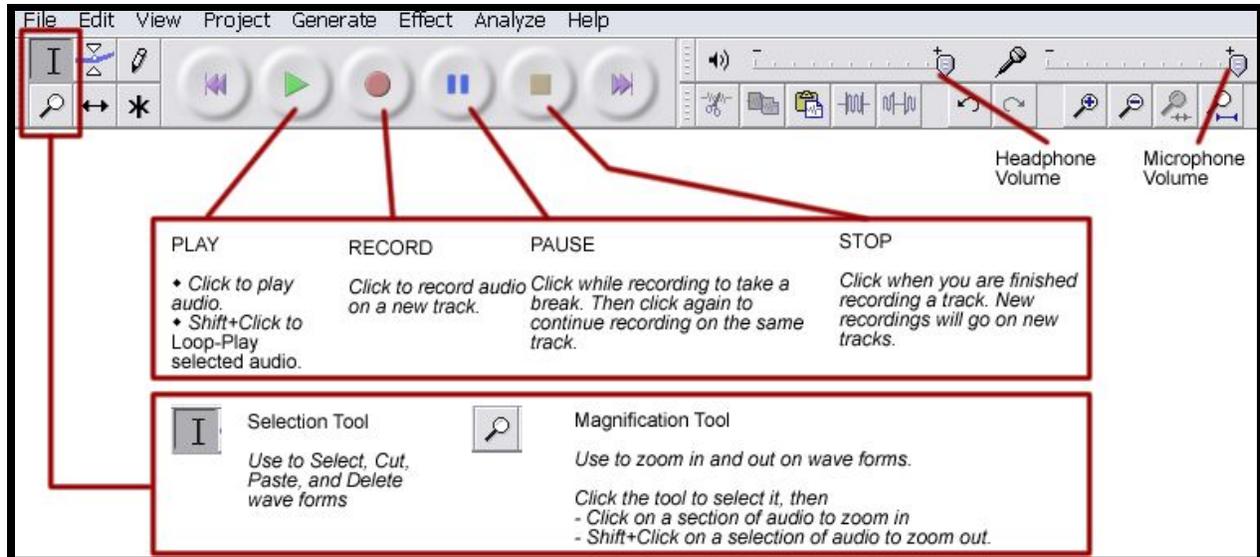


# An Introduction to Audacity

This tutorial covers recording audio using a program called Audacity. Audacity is an open source (FREE) audio editor that can be used to edit interviews, podcasts, music, and any other sound files. You can download it at home and use it for free (<https://www.audacityteam.org/download/>).

## Recording and Playing Audio Files in Audacity



### Record

Use the record button  to record your audio. Once you press record, speak clearly into your microphone so that you can see the waves on the screen change according to your voice.

### Pause

Use the pause button  to take a break from recording. If you press pause, you can come back to the recording and still record on the same track.

