### Adding an Audio Track to Audacity:

- \*\* There's a couple of ways to add an Audio Track:
- 1. Click "File" "Open". Then browse to the saved location of your audio file. (Use this option only when starting a new Audacity project).
- 2. Click "File" "Import". Then browse to the saved location of your audio file. (You can use this option when starting a new Audacity project or when adding audio tracks to an existing Audacity project).

\*\*You can't import one Audacity project into another Audacity project. The only way to combine Audacity projects is to copy and paste.\*\*

\*\*A label track is not necessary to create an audio file. This can be used to make notes about certain areas of your Audacity sound file\*\*

### Adding a Label Track to Audacity:

- 1. Click "Tracks" "Add New" "Label Track". This will begin a new, empty track to insert labels.
- 2. To insert a label, make sure you have the selection tool selected in the toolbar

A	naiyze Heip			
>	Ι	₽ A	Ø	-
	ρ	↔	*	

- 3. In the new label track, move the cursor to the area you want to label and click. A line will appear at your selection mark.
- 4. In the toolbar at the top, click "Tracks "Add Label at Selection" (or Ctrl +B).
- 5. A small text box will appear. Type the name of your new label and hit Enter.

\*\*If you want to rename a label, just click in the text box and re-enter the label name\*\*

### Select one or more audio files... To add another Audio Track: Look in: 🎴 Lofty's Roach Souffle G 😰 📂 🛄 🗸 -~ Name Title Contributing 1. Click "File" – "Import". 9 01 One Last Pitch.m... 1 One Last Pitch Harry Connic Recent Places 2. Browse to the location of your audio file. 01 One Last Pitch.m... 1 One Last Pitch Harry Connie Hudson Bomber 02 Hudson Bomber.... 2 Harry Connic 02 Hudson Bomber.... 2 Hudson Bomber Harry Connic Select the file, then click "Open". Desktop 03 Lonely Side.m4a Lonely Side Harry Connic 3 03 Lonely Side.mp3 Lonely Side Harry Connic 3 <u>-----</u> 04 Mr. Spill.m4a Mr. Spill Harry Connie 04 Mr. Spill.mp3 Mr. Spill Libraries 4 Harry Connick, Jr. 05 Lofty's Roach So... Lofty's Roach Souffle Harry Connic 5 05 Lofty's Roach So... 5 Lofty's Roach Souffle Harry Connic 06 Mary Ruth.m4a 6 Mary Ruth Harry Connic Computer 06 Mary Ruth.mp3 6 Mary Ruth Harry Connic ١ 07 Harronvmous.m4a 7 Harronymous Harry Connie Network File nan Open T • Files of type: All files • Cancel

## To Add a Voice Track:

 If you do not want to hear the other tracks while you are recording the voice track, be sure to click "Mute" on each track.



2. If you are using an external microphone, make sure it is plugged in and selected in the device toolbar.



- 3. When you are ready, click the Record icon in the toolbar at the top.
- 4. When you are finished recording, click the Stop icon in the toolbar at the top.

\*\*You do not have to manually add a new track. Audacity will do this automatically when you import a song or begin to record\*\*

When you click "File" – "Save", you are actually saving your file as an Audacity project file. This means that you will only be able to open the file using Audacity.

If you want to save the file so it can be opened by Windows Media Player or another program, you will need to use "Export".

# To Export the Audio File:

- 1. Click "File" "Export".
- In the "Export File" window, you can choose where you'd like to save your exported file. You can also choose the file format that your audio file will be saved as.

Audacity will default to export your audio file as a WAV file.

- 3. Click "Save".
- 4. In the "Edit Metadata" window, you can change any information about your audio file. Click "OK".
- It may take several seconds to export the file. Once it finishes, you can browse to the saved location and play your newly-created track in another program, such as Windows Media Player.

Tag	Value		
Artist Name	The Beatles		
Track Title	Across the Universe		
Album Title	Let It Be		
Track Number	3		
Year	1970		
Genre	Rock		
Comments	00000000 00000210 00000A70 00000000099D000 0000000 0045B		
Encoded by	iTunes 10.1.1.4		
Composer	John Lennon; Paul McCartney		
	Add Remove Clear		

\*\*You may want to save your file as an Audacity project before you export the audio file. Then, if something needs to be changed, you can go back to the saved Audacity project, rather than starting over from scratch\*\*

Removing the Vocals from a Stereo Audio File:



- 1. Import the stereo file into Audacity.
- Open the track menu by clicking on the arrow next to the track title. Click on Split Stereo Track.



× 03 Across t ▼ 1.0

3. Select the lower track (the right channel) by clicking it in the area around the mute/solo buttons.



× 03 Across t ▼ 1.0

- 4. From the top toolbar, click "Effects" "Invert".
- 5. Using the Track menu, change both the left and the right track to Mono.



≻

6. Click "Play".