

## Audacity

Audacity is free audio editing software for podcasts, interviews, oral histories, and any other audio-based project. You can download it onto your own computer or use it in the History Studio.

You will need:

- Your audio file (unless recording directly into Audacity)
- Recording equipment (there are a few options)
  - o Podcast studio
  - o Shotgun microphone
  - o Mobile phone kit

Getting Started:

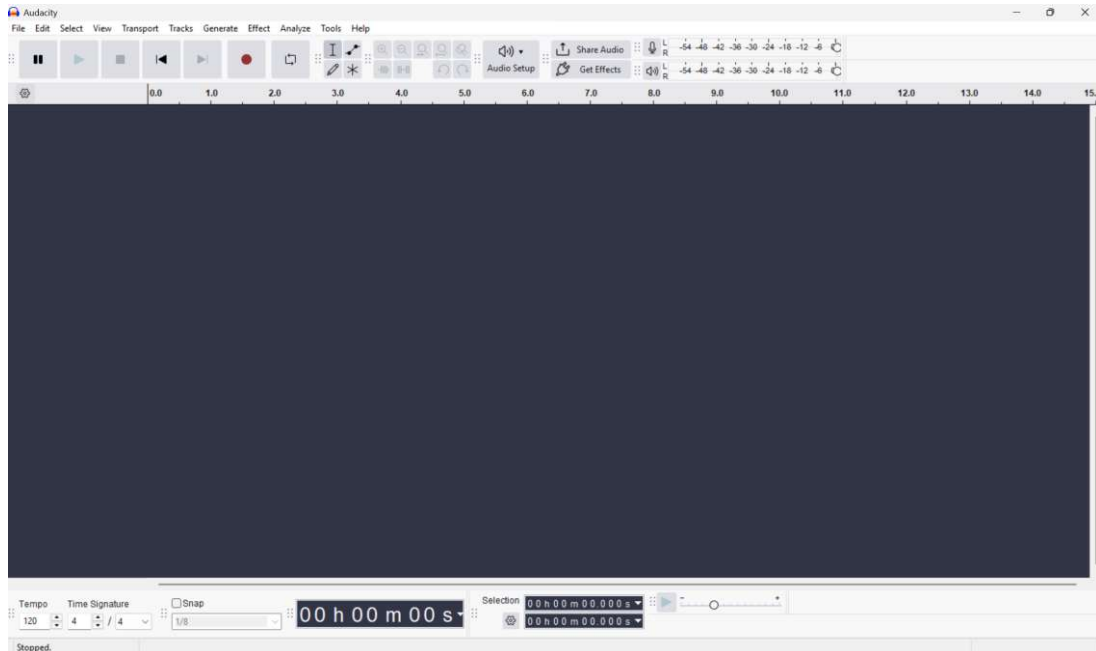
Audacity offers extensive options for recording and editing audio files. This guide will cover its most basic functions. For more involved tutorials, see Audacity Support (linked at the bottom of the guide).

To use Audacity in the History Studio, come in during open hours or [schedule an appointment](#) with a graduate assistant.

To download Audacity to your laptop or computer, go to [audacityteam.org](http://audacityteam.org) and follow the instructions for installing the software.

*Note: When you click “Download,” it will take you to a page where you can create an account for audio.com. You DO NOT need to do this. Navigate to the downloads on your computer and continue the setup process by opening Audacity.*

Once Audacity is installed, it should look like this:



## Recording Audio in Audacity

Before recording, set up and connect whatever equipment you have chosen to use to your computer (in the podcast booth, the microphones are already connected to a computer with Audacity).

To begin recording, click the button with the red circle along the top tool bar.



