





Exercise #4

Edit an Audio Recording With Audacity

In this exercise, you will practice editing a podcast using Audacity.

1. Click the **play button**  to listen to your recording. Listen for a section you want to delete. Some things you might want to delete are:
 - Blank space or microphone check at the start of the recording.
 - Vocal tics like “um,” “well,” and “you know.”
 - Any sentences or fragments that are awkward or that you don’t want to include in the final product.
 - Blank space at the end of the recording.
2. Click the **selection tool** . (The tools are in the upper left corner)
3. Hold down the left mouse button and drag the cursor to highlight the portion you want to delete.
 - Use the zoom tools to **zoom in**  and **zoom out**  as needed to change your view of the recording to allow for more precise edits.
4. Click the play button to listen to the highlighted area. Make adjustments to your selection as necessary.
5. Click the **Delete** key on your keyboard to delete the highlighted portion of your recording.
6. Repeat these steps as necessary to clean up your recording.
7. Click **File, Save Project**.

BONUS

Feel free to play with the **Edit, Generate** and **Effect** menu items. If you do this, you should first save a copy of your work by clicking the **File** menu and choosing, **Save Project As** to make a copy with a new name so you can play around without worrying.