



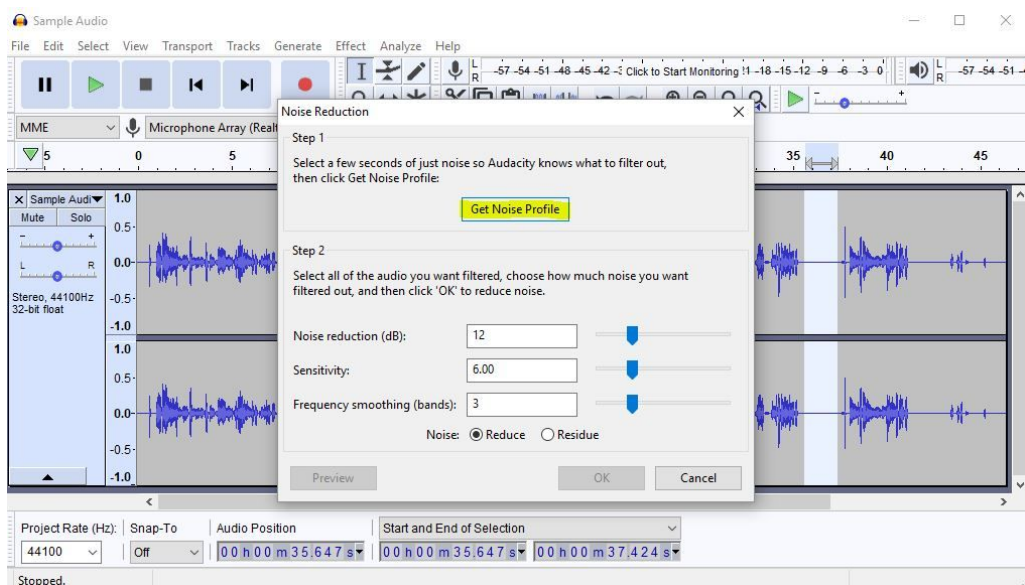
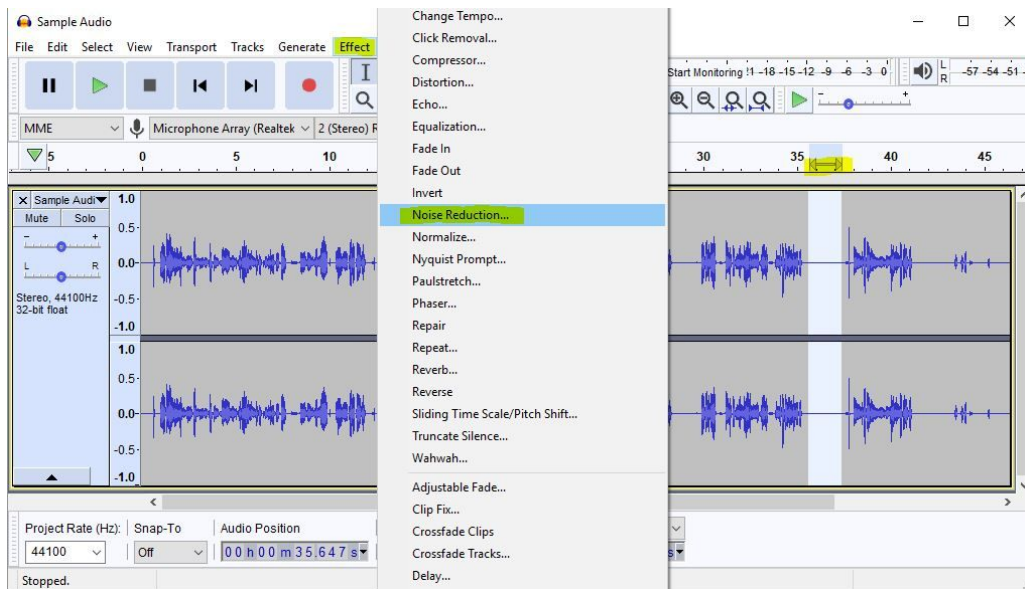
Audacity

