



Audacity®

PLAY

Opening audio files: Either drag the files into the current project window, or click *File > Import > Audio*. Files can be opened into a new project window with *File > Open*. The main formats Audacity plays are **AIFF, AU, FLAC, M4A** (only on a Mac), **MP2/MP3, OGG Vorbis** and **WAV**. Click [here](#) if your file is in some other format. **To import a CD:** extract it to WAV or AIFF using iTunes, Windows Media Player 11 or similar. See our online guide: [importing CDs](#).

Playing audio: Press the green Play button to start playback. Press the blue Pause button once to pause playback, and again to resume. To stop, press the yellow Stop button. Spacebar can be used to either play or stop. After stopping, playback resumes from its last starting point. To change the starting point, click in the track at your desired starting point. The |<< and >>| buttons can be used to skip to the start or end of the track respectively.

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RECORD

To record: Set the recording device and input source, adjust the input level, then press the red Record button.

- 1) [Set Recording Device](#) either in the *Audio I/O tab of Preferences* or in *Device Toolbar*. Audio I/O Preferences lets you choose stereo recording if required.
- 2) [Set input source](#) for that device (for example, microphone or line-in) in the dropdown selector of the *Mixer Toolbar*, or (on some systems) at Recording Device in the *Audio I/O tab of Preferences* or in *Device Toolbar*.
- 3) [Adjust input level](#) using the right-hand slider on the *Mixer Toolbar*. Correct adjustment of level before recording is essential to avoid noise or distortion.

More help at: "Recording" [FAQs](#), our Tutorial [Your First Recording](#) in the [Manual](#), and our Wiki [Recording Tips](#) and [Troubleshooting Recordings](#) pages.

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EDIT

The main commands for editing audio are under the *Edit* menu (such as cut, copy and paste) and the *Effect* menu (you can do things like boost the bass, change pitch or tempo, or remove noise).

Audacity applies edits to selected areas of the audio track. To select a particular area, click in the track and drag the shaded area with the mouse. If no audio is selected, Audacity selects all the audio in the project window.

When playing or recording, the Edit and Effect menus will appear greyed out, because a moving track can't be edited. Commands can sometimes be unavailable for other reasons too. For example, you can't run effects until you have audio on the screen, and you can't paste audio until you've cut or copied it to Audacity's clipboard.

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SAVE

To return later to your unfinished work in Audacity with all tracks and edits as you left them, save an Audacity project. To play your current work in other media programs or send it to others, [export](#) an audio file such as WAV or MP3.

File > Save Project saves an **.aup** project file and a **_data** folder containing the actual audio. To re-open a saved project, click *File > Open* and open the .aup file. If you save and exit more than once, an .aup.bak backup file is created, but the .aup file should always be opened if present. When your final exported file is exactly as you want, delete the project files and _data folder to save disc space.

File > Save Project As... is for saving an empty project. It also lets you save an existing Project to a **new** name. This is the only safe way to rename a project. The .aup file and _data folder should not be moved or renamed manually.

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EXPORT

To hear your work in other media programs, export it to an audio file such as WAV or MP3 (some formats are [unsupported](#)). [Saving an Audacity project](#) creates a project file (and linked _data folder) containing all your edited tracks, so you can return to your work later. However, other programs can't read Audacity projects.

To export, click *File > Export* then choose the file format you want to export to in the "Save as type" dropdown. To [burn a CD](#) for standalone CD players, choose WAV or AIFF. To export as MP3, the [Lame Encoder](#) must be installed.

File > Export Selection exports only a selected area of audio. Use *File > Export Multiple* to export multiple files at the same time, either one for each audio track, or one for each labeled area in a single track. *Tracks > Add Label At Selection* lets you [split the tracks](#) from an album for multiple export as separate files.

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