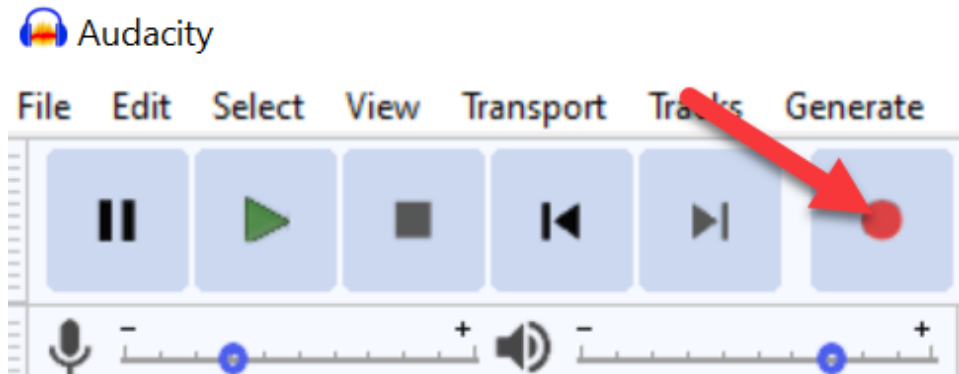


## Audacity – Basics and quick vocal adjustments

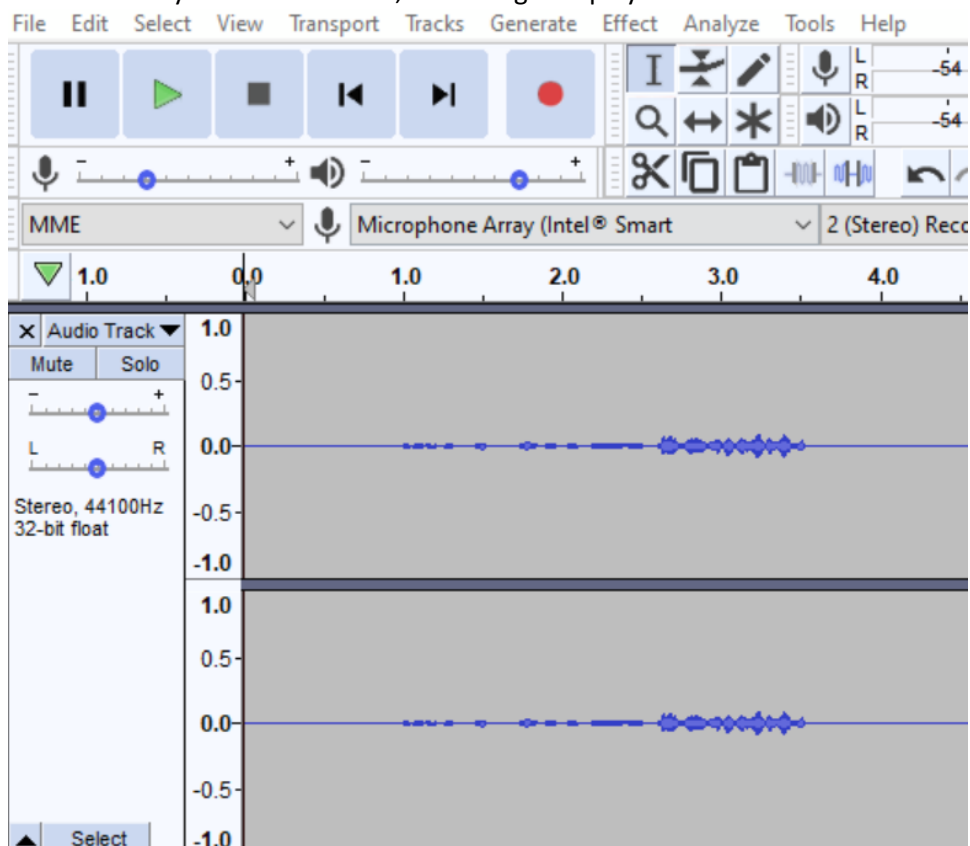
This program is quite powerful. With time, you can learn many tricks to improving sound files quality. For our purposes, this guide will show you how to record, save and make two fun edits to your recording.

