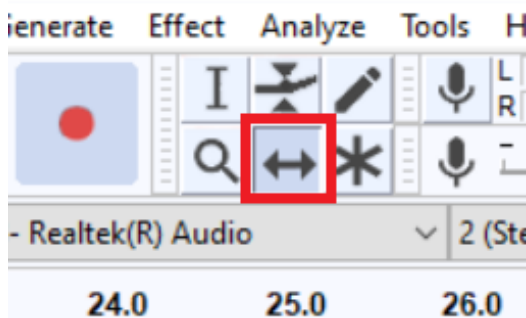
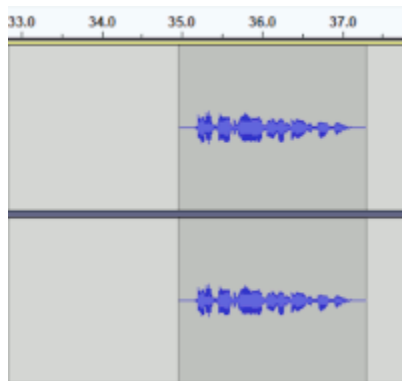


## 1. How to use the Time Shift Tool

- The Time Shift Tool allows you to move clips back and forth on the timeline.
- The Time Shift Tool is located at the top of the Audacity window, near the 'Record' button. It is an arrow pointing left and right (↔).



- When this tool is selected, you will be able to move clips back and forth in the timeline by clicking and dragging.

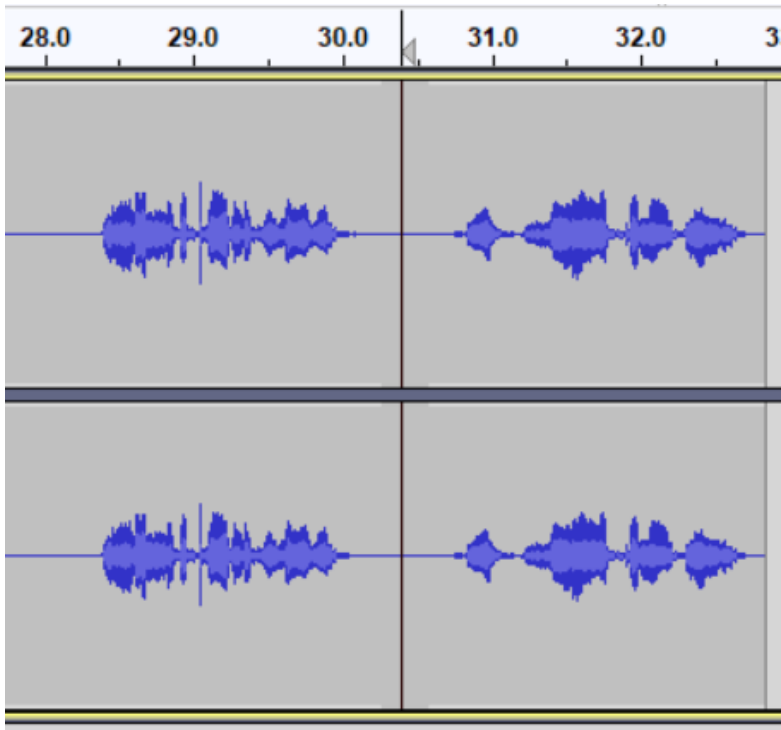


- When you are done with using the Time Shift Tool, go back and choose the Select Tool. **Most of the time, you want to have the Selection Tool selected.** If you are having trouble with your timeline, the first thing you should ask is "Do I have the correct tool selected?". The correct tool is probably the Selection Tool. The Selection Tool is represented by a **capital I icon**:

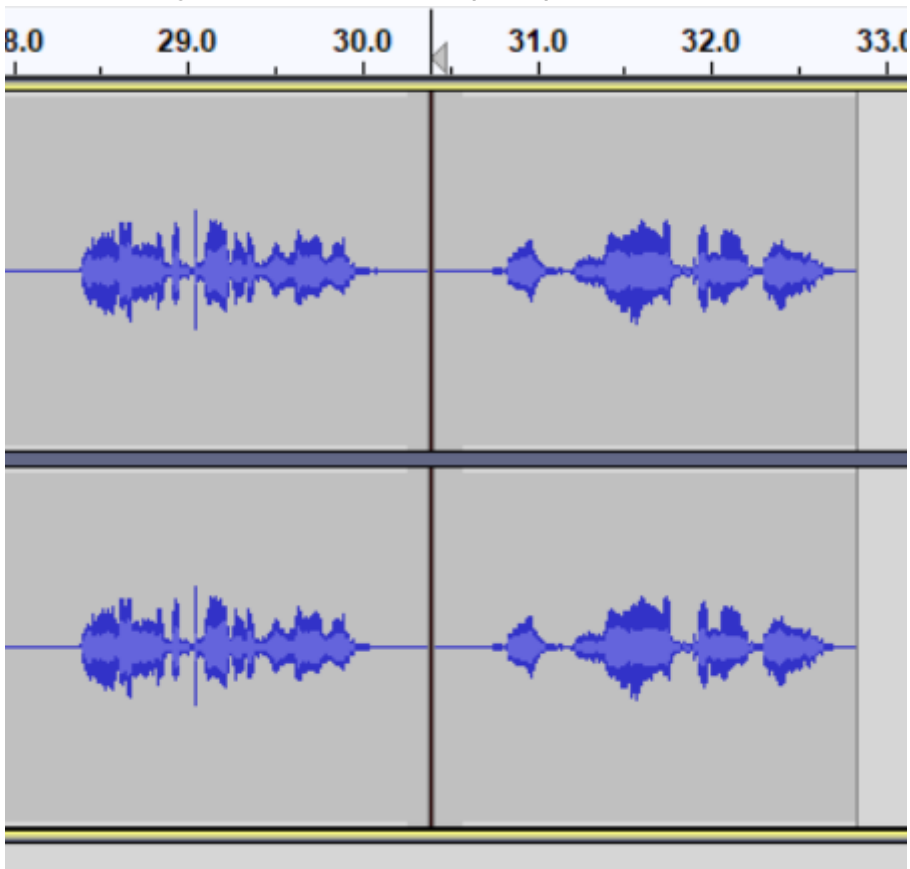


## 2. Using the split function

- With the split function, you can divide clips into smaller sections. This can help you move sections with precision.
- **Click on the area where you want the split to occur.** A dark line will show up to show you where you've selected.

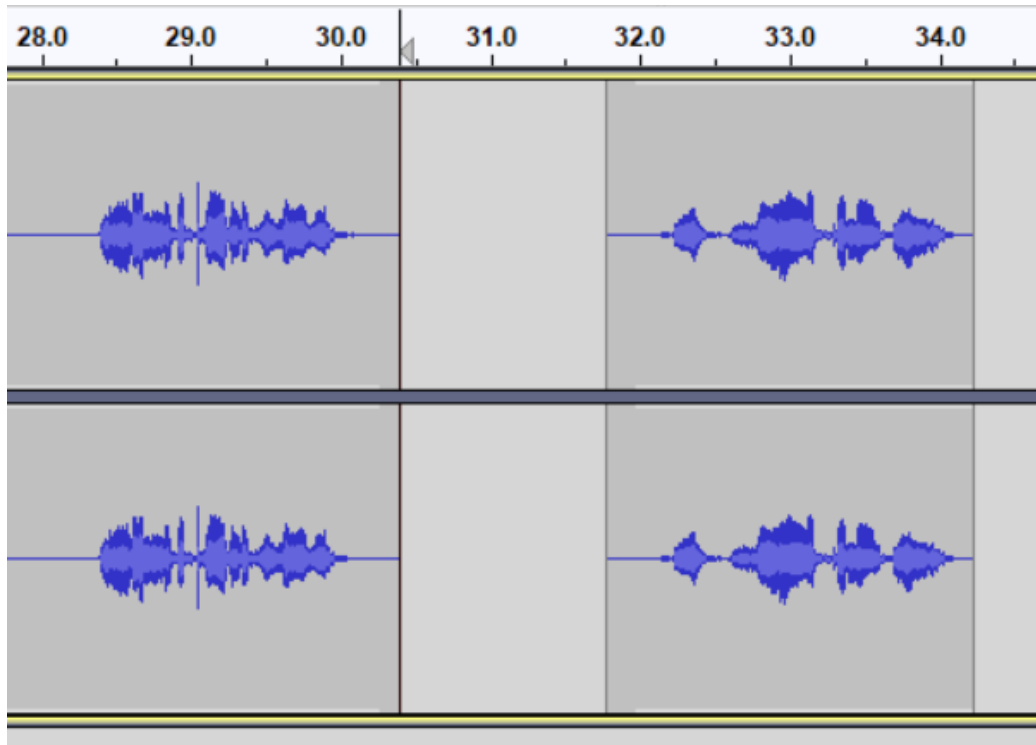


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- **Press Ctrl-i (PC) or Command-i (Mac), or navigate to **Edit>Clip Boundaries>Split****
- The line will get darker after the clip is split.



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- After that, you can move the two sections independently.