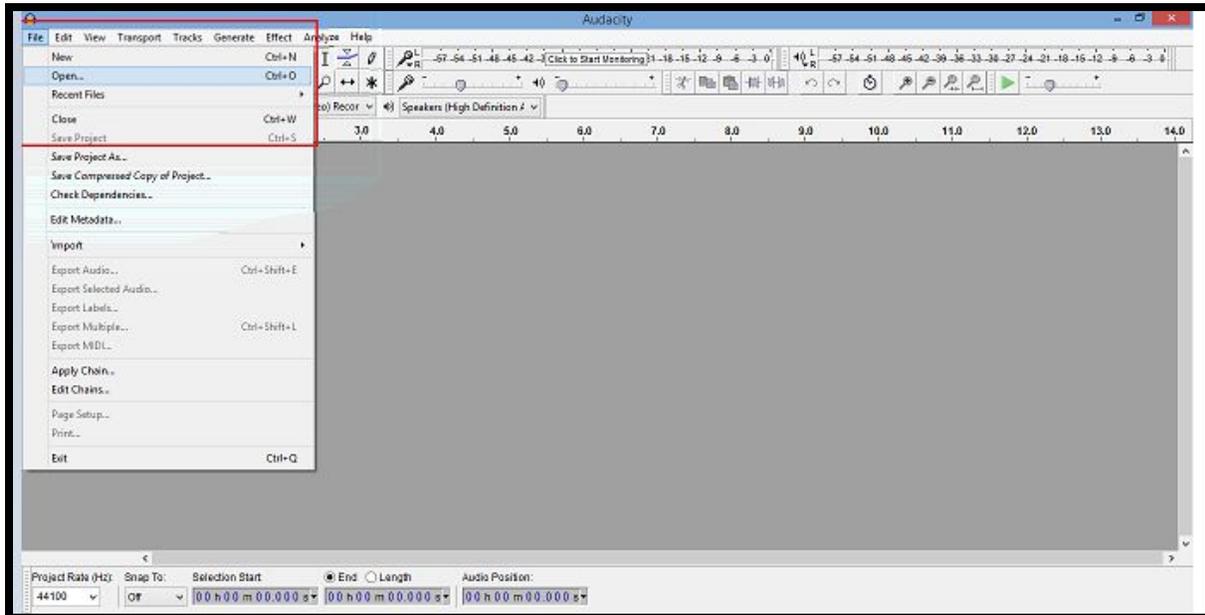
### Stop

Use the stop button  when you have finished recording and are ready to save or export the file.

## Opening an Audio File

### File > Open...

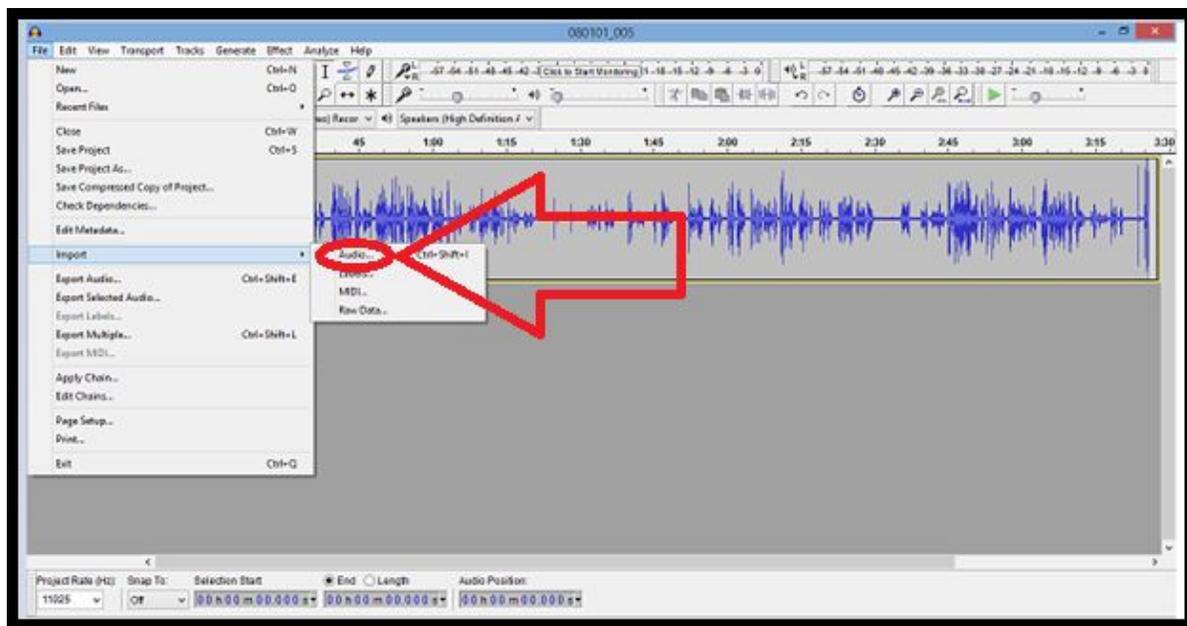
Open imports each file you select into its own new project window.