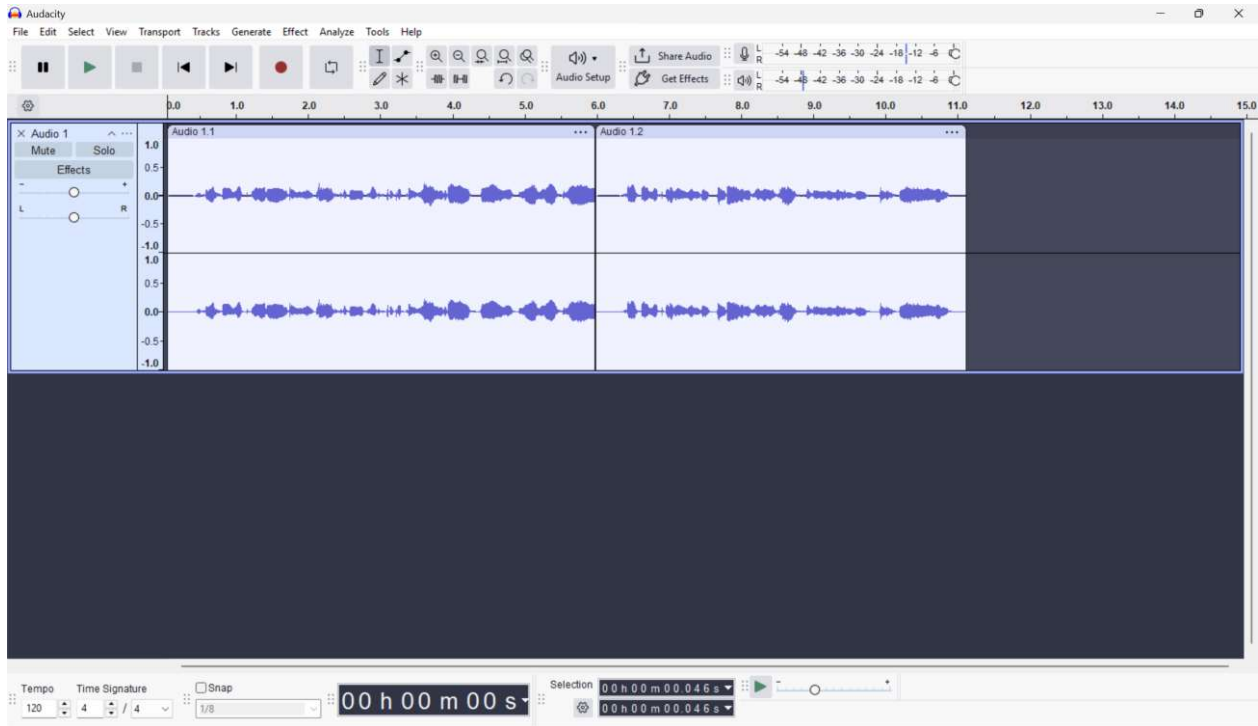
To pause recording, click the pause button. To resume the same recording, click the pause button again.



When you are finished recording, click the square stop button. You can listen to your recording by clicking the triangular play button.

