<u>A bluffers guide to Audacity!!</u>

<u>To Download the program:-</u>
 Go to <u>http://audacity.sourceforge.net/</u>
In the yellow box click 'Download Audacity 1.2.4b' This will direct you to an options page.
Click on 'Download' at the top of the grey box.
(On this page, notice under 'Optional Downloads' the link to 'LAME MP3 encoder', note the page address as you will need to return to this page and download LAM<E to be able to convert your finished projects in Audacity.)
Follow all the prompts and download Audacity and LAME.

<u>To set up ready to use:-</u>
Open Audacity. Click on the 'File', scroll down to 'Preferences' and select, On the window that opens up click on the 'File Formats' tab.
At the bottom of window you'll see 'MP3 Export Set-up', this is where you set the 'bit-rate' for conversion to MP3. (Setting at 128 is recommended.) Press 'OK' and you are ready to start!!!

<u>For Editing Music behind a prerecorded vocal.</u>

Use the 'Mic' socket on the PC's soundcard to Upload and save the appropriate piece of music and also the vocal recording.
Now to start editing!
Open Audacity, click on 'File', then on 'Open' and choose the relevant music track that you wish to use. This will open up a soundwave representation of the track.
Click on 'Project', then click 'Import Audio' and choose the relevant file for your vocal recording. This will open up a second soundwave representation.

<u>There are 6 control buttons under the main control bar. These are your main editing controls.</u>

<u>Positioning the Tracks.</u>

Select the ←→ control, (second row, middle button). Now, line up the tracks to where you want the vocal to start in relation to the music track, just click and drag either track left or right. For very fine adjustments, if required, the 'Magnifying Glass' Icons can be used to enlarge the displays.

<u>Set 'Panning' (Left or Right) and Level with individual controls on the left of each track.</u>

<u>To 'Fade' the music up and down behind the vocal track.</u>

Select the icon in the Top Middle position. (2 vertically opposed triangles.)
Click on the very beginning of the music track.
When selected 2 thick Blue lines will run at the top and bottom of the track.
Select the beginning of the 'fade' 2 white dots will appear. Click at the end point of the fade and drag the wave line down to the level of fade required.
Repeat the operation but in reverse at the other end of the track if a fade beck to the music track is required.
Repeat as required to fill breaks in the vocal if required.

<u>Once the desired results have been achieved.</u>
Click 'File', then 'Export as MP3'. Click 'OK', then name the track and click 'Save', click 'OK'. It will now save the finished track as a complete MP3 for either downloading or e-mailing as required.