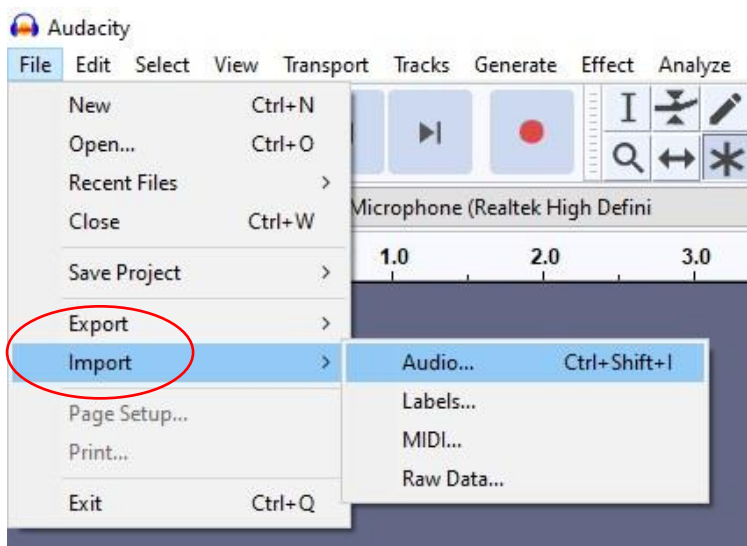# Using AUDACITY software

Importing & Playing Back

Introduction:

Audacity is free software that works on a PC or Mac which allows you to record, edit, cut, paste and layer your recordings/audio clips. You can download it from https://www.audacityteam.org/download/

I am not an expert in how to use Audacity but have learnt enough to be able share some simple and useful ways to help you use Audacity to help make your music.
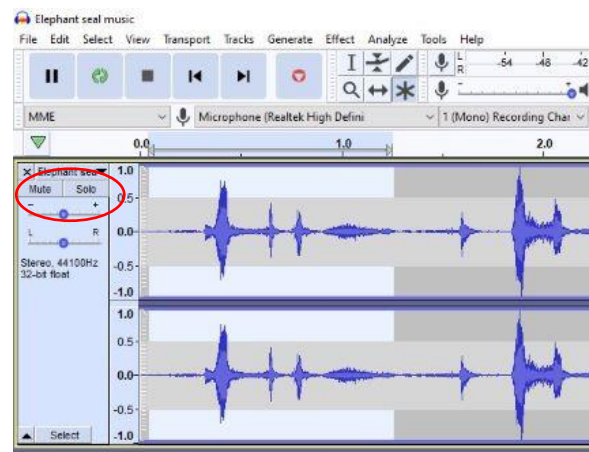
Step 1 - importing files:

Open Audacity. To **import a file** go to IMPORT.

Then go to the folder where you saved your audio file and select the file you want.
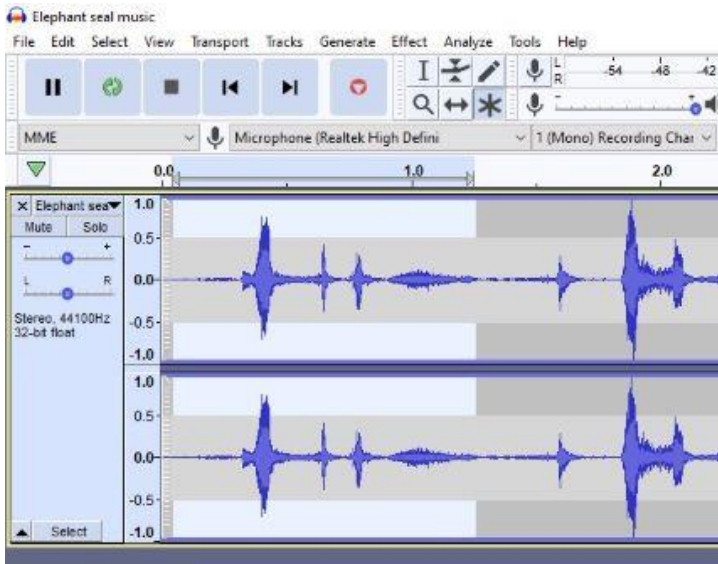
Step 2 - playing back your recordings:

To play back your recordings simply us the controls in the **top left hand** corner. You can also **select a section** to playback.

I find it helpful to import all the clips I want to use in my music at the beginning of the process. You can listen to each track individually by choosing **solo** or **muting** all the other tracks.

Editing & Mixing Audio Clips

Step 3 - editing your clip:

To **edit/trim** your audio/sound clip, highlight the section you want to remove. If you get two triangles pointing at each other, move the cursor until this disappears. Once highlighted simply delete or backspace. You can **trim** the **start** or **end** or **remove** from the **middle** of a clip. You can also use the **effect** drop down menu to make changes to your clip such as **fade in**, fade out, change pitch, change amplitude (volume), add echo etc.

Step 4 - inserting clips:

If you want to **add** in another clip, import the new file/clip as in the Step 1. **Trim** and **edit** as you would like as in Step 3. You can **insert** your new edited clip to the first track now. First, **highlight** the clip or section of a clip you would like to insert and copy it using CTRL C. Place the cursor where you would like to put the clip and then paste CTRL V.

Step 5 - adding tracks/layers: