

sermon.net

Sermon Studio Software:

**Audacity**

# What is Audacity?

**Audacity is a free program that allows you to rip, edit, and convert audio files in a variety of formats. You can download the Audacity from <http://audacity.sourceforge.net/download/> to experience this very easy to use software for yourself. Note – To output file in .MP3 format you will need to download a plug-in for this software from <http://lame.sourceforge.net/>.**

**In this tutorial, you will see how to use the Audacity's tools that can help you prepare your ministry's audio files for upload to your Sermon Studio.**

**Slide 3 – The Interface**

**Slide 4 – Setting the Settings**

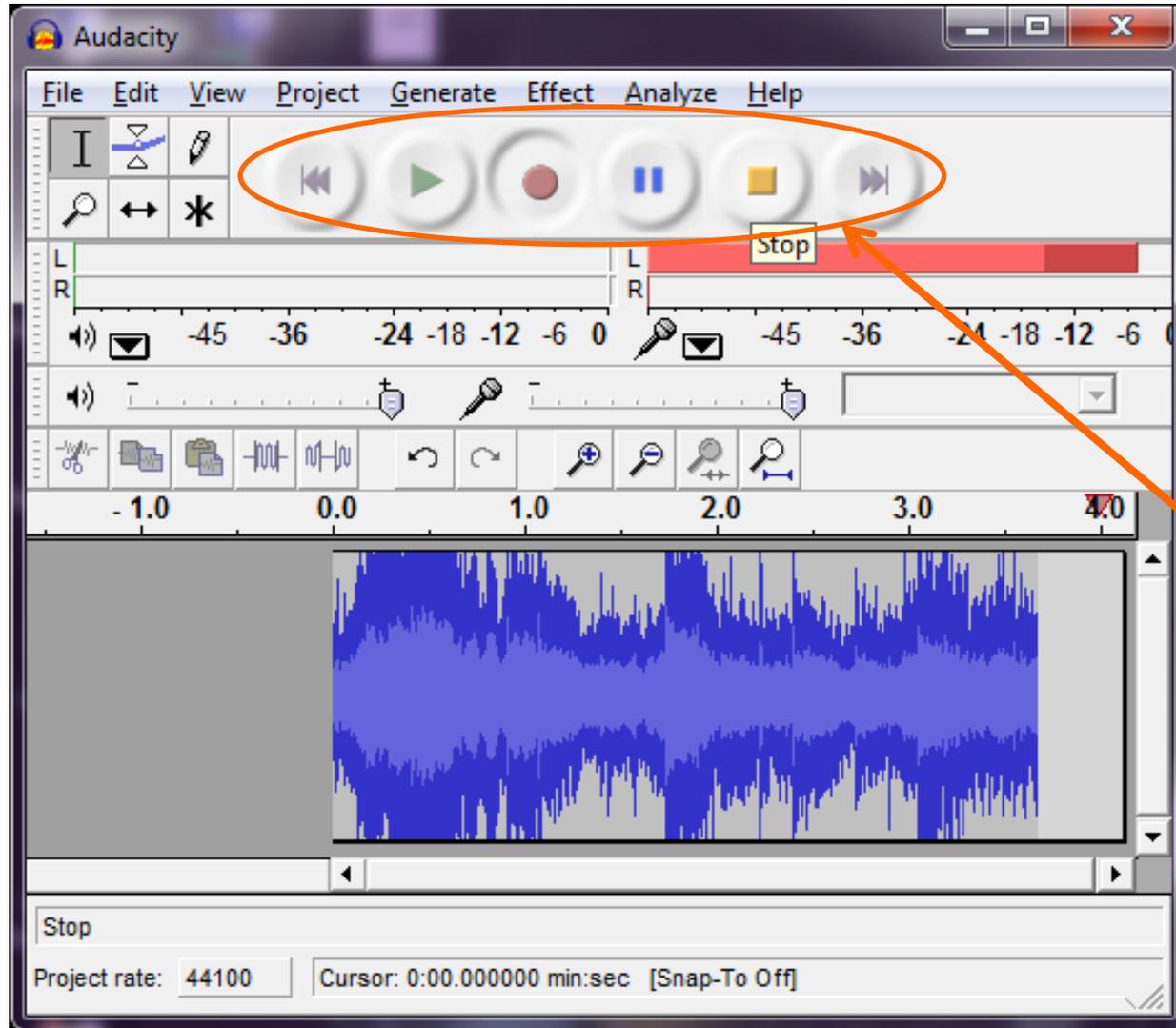
**Slide 11 – Editing Audio**

**Slide 16 – Combining Audio Files**



Note – this tutorial was made with Audacity version 1.2.6

## The Interface



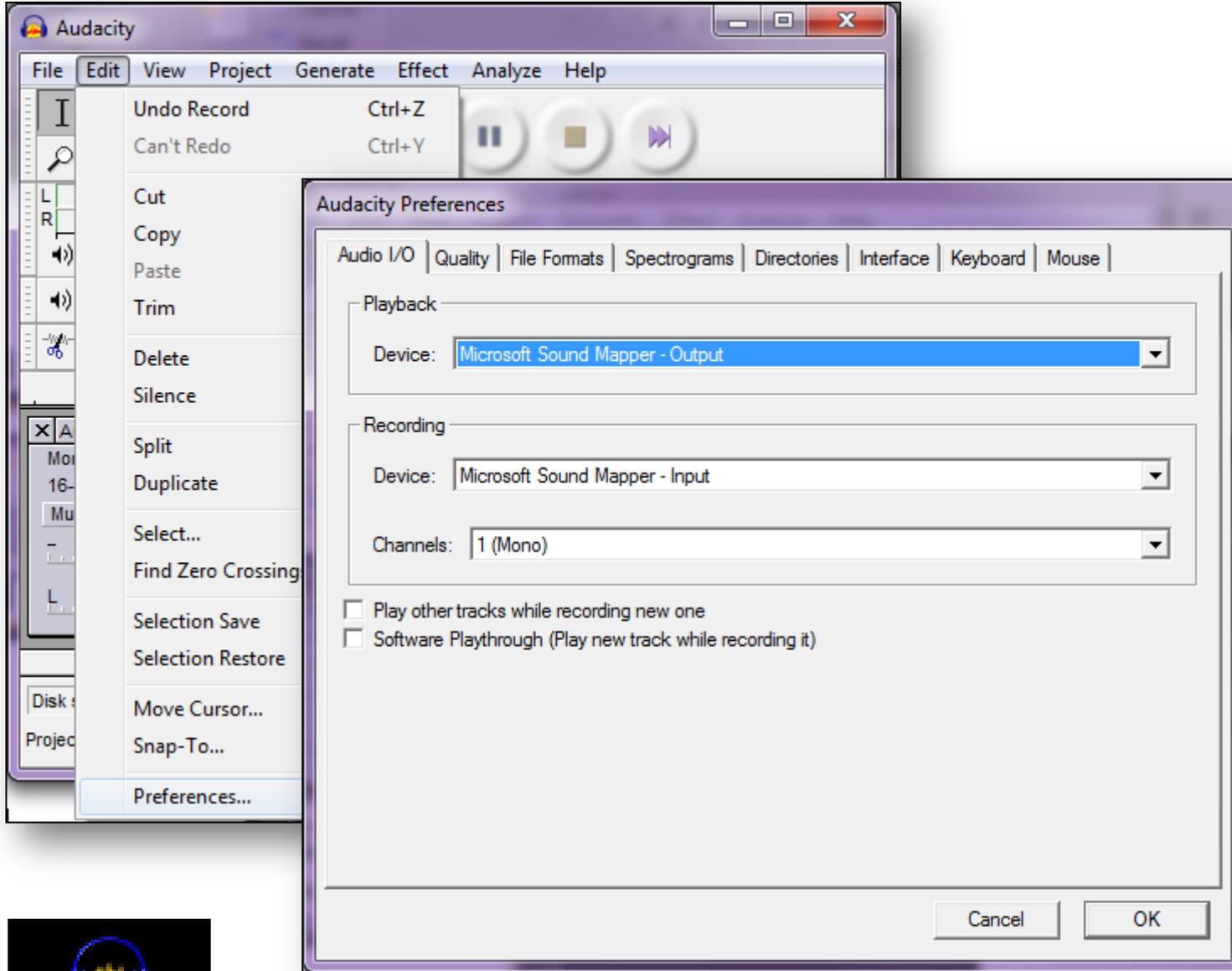
Audacity's interface will automatically scale to match your screen size.

