

Creating your Multimedia Presentation – Audacity

Convert any audio you recorded from the field. Most recorders are writing files in WMA format, the software we'll be using needs WAV or MP3 format. Switch can be used to convert the files.

- Copy your files from the recorder to a folder on your hard drive.
- To convert WMA files, launch Switch and set the output format to .wav and check the “Output to same folder as source files” button. Drag the WMA files into the window, click the “Convert” button and Switch will write the files back to the folder the WMA file was in.

Listen to the audio you have. Make note of the file names (you may want to change the names of them to make it easier to remember) and what the content is.

Launch Audacity

- Save your project (File -> Save Project As ...) Create a New Folder, then save the file into it.
- Go to Project -> Import Audio
- Find your converted files (.wav) and import them. Each file will show up as a new track.
- At the left end of each audio layer, you can click on the arrow to rename the layer. You are also able to adjust the volume of the whole layer.

Midding & Mixing

The recorder we use is a stereo (or two-track) recorder, the microphone is a monaural device. Your imported audio tracks will have two parts, you need to split them, delete the one without a waveform and then set the remaining one to mono. This is all done in the pulldown to the left of the track.

Tools

- I-bar – used to select audio and choose a location to start playback.
Works with cut, trim and silence buttons as well as cut and paste commands
- Zoom tool – use to come in closer. Also can use Apple-1, 2, and 3 to zoom in, normal and out.
- Two arrows – allows you to move elections around on the timeline.
- Curve between two arrows – allows you to fade audio in and out at ends of segments.

Exporting

You can export individual layers or the whole file to an MP3 format.

- To export the whole project, go to File -> Export as MP3. Be sure to delete any tracks you don't want included (for instance, the original audio).

Warnings

Audacity can be finicky. It DOES NOT like to have the files moved around – budget enough time to do your whole edit. If you must stop, export a WAV file of what you have done just in case your file won't open again.