

## Getting started with Audacity

### How to launch Audacity

Go to the **Start** menu and do one of the following:

- Click on the **Audacity** icon if it appears in the program list.
- Type **Audacity** in the *Search programs and files* box and click on the icon when it appears.
- Choose **All Programs** and click on the **Audacity** icon in the list.

### Record and play audio

Audacity's Audio Control Buttons

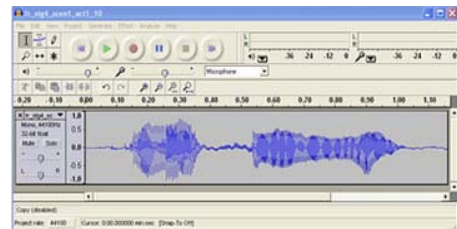


*Skip to Start*   *Play*   *Record*   *Pause*   *Stop*   *Skip to End*

- **Start recording** by clicking on the red **Record** button.
- **Pause the recording** by pressing the blue **Pause** button. You can do this at any time while recording or playing back a recording.  
Note: when the *Pause* button is selected most commands in Audacity are unavailable.
- **Stop recording** by clicking on the yellow **Stop** button. You can do this at any time while recording or playing back a recording.
- **Go to the start** of the recording by clicking the **Skip to Start** button on the far left.
- **Listen to the recording** by clicking the green **Play** button.

### Open an audio file in Audacity

1. From within Audacity go to **File menu > Open...** or choose **Project menu > Import Audio...**
2. In the next dialogue box, locate the audio file you want to import. You can import files in several file formats including MP3, WAV, and AIFF.
3. Select the audio file > **Open**. It will appear as a track in the Audacity window.



4. To import another audio file into the same Audacity file, go to **Project menu > Import Audio...** and repeat steps 2 to 4. The file is added as a new track.

### Add more audio to an existing recording

There are several ways you can do this. Here is one way.

1. In Audacity, click **File menu > New** and record your new audio file.
2. Using the **Select** tool, highlight the audio you wish to add to an existing recording.
3. Choose **Edit menu > Copy** to copy the selection.
4. Click **File menu > Open** to browse to and open the existing audio file to which you want to add the audio.
5. Click at the point where you want to insert the audio that you copied in Step 3 and choose **Edit menu > Paste**.

### Save an audio file

Options may vary depending on program preference settings.

1. To save your file as an Audacity project (.aup), go to **File menu > Save Project**.  
You should save your file as a project if you have multiple tracks that you want to edit in the future. This format is not compatible with other audio programs.
2. To create an audio file that others can listen to, either go to **File menu > Export As WAV** or **File menu > Export As MP3**. You may choose to save it in both formats.  
**WAV** an uncompressed audio format; as there is no loss of audio quality, this format is useful if you want to reedit the file in the future.  
**MP3** a popular audio format that greatly compresses file size with limited loss in sound quality.
3. To export part of your audio file, select the portion you want to export and then go to **File menu > Export Selection As WAV** or **File menu > Export Selection As MP3**.