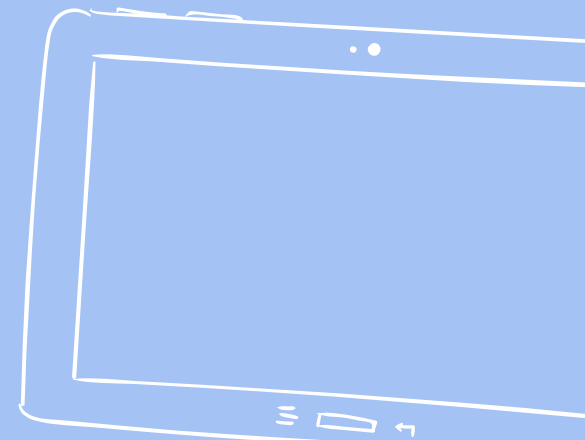
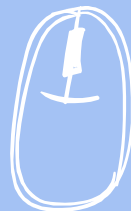




AUDACITY TRAINING

RECORDING IN THE SOUNDBOOTH, ZOOM RECORDERS, AND BASIC AUDIO EDITING





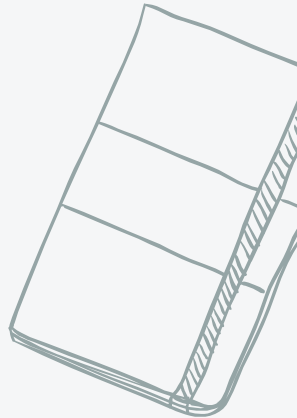
TIPS FOR RECORDING VOCALS

- Check the sound levels by reading the first line of your script
- Slating: start by stating your name, the date and project title
- Speak slowly and articulate your words clearly
- Take pauses in between paragraphs
- Don't be afraid to re-record!



RECORDING IN THE SOUNDBOOTH

- Come to the DASH Lab with a partner to help you record, when an Intern is present or Professor Rock is here!
- Adjust the microphone to your height and ~6 inches away from your face
- Do a sound check by reading the first few lines of your script and have your partner listen with headphones to make sure the recording sounds right



XLR cord (where & how the sound comes in from the booth).



