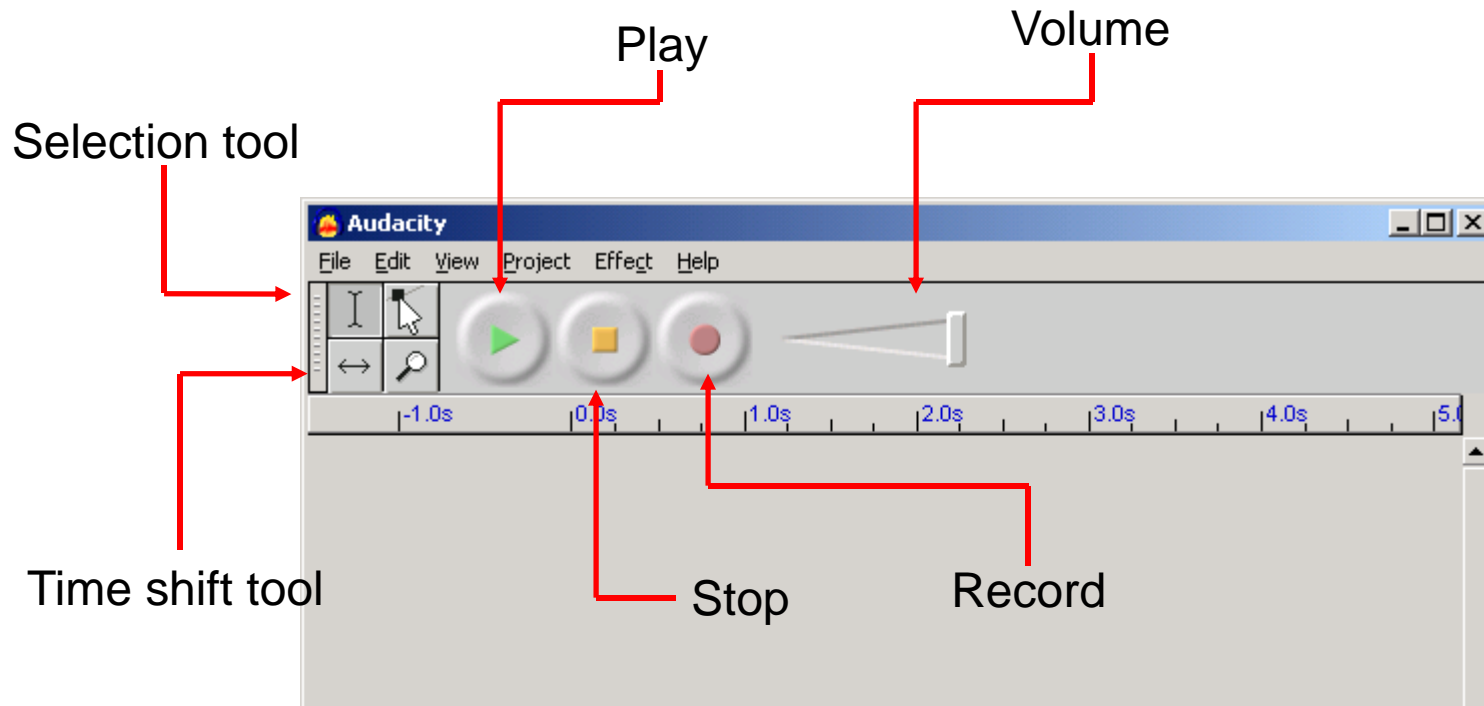


Using Audacity

Audacity is an audio-editing application available from <http://audacity.sourceforge.net/> and can be used with most PC operating systems including Windows, Mac and Linux.

These instructions provide a brief introduction to some of the features of the application.

Main controls



Before using Audacity for the first time set the default values in **Preferences** from the file menu.

On the **Audio I/O** tab ensure you have selected the correct input and output hardware.

