

How to record audio clips with Audacity

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Audio clips can be a great addition to your existing teaching resources portfolio. By providing your students with audio files, in addition to any written content, you make your teaching practice barrier free and enable disabled students to fully access your content, without the need of disability aid tools. You can reuse and recycle your audio files to create other resources, including for the production of a podcast or videos.

The software tool, I will introduce you to, today is called “Audacity”. It is a free, open-source software, which you can access by using the link below this video or by using the link provided in the PDF file (<https://www.audacity.de/>).

Your first step is to download the software to your PC. It is available for download for Windows, Mac Linux users.

After your download is complete, open your Audacity program and start your first project.

At the top you have access to the main menu. You will need the first two menu tabs most often.

The first tab is the “File” tab, which includes all important functions of creating, saving, downloading, as well as importing and exporting an audio file.

The “Edit” tab enables you to quickly edit and adjust your audio file.

Below the main menu tab’s, you can access the tool tab bar, which includes the selection tool, the envelope tool, the drawing too, the zoom tool and the multi tool. Next to it, are the recording level and playback level tabs.

Below those two task bars are the recording- and playback volume tab. Right next to that you have several editing tools, including the cut, copy and paste tool, as well as the trim tool and the silence audio selection tool.

Next to that section are the “Undo” and “Redo” tools, which enable you to go one step back and one step forward in your editing process. Next to those tools are the zoom in and zoom out button, as well as the fit select button and the zoom toggle button. Finally, in this section is the “Play-at-Speed” tool.

These are the “Player” tool buttons, which are similar to a traditional cassette player, including the functions pause, play, stop, skip to start and skip to end, record and the loop on button.

This is the timeline bar, which shows your entire recording, while you can navigate back and forth in your audio, by using this bar at the bottom. At the bottom, you can choose the project rate, which is set to 44100, by default. When you select a specific part of your audio, you can view the start and end of the section here. And finally, you can see the entire time of your recording here, whereby you can choose the format, by clicking on the drop down menu. By default, it is set to hours, minutes and seconds.

I will now show you how you can record your first track, how to edit it and how to save your work.

To record a new audio, just press the record button and start to talk. When you are done, just press the stop button. To edit it, select the section you like to delete (using your mouse) and use the scissor tool to cut the selected part out. I recommend listening to the area of the last cut, to avoid any errors. To undo your last cut, you can use the undo tool. If you are happy with the recording and editing, you can save your work as an Audacity project or as another format.

Please note, that in order to open and edit your Audacity project files, the Audacity software has to be installed on the device, therefore if you want to share the file with someone who may not have the Audacity software installed, I recommend saving the audio in a MP3 format.

I hope this tutorial was helpful for you. Please do not hesitate to contact me or participate in one of my Q&A webinars.