

## Editing sound in Audacity

There are many different sound editing software programs available for use but the great thing about Audacity is that it is free, easy to use, very similar to professional editing software used for radio, film and commercial music editing and it runs on both PC and Mac.

If you have time, it's a good thing to edit your sounds before uploading them to the sound map. In the same way you would crop a photo to get rid of the parts of the image that you don't want, you can cut out any bits of the recording that you don't want, such as unwanted talking at the start or end.

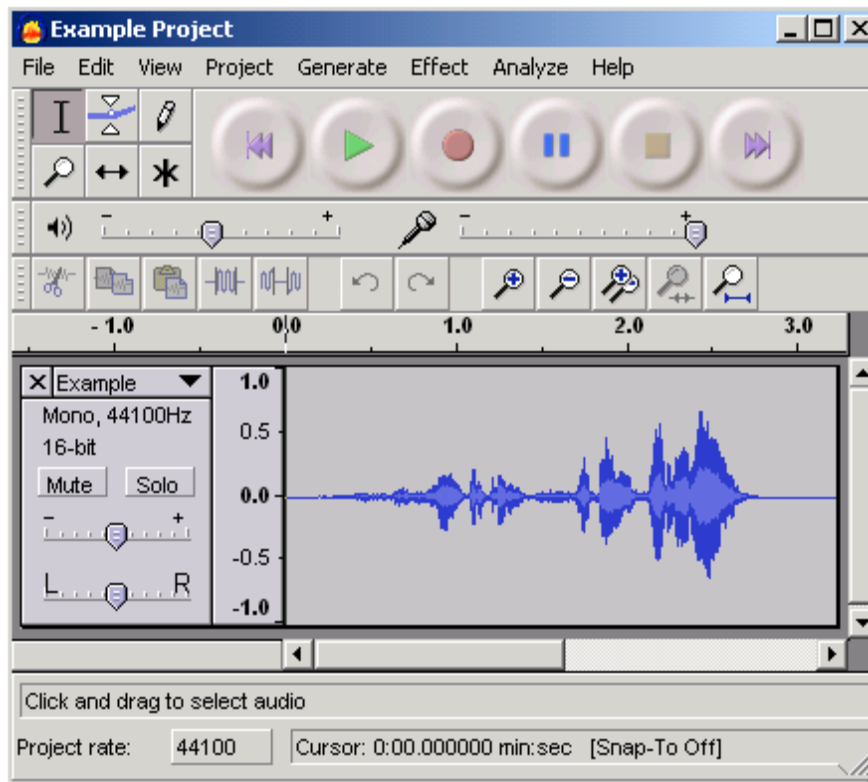
**Download Audacity from <http://audacity.sourceforge.net/>**

### Opening Audacity and Importing Audio

Double-click on the Audacity icon to open the programme.



Click on *Project* then *Import Audio* and chose the sound file you want to import. The file will be displayed as follows with the timeline in seconds above the sound file:



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### Listening to and Editing Sound Files

Press the play button to listen to the file you just imported. Choose a section of the sound file which you don't want (e.g., chat before the start of a sound) by clicking and dragging to highlight the unwanted section. Press *Delete* on the keyboard or *Edit* then *Delete* in the menu.

### Adjusting Volume

If a sound file is too loud or quiet in relation to another file, adjust the volume by clicking and dragging the volume bar below. + turns the volume up, - turns the volume down.



### Fading Files in and out

If you want to *Fade in* or *Fade out* sounds to prevent them from coming in or going out too suddenly, highlight the part of the sound file at the beginning you want to fade in and click on *Effects* then *Fade In* on the menu bar. This will change the beginning of a file to come in smoothly from no volume rather than coming in suddenly. Similarly, select the part of the sound file you want to fade out and click on *Effects* then *Fade Out* on the menu bar. This will change the end of the sound file to go out smoothly.

### Exporting sound files prior to uploading them onto the map

Click on *File* and then *Export As...* then choose the .mp3 format, which is best for web use. Choose a place to save the file and click on *Save*. You will then have a cleaned up file ready to upload to the sound map.