The basic interface is fairly simple, utilizing the standard **Play**, **Record**, **Pause**, **Stop**, and **Skip** icons found on most audio systems.

Play an audio file or hook a microphone to your computer and run a quick sample test by clicking on the **Record** button and the clicking on the **Stop** button a couple of seconds later to produce a file like the one to the left.



# Setting the Settings

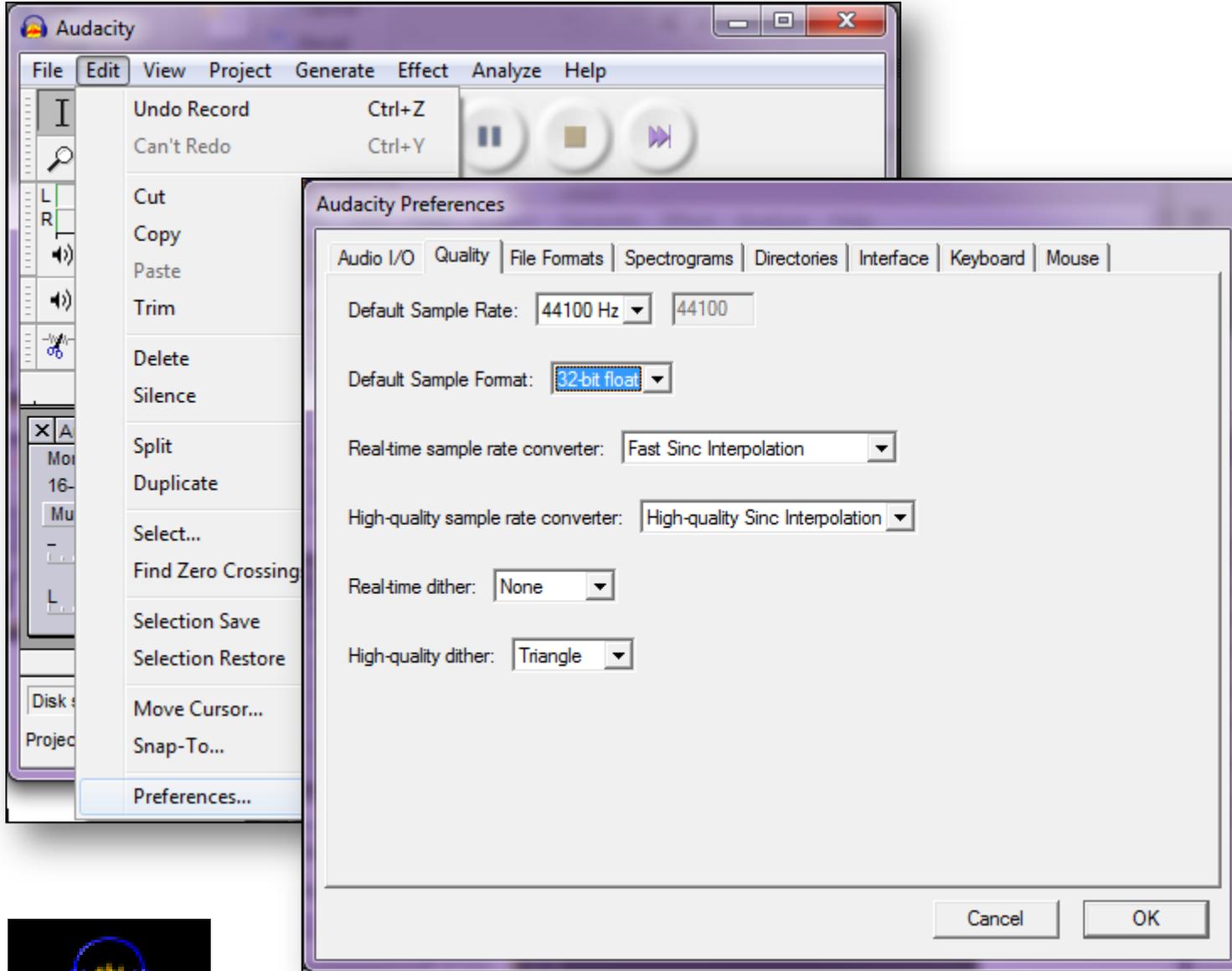


To set the Settings for Audacity, click on the Edit menu and select Preferences at the bottom of the list.

The Audio I/O tab lets you set the input device (player, sound board patch cable, microphone, etc.), the Output device (speakers, mixer, encoding software, etc.) and how many channels to break the sound into (1 = Mono, 2 = Stereo, 6 = 5.1 Surround, etc.).



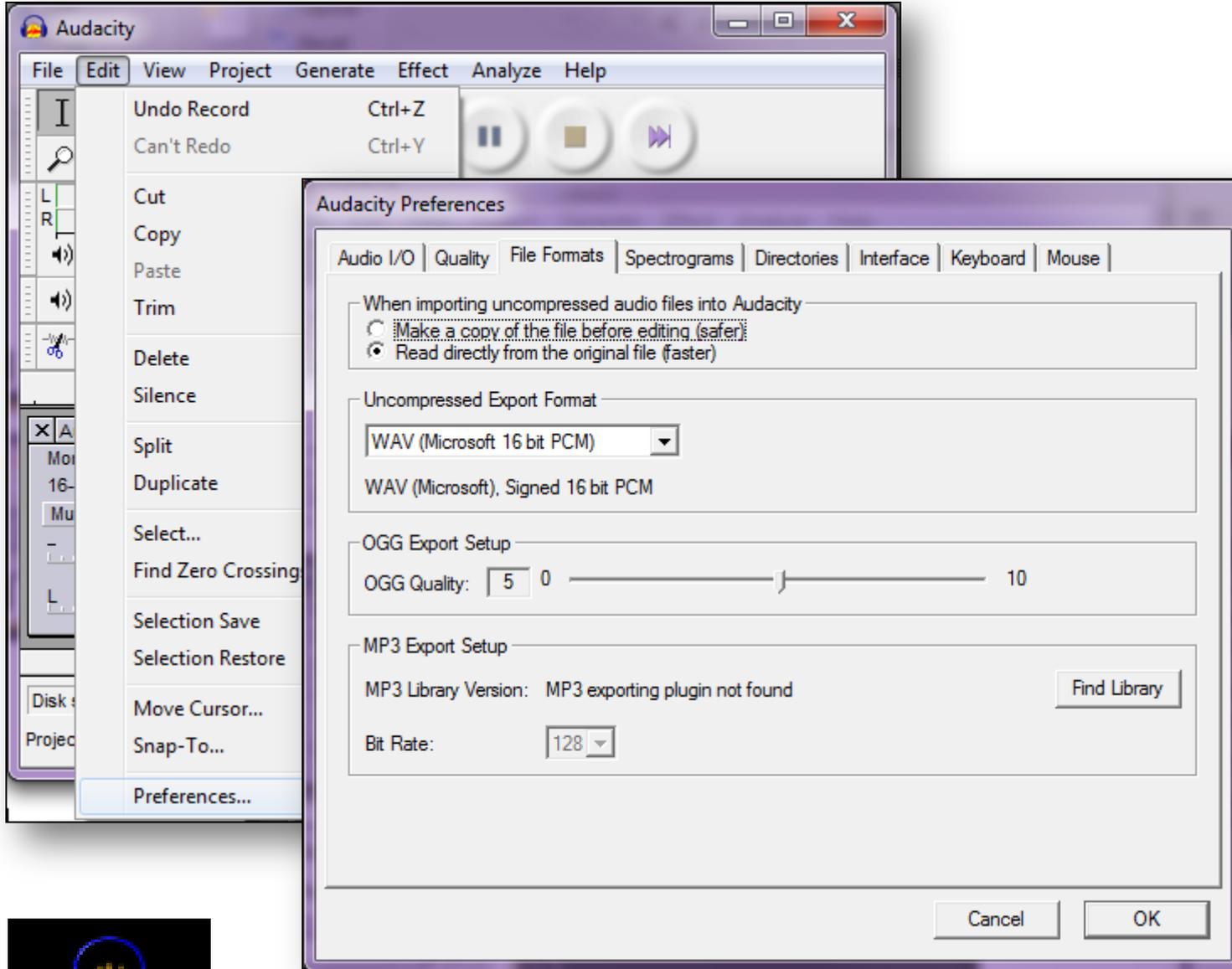
# Setting the Settings



The Quality tab lets you set the Sample Rate (standard is 44100 Hz), Sample Format (high quality is 32-bit), Dither effects (fade/blending for peaks in the sound recordings), and the Interpolation settings for Synchronization to other tracks.



# Setting the Settings



The File Formats tab lets you set the output file type.

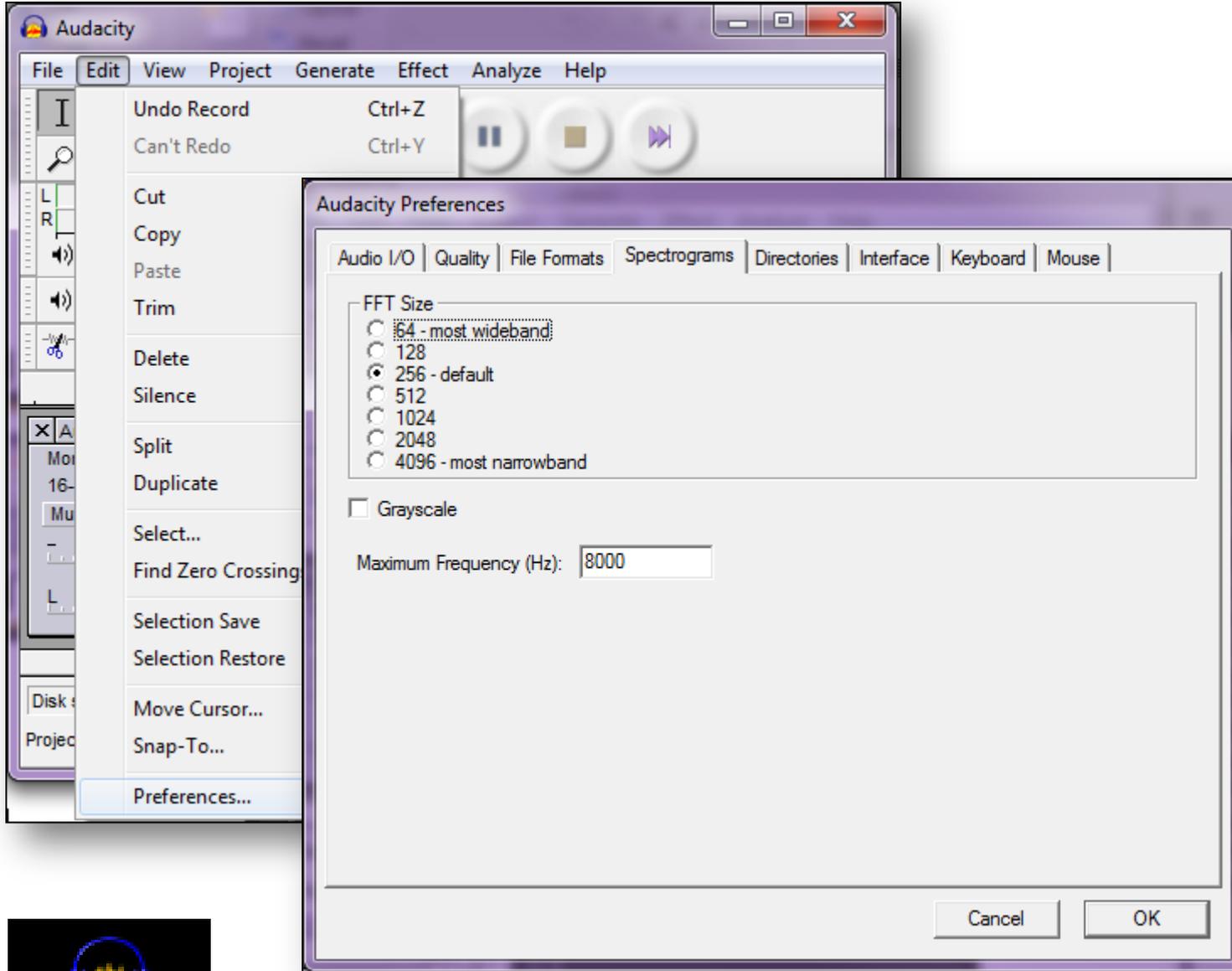
The default .WAV format can get to be rather large.

If you have trouble installing the LAME encoder, you might consider encoding to the .WAV format and then using a media converter such as Format Factory to turn the files into .MP3s for later uploading and storage.



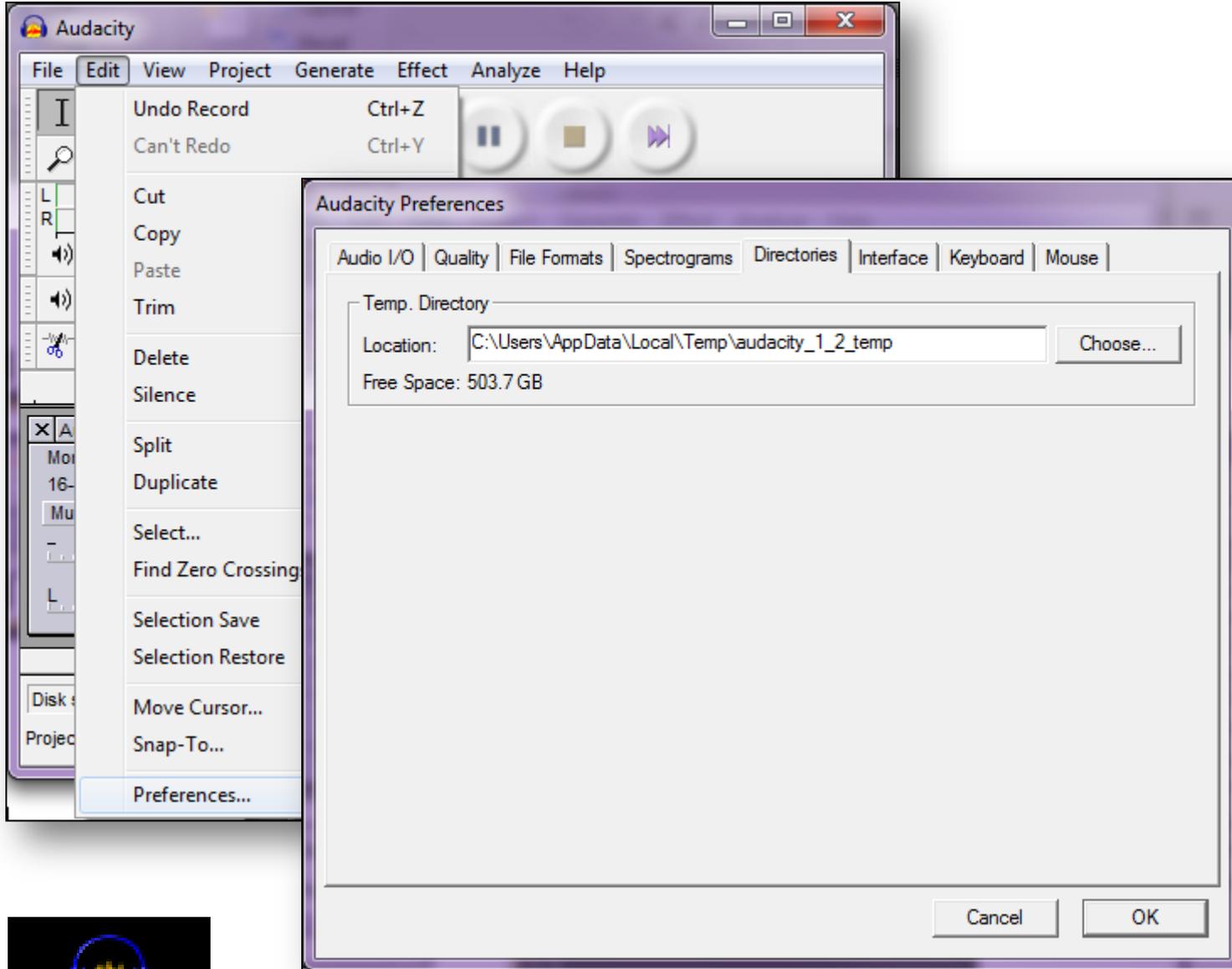
# Setting the Settings

The Spectrograms tab lets you set the output file Bit-Rate and Frequency.

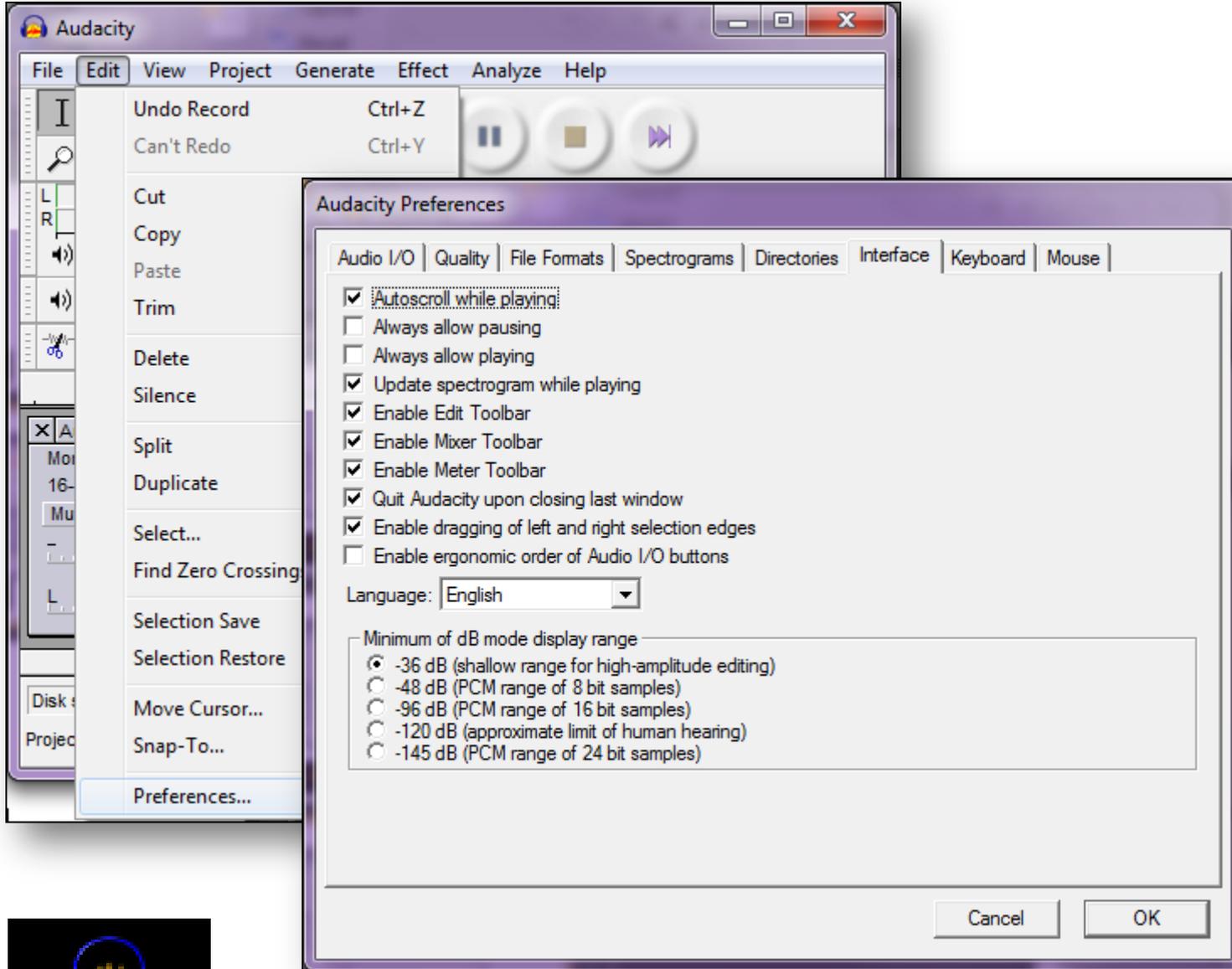


# Setting the Settings

The Directories tab lets you set where the output file will be placed in your system.