How to Quickly & Easily Produce Professional-Sounding Audio Files

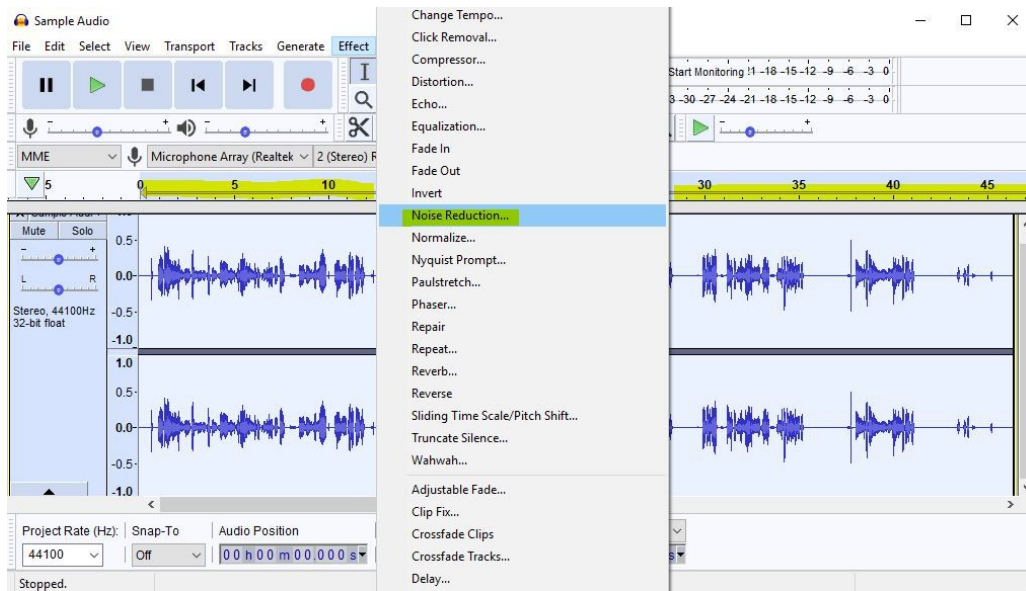
[Download Audacity to Get Started](#). If installing on a Cambrian computer, you will require IT Help Desk to install for you. Follow all of these steps below for each of your audio files:

1. Noise Reduction - Remove background and white noise

- With your audio file open in Audacity, begin by highlighting a section of the track that has no sound or talking. Click Effect → Noise Reduction → Get Noise Profile (this captures the noise in that section)

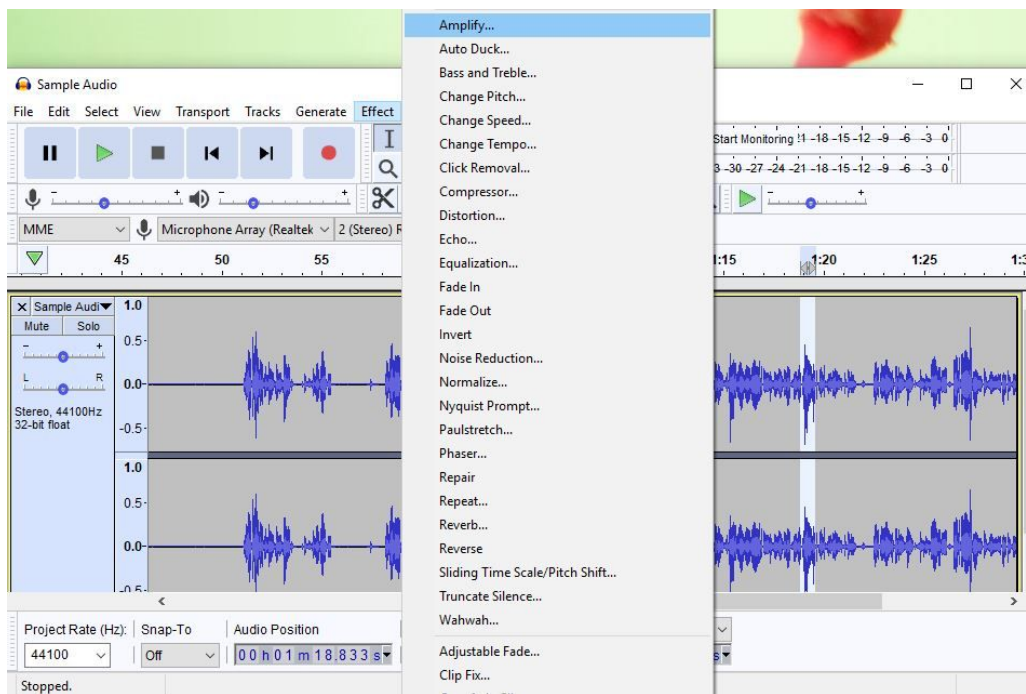


b. Next, select your entire audio track by typing Ctrl+A. Click Effect → Noise Reduction again and press OK to apply the noise profile to the entire track. This will remove all white noise from your track.

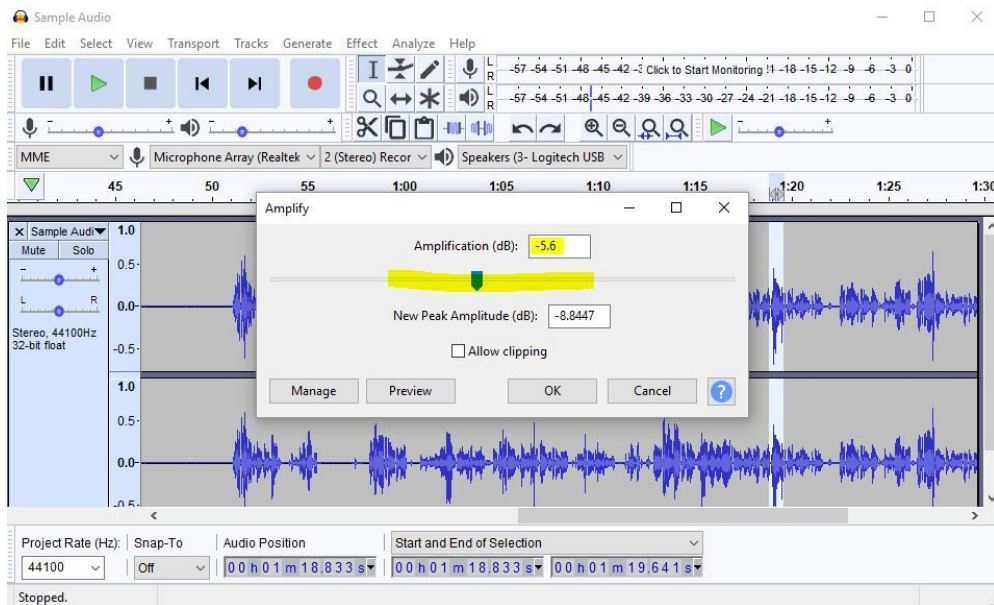


2. Amplify & Reduce (Optional) - Reduce any loud sections or increase any quiet sections of your track

a. If there are any exceptionally loud or quiet sections of your track that you wish to manually adjust, select that section of the track and click Effect → Amplify.

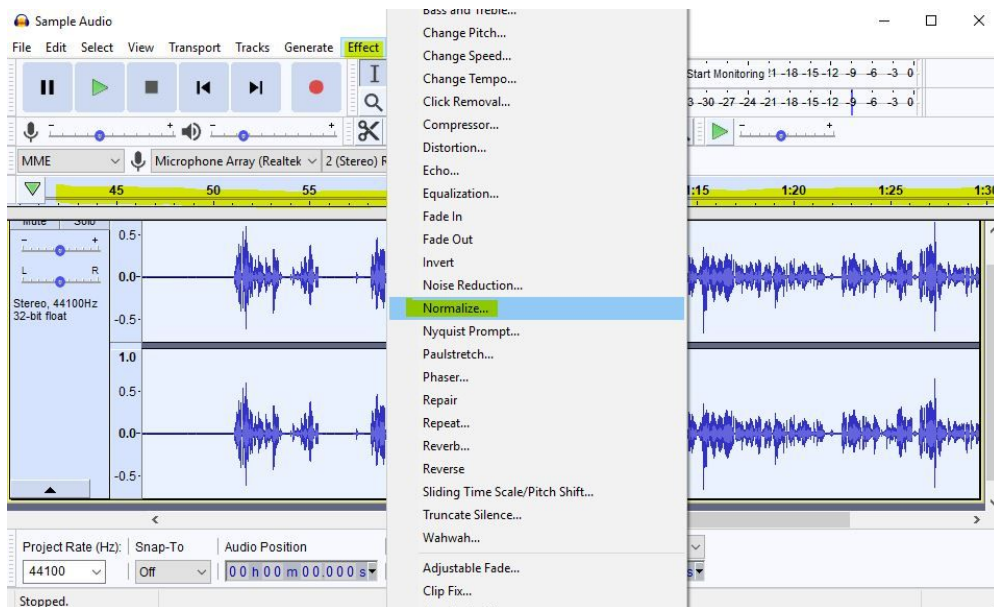


b. You can then either increase or decrease that section using the slider bar.

