

HOW TO CREATE AN MP3 USING AUDACITY

Recording and Editing Sound in Audacity

Notice that the control buttons use the same icons found on many cassette players.

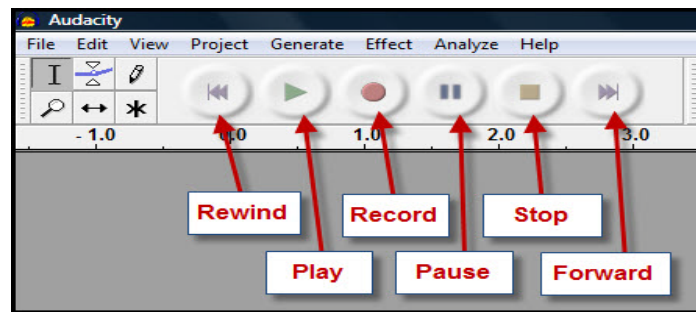


Figure 1. *Control buttons on the Audacity Control Toolbar.*

1. To record sound, press the *Record* button and speak into your microphone.
2. You will see a squiggly blue line forming on your screen.
3. To listen to your recording, click the *Play* button.
4. When you hear errors, note the time at which the error occurred by looking at the numbered timeline above the sound stream, and click the stop button.
5. Delete any unwanted noises, restarts, etc. by using the “Select” tool to highlight (click and drag) the section of audio and pressing the delete button on your keyboard.

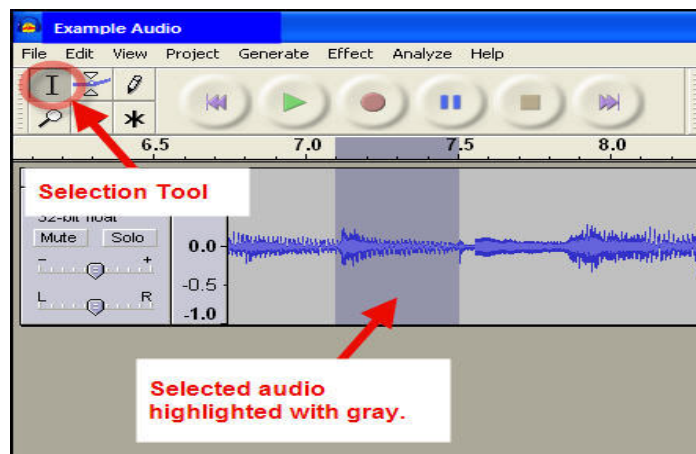


Figure 2. *Selection Tool.*

6. To import audio such as music, click *Project* and then *Import Audio*.
7. Once you locate your audio, Audacity will add it on a separate track.

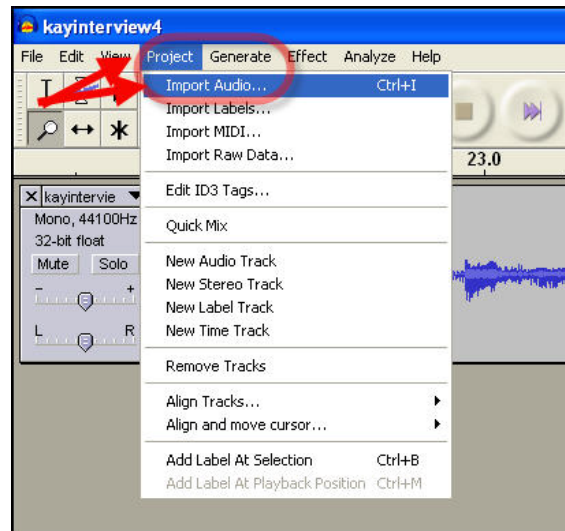


Figure 3. *Import Audio.*

8. To arrange audio tracks such that they play in a specific order, click on the time shift tool.
9. Now click on the desired track and drag it to the right.

