

Key Vocabulary	
audio	Sounds files that can be added to media, such as a presentation, video, podcast or website.
backing track	An audio recording that contains no vocals.
edit	To make changes to or correct errors in digital content, such as text, images, audio or videos.
gain	The amount of strength applied to an audio input . The gain can be increased to make the audio appear louder or decreased to make it appear quieter.
input	Data that is entered into a computer. This could be entered via a keyboard, microphone, sensor or touchscreen.
jingle	A short, catchy song or tune used in advertising, usually on radio or TV.
mute	To stop sound from being heard by turning off the output .
output	Information from a computer in the form of sound through speakers, display on a screen or printed documents through a printer.
podcast	Digital audio files containing music or chat that are made available on the Internet.
record	The ability to capture and store audio and video.
voiceover	Information or comments in a film, television programme or advertisement, that are given by a person who is not seen on the screen.
waveform	Digital representations of audio that has been imported or recorded .

What Is Audacity?

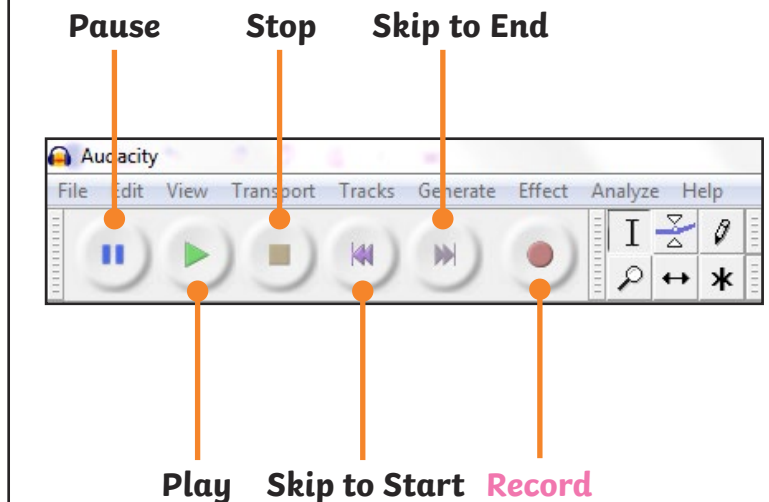
Audacity is a free, easy-to-use **audio** editor and recorder.

You can use Audacity to:

- **record** live video;
- **edit** sound files;
- cut, copy or mix sounds together;
- change the speed, pitch or tempo of a **recording**.

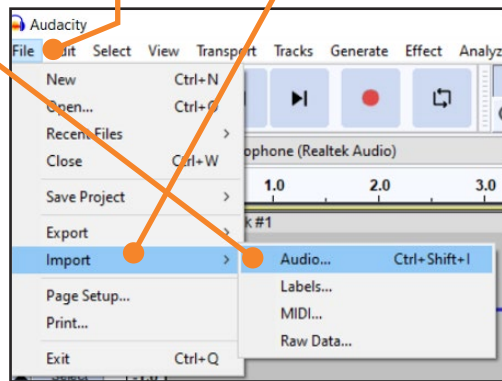


Audacity Toolbar



Importing Audio

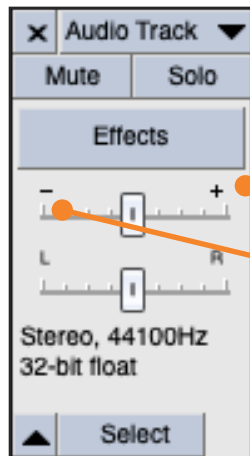
To add **audio**, choose **File**, then **Import** and then **Audio**.



Select the **audio** file from the location it has been saved in and click on **Open**.

Adjustng Gain

You can adjust the **gain** of an **audio** track.

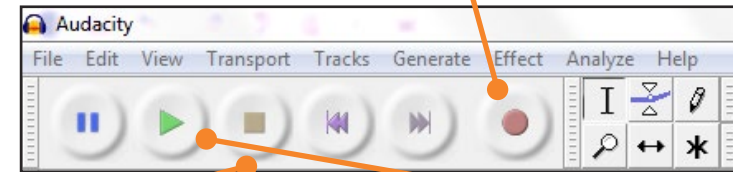


Click on + to increase the **gain** of an **audio** track. This will make it louder.

Click on - to decrease the **gain** of an **audio** track. This will make it quieter.

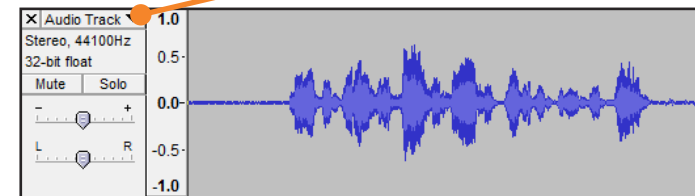
Recording a New Voice Track

To **record** a voice track, click on **Record**.



Click on **Stop** to stop the **recording** and click on **Play** to listen to your voice track.

To delete a voice track, click on the cross at the top left-hand side of the **waveform**, next to **Audio Track**.



To name your voice track, click on **Audio Track** to reveal the drop-down menu. Select **Name** and type a new track name.

