
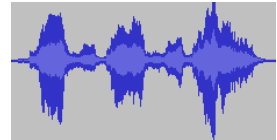





Use Audacity to Edit and Export your WWII Interview

1. Plug in your headset. Wait until it installs. **THEN** launch Audacity.

2.  **Record** an introduction. You should see visible sound waves. Leave ~3 seconds of silence at the end.




Press **stop** when you are finished .

3.  Click at the beginning of your recorded track and  **play it** back to make sure it sounds okay. (If not, select **Edit > Undo Record** and try again). **If you can't hear anything, ask for help.**

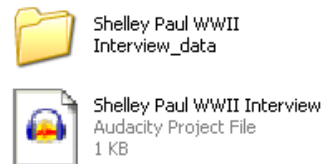
4. Import your saved interview. Go to **File > Import > Audio...**
It will appear on a second track below your intro.



5. Select your Interview (Click , and drag across **the entire track**).

6. Use the **Timeshift** tool to line up the tracks. (Click  and drag the interview track until it lines up with the end of the intro track.

7. Select **Tracks > Mix and Render** to merge the tracks.

8. Save your project. Go to **File > Save project as...** and save the project to the designated folder. You need the both the AUP file and the data folder, so do not separate or trash either of them.



9. Listen to your interview all the way through, stopping and reviewing as needed. Use the editing tools (carefully) to make adjustments. (Click , and drag across the selection, then use **Effect** options (e.g. **Amplify** and **Leveller**), or the cut tool . Always preview changes and select **Edit > Undo** as needed. Save often.

10. When you have finished editing, save the project one last time, then select **File > Export as... > MP3** and save your file to the designated folder. **If prompted to locate "lame_enc.dll," ask for help.**