## Importing an Audio File

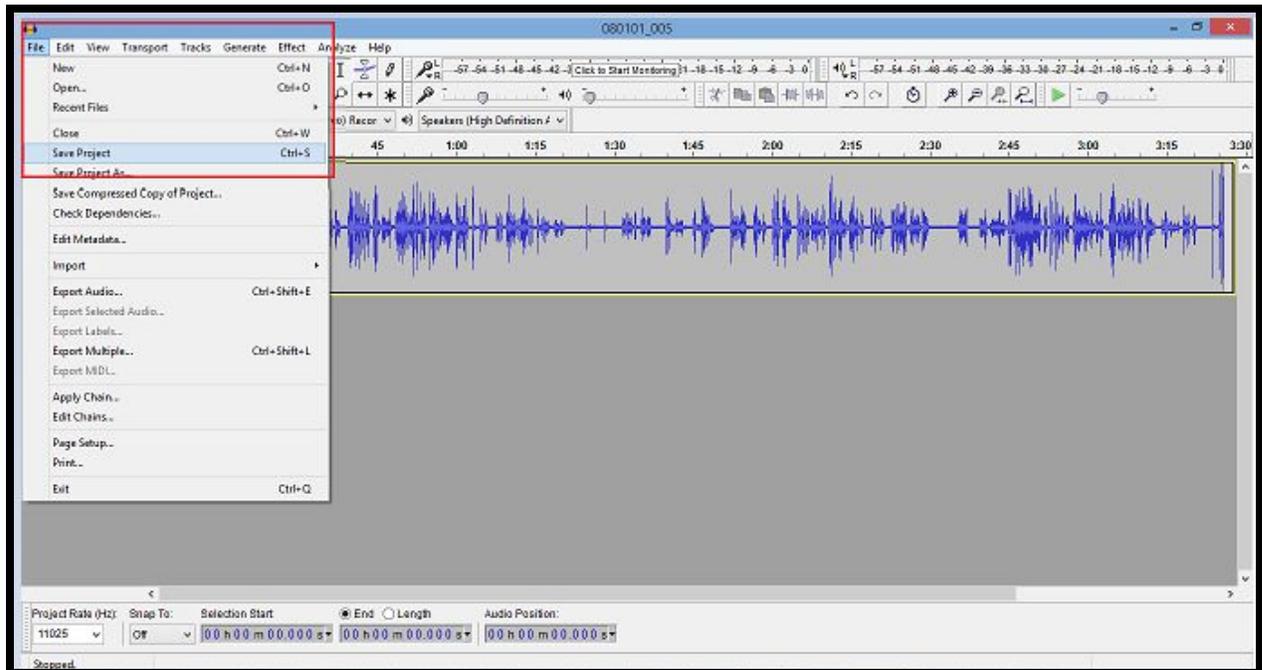
### File > Import > Audio...

Select **File > Import > Audio**, then choose one or more audio files. Audacity will import the selected file(s) into **the existing project**. This is useful to bring the content of one or more audio files into a project that already contains audio (for example, to mix several audio files together into a mashup).



## Saving Your Project

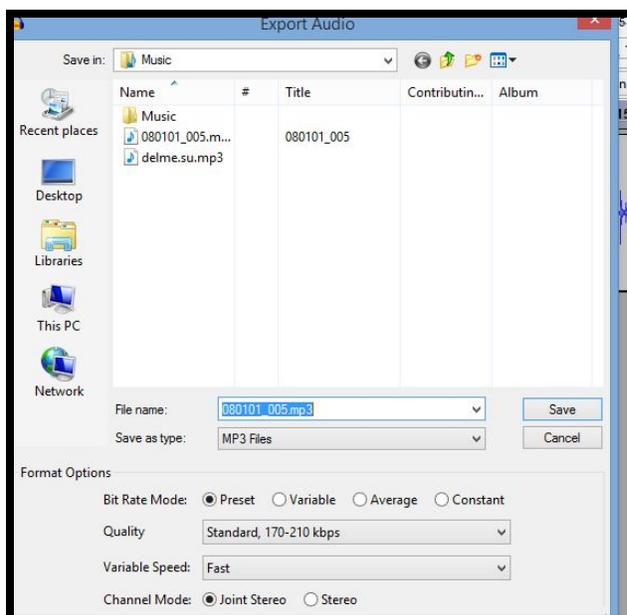
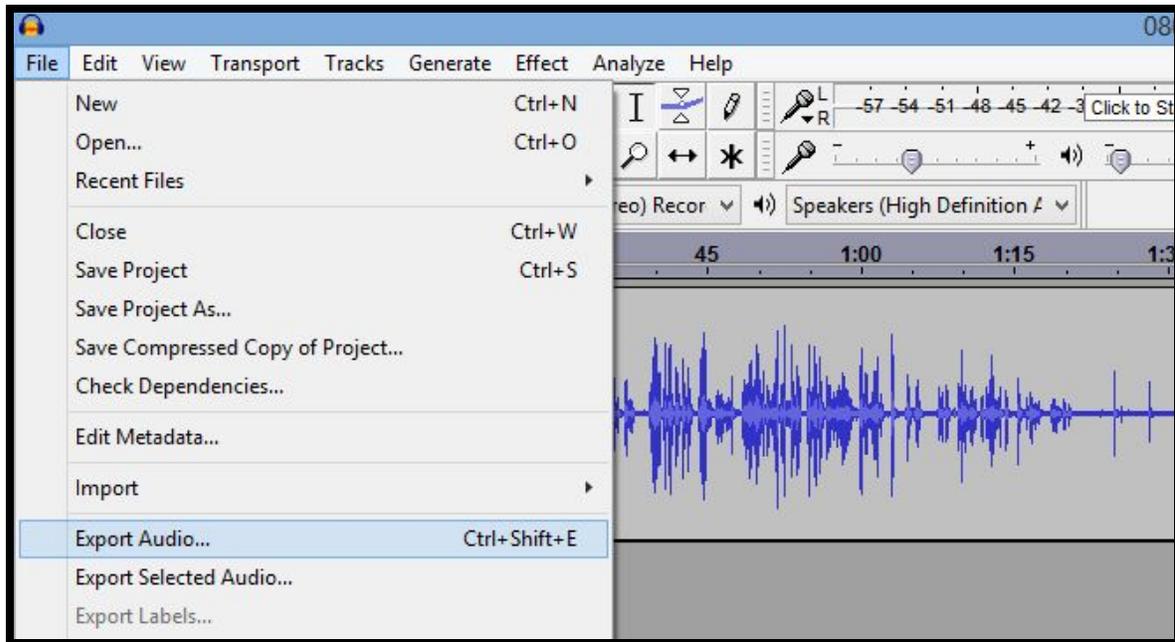
You save a “**project**”, not a file—until you are completely finished with your editing. When you are finished, you will export a new file. But until then, you will just go on saving your project as many times as necessary to avoid losing your work.



