Tutorial No. 5 – Audacity Functions

Saving a Wave file

1) Left click on 'File'
2) Left click in Menu on Export as Wave
3) In Save window Select the Wave folder on Drive 'C'
4) Enter the file name Ex. 'T01 - Intro and Cover'
5) Left click on the 'Save' button

Reloading a Wave file

1) Left click on 'File'
2) Left click in Menu on 'Open'
3) In Load window select the Wave folder on Drive 'C'
4) Left click on the required file (background turns blue)
5) Left click on the 'Open' button

Resaving a Wave file

1) Left click on 'File'
2) Left click in Menu on 'Export as Wave'
3) In Save window select the Wave folder on drive 'C'
4) Left click on the file to be resaved (background turns blue)
5) Left click on the 'Save' button
6) Left click on 'Yes' to overwrite the file

Quick mix (Mixing two or more tracks into one)

1) If all of the tracks are not visible in the window then Left click on 'Fit Project to Window'
2) Move mouse cursor to the start of the first track
3) Press the Left mouse button and hold it depressed
4) Move the mouse to the right and down until all of the tracks are coloured grey
5) Release the Left mouse button
6) Left click on 'Projects'
7) Left click in Menu on 'Quick Mix'

Editing out a mistake

1) Find the point in your recording where the mistake begins, if you can't see enough detail then place your marker by clicking on the left mouse button and go up to the magnifying glass with the '+' sign and left click on it.
2) Now find the start of the mistake click and hold the left mouse button and drag the mouse to the right until all of the mistake is dark grey and then release the mouse button.
3) Move the mouse cursor to the scissors and left click to edit out the mistake
4) To see the whole track again move the mouse cursor to the magnifying glass with the white inset and left click on it

73es,

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