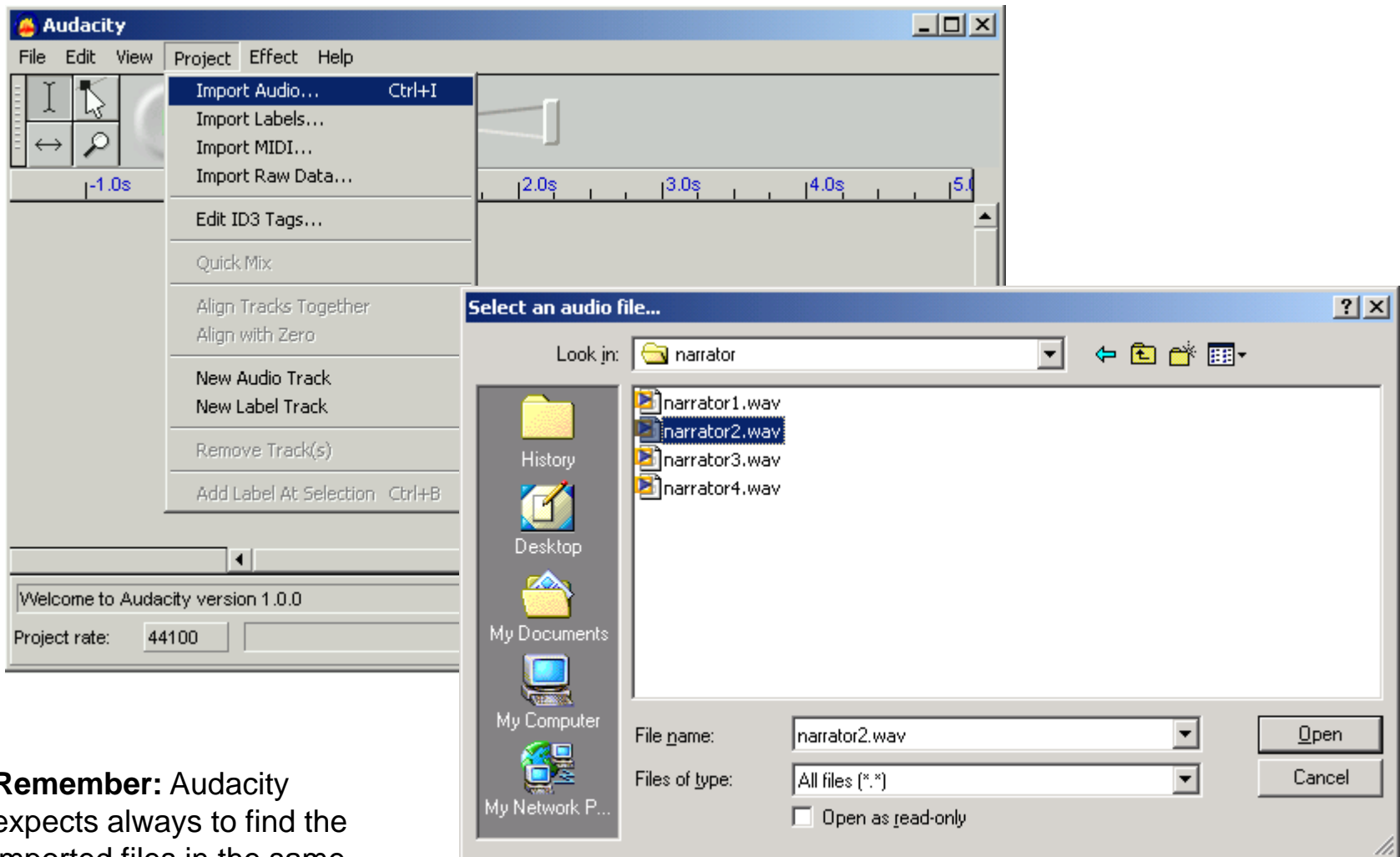
On the **Sample Rates** tab ensure you have set the required sample rate: it should match the sample rates of the clips you are going to include.

On the **File Formats** tab select **Make a copy of the file to edit**. This will ensure that your original sound clip remains unchanged. Select the Export format as required: WAV is best for Microsoft based O/S.

On the **Directories** tab select a Temp folder on a local hard drive: this is particularly important if you are running the program across a network as there will be considerable network traffic.