### Basics

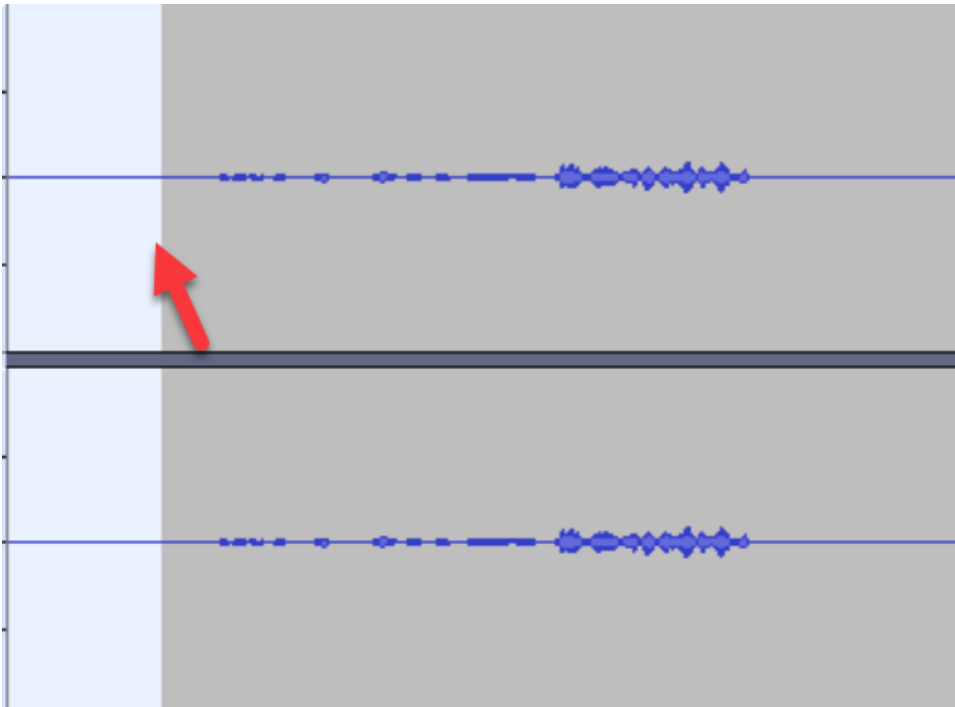
1. Open Audacity. To record, click the record button. When done, click stop.



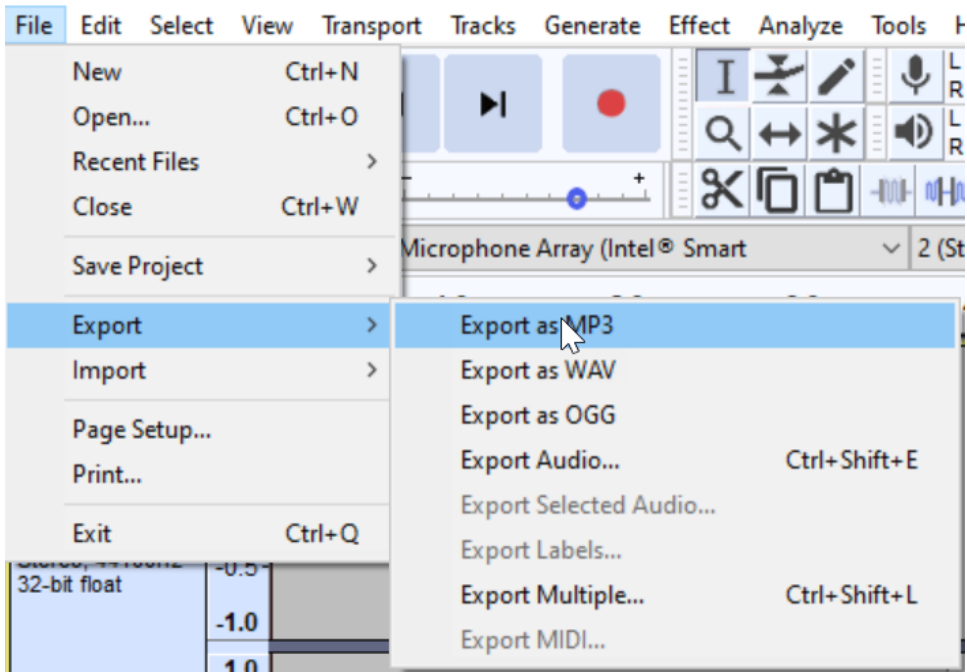
2. To hear what you have recorded, click the green play button.



