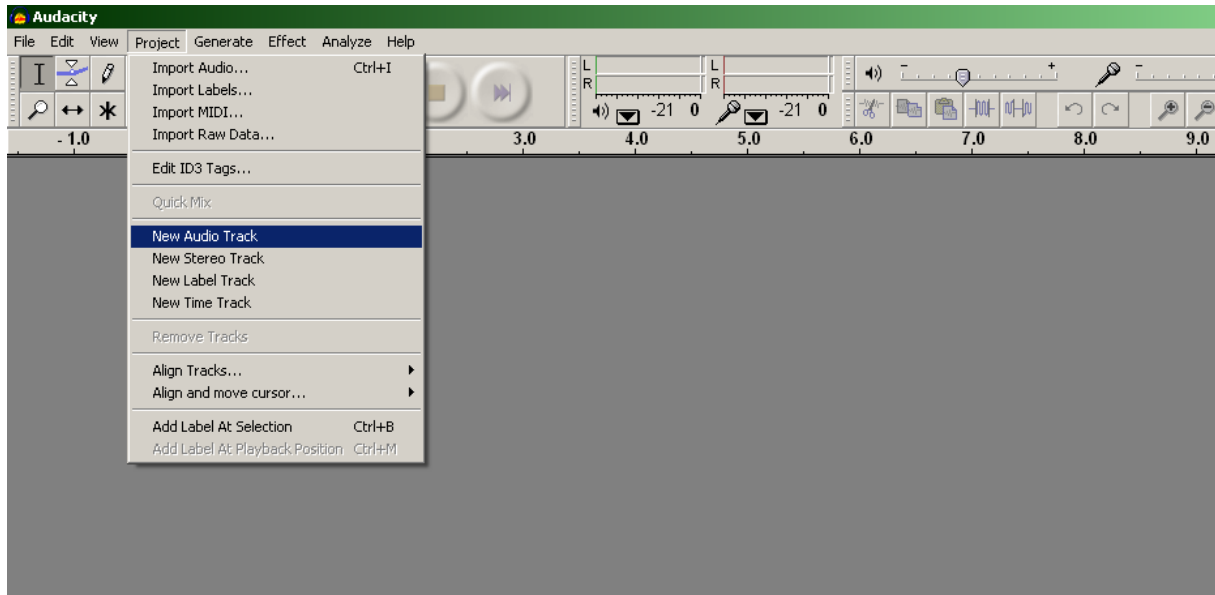


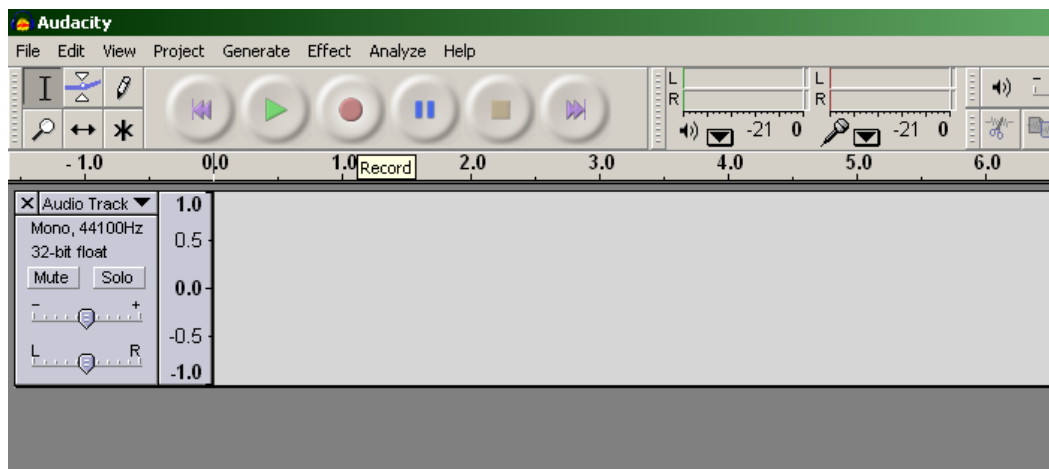
Creating Sound Clips in Audacity

When you open Audacity,

- 1) Click on the **Project Tab** at the top
- 2) Scroll down and click on **New Audio Track**



- 3) Check that your microphone is working. You can try blowing or speaking into the mouthpiece to see if you can hear yourself. To record your voice, click the **record button**. Recording will start immediately. ****Remember, the microphones are sensitive and they pick up every little sound.**



- 4) Once you are recording, you may **pause** recording.



the track if **you want to keep**

Once you have **finished** recording, **click stop**.