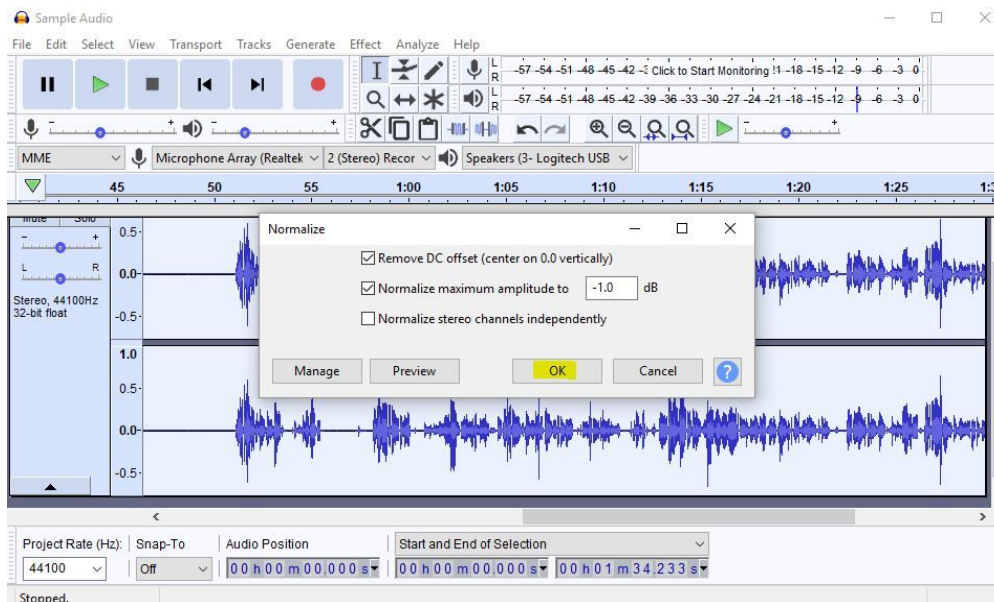


3. Normalize - adjust track to have consistent peak level of sound

a. Next, select your entire track and click Effect → Normalize.



