



EDITING SOUND FILES IN AUDACITY

1. Launch Audacity
2. Go to File -> Open (or open apple "O")
3. Navigate to the files in the folder listed below
 1. Using computer _____
 2. In the STARC folder find the following files:

4. Open the first file that needs editing.
5. In this file, cut the dead space at the beginning and end
 1. Caution! Listen to be sure you aren't cutting off a really soft part - don't trust doing it only by sight; **always listen**, too.
 2. Select the dead space at the beginning (leave a little bit - 3 seconds or so) and hit "delete"
 3. Select the dead space after the applause and delete.
6. Highlight the music, but not the applause and "Amplify" (Effects -> Amplify)
 1. Unless there are any aural spikes (a dropped piece of equipment, a baby screaming, etc.) you can just use the amplification that Audacity suggests.
 2. If there are spikes (you can see them), you may need to override the suggestion and boost the sound a bit more so that it will balance with the other tracks.
7. Balance the applause to the music (it may be fine as is - if not, amplify as needed - use your ears!)
8. Fade ending:
 1. If there is applause, cut off any unneeded silence or applause and fade out
 1. Select the last 5-7 seconds plus some of the silence
 2. Effects -> Fade Out
 2. If it is a rehearsal and there is no applause, leave a little bit of the room noise and fade out so that there is no aural "bump" as it goes from room noise to silence. (Effects -> Fade Out)
 3. Listen to be sure there is no music cut off

--OVER--



9. Export (from File menu)

1. Export as wav file unless otherwise instructed
2. Title the file
 1. Title format: 03Snowing
 1. 03 means it is the third piece of the concert, 11 would be the eleventh piece, etc. Be sure to include the 0 digit in front of the three or 3 will show up AFTER 10-29 instead of before
 2. Use an abbreviated title from the program (ex: if the piece was called, "It is Snowing Today" the abbreviation could be "Snowing")
 3. Save to a folder that you create. Title the folder, "edited pieces"
4. If you are **exporting as an MP3**, use the following information (ask what info to use if this section is blank, but you are supposed to export as MP3s).
 1. Title _____
 2. Artist _____
 3. Comments _____

10. Close File -- **DO NOT SAVE !!!**

11. Edit the next file in the same way.
12. Finale... Here is what you should do with your finished, edited soundfiles: (if nothing is written here, simply leave them in the folder you created)

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THE EDITING CERTIFICATION TEST is simply editing a sound file using the above technique, while being supervised. Once you are certified, you may edit without supervision.

