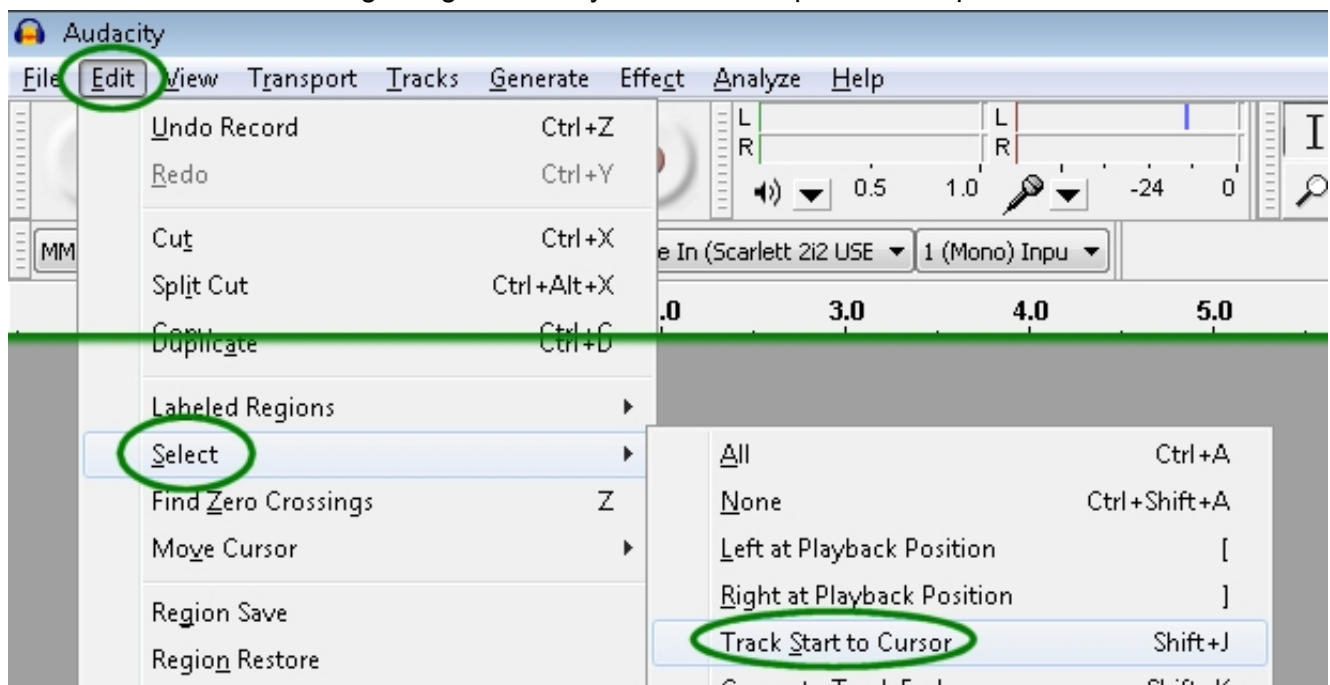
Sometimes there's a pop or a lot of silent audio before you begin speaking. To remove the silent audio, first make sure you are using the "Selection tool" by clicking on it from the toolbars at the top:



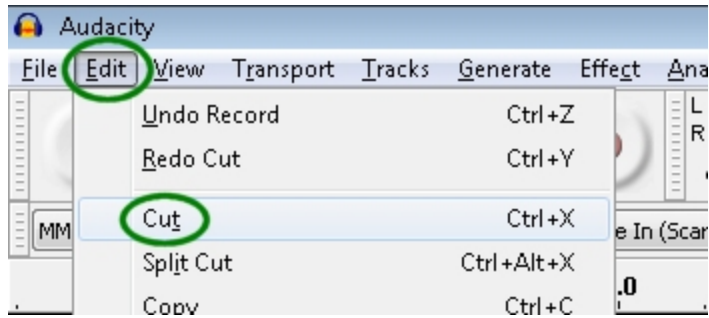
1. Single left-click on the audio track to the left of the waveform.



2. From the menu bar at the top, click "Edit" then click "Select" then click "Track Start to Cursor" to highlight the audio track from the beginning to where you click in the previous step.



3. A portion of the audio track is now highlighted. Click “Edit” from the menu bar at the top, then click “Cut”.



You can also use your mouse to highlight sections of the audio track. If you want to learn more about editing in Audacity, look at [http://wiki.audacityteam.org/wiki/Audacity\\_for\\_Teachers\\_-\\_Installation\\_and\\_Basic\\_Editing](http://wiki.audacityteam.org/wiki/Audacity_for_Teachers_-_Installation_and_Basic_Editing).