# Setting the Settings

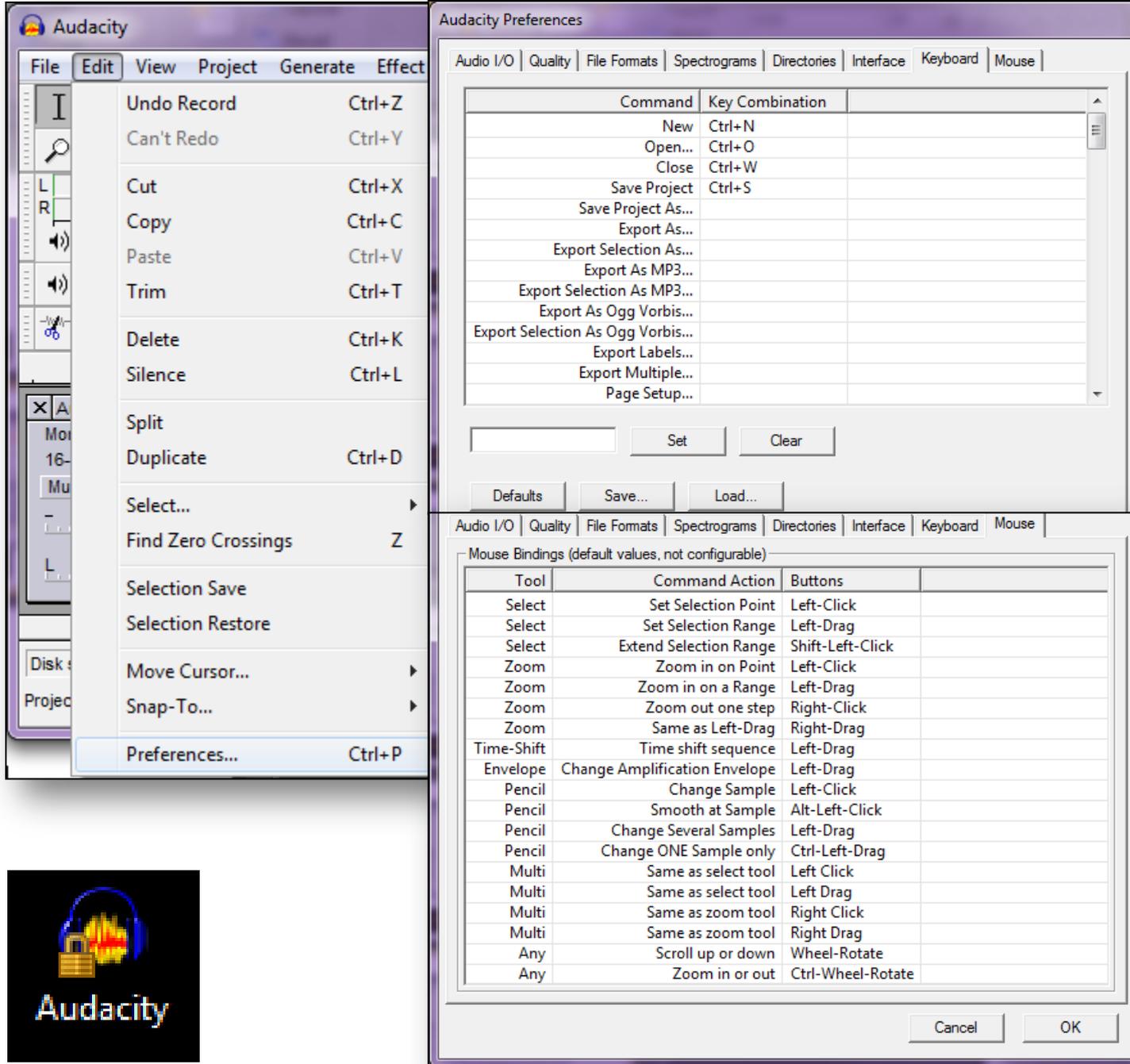


The Interface tab lets you set how the program will look to you and how it will work with the other programs on your computer system.



# Setting the Settings

The Keyboard and Mouse tabs let you set the Hotkey and Quick start commands to quickly access various functions of the Audacity software.



The screenshot shows the Audacity application window with the Preferences dialog box open. The Preferences dialog has several tabs: Audio I/O, Quality, File Formats, Spectrograms, Directories, Interface, Keyboard, and Mouse. The Keyboard tab is selected, showing a list of commands and their key combinations. The Mouse tab is also visible, showing mouse bindings for various tools.

**Audacity Preferences - Keyboard Tab**

Command	Key Combination
New	Ctrl+N
Open...	Ctrl+O
Close	Ctrl+W
Save Project	Ctrl+S
Save Project As...	
Export As...	
Export Selection As...	
Export As MP3...	
Export Selection As MP3...	
Export As Ogg Vorbis...	
Export Selection As Ogg Vorbis...	
Export Labels...	
Export Multiple...	
Page Setup...	

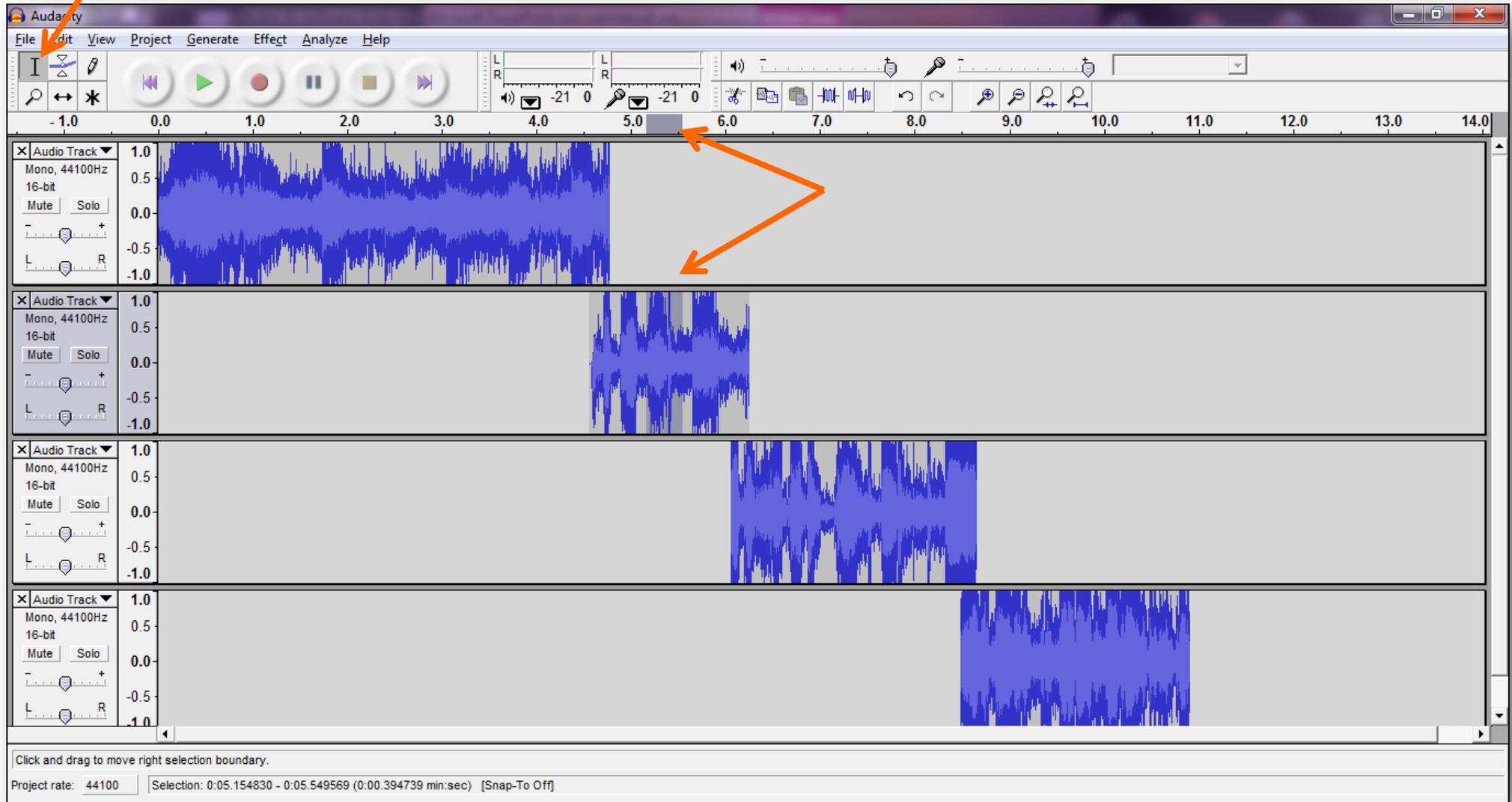
**Audacity Preferences - Mouse Tab**

Mouse Bindings (default values, not configurable)

