

Tutorial No. 4 – Audacity Functions

Saving a Wave file

- 1) Left click on 'File'
- 2) Left click in Menu on Export as Wave
- 3) In Save window Select the Wave folder on Drive 'C'
- 4) Enter the file name Ex. 'T01 - Intro and Cover'
- 5) Left click on the 'Save' button

Reloading a Wave file

- 1) Left click on 'File'
- 2) Left click in Menu on 'Open'
- 3) In Load window select the Wave folder on Drive 'C'
- 4) Left click on the required file (background turns blue)
- 5) Left click on the 'Open' button

Resaving a Wave file

- 1) Left click on 'File'
- 2) Left click in Menu on 'Export as Wave'
- 3) In Save window select the Wave folder on drive 'C'
- 4) Left click on the file to be resaved (background turns blue)
- 5) Left click on the 'Save' button
- 6) Left click on 'Yes' to overwrite the file

Quick mix (Mixing two or more tracks into one)

- 1) If all of the tracks are not visible in the window then Left click on 'Fit Project to Window'
- 2) Move mouse cursor to the start of the first track
- 3) Press the Left mouse button and hold it depressed
- 4) Move the mouse to the right and down until all of the tracks are coloured grey
- 5) Release the Left mouse button
- 6) Left click on 'Projects'
- 7) Left click in Menu on 'Quick Mix'

73es,

Ian Spencer
DJ0HF