Importing audio

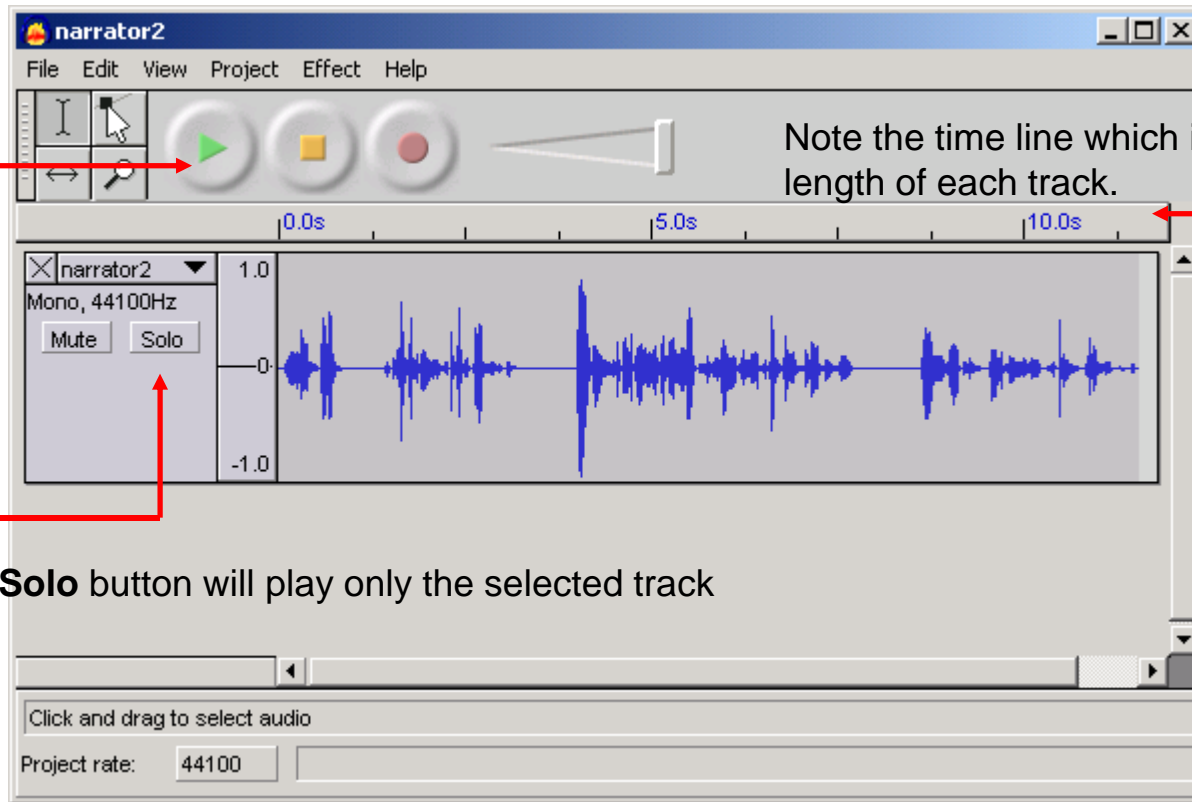
- 1 Select **Import Audio** from the **Project** menu.
- 2 Browse to the relevant folder and select the file.



Remember: Audacity expects always to find the imported files in the same place when it reloads a project.

Playing a track

Click the **Play** button to hear the narrative.

