

1. **DOWNLOAD AUDACITY** http://audacity.sourceforge.net/download/beta_mac

2. **SET SYSTEM PREFERENCES PROPERLY** go to system prefs > sound > input and make sure the internal microphone is selected as the input source.

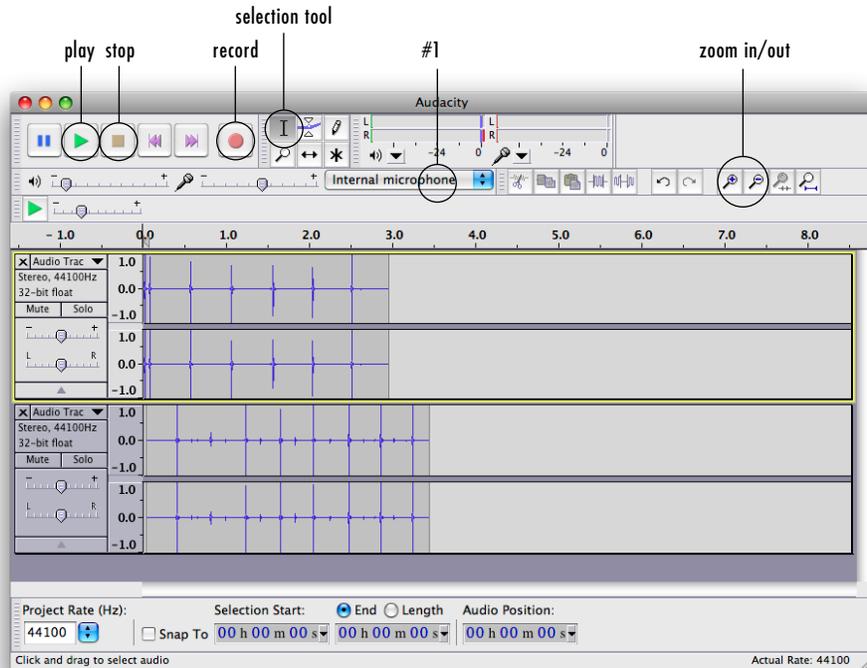
2. **LAUNCH AUDACITY AND START A NEW FILE**



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KCAI school of design *technical how-to*

recording basics in audacity



3. **RECORD YOUR SOUND** make sure label #1 below is set to “internal microphone”. hit the record button to record (duh) and the stop button (double duh) when you’re done.

4. **TRIM EXCESS SOUND AT BEGINNING AND END** zoom in to see the details of the soundwave. drag your selection tool across the area you want to highlight and hit your delete key to delete it. same goes for anything you want to delete or select on your sound file – just drag across it to highlight and then do your thing to it. you can cut, copy, paste, etc. with the selection tool. if you want to repeat a sound a bunch of times, simply select the waves you want, copy, then click where you want to add them, and paste.

5. **MULTI-TRACKING** if nothing is selected, when you hit the record button, audacity will automatically start a new track to record on. this allows you to layer sounds. if you have existing tracks, be sure to mute them before recording new tracks so the internal mic won’t pick up the playback through your speakers.

6. **SAVE YOUR PROJECT** file > save project as

7. **EXPORT FILE** file > export. under “format” select “wav, aiff, and other uncompressed formats” then hit “options”. under “format” select “aiff (apple/sgi 16 bit pcm)” and say “ok”, then save the file. flash will easily import aiff files.

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narrative in sound & motion

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A FEW NOTES ABOUT AUDACITY'S TOOLS

select envelope to change volume at specific points in the sound. fade volume in, out, decrease abruptly, etc.

envelope tool

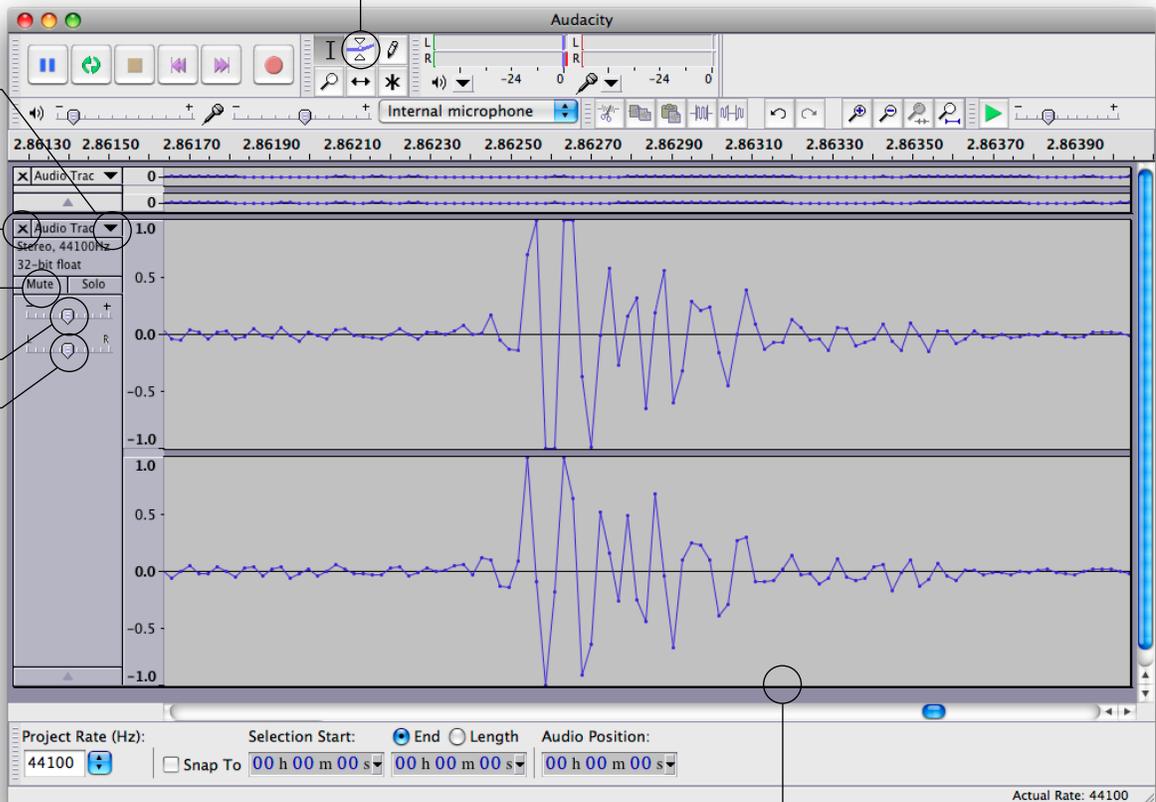
click in here to "split stereo track" if you want to manipulate left or right side independently.

deletes the track

select mute to record new tracks or listen to other tracks alone

gain is similar to volume

pans tracks to left or right speaker



resize track

drag here to enlarge the track vertically so you can see soundwave details.