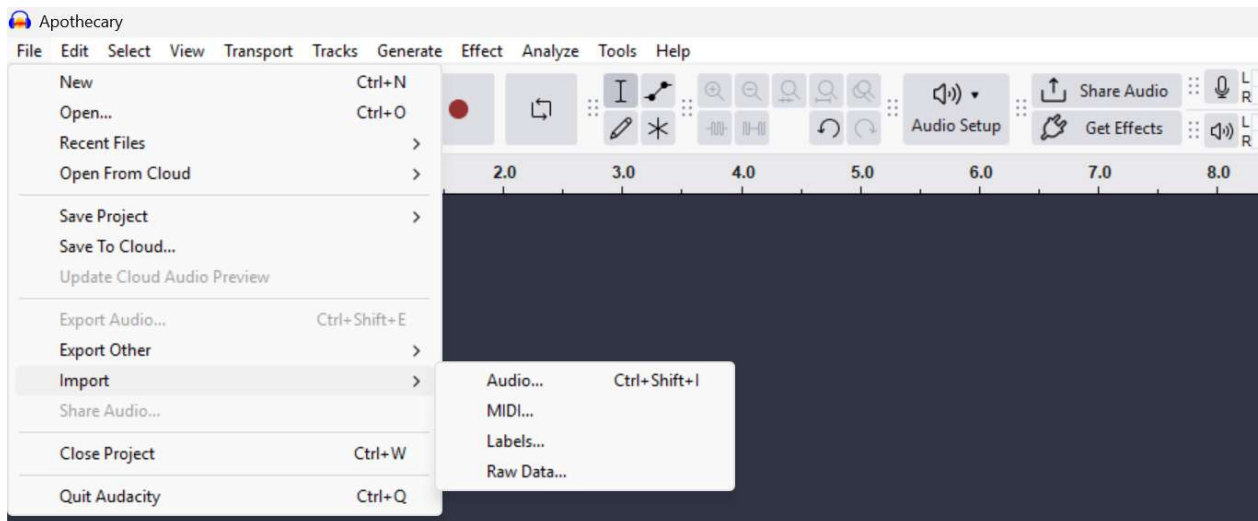


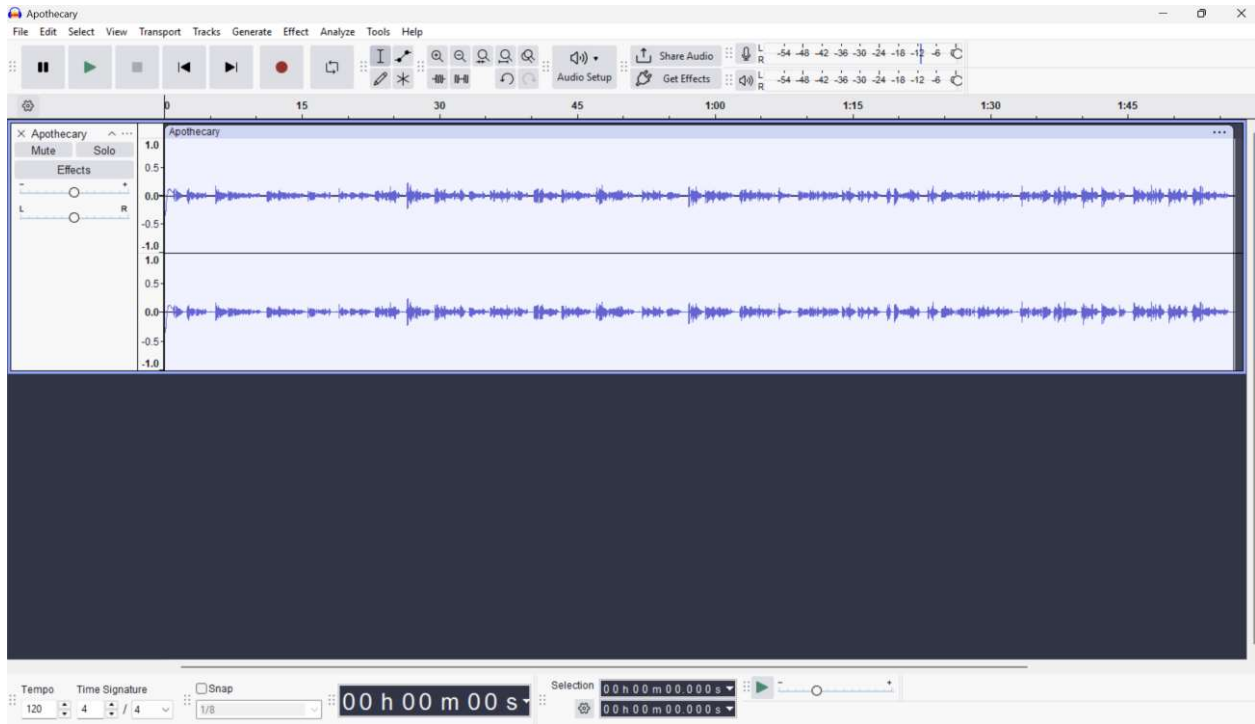
Your recording will appear as sound waves in Audacity.