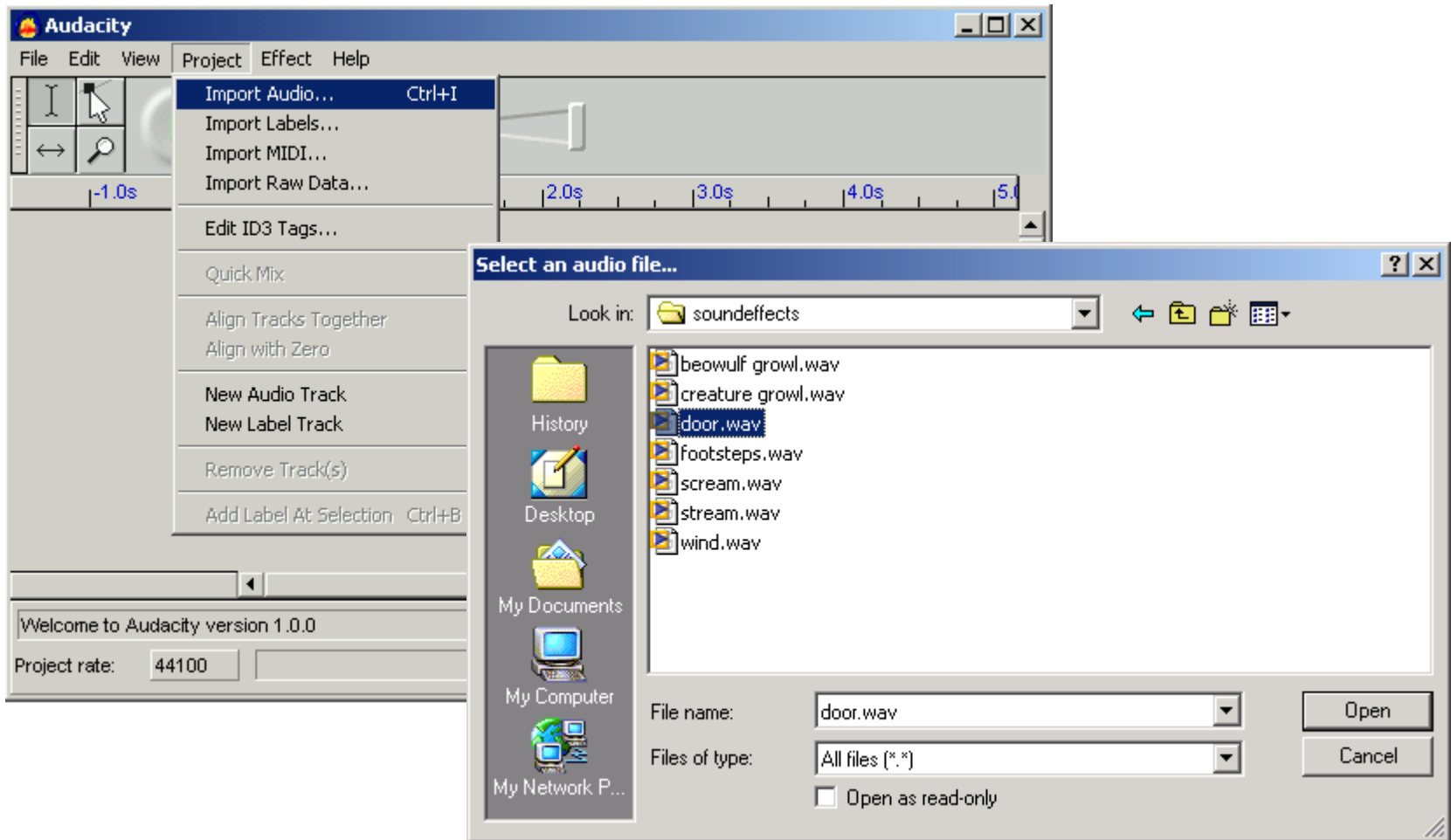


Note the time line which indicates the length of each track.

