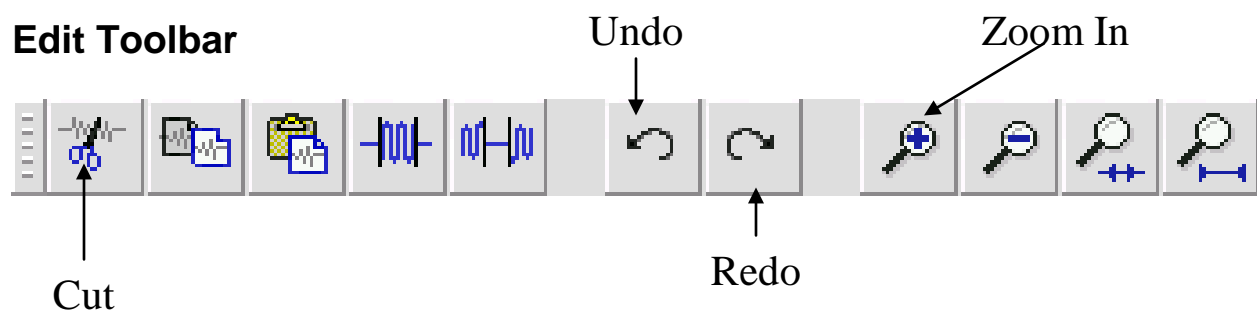
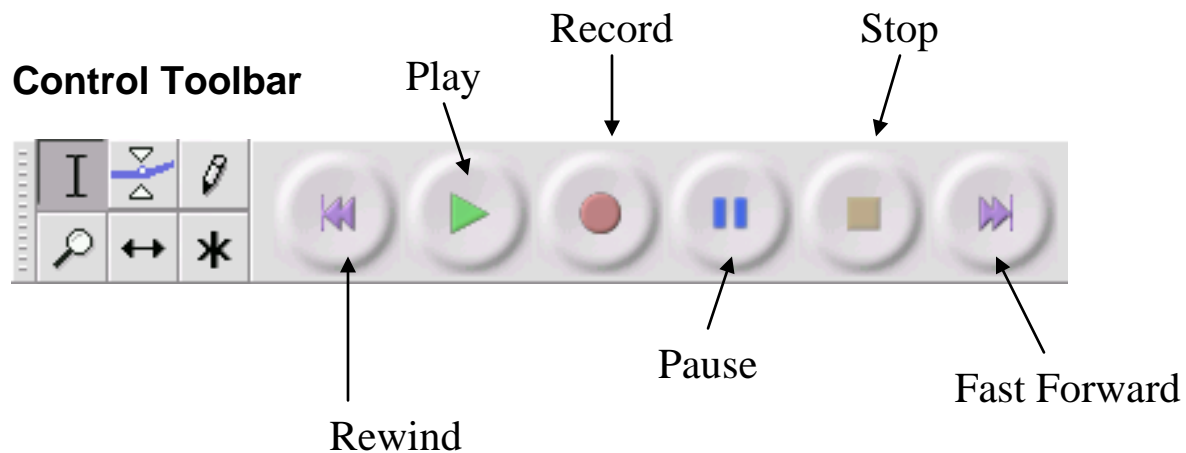


# Audacity Quick Guide



You can use Audacity to:

- Record live audio.
- Edit sound files.
- Cut, copy, splice, and mix sounds together.



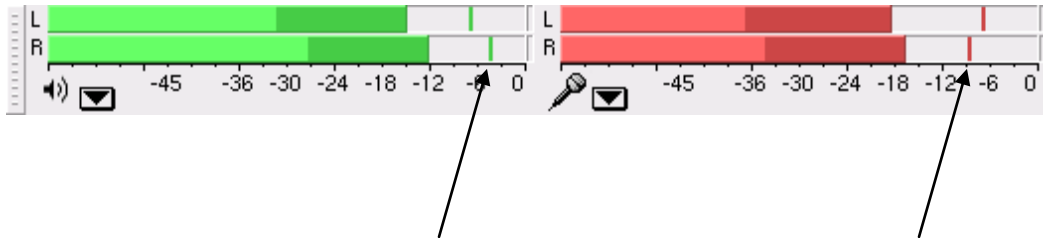
Holding the mouse over a tool will show a "tooltip" in case you forget which one is which.

Adapted: Technology Consulting Team, December 2007

Audacity Development Team. "Audacity Online Help." Audacity. 2007. 6 Dec. 2007  
<<http://audacity.sourceforge.net/onlinehelp-1.2/>>.

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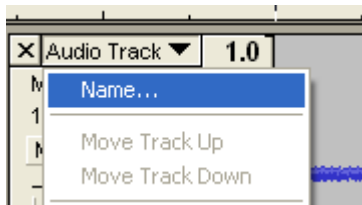
## Meter Toolbar



When the clipping indicators on the far right of each meter light up, the audio is too loud!

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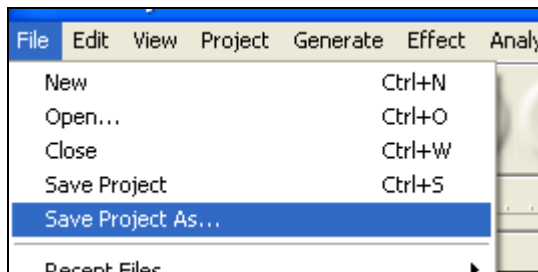
## Audio Track Name



Click on the down arrow and then select Name to give your audio track a name.

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## Save Project



Click on File and then Save Project As....

Save your project in the Hand- in folder.

Adapted: Technology Consulting Team, December 2007

Audacity Development Team. "Audacity Online Help." [Audacity](http://audacity.sourceforge.net/onlinehelp-1.2/). 2007. 6 Dec. 2007  
<<http://audacity.sourceforge.net/onlinehelp-1.2/>>.