# How to record sound using Audacity

# How to record sound with Audacity

## To Record Sound

1. Open the Audacity application by double clicking the Audacity icon on your desktop/computer.

2. To start recording press the **Record** button (red circle)
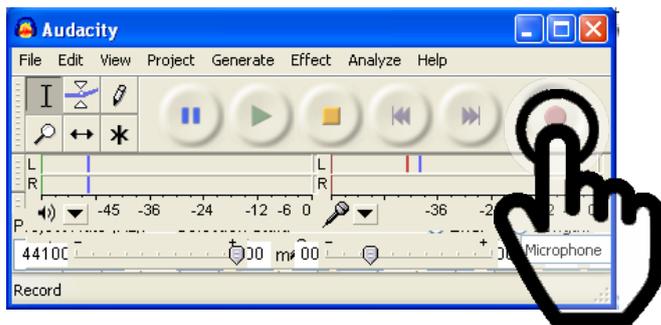


3. To pause recording press the **Pause** button (blue lines)
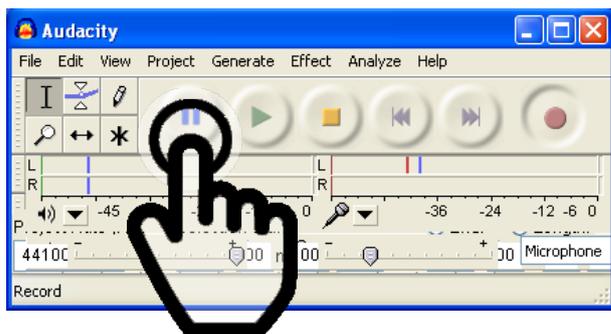


4. To stop recording press the **Stop** button (yellow square)
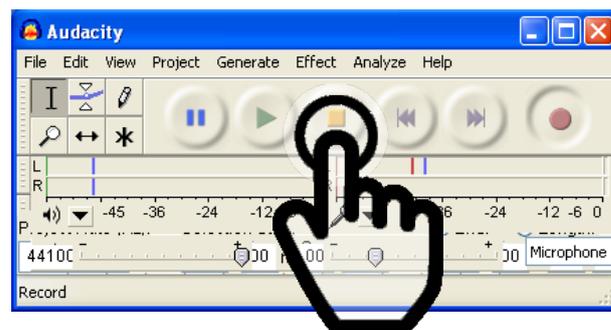
## What needs editing?

1. Looking at your recorded sound wave, you can identify the sound which is **too quiet**, **too loud** or **just right**
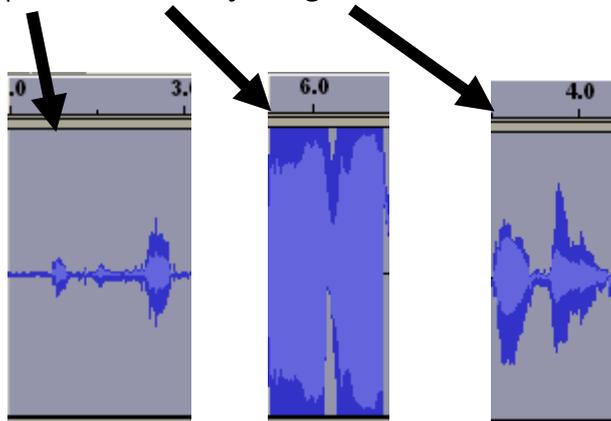


2. A flat line represents no sound, a wave represents sound.


## To Edit Sound

1. To remove parts of the recording that you do not want, eg. Flat lines where there is no sound:

   a) Select the & highlight the area on the sound wave line that you want to remove.
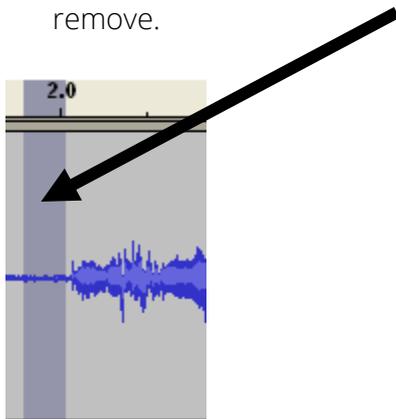


   b) Press the Delete or Backspace button on your keyboard

## Is the sound too quiet?

1.    If the sound is too quiet you can try to record it again, or you can try amplifying it to make it louder.

2.    To Amplify select & highlight the sound that is too quiet



3.    Select Effect from the tool bar.

4.    Select Amplify from the from the drop down menu
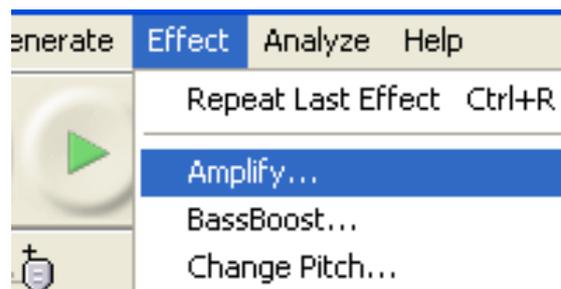


5.    Click OK

## To save a part of your recording

1. To save a part of your recording select and highlight the part of the sound wave you want to save.

2. Click on **File** in the menu/tool bar

3. Select **Export selection as WAV** from the dropdown menu.

4. Give your file a meaningful name and save in an appropriate folder on your computer.
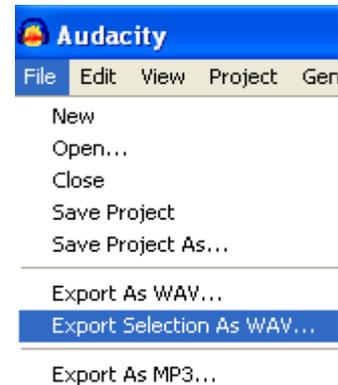
## To save all of your recording

1. Click on **File** in the menu/tool bar

2. Select **Export as WAV** from the dropdown menu.

3. Give your file a meaningful name and save in an appropriate folder on your computer
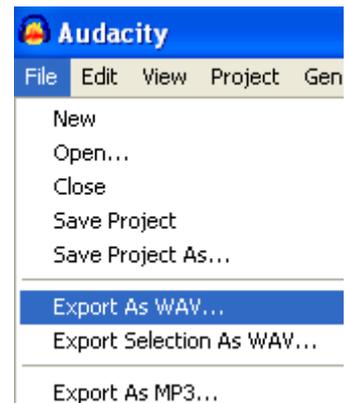
## To save the project for later editing

1. Save the whole project by selecting File in the menu/tool bar

2. Select **Save Project As**

3. Give the project a meaningful name and save it in an appropriate folder on your computer.
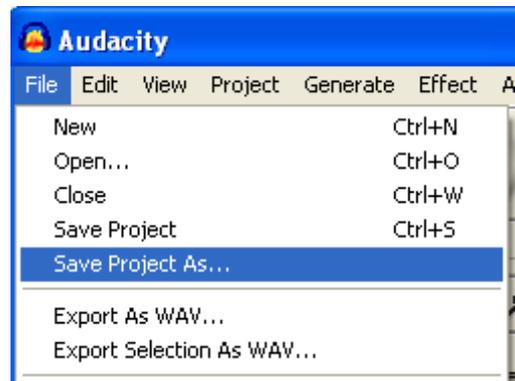


## To start a new recording

1. Close the existing track by clicking the **X** button

2. Repeat steps