Tool	Command Action	Buttons
Select	Set Selection Point	Left-Click
Select	Set Selection Range	Left-Drag
Select	Extend Selection Range	Shift-Left-Click
Zoom	Zoom in on Point	Left-Click
Zoom	Zoom in on a Range	Left-Drag
Zoom	Zoom out one step	Right-Click
Zoom	Same as Left-Drag	Right-Drag
Time-Shift	Time shift sequence	Left-Drag
Envelope	Change Amplification Envelope	Left-Drag
Pencil	Change Sample	Left-Click
Pencil	Smooth at Sample	Alt-Left-Click
Pencil	Change Several Samples	Left-Drag
Pencil	Change ONE Sample only	Ctrl-Left-Drag
Multi	Same as select tool	Left Click
Multi	Same as select tool	Left Drag
Multi	Same as zoom tool	Right Click
Multi	Same as zoom tool	Right Drag
Any	Scroll up or down	Wheel-Rotate
Any	Zoom in or out	Ctrl-Wheel-Rotate



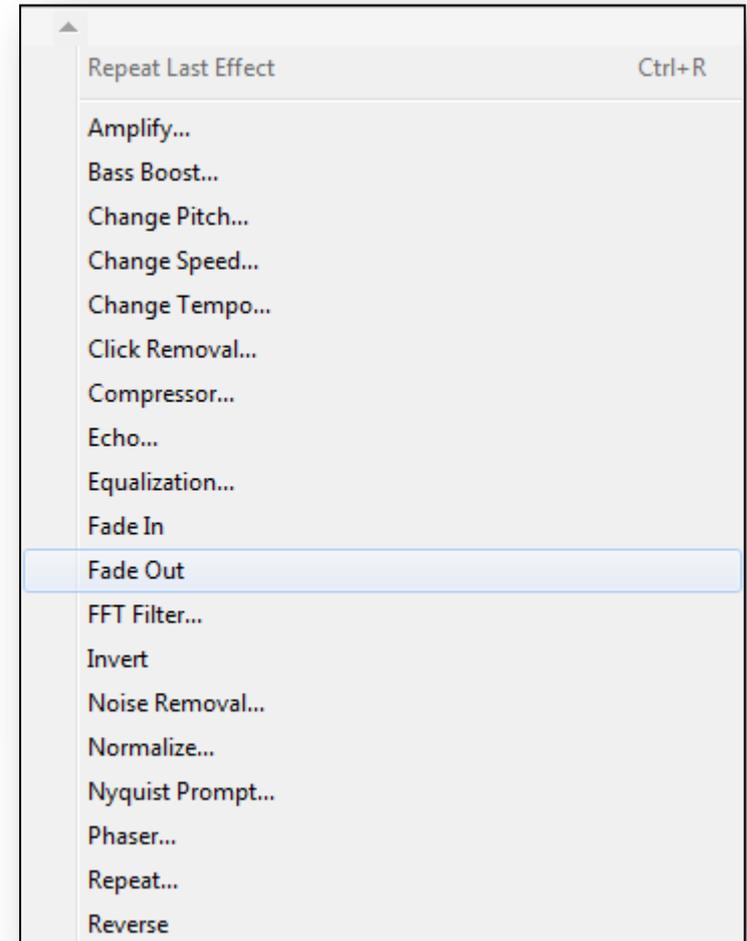
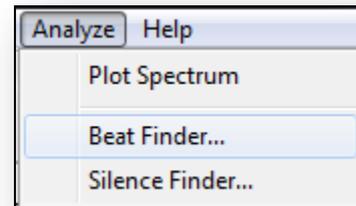
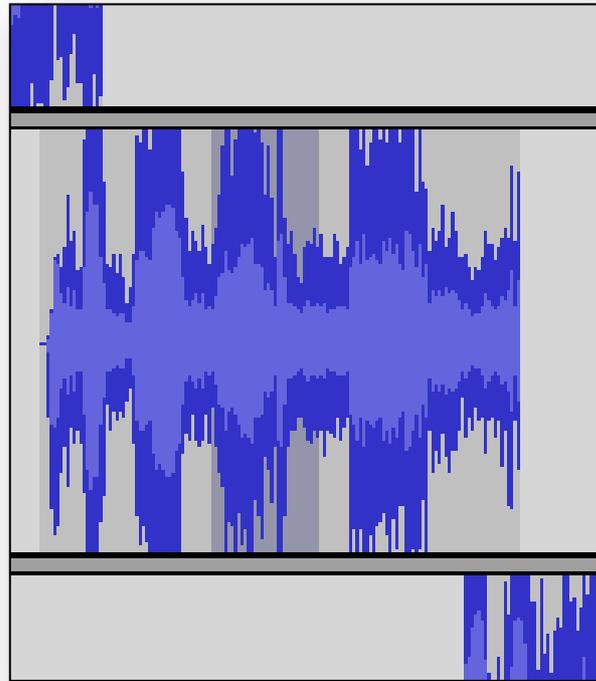
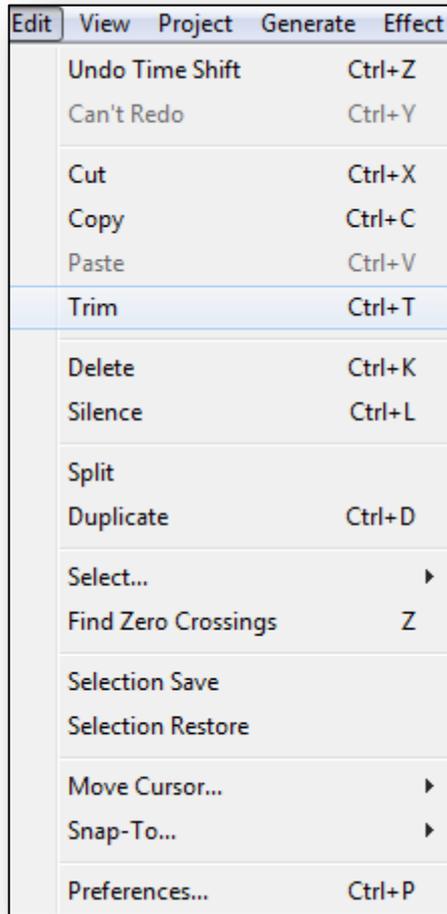
# Editing Audio