## Importing Files to Audacity

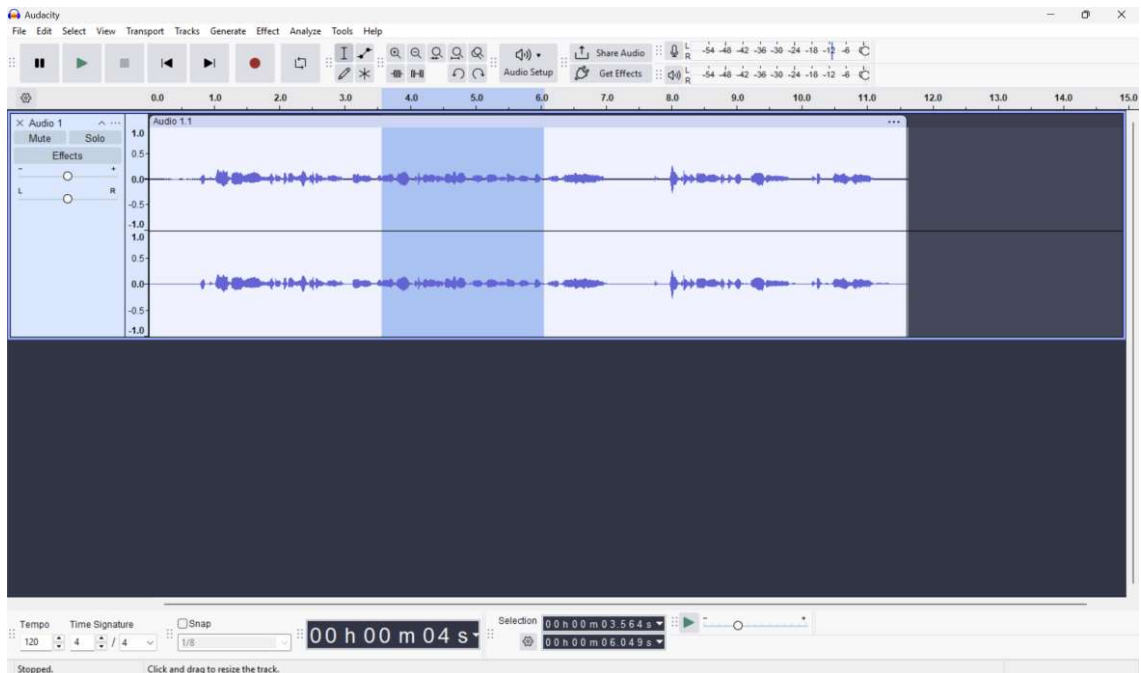
To import a file to edit in Audacity, click File > Import > Audio. You will then be able to work with the file.

