




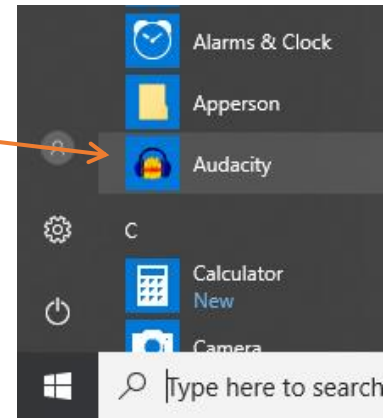



# Audacity Quick Start Guide

## Creating your recording


- Open *Audacity* (type in the search box, or click  to locate)
- Before recording prepare to save:  
File / Save Project As... (save to your project folder)
- Click the **Record** button 
- During the recording session you may **pause** by clicking 
- then click  again to continue
- To end your recording click the **Stop** button 
- Save your final recording by pressing Ctrl-S

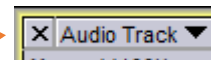
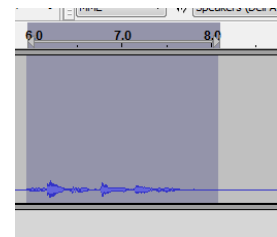


## Listening to your recording

- Click  to **play** your recording
- Notice the timeline above the sound waves, you may click any point on the timeline to start playback from that point

## Editing to your recording

- Selecting a portion of an audio track:
  - Use the timeline to determine the beginning and end for the segment to be edited
  - **Click** on the audio track at the beginning of the segment
  - **Hold Shift and click** the audio track at the end of the segment
- Deleting or moving a highlighted segment of audio:
  - Press Delete to remove a highlighted segment on an audio track
  - To move the audio segment
    - press **Ctrl-X** to cut the segment
    - click at a new location on an audio track
    - press **Ctrl-V** to paste the audio segment in the new location
- To delete an entire audio track:
  - Click the **X** in the upper left of the Audio Track 
- Ctrl-Z can undo if you notice something does not go as planned



## Saving your final sound track

- Select **File / Export...**
- Use the **Save in** box to select the folder for your audio file
- Set the Save as type to WAV or MP3