

TIPS FOR EDITING IN AUDACITY

- 1). Just like when writing a story, you need to plan your sound piece before starting. It may help to create an outline or make a transcript and select your soundbites first.
- 2). Before you begin working in Audacity, make a backup of your .wav files. Then create a separate folder for your Audacity project.
- 3). Open all your source files and convert to mono. (Split stereo track, change each to Mono, then chose Project>Quick Mix).
- 4). Save all Audacity project files to the separate folder. This is important -- if you don't carefully manage your files, you could lose everything.
- 5). Open a new project in Audacity. Start going through your clips and copy over pieces you know you *must* use.
- 6). Once you have enough to start working with, mute the other layers and work only on one piece at a time. **Save frequently.**
 - Use the cursor tool to select what you want to remove.
 - Use the timeshift tool to drag clips further down the timeline.
 - If you clip the in/out of a piece or you find two words that run together, use the Project>Fade In/Out to help pieces flow together.
 - Layer your sound and don't allow silence between pieces. As one clip ends, another should begin.
 - Watch your levels. They should be consistent across the piece. Use the Normalize and Amplify functions to control levels.
 - Remember that you should never have one voice going on and on. If it feels slow to you, it probably is slow. Transition frequently.
 - Remove ums, long pauses and clean up stuttering when appropriate.
- 7). Export as a .wav and a .mp3. If you can't export as an MP3, make sure you download the LAME encoder.
Help installing LAME: <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>