b. Keep the settings (first two checkboxes checked) and select OK

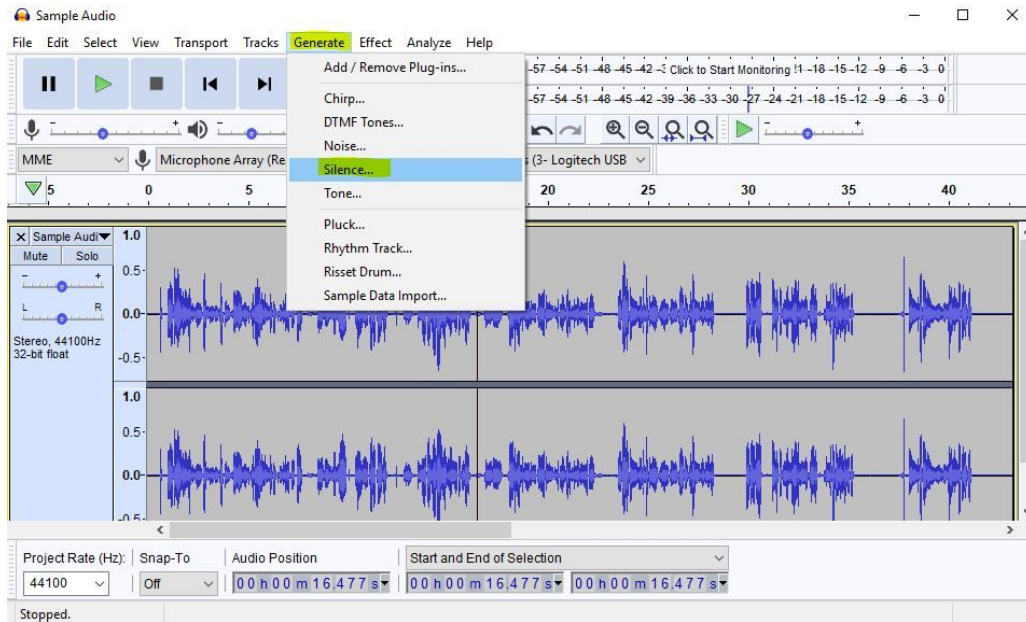


4. Edit Audio Track (Optional) - remove any unwanted sections, edit sections as needed

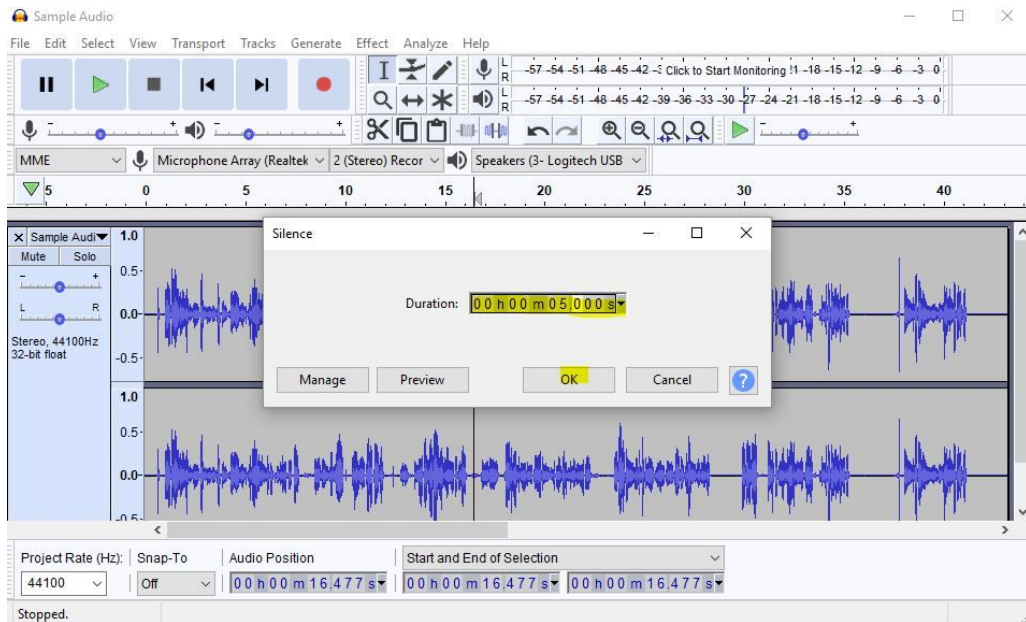
- a. Depending on your audio track, you may need to perform specific changes. If so, [follow these simple steps](#).

5. Add Silence (Optional) - add a silent section along your timeline as needed for an intro/outro

- a. Move the playhead to a section along your timeline that you wish to add silence to.
- b. Click Generate → Silence