Clicking the **Solo** button will play only the selected track

Adding a sound effect

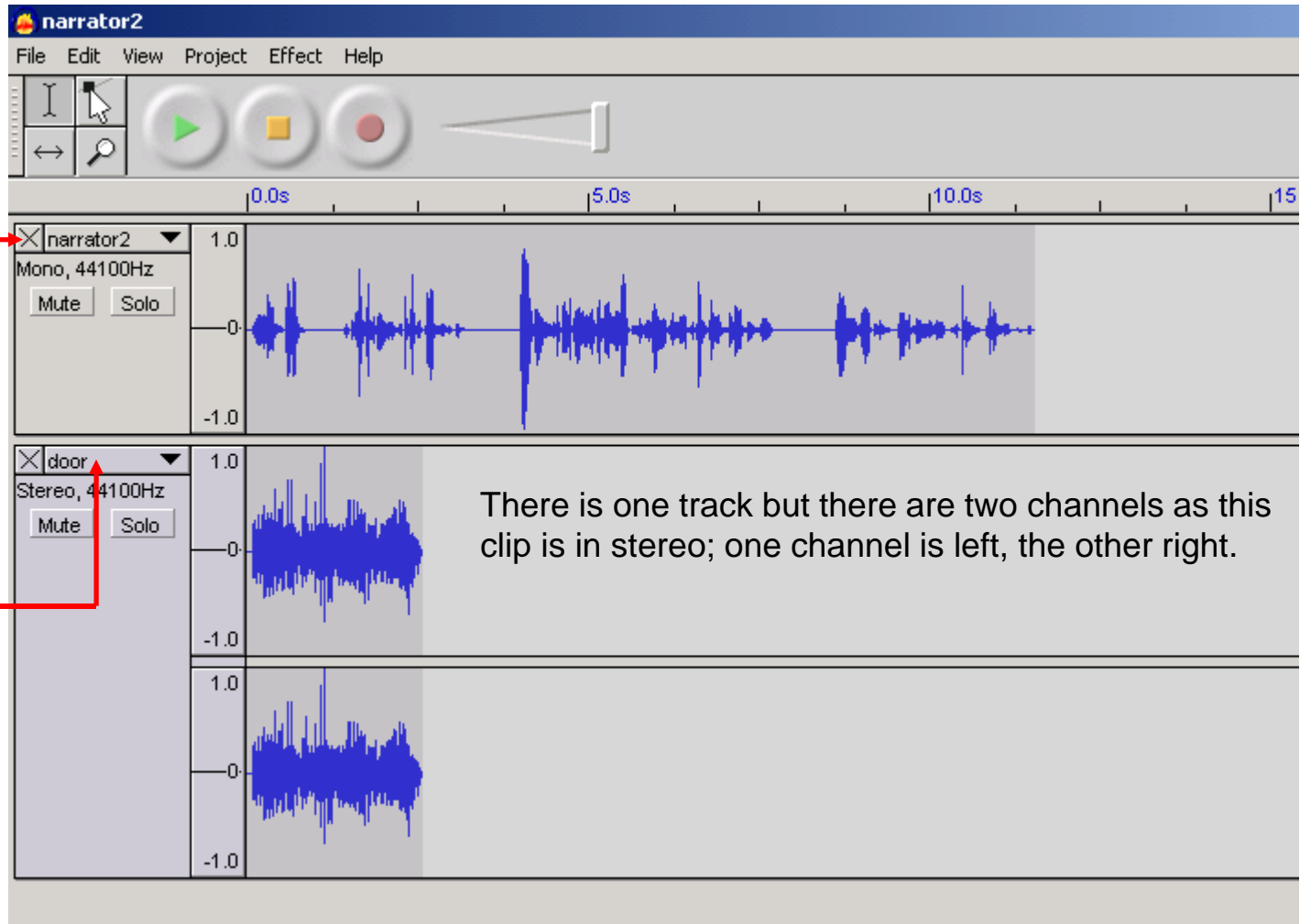
- 1 Select **Import Audio** from the **Project** menu.
- 2 Browse to the relevant folder and select the file.



Note: Audacity will load a MIDI file but cannot edit or play it (in development)..

Stereo tracks

The audio clip is added as a new track.

