

A few tips for using Audacity to Edit Interviews

**Those wanting to take a longer recorded interview and edit it into a shorter piece, will find the below helpful. Basically, you'll break the interview up into highlights (the really good stuff).

- 1) Save all your sound files in a folder on your desktop
- 2) Download Audacity, free audio editing program from <http://audacity.sourceforge.net/> (simply googling "Audacity" gets you to the right place, too)
- 3) Click open Audacity and go to file then to new.
- 4) Once in the program go to the Tracks Menu. You will see "Add new" on top of the Tracks Menu. I suggest you Add three or four audio tracks and one stereo track for any music you might use in your piece
- 5) Next import your recorded audio into Audacity. (Go into the File menu, down to "import audio"). You'll get the audio from the folder in which you've placed it.
- 6) Work from the bottom up to create your edited piece. By that I mean, make cuts and the like in the bottom tracks and use the top two or three tracks for your edited sections. You'll use multiple tracks for your final version—for example, on track one Grandpa might be telling a story about childhood—after he's done, you may want to include his comments about high school. If you put the high

school stuff on the same track, there might be too long of a delay. If you put the high school stuff on the track below the childhood comments, you can bring in the high school story without too much of an awkward pause.

- 7) While working on the project simply use the “save as” function. That is, just save the project as an Audacity file—this file will not play.
- 8) When you are done with the project, you must export the piece to your desktop. Under format select “wav, aiff, and other uncompressed types.” Near as I can tell you should select this even if you’d like to get this to MP3. (you can use itunes to turn the file into an Mp3...exporting an MP3 from Audacity requires a “lame encoder” or some such thing)

A few other things...

**Under effects you will find “fade in” and “fade out”—these will be very important for editing interviews

**You can adjust the volume level of your track with in the far left hand box at each track. Your tracks should be away from the red but fairly close to zero. I’m not certain if there is a way in Audacity to adjust the volume in only part of a track.

**You will see online discussions of a Lame encoder to make MP3’s in Audacity. This may work just fine, but I use itunes to convert files to MP3. It is very easy to make an Mp3 in itunes.