**Audacity Help**

On all school computers, there is a wonderful audio tool called Audacity. This can be used to record, edit, and publish any type of audio that you record. In this tutorial I'll teach you the basics of Audacity and how to publish your audio.

**1.)** Open Audacity (duh)

**2.)** Insert any recording device into the computer via USB. (the school laptops have microphones built in)

**3.)** Begin recording your audio by hitting the record button (red circle) in the top bar.

**4.)** While you're recording you can always pause the recording, stop, increase microphone sensitivity, etc.

**5.)** Record! You can record any audio you want, albeit for a school project, just for fun, or even a submission for our weekly podcast, just have fun with it.

**6.)** When you're finished recording, hit the stop button (brown square).

**7.)** Now you can start the editing process.  **a.)** To remove any section you don't want, click and drag, and simply press the delete key and the section will be removed. **b.)** To add effects, simply go under the 'Effects' tab on the very top bar, and choose any effect you want; there are plenty of options.  
 **c.)** To generate sounds, click the 'Generate' tab and you can generate silence, white noise, or certain tones for whatever you may need.

**8.)** Okay, your project is finished, so it's time to finalize. Click the 'File' tab in the very top left, and under that you will see two export options. For most uses, MP3 is the best option, but sometimes WAV is better. (If you don't know which to choose, choose MP3.)

**9.)** A dialogue box will open prompting you to choose where to save your project and what to name it.

**10.)** Another dialogue box will open asking for ID3 tags. (It sounds complicated but it isn't.) Choose the option 'ID3v2', enter the title for your project, artist, album, track number, year, genre, and comments only if applicable. For most projects you just need the main title.

**11.)** Save your work to Mrs. Penny Johnson’s S-drive, open the save location of the project, and listen just to make sure.