

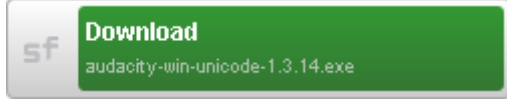
LING 6002 - Research and Enquiry

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Downloading and installing Audacity

1. Go to <http://sourceforge.net/projects/audacity/>
2. Click on the green 'Download' button in the middle of the page



3. When the file has downloaded, run it and follow the instructions (usually just clicking 'Next' works) to install Audacity
4. Keep Audacity running

Downloading and installing the LAME Encoder

You can either follow these instructions or go to the official instructions (regularly updated) at http://manual.audacityteam.org/help/manual/man/faq_installation_and_plug_ins.html#lame

1. Go to the LING6002 Blackboard course
2. Look for lame_enc.dll
3. Download this file to your computer, and remember where you save it
4. When you want to export an MP3, you will receive a prompt from Audacity asking where lame_enc.dll is
5. Find the file on your computer and click OK
6. If successful, you have correctly installed the encoder

Opening and importing files

1. Copy the file from your recorder to your PC
2. Go to 'File' -> 'Open' on the menu
3. Find the file that you have copied

Note: If you have recorded a WMV file, you may need to go to <http://www.zamzar.com> and convert your recording. Select 'mp3' under 'Music formats' in step 2 on the site and then download and use that file instead. This is the simplest way to convert a file, but other ways are possible.

Zooming in and out

This can be controlled by the four buttons found near the top-right of Audacity:



Zoom in



Zoom out



Zoom in to the selected area



Zoom to fit the whole recording in the window

Selecting sections

1. Make sure that the file is stopped and not just paused
2. Select a section of the recording by dragging from the start point to the end point of where you want the selection
3. If you want to select the whole recording, press Ctrl-A

Note: You will not be able to edit anything until you stop playback or recording, and editing options will be greyed out on the menu if you are playing or recording.

Adding tracks

If you wish to remove a sound clip but still want to keep it in the project then you can move it to an extra track. To create a track, go to the 'Tracks' menu, select 'Add New...' and then 'Audio track'.

Using multiple tracks

If you have more than one track, it is possible that if you try to play back overlapping sections then you will hear extra noise. To avoid this, each track has 'Mute' and 'Solo' buttons:



Use this button to mute a track (to stop it playing any sound when you play)

Solo Use this button to only hear a certain track (to mute all other tracks)

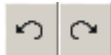
Cutting, copying and pasting

You can cut, copy and paste sections of a recording in the same way as in most software - from the edit menu, from the buttons (see below) or using Ctrl-X, Ctrl-C and Ctrl-V respectively.



Undo and redo

You can undo most actions from the edit menu, using the undo button (left) or by using Ctrl-Z. You can redo an action with the redo button (right) or Ctrl-Y.



Normalisation

This is the process of amplifying the sound to maximise the amplitude (loudness) of the recording at the loudest point.

1. Select a section of the recording (see above)
2. On the 'Effect' menu, click 'Normalise'
3. Click OK

Amplifying sections

If you wish to amplify part of a recording (for example if a particular speaker is very quiet) then you will need to amplify sections where they speak.

1. Select a section of the recording (see above)
2. On the 'Effect' menu, click 'Amplify'
3. The default value will normalise the section, so that the loudest point is at maximum volume. If this is too loud, decrease the number (but please note that a negative number will actually make the section quieter)
4. If there is a loud noise in the section, then you can ignore this by ticking the 'Allow clipping' box. If you make the sound too loud, however, it will seem distorted and may have background noise.
5. Click OK

Noise reduction

When you take a recording, you should always record for 2-3 seconds extra at the start and end of the recording. This gives you some plain background noise, which is the hum or buzz you can often hear in a recording. It is often beneficial to remove this from the whole recording using this procedure:

1. Select a section of the recording that ONLY contains noise
2. On the 'Effect' menu, click 'Noise Removal'
3. Click 'Get Noise Profile'
4. Select the whole track (or the section you want to remove noise from)
5. On the 'Effect' menu, click 'Noise Removal' again
6. Try different slider settings and click 'Preview' to see how much noise is removed. If the slider is too high then the track will have an echo, and if the slider is too low then the noise may not be removed.

Changing the speed

If you wish to change the speed of a recording, use 'Change tempo' from the 'Effects' menu. A positive percentage change will make the recording shorter (and faster) whilst a low percentage change will make the recording slower and longer. You can change the speed of a section or the whole recording.

Saving and exporting

It is a good idea to save as an Audacity project file (which you can later edit easily and will retain the quality of the recording) whilst you are editing the audio. This can be done with 'Save Project' or 'Save Project As' from the 'File' menu. When you have finished, you can use 'Export' from the 'File' menu to save the file as an MP3. If you need to move, back up or copy the files whilst you are editing, you will need to move both the folder and the .aup folder to be able to edit them again.