Press the power button on the back panel



Green light = power on



Sound levels will light up



Headphone level

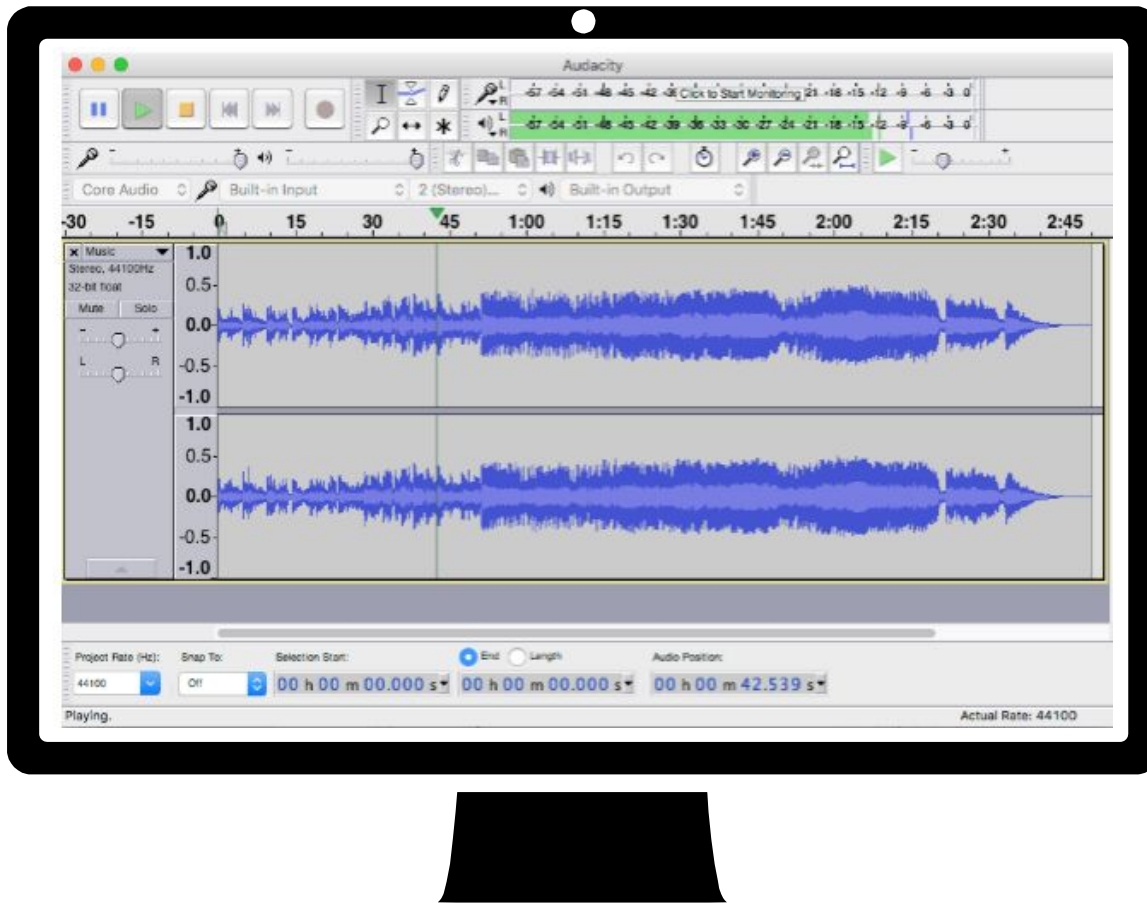


Press these buttons to record and listen with headphones



Recording level





This is where you select your input & output:

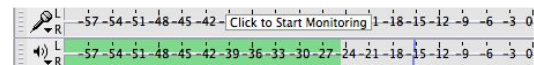


When recording into Audacity, make sure the correct mic is selected or nothing will record.

If you can't hear your audio playback, check the output.

Here is where you can monitor your levels (volume):

The top bar is the levels coming from the selected microphone.



The lower bar is the levels of playback.



AUDACITY 101



- **Importing an audio track:**

- Go to File → Import → Audio

- **How to add a new track for editing:**

- Go to Tracks → Add new → Stereo Track
 - Keep your original audio track separate from the new track you'll be editing
 - If you're working with multiple tracks press "solo" so you can focus on one track at a time

- **Zoom/in out:**

- By using the magnifying glass buttons
 - Zooming in helps make your edits precise

- **Highlighting tool:**

- When you highlight a section and hit play, it's only going to play the portion you highlighted

- **To remove a section:**

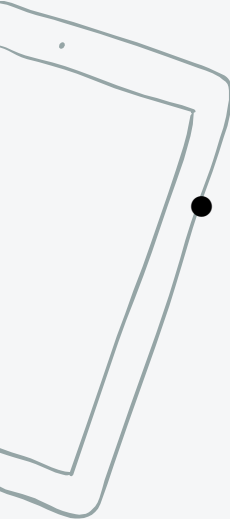



- Highlight the part you want to remove and hit delete (if you delete too much, undo it)





AUDACITY 101

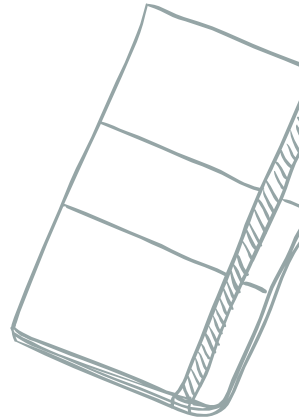


- **Remember to balance the volume of each track:**
 - Use the +/- on the left hand bar of each track to adjust the volume
 - Your background music should never be louder than your narration
 - **How to clip boundaries and edit tracks:**
 - Use the selection tool and highlight a section of audio
 - You can cut sections of the track with the scissors tool
 - Go to Edit → Clip Boundaries → Split, then you can move a specific section around freely
 - Try different effects (fade in/out, amplify, equalize, etc.)
 - **To export final audio:**
 - Go to File → Export
 - Choose the file type you want (.wav files are higher quality but .mp3's are more common for uploads and editing)
- 
- 
- 
- 

A hand-drawn illustration of a desk with a laptop, a pair of glasses, a keyboard, a mouse, and a smartphone. The title 'ZOOM RECORDERS' is written in large, orange, hand-drawn letters in the center of the page.

ZOOM RECORDERS

- A mobile set-up for 'field' (on-location) recordings or interviews
- Point the microphone towards the sound you want to record
- Stand the microphone upright, try not to hold it or fiddle with it because the microphone will pick up the noise



External Mic Port

LINE IN

Headphone Volume

VOLUME

Headphone Port

REMOTE

USB Port
(Charge / Export)

LINE OUT

USB

Recording Indicator

Front display

Record Button



[CLICK HERE FOR DIRECTIONS](#)

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- You cannot use any audio or music you find online, you have to have legal permission to use it
- Look for audio & music in the “public domain” or “open source” content that you are legally allowed to use &/or manipulate for free.
- <http://training.npr.org/audio/where-to-find-archival-audio/>



NEED MORE HELP?

- Lynda.com: Tutorials on Audacity & other programs, access through SUNY New Paltz
 - Go to my.newpaltz.edu
 - Click Lynda.com Training Resources on the left-hand side
 - Make an account
- DASH Lab assistance: [Click here for office hours](#)
 - Please note: There are no office hours during other trainings, so check the calendar as well as the office hours posted to make sure the space is open

CREATIVITY IS KEY

