



# Edit Audio Files in Audacity

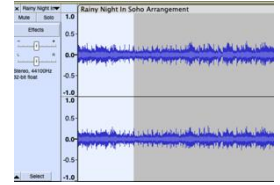


## Step 1: Import the Audio File

- Select **File > Import > Audio** or Click, drag and drop an audio file

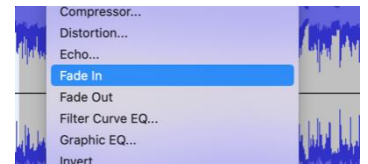
## Step 2: Trim the track

- Click and drag to select sections of the track and press backspace to delete them
- Trim the start and the end of the track as required, but leave a short section at the start to fade in, and at the end, to fade out



## Step 3: Apply a fade in and fade out

- Click and drag to select the section to be faded in
- Select **Effect > Fading > Fade in**
- Click and drag to select the section to be faded out
- Select **Effect > Fading > Fade out**



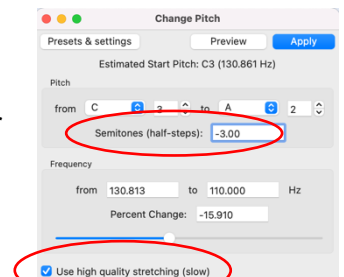
## Step 4: Arrange the backing track by duplicating or removing sections

- Use the Zoom buttons or the shortcuts to zoom in on a section  
Zoom in: **CTRL/CMD + 1** Zoom Out: **CTRL/CMD + 3**
- Carefully click and drag to select the section to be duplicated or removed
- Use the Edit menu or shortcuts to duplicate, delete, cut, copy or paste the section  
Duplicate: **CTRL/CMD + D** Delete: **CTRL/CMD + K**  
Cut: **CTRL/CMD + X** Copy: **CTRL/CMD + C** Paste: **CTRL/CMD + V**



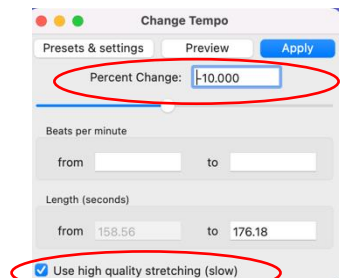
## Step 5: Change Key

- Hold **CTRL/CMD + A** to select all of the audio file.
- Select **Effect > Pitch and Tempo > Change Pitch** and type the required number into the **Semitones** box to transpose. Use a minus sign to transpose down.
- Tick the **Use high quality stretching (slow)** to ensure best audio quality and click **Apply**



## Step 6: Change Tempo

- Hold **CTRL/CMD + A** to select all of the audio
- Select **Effect > Pitch and Tempo > Change Tempo** and move the slider up or down to select the required tempo change
- Tick the **Use high quality stretching (slow)** to ensure best audio quality and click **Apply**



## Step 7: Normalize and Export Final Track

- Hold **CTRL/CMD + A** to select all of the audio
- Select **Effect > Volume and Compression > Normalize >** and type **-0.5dB** in the box
- Select **File > Export Audio >** input **File Name**, choose **Format** and click **Export**