## Making .mp3 files

Exporting in .mp3 format turns your project into a .mp3 file. You can choose to export all of the tracks in your project, a single track, or any part of a track.

- 1) **File > Export Audio...** It exports all the audio tracks in the project.

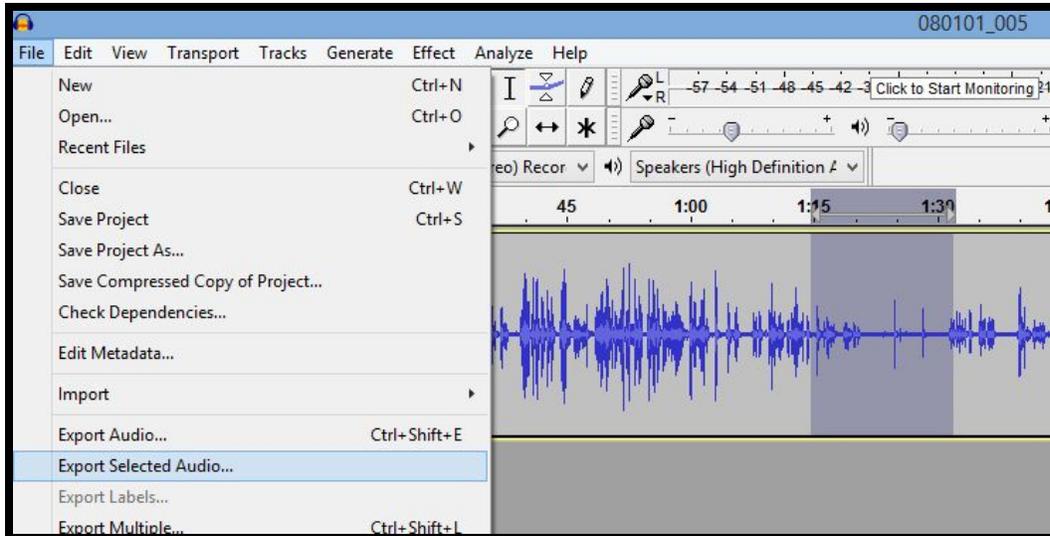


1. Choose a destination and a name for your file.
2. Choose "Save as type" as MP3.
3. Click Save.

## 2) Export a clip

### File > Export Selected Audio...

Exports only the selected audio.



1. Choose a destination and a name for your file.

2. Choose Save as type as MP3.

3. Click Save.

