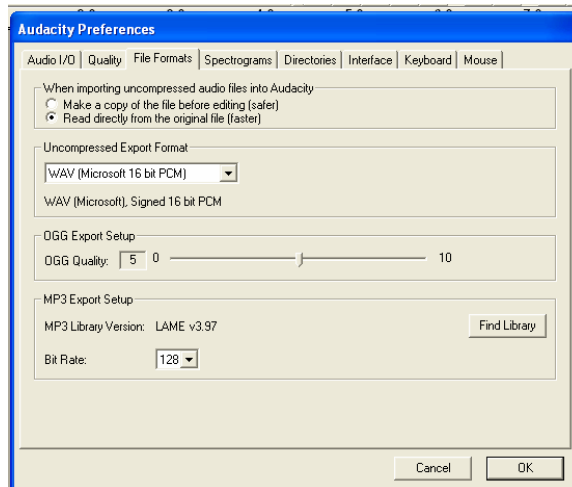
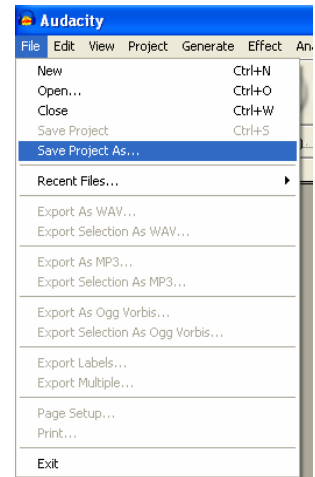


Audacity – Importing an Audio File

Setup: Audio Import and Playback

1. Create a new project
 - In the menu bar at the top of the screen, select **File > Save Project As**
 - Choose the location and a filename for your project.
 - When you start a new Audacity project, only the “**Save Project As**” menu option is available.
2. Check the Preferences
 - In the menu bar at the top of the screen, select **Edit > Preferences**
 - Select the tab “**File Formats**”
 - Under “*When importing uncompressed audio files into Audacity*” select the first radio button “*Make a copy of the file before editing*” option
 - This will copy the entire audio file that you are importing and stores it in the project data directory you selected in Step 1 above.

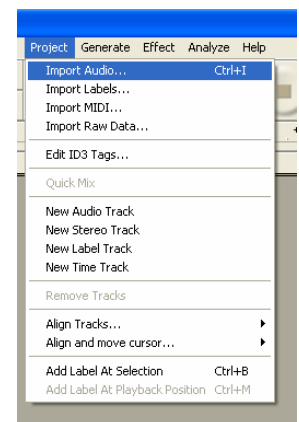


Import an Audio File

There are three ways to do this:

1. Drag and drop the audio file into the Audacity window
2. In the menu bar at the top of the screen, select **Project > Import Audio**
3. Use the keyboard shortcut: **CTRL + I**

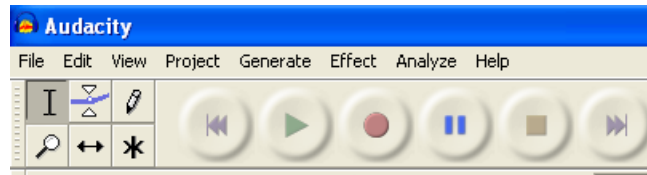
**Audacity can import WAV, AIFF, AU, IRCAM, MP3 and OGG files*



Playback

The imported file will be displayed in an audio track

Click on the green **Play** button at the top of the screen to hear your imported audio file



Rules of Audacity

1. One clip per track
 - A clip is simply a piece of audio material
2. Audacity always records to a new track
 - This new track is opened at the bottom of the screen
3. Edit/Duplicate will not create a new audio file
 - Audacity will reference the original audio material until you actually perform some kind of edit (i.e., cut or effect)
 - Remember you can Undo/Redo as many times as you like – even after you have saved the project