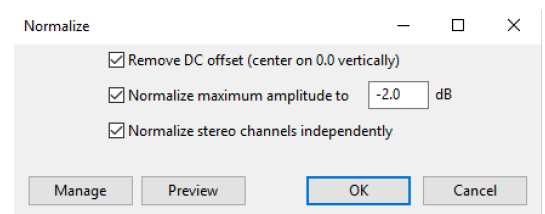


## Improving Quality of Recording – General Steps

- 1) Background Noise Reduction - As expected, it can help to reduce the amount of background noise present in an audio recording, helping to bring out the sound you want to hear.
  - a. Select a good 3 seconds or so of blank space where background noise is heard using your cursor
  - b. Click Effect -> Noise Reduction -> Get Noise Profile from menu
  - c. Allow a noise profile to be created
  - d. Click on the Preview button to hear the difference
  - e. You may have to adjust the sliders a bit to reduce the background noise enough
  - f. Click "OK" when done
  - g. Select the **WHOLE** clip (ctrl-A) or physically select it
  - h. Click Effect -> Noise Reduction -> Click "OK" button

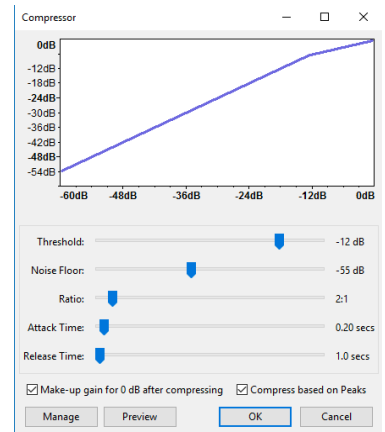
- 2) Normalization -- To normalize audio is to change its overall volume by a fixed amount to reach a target level. This is helpful if you have a quiet audio recording.

- a. Select the WHOLE clip
- b. Click on Effect -> Normalize
- c. Leave the default amount to -2.0 dB
- d. You can preview what this will sound like
- e. Click "OK"



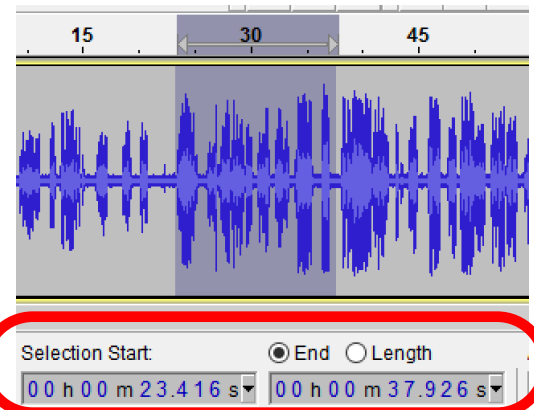
- 3) Compression - This reduces the "dynamic range" or the difference between the loudest and softest parts in an audio recording. It can be helpful if you have a noisy environment, and want to increase the volume of a quieter voice.

- a. Select the WHOLE clip
- b. Click Effect -> Compressor
- c. Try the default settings
- d. Listen using the Preview button
- e. Click "OK"
- f. Click on the Link to Instructions above the text box



## Editing Out Sections of Clips

- 1) Find a "Start" and "End" point of your clip.
- 2) Use the numerical positioning indicators to help you remember where specific clip segments start and stop
- 3) Several options with this current selection
  - a. Let's say that you want to DELETE it. Click Edit -> Delete or (ctrl-k)
  - b. Let's say that you want to just export this. Click on File -> Export Selected Audio. Give it a name and file location.



Change the export type to m4a. If you want .mp3, you will have had to install the mp3 decoder.

- c. Let's say you want to move it to a different location. Click Edit -> Cut (ctrl-x), move to the new location and click Edit -> Paste (ctrl-v)

**There are MANY options with Audacity but realize that most of the options will be used for editing music type files.**