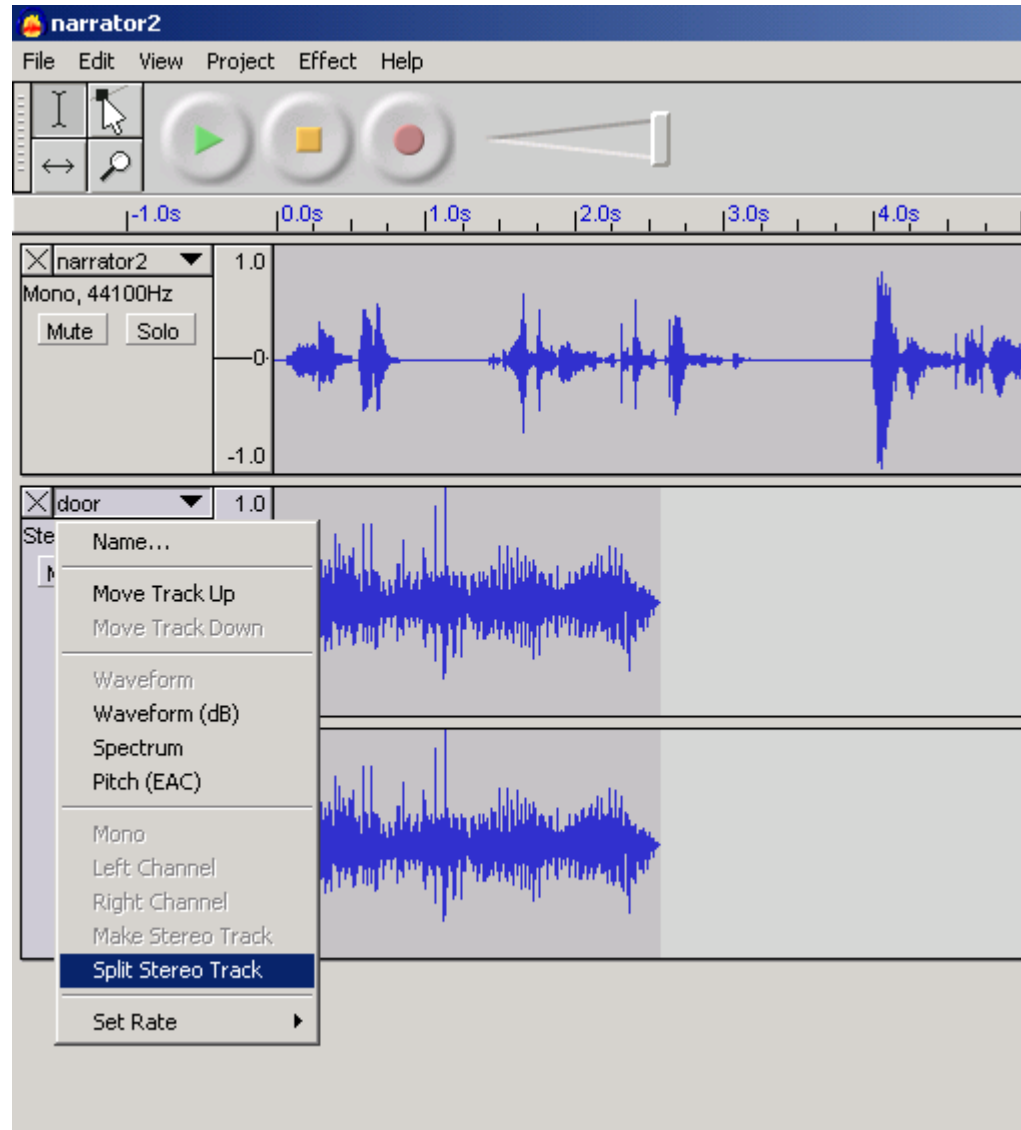


The screenshot shows the narrator2 software interface. At the top is a menu bar with 'File', 'Edit', 'View', 'Project', 'Effect', and 'Help'. Below the menu bar is a toolbar with icons for zooming, play, stop, record, and a speaker icon. A timeline at the bottom shows time markers at 0.0s, 5.0s, 10.0s, and 15.0s. There are three tracks visible:

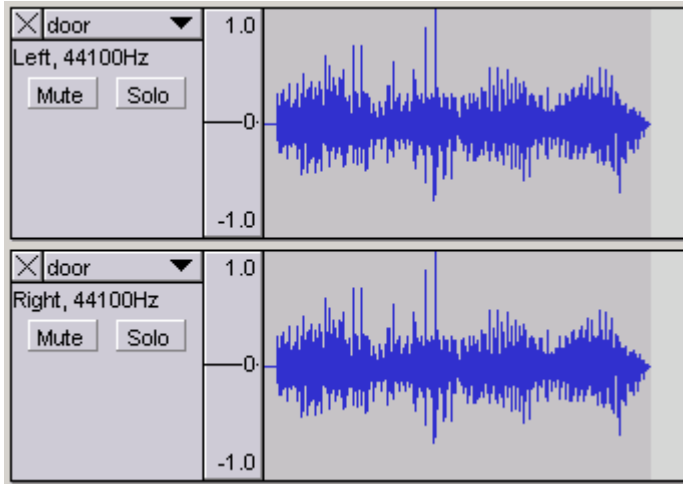
- The top track is named 'narrator2' and is a 'Mono, 44100Hz' track. It contains a blue audio waveform. A red arrow points to the 'X' icon in the track header, with the text: 'Clicking here will delete the track: you **cannot** undo this action.'
- The middle track is named 'door' and is a 'Stereo, 44100Hz' track. It contains two blue audio waveforms representing the left and right channels. A red arrow points to the track name 'door', with the text: 'Clicking here will access the **Track** pop-down menu.'
- The bottom track is also a 'Stereo, 44100Hz' track, containing two blue audio waveforms. A text box on the right side of this track says: 'There is one track but there are two channels as this clip is in stereo; one channel is left, the other right.'