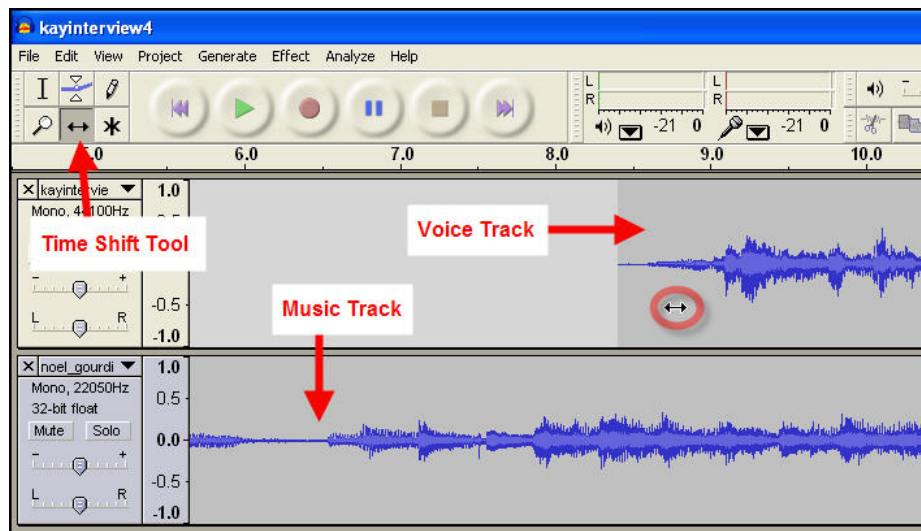


Figure 4. *Audio tracks.*

10. To make a music track fade out, select the entire track using the *Selection* tool and click *Effect* and then *Fade Out*.

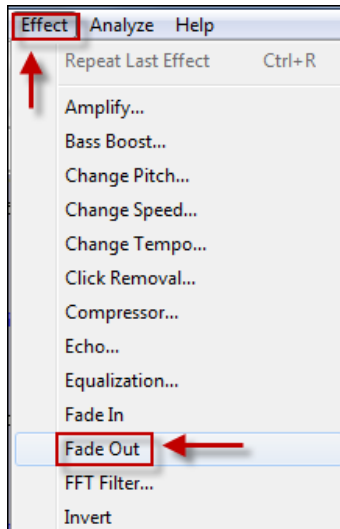


Figure 5. *Fading Out.*

11. To export a finished project, click *File* and then *Export as MP3*.
12. Click *Save*.
13. If desired, complete the authoring information in the pop up dialog box and then click *OK*.

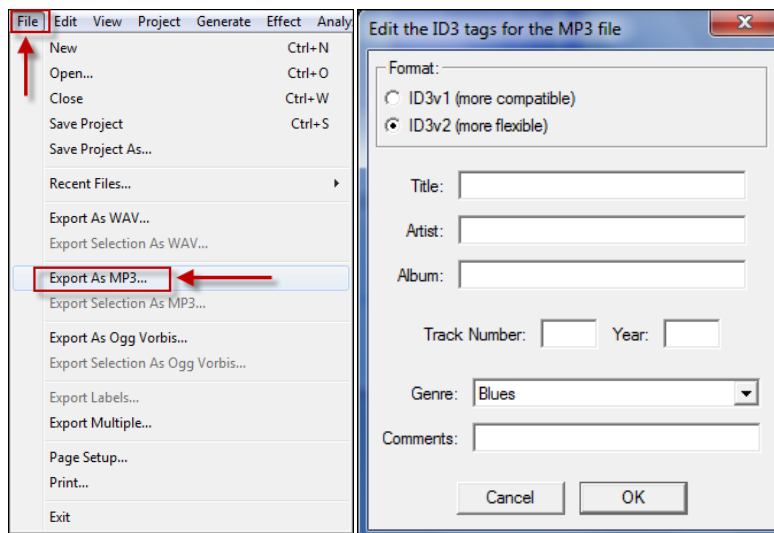


Figure 6. *Export as MP3.*

***For further assistance, contact the Innovation in Learning Center at (251) 461-1888.**