**Using Audacity's Selection tool will let you select a portion of a track for editing or analysis.**



# Editing Audio

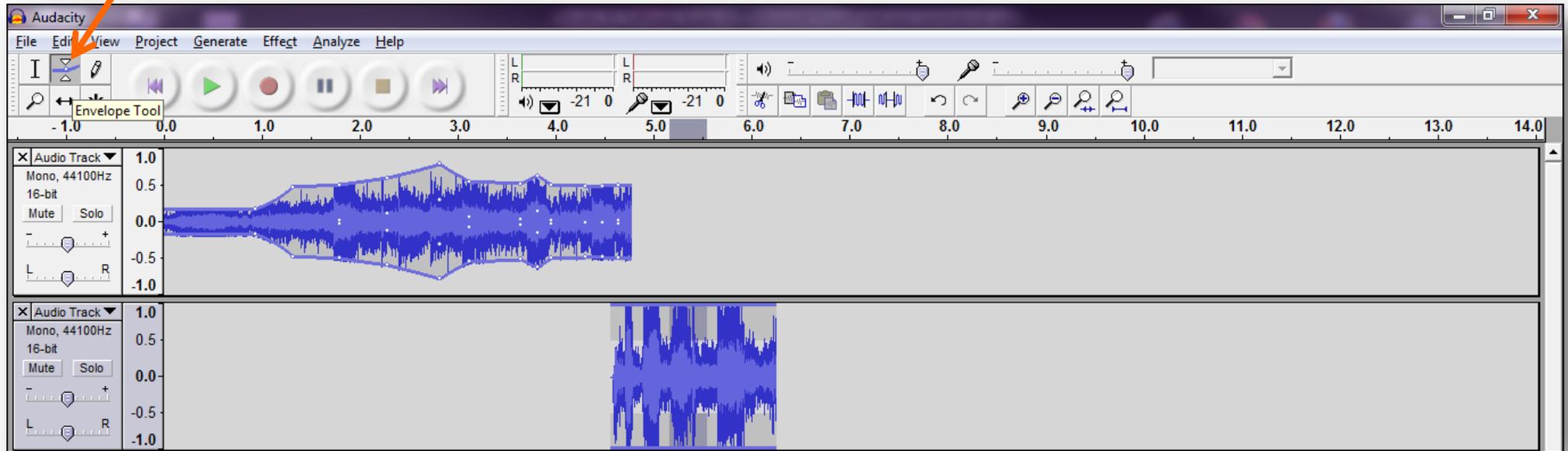


**Use the Edit options to Trim (Crop to Selection), Copy, Paste, etc.**

**Use the Effect options to use Fade in/out between tracks or any of the many other features.**



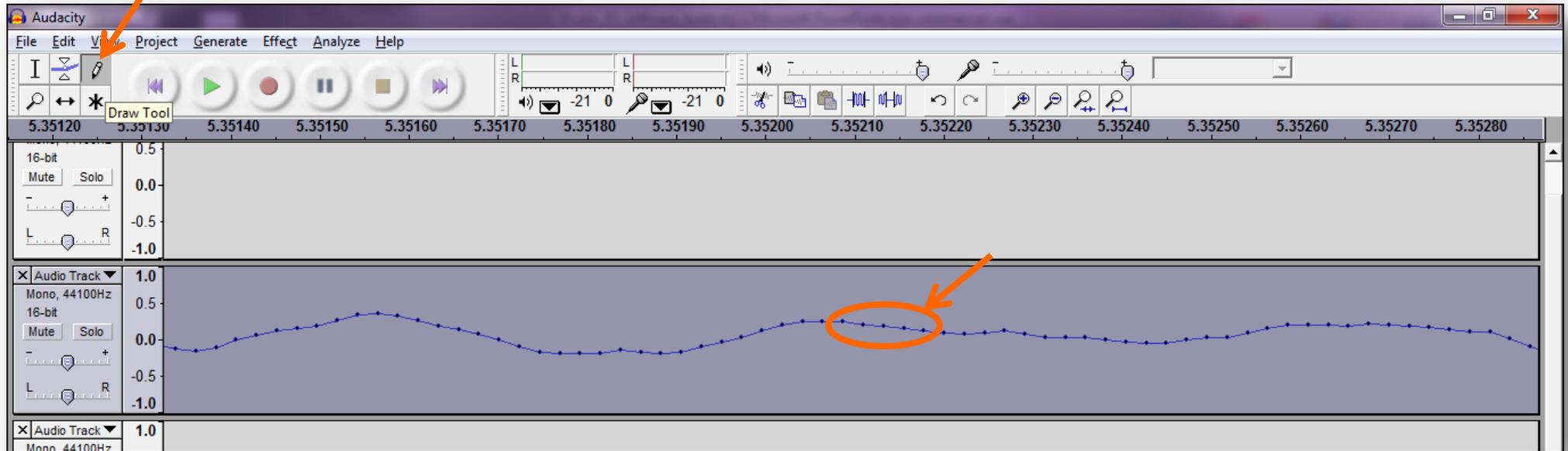
# Editing Audio



**Using Audacity's Envelope tool will let you create custom fade effects and control how much sound is output when the file is played.**



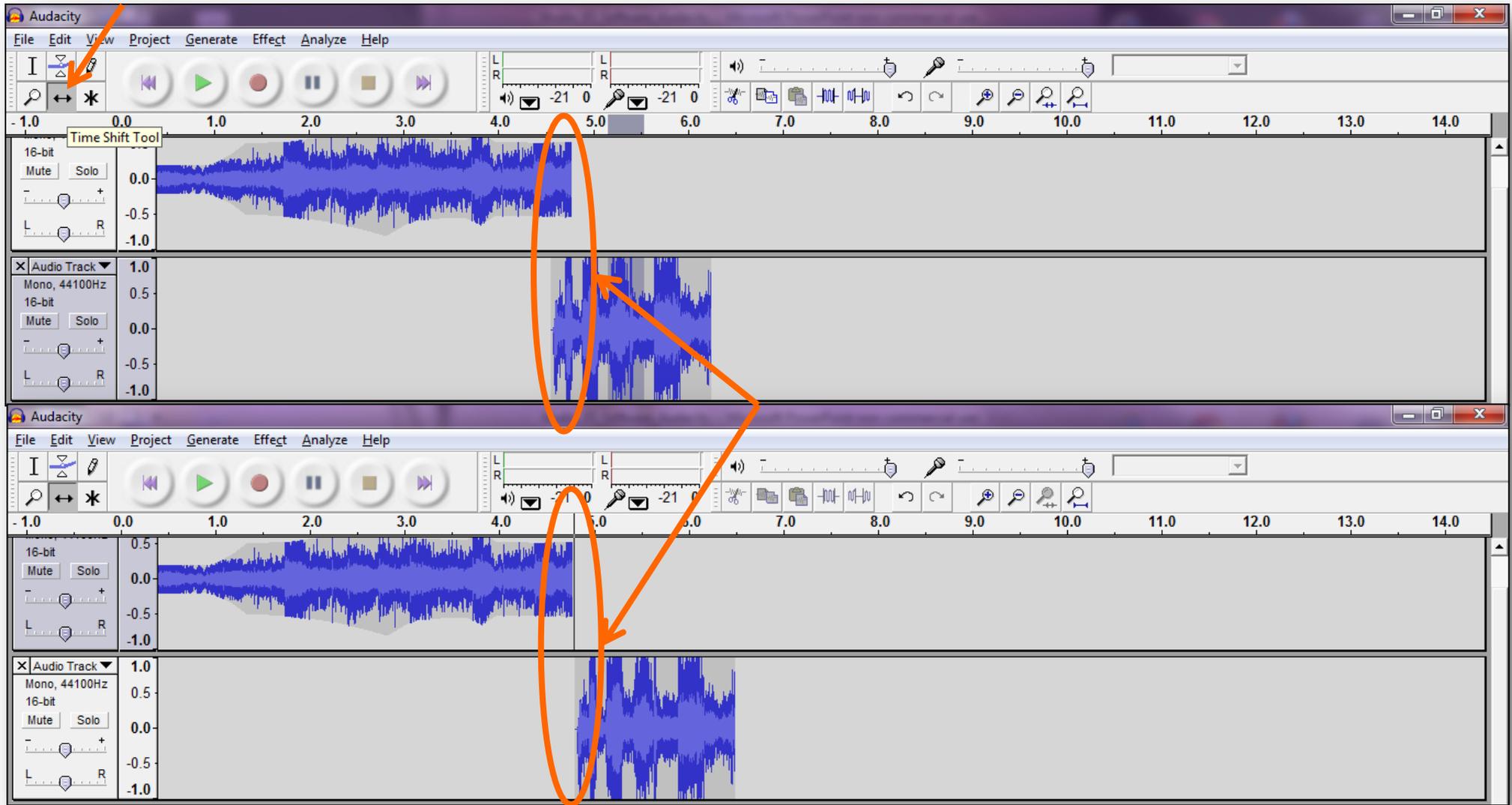
# Editing Audio



**Zooming in until you can see the individual samples (denoted by the dark blue spots on the line) and using Audacity's Draw tool will let you alter how the file will sound, reducing sharp spikes in sound and mellowing precipitous drops in sound.**



