

AUDACITY TUTORIAL 2

Editing music tracks

Fade in - Fade out

Cut out sections

Replace sections with another track

Voice over

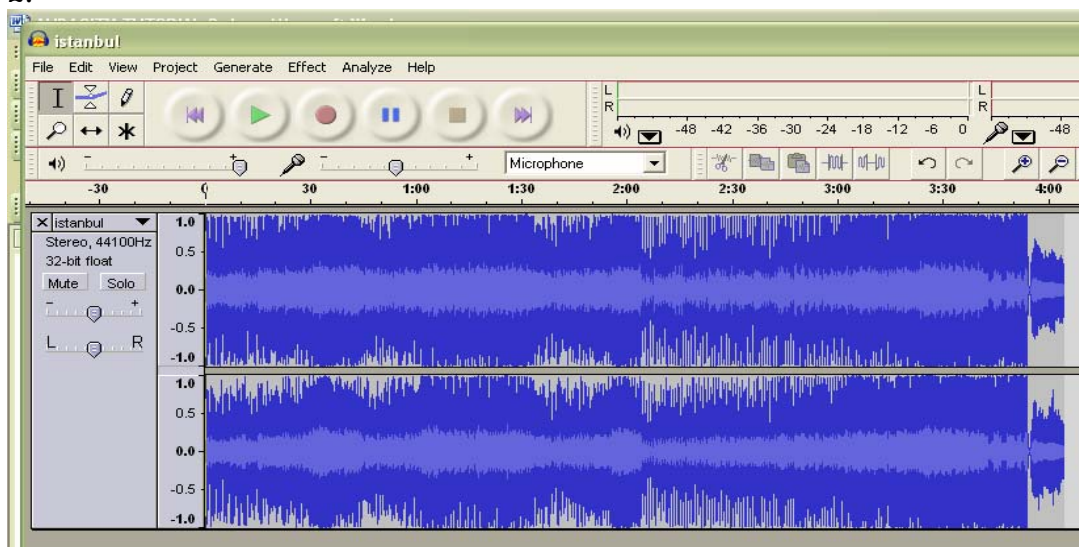
Editing music tracks

Fade in – Fade out

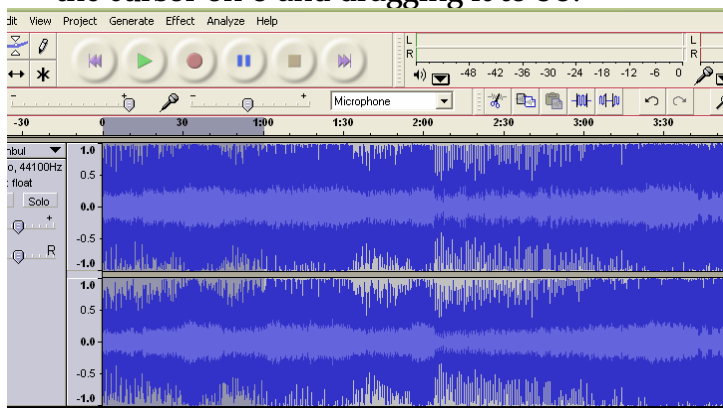
1. Open Audacity.

Open a music track. (**file – open –** browse to your music files (.wav, mp3) –click **OK**) If capturing it from a CD you will have to use another program that converts CDA (CD audio) files to .wav or mp3 files. (There is a free version of Switch Audio on the network in H:Staff/Audacity Tutorial and also at <http://www.nch.com.au/switch/index.html>)

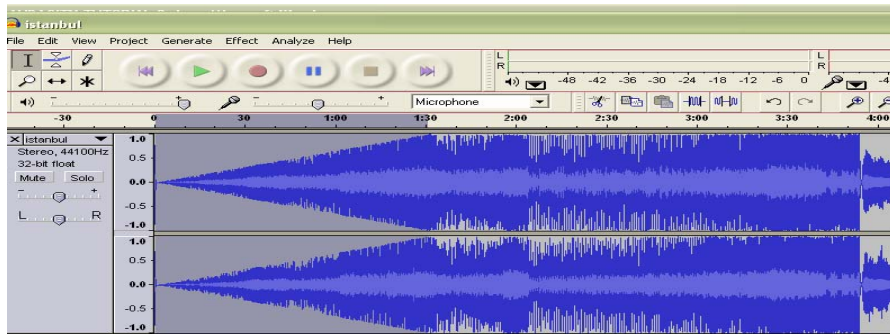
2.



3. Listen to the track and watch the cursor moving over the sound wave. Press the space bar on your keyboard to stop the track playing. Note the time reference of the place you want to have the music reach its full volume.
4. Select the amount of the wave according to how long you want your fade in to be. For instance, if you want to bring up the sound to maximum volume at 30 seconds into the show you are incorporating this into, select the first 30 seconds of the track by putting the cursor on 0 and dragging it to 30.



5. Go to **Effects – Fade in**. The program will automatically create this effect.



- Repeat the process at the other end of your sound wave to fade out. Select section of the sound wave, go to **Effects – Fade out**.

Cutting sections from the audio file to delete them.

- Simply select the section that you want to remove and press Backspace. If you have made a mistake, press CTRL Z.

Cutting sections from the audio file to save them as separate sound files.

- Place the cursor at the beginning of the section you want to separate and drag the mouse to the end of the section to select it. Go to **File – Export Selection As WAV** and save it.

Replacing sections of the track with another set of sounds.

- While you have the original track open, go to **File – Open** and browse for your other track. Open it.
- Select the sections of this second track you want to insert into the original one and press **ctrl c** to copy it (or go to the **Edit** menu)
- In the task bar at the bottom of your screen click on the original track and open it.
- Highlight the section you want to replace and insert the new section by pressing **ctrl v** or using the **Edit** menu to paste the new part in.
- If you want to add the new section, simply put the cursor where you want to add the new section and press **ctrl v** to paste it into the original file.

Voice over

- Rehearse the timing for your voice over. Make a note of the time it takes.
- Open the track you want to have as backing sounds.
- Select the starting point of your voice over section.
- Fade out**, then **fade in** on the section you want to record over, making sure there is time for your voice over section when the backing sounds are at a low volume.
- With the cursor towards the beginning of the fade out section, click on **record** and record your comments. This will make an extra track on the screen.
- Click **stop** before the fade in part is completed.
- Export as a wave. The program will mix the tracks into a stereo track.