3. You can remove empty air by dragging your cursor over the area and clicking delete.

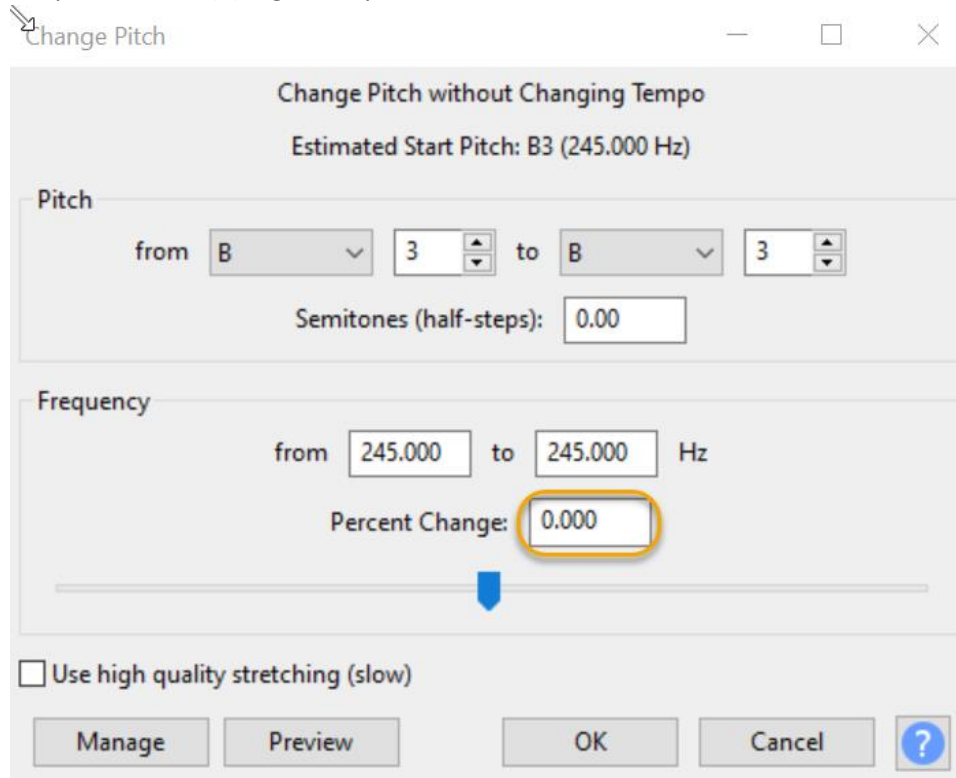


4. **Important.** Audacity saves files so they can be edited more, later. However, if you are done and ready to use the file, do the following. Click File – Export – MP3. Save to the chosen folder.



**Tip #1 Change the pitch of your recorded voice.**

- Select the whole clip. (Ctrl A shortcut)
- Choose Effects – Change Pitch
- The easiest method is to change the percent. Use the slider. Negative (-) becomes deeper. Positive (+) higher. Try -10 or +10 and listen.



**Tip #2 Add a telephone element to the recording. (and other options)**

- Select the whole clip. (Ctrl A shortcut)
- Choose Effects – Graphic EQ – Manage – Factory Defaults – Telephone