# Editing Audio



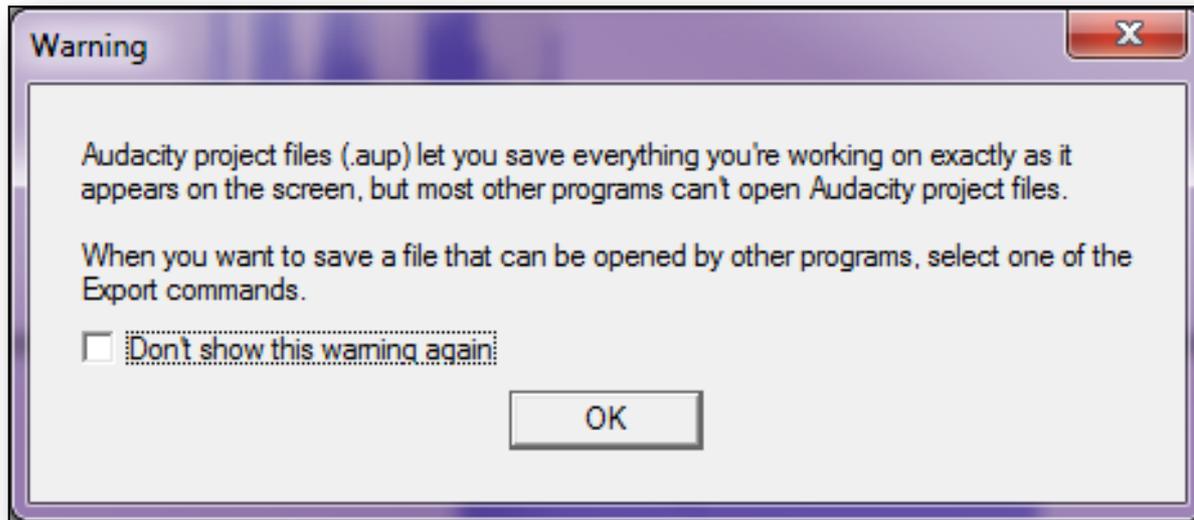
**Using Audacity's Time Shift tool will let you align the audio tracks in the way you want them to be played in the final file.**

## Combining Audio Files

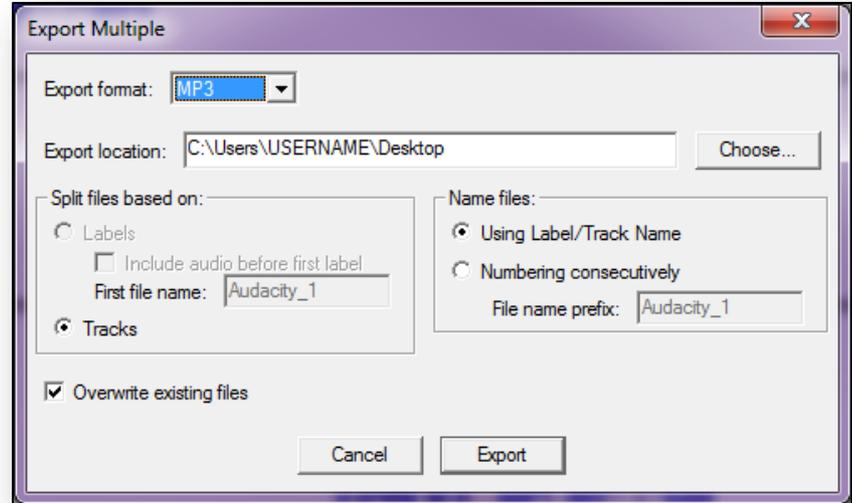
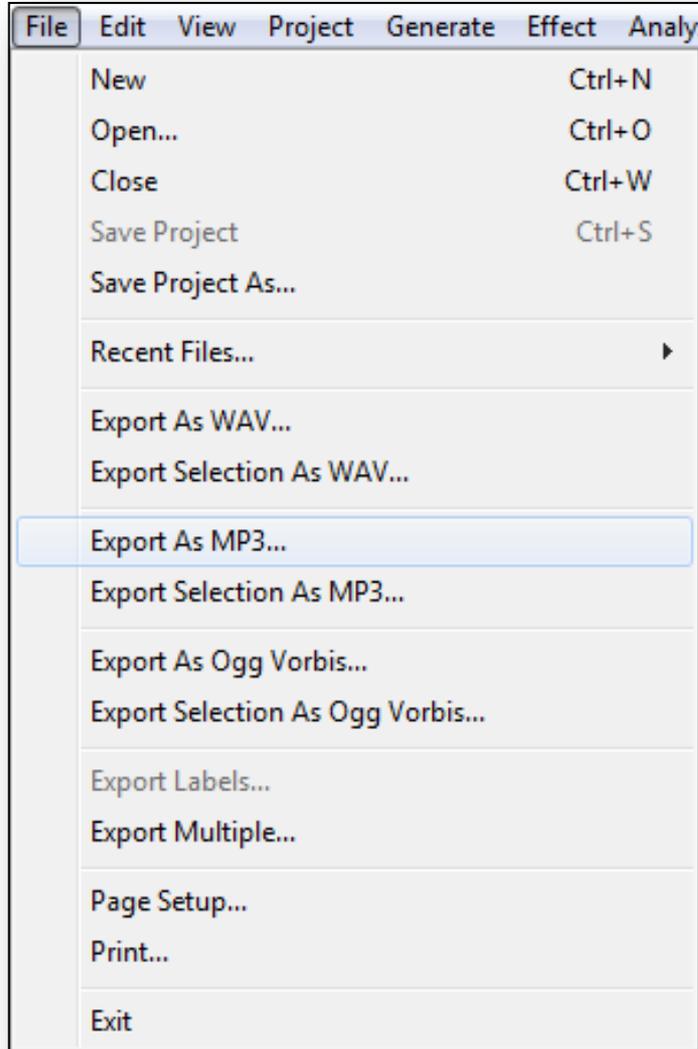
**Audacity allows you to save a project if you need to leave before you complete the editing work.**

**Saving a copy of the project will also allow you to recover the project should the file rendering process fail, so it's generally a good idea to save a backup of all original files and the editing project as well.**

**To Save the Project, click on the File option menu in the upper left and select "Save Project" or "Save Project As...", read the warning (also shown here), & then locate where you want the file, give it a name and click Save.**



# Combining Audio Files



To save the edited tracks as a single file, select one of the “Export As *TYPE...*” option from the File menu.

You can also save the project in multiple parts based on the tracks or labels used within the project through the “Export Multiple...” option.

Note – Audacity will automatically set the bit-rate on the file(s).





**We are always endeavoring to improve the service and will therefore be adding additional service options in the future.**

**Additional instructions on how to use this software, or the functions not mentioned in this tutorial, can be provided upon request.**

**If you have any questions, please contact us by email at [support@sermon.net](mailto:support@sermon.net), by phone at 1-800-807-1014 between 9:00AM and 5:00PM Central Monday through Friday, or by “Submit(ting) a Request” through the Support Menu or Helpdesk Icon in your Sermon Studio.**