Splitting a track

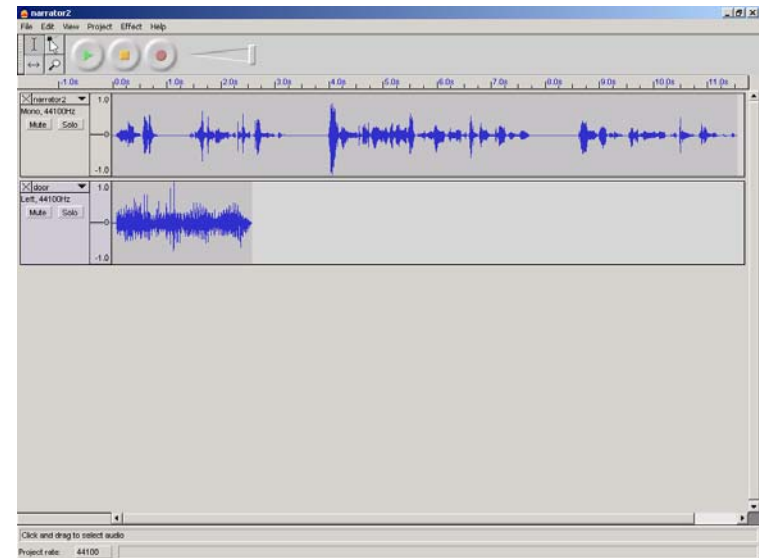
Split the door sound to provide two tracks by selecting the **Track** drop-down menu and clicking on **Split Stereo Track**.



Deleting a track



Delete the right track by clicking on the cross to leave one track for the door creak.

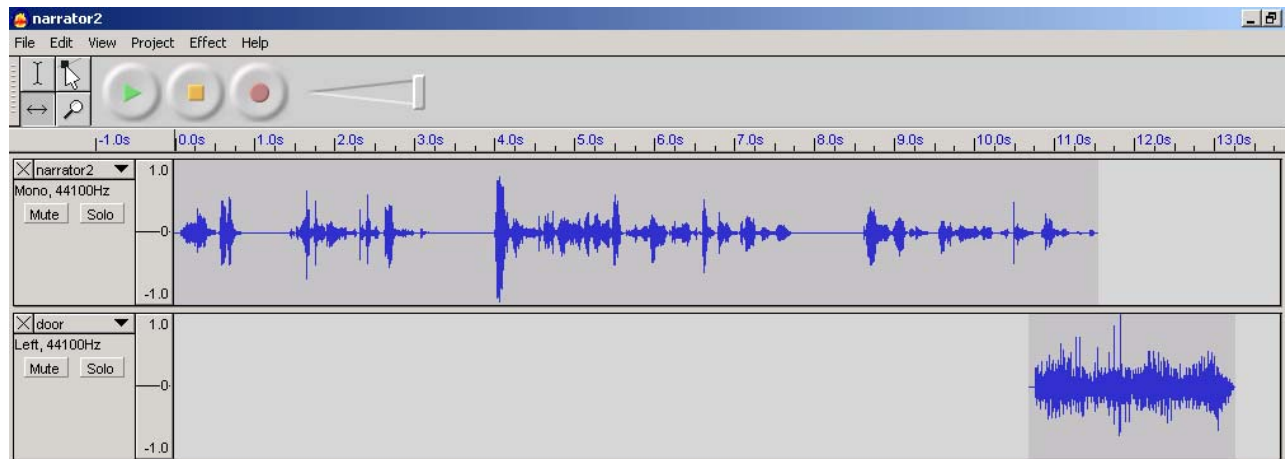
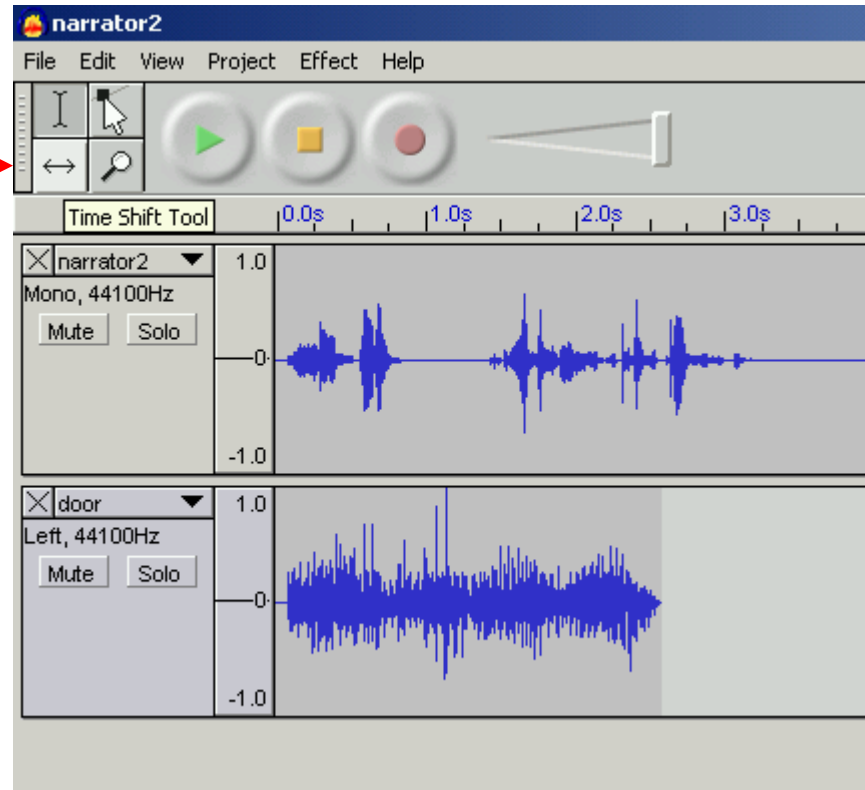