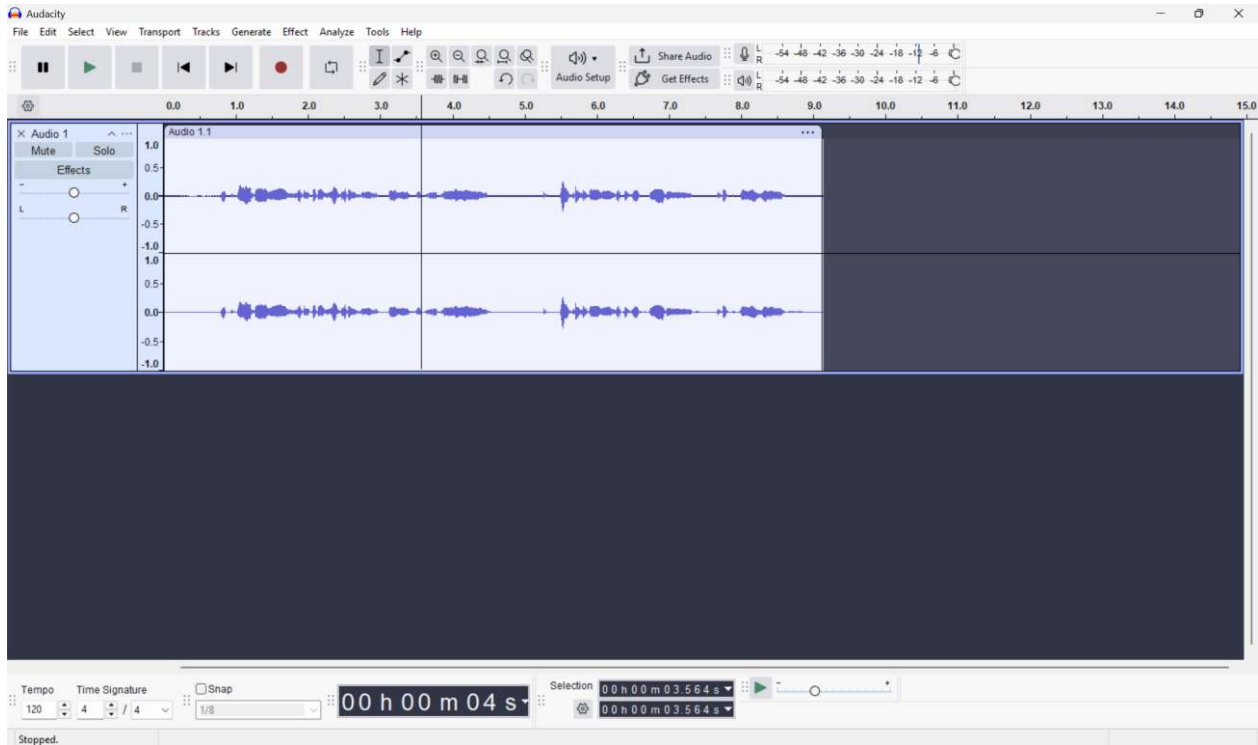




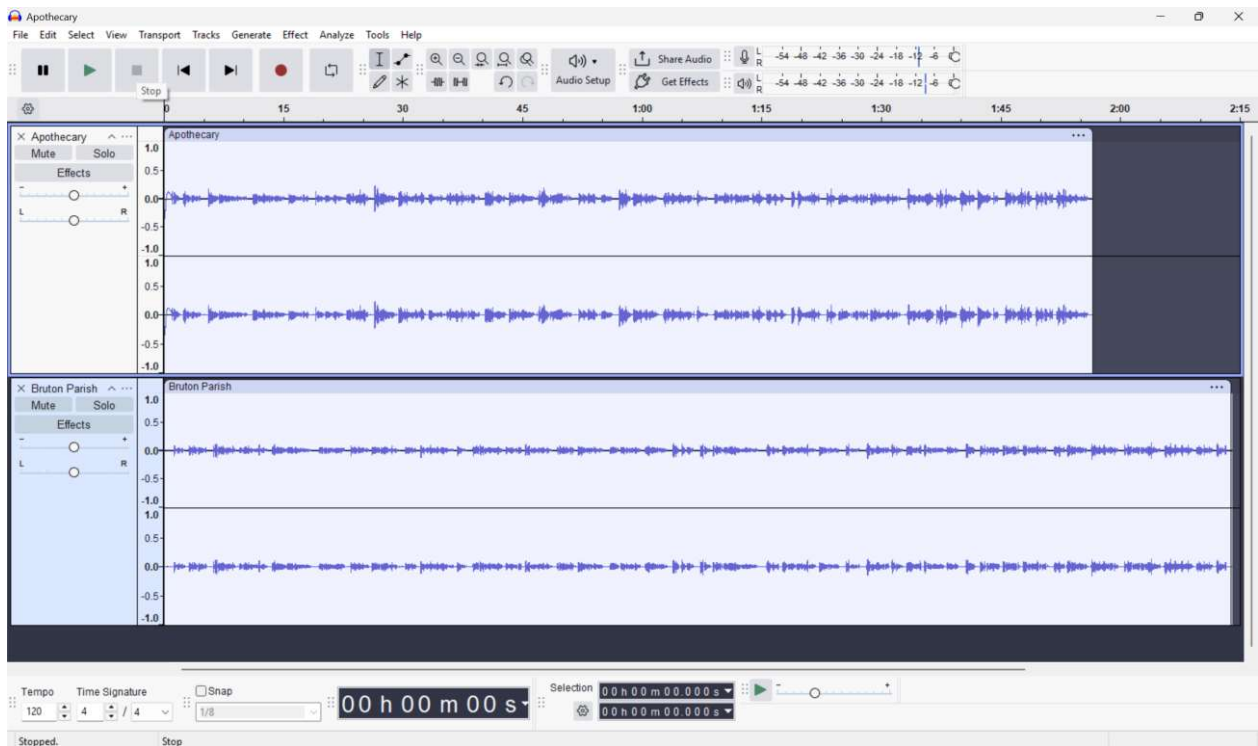
## Editing Audio in Audacity

To delete a section of your track, highlight it with your mouse, then press the delete key on your keyboard. This allows you to keep going if you make a mistake while recording – you can just cut it out later.





