To start Audacity, hit the icon on the bottom of the screen or open from Applications.

Audacity will open in a new window.
Step 1. To choose how you will like to record your voice, select.

Step 2. Select "Devices".

Step 3. 1. Do not select "Built-in Microphone".
2. "Built-in Input" refers to actual microphones that can be rented from the equipment room and connected to devise below.
3. "Logitech USB Headset" refers to the headset that is already plugged into the computer.

Step 4. Hit "OK" when finish.
How to Use Voice Recording Devices

"Logitech USB Headset"

"Built-in Input"
Clicking the record button again will create a new track.

To start a new track, click the record button.

Click the stop button to end the recording.

Clicking the record button again will create a new track.
Each track can be deleted or muted individually.

Use the selection tool to copy or delete selections from the track.

You can also do a selection by putting in the starting time and ending time/length.
To remove noise from your recording, first record the background of the place in which you are doing recording.

Highlight a section of noise and choose noise removal...

...and select get noise profile.
Then highlight the section that you want the noise to be removed, and select voice removal again.

Select or type in noise reduction and hit preview to listen to the effect.

When satisfied, hit OK.
You can fade tracks in and out by highlighting a section and choosing effect>fade in/out

Notice the change on the last sound wave in highlighted area
To change pitch/speed/tempo, highlight a section and select effect>change pitch/

NOTICE: change pitch will not change tempo
change tempo will not change pitch
You can generate an echo effect by highlighting a section and choosing

Hit ok when you finish

Notice the change after the echo effect
You can use the slider bar to adjust output.

First highlight track you want to change.

This can also be done by using the equalization tool.

Then pull the purple line at any spot to adjust levels.
Use the time shift tool to stagger the tracks
To import music, choose

Navigate to your file and hit

Imported music will be on a new
Always save using save project as. This will create a file and a folder with same name. you need to keep both to open file

When finished, choose file>export

You can change the format here

Hit save when you finish

THE END...