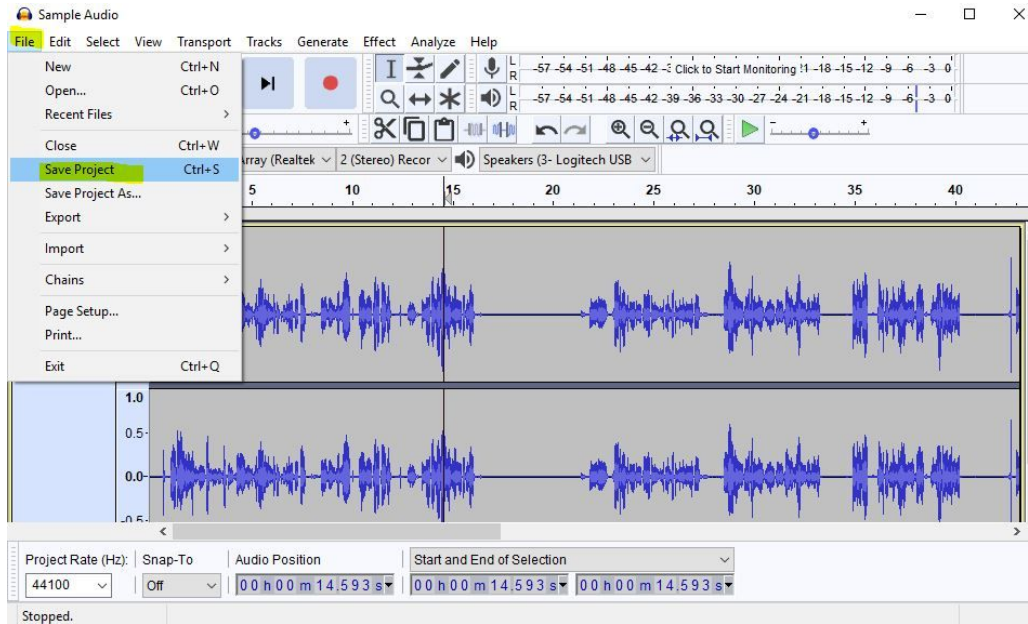


- c. Specify how long the silence will run for and click OK.

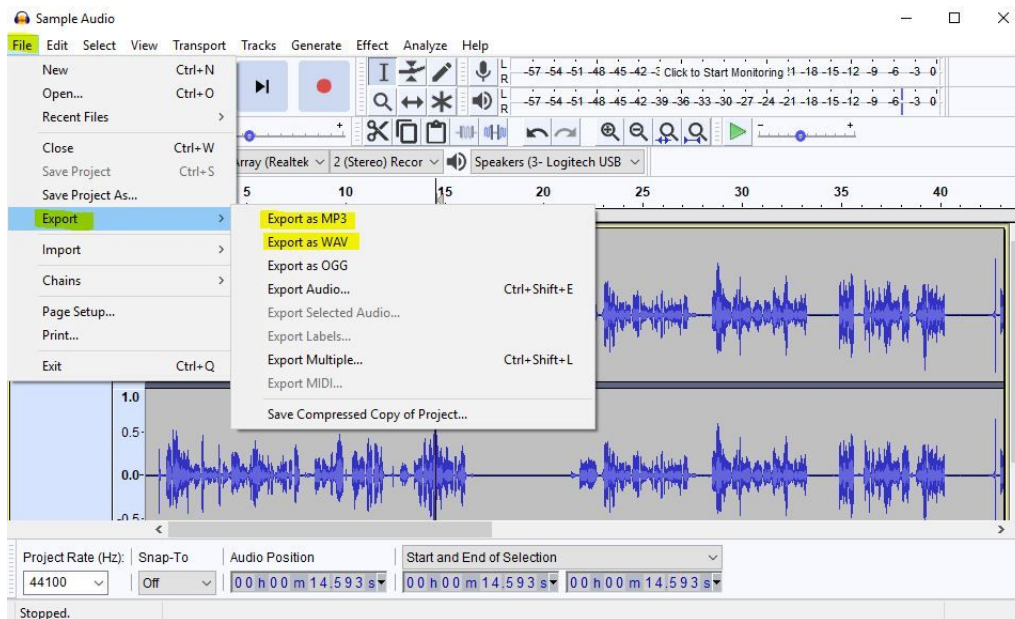


6. Save and Export - save your work as an Audacity working file and an audio file

- Save your Audacity file by clicking File → Save Project. This only saves it as an Audacity project file and not a file that you can playback on other devices.



- Next, click File → Export. Save your file as an MP3, WAV or other file format. These formats can be played back on other devices.



Advanced Tips (Optional):

- Try to keep the maximum peak sound volume around -12dB. This will be mostly green with some yellow peaks. Watch for this movement in the top right corner while you are playing a sound file.
- It's better to record quieter than louder. When too loud, your audio can get cut off. Quieter sound can be amplified slightly and still sound ok.
- Waveforms (the blue peaks and valleys on the track) should ideally take up about 80% of the space vertically when you are finished editing. This will mean it's not too quiet or not too loud.

"Hub Quick Tips: Audacity" document has been developed by the [Cambrian College Teaching & Learning Innovation Hub](#).