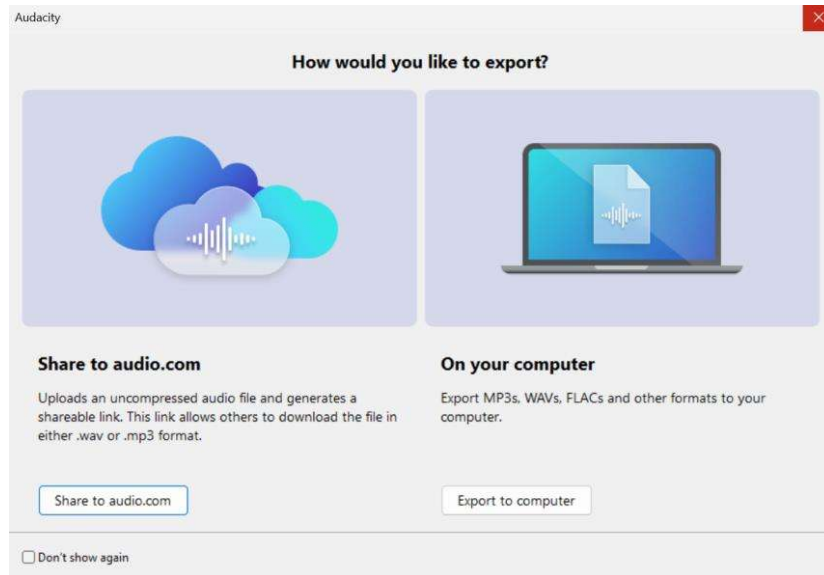
To add music or another background track, import or record a second track. They will play simultaneously.



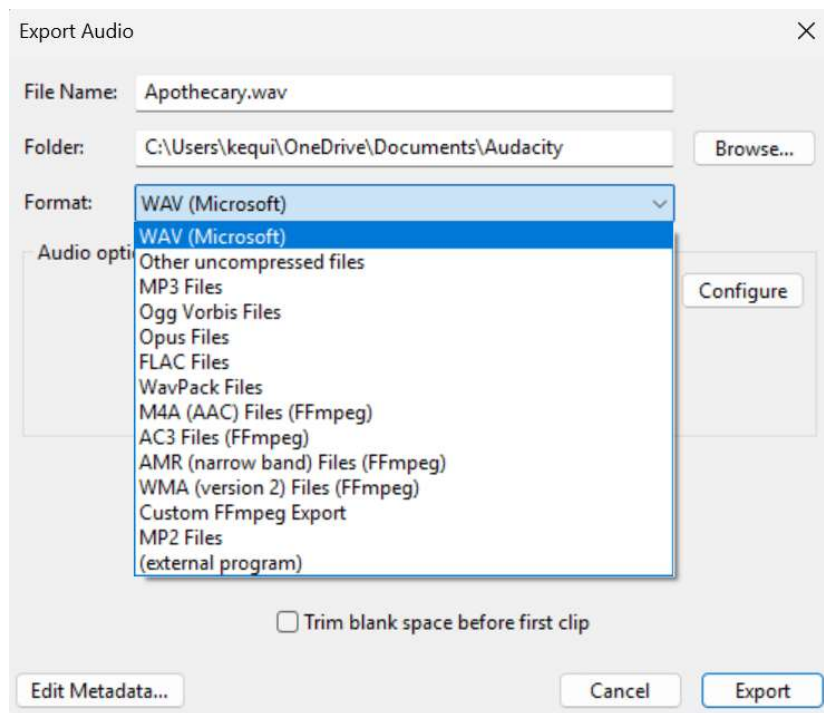
## Saving Your Work

Once you are happy with how your project sounds, you need to save it. There are two main file options: .mp3 and .wav. An .mp3 file takes up less storage space on your laptop or flash drive but is a slightly lower quality. A .wav file is bulkier, but higher quality.

To save, go to File > Export audio and choose “Export to computer” from the pop-up box.



Name your file, choose a file format, and select the folder you would like to save it to. If using the History Studio computer, save it to the desktop. Then click “Export.”



If you are using a Studio computer, load your file onto a flash drive or open your JMU email account and send yourself the file. The Studio DOES NOT save student projects and is not responsible for lost work.

If you decide to make more edits, import the file back to Audacity, make your edits, and save the new file.

**Don't forget:**

Save your project to your computer, the cloud, or a flash drive (it's better to do more than one!). If applicable, make sure it is in the format that your professor has requested.

If you used Audacity on a computer in the History Studio, your project WILL NOT be saved there. It is your responsibility to save any work you do.

If you are interested in having your project featured on the History Studio website, talk to a grad assistant!

**More information on Audacity:**

<https://support.audacityteam.org/>