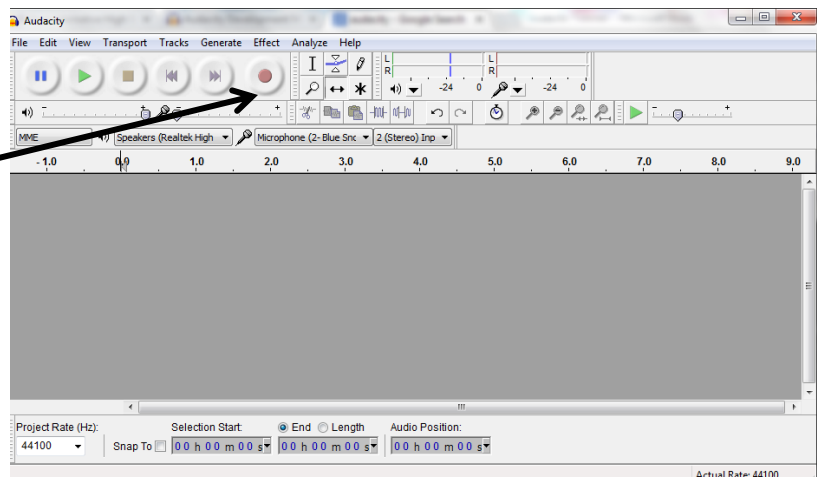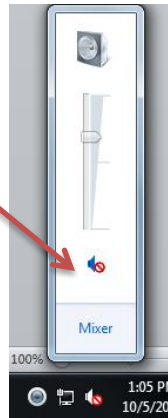# Audacity Helpful Tips

Open Audacity (If there is no Audacity icon on the desktop, type Audacity into Program Search.)
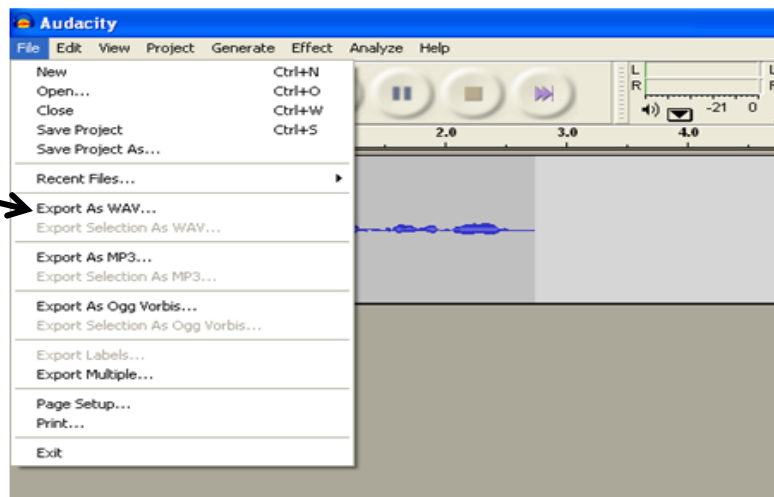
Make sure microphone is plugged in.
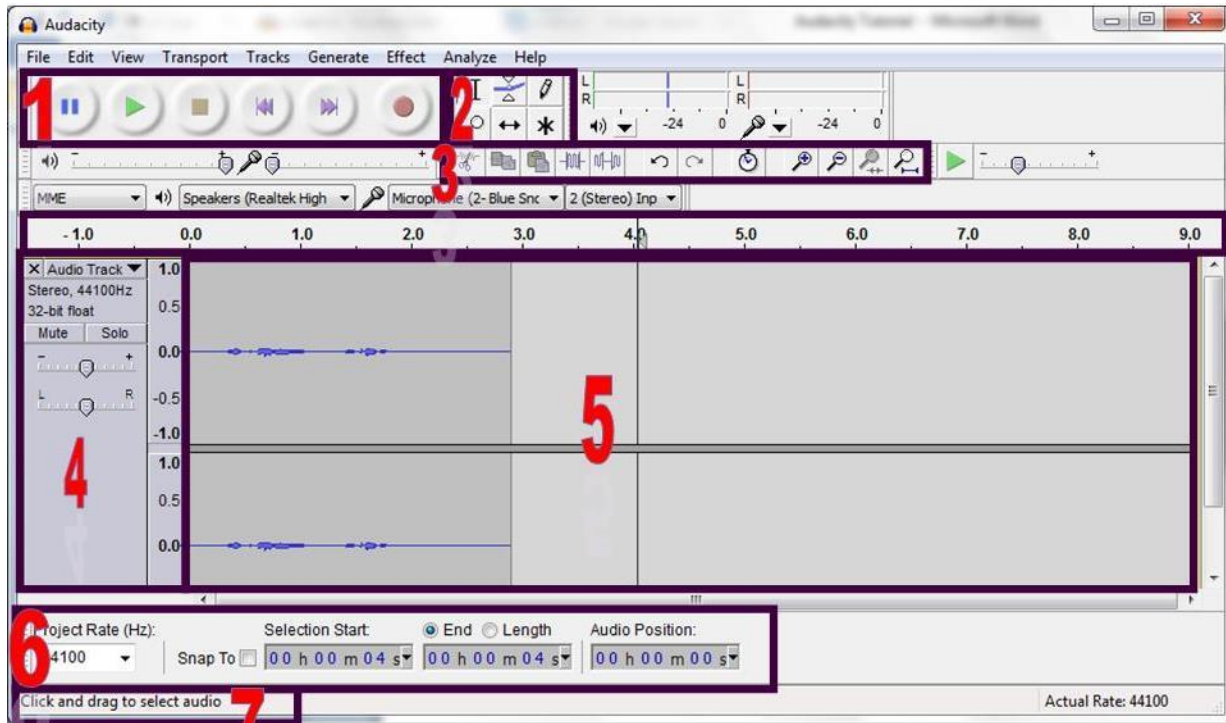
Make sure Volume is NOT muted.

Click Red Circle to Record.

When finished with project, save file by Exporting file as WAV.

If you are using Windows Movie Maker, be sure to save file in the folder of all the

other files for your
movie.

1 – The **Transport Toolbar** has buttons for controlling playback, recording and for moving to the project start or end.

2 – The **Tools Toolbar** allows you to choose various tools for selection, volume adjustment, zooming and time-shifting of audio.

3 – The **Edit Toolbar** includes cut, copy, paste, as well as trim and silence audio tools.

4 – The **Track Control Panel** at the left of the audio track has controls and status indicators for this track.

5 – **Audio Track** displays new tracks whenever you import an audio file, record or generate audio.

6 – The **Selection Toolbar** includes controls for Project Rate, Snap To and for manipulating units of time or other selection formats.

7 – The **Status Bar** is found at the bottom of the Audacity window. It cannot be relocated or floated. It displays messages about recording or playback, to indicate parts of Audacity that are being hovered over by the mouse, and to provide hints about how to use Audacity.

For more information go to: **http://manual.audacityteam.org/**