Moving a track

The sound effect is in the wrong location.

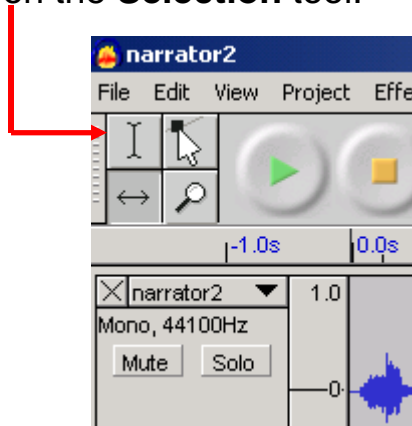
Move the door sound to the correct location by using the **Time shift** tool.

- 1 Click on the **Time shift** tool.
- 2 Click and hold down the left-hand mouse button on the door sound and move to the end of the narrator track.

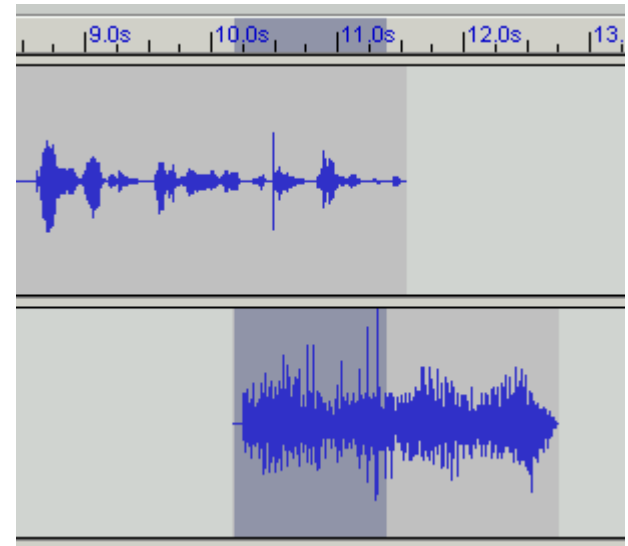


Cut, copy and paste

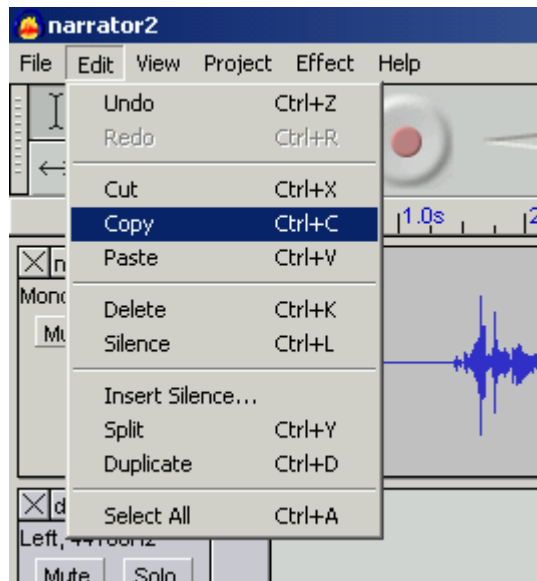
1 Click on the **Selection** tool.



2 Highlight a section of the audio clip by holding down the left-hand mouse button and moving the mouse.



3 Select **Copy** from the **Edit** menu.



4 Select **Paste** from the **Edit** menu.