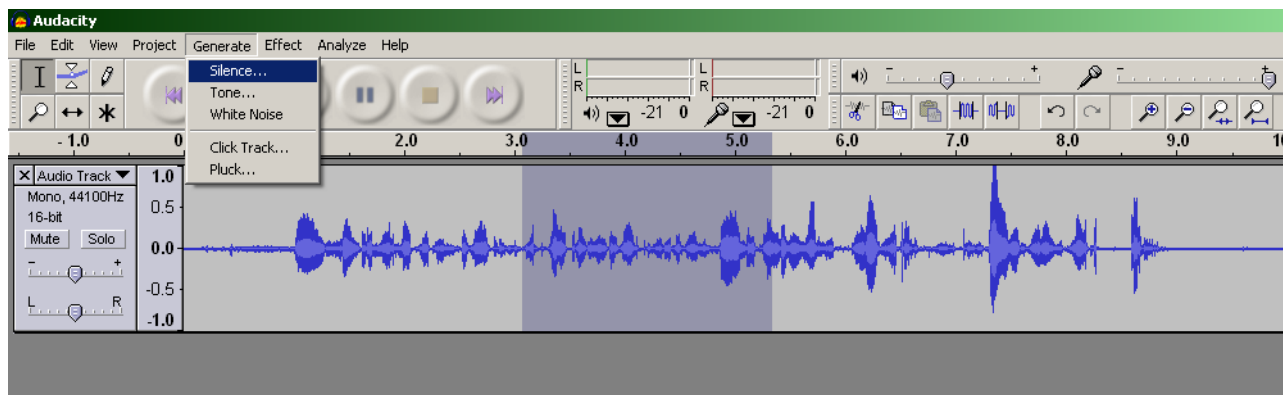
***If you stop the track and begin recording again, you will open a second voice track which records at the same time as your first one. If you have made an error, you may edit your track or re-record it after.*

- 5) To erase your track, click on the **Edit Tab**, and scroll down to **Undo Record**. This **erases everything you recorded**.



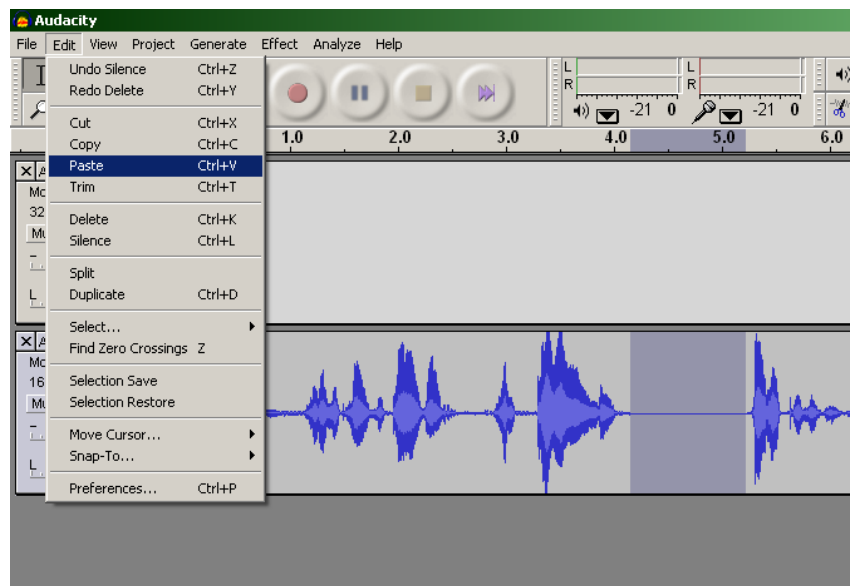
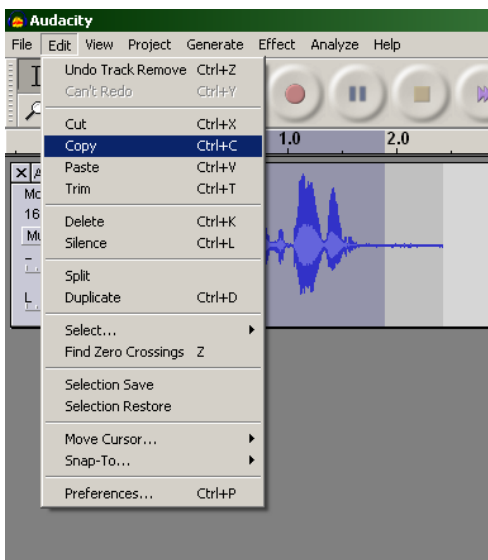
- 6) If there is only a **small part** that you want to erase because of a small error, **highlight that section by left-clicking with the mouse and dragging the arrow** through the part you want to silence.

Then, click on the **Generate Tab** at the top, and scroll down to **Silence**. It will show how many seconds you want to silence. If this is true, click Generate Silence. This will silence the part you highlighted so you won't hear it anymore when you play your track. If this is not what you wanted, click Cancel.



- 7) To **re-record the small section** that you silenced, **open a new Audacity project** by clicking on **File, and New**. This will open a brand new window. **Follow steps 1-3 again**. Edit the new sound clip as you wish. When you have finished this small sound clip, copy and paste it into your original work.
- **Copy** your new work by highlighting it with your cursor and clicking the **Edit Tab**, and scrolling down to **Copy**. (or pressing Ctrl + C).
 - **Paste** it into your original work by clicking on the **Edit Tab**, and scroll down to **Paste**. (or press Ctrl + V). ****Be sure that the section you silenced previously is still highlighted. If not, it will paste into another area of your work.**

This will insert the new sound clip into your original work.



- 8) To **delete** any unwanted sections, **highlight the section** by left-clicking with your mouse and dragging the arrow over the unnecessary parts. Once you have the part highlighted, click on the **Edit Tab**, and scroll down to **Delete**.
- 9) To **save** your work, click the **File Tab** and **Save Project As....** A warning will pop up to say that other programs won't play the sound clip you made. **Click OK**.

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