

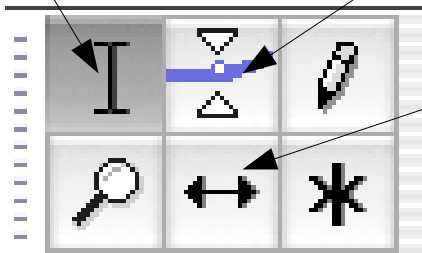
Audacity QuickStart Guide

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BASIC EDITING TOOLS: Three basic tools are used for editing audio files in Audacity. Select the tool you want from the menu in the upper left corner.

The **insertion bar** (I-bar) allows selection of part of audio files, and moving the playhead to a new location.



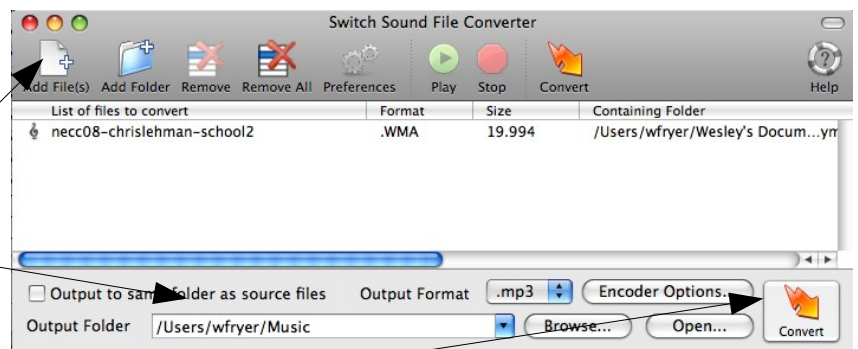
The **envelope tool** creates editing points so audio can fade in or out

The **move tool** is used to change the relative position of audio clips on the timeline.

PREPARE AUDIO CLIPS: To import an audio clip from your digital audio recorder or another source (like a website) make sure the file is in WAV or MP3 format. Use free Switch software (www.nch.com.au/switch) to convert WMA files (Windows Media Audio) into MP3 before importing to Audacity.

CONVERTING A WMA FILE INTO MP3 :

- Open the Switch application on your computer.
- Click ADD FILE(+) and navigate to the location where you saved your audio recording.
- Change the Output Folder to the desired location (i.e. the desktop)
- Click CONVERT in the lower right corner.



TIP: If the OUTPUT FORMAT is not set to MP3, change it to MP3. This will create a smaller file than WAV format because it is compressed. Since the recording just includes spoken words and not music, you can further reduce the filesize by clicking ENCODER OPTIONS and setting the bitrate to 32 kbps.