### 3. Copy/Pasting around the Timeline

- Another great way to move audio clips around the timeline is to use the **Cut, Copy, and Paste** functions. A lot of you will know these shortcuts already, but they are very important to learn if you don't. Here they are:
  - **Make sure that you have selected the audio you want with the selection tool.**
  - **Ctrl-X (PC), or Command-X (Mac) will Cut.** This will **copy and remove** a selected section from the timeline. You can **Paste** it later in the location you want.
  - **Ctrl-C (PC), or Command-C (Mac) will Copy.** This will **copy** a selected section in the timeline. You can **Paste** it later in the location you want.
  - **Ctrl-V (PC), or Command-V (Mac) will Paste.** This will **paste** a selected section that you have **previously cut or copied**.

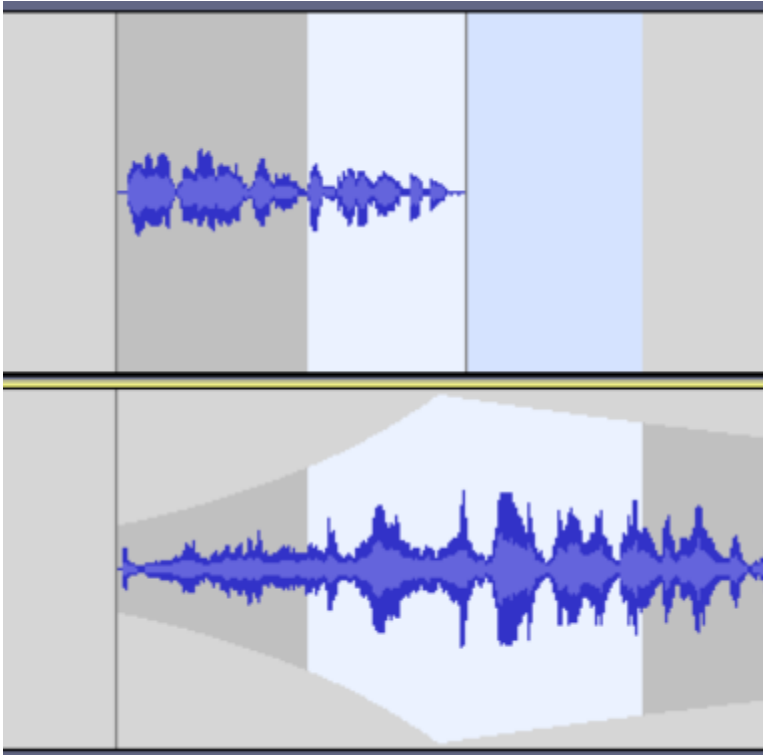
### 4. Using the Selection Tool over multiple tracks

- The Selection Tool should be your home base tool in Audacity:



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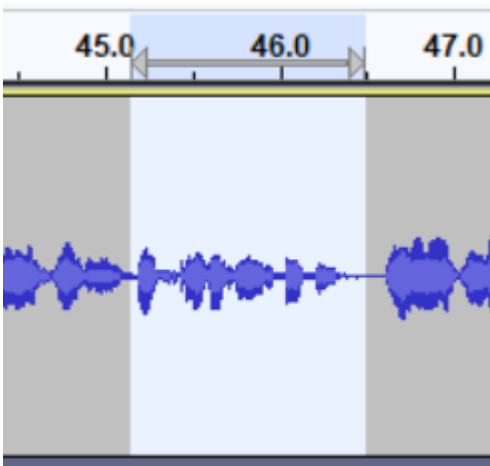
- Be aware that you can use the Selection Tool to select clips in one track, or in many tracks. This means that you can cut multiple tracks at once, or copy, cut, and paste from multiple tracks at once.



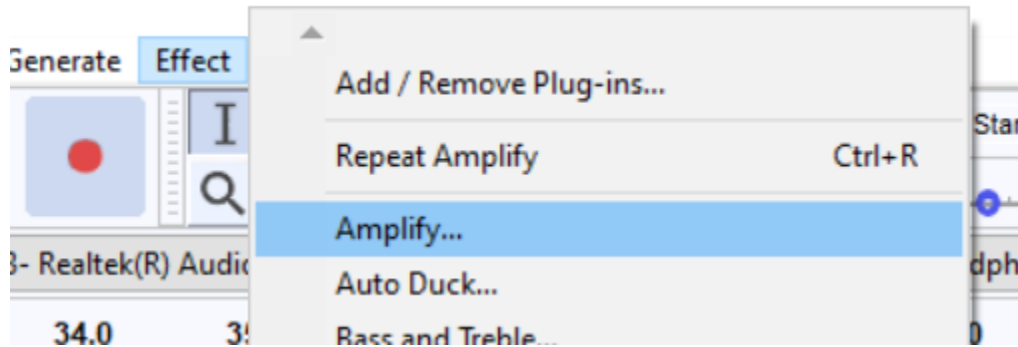
- On the flip side, make sure that **if you intend to cut a selection from one track only** then be sure that you are **not accidentally selecting more than one!**

## 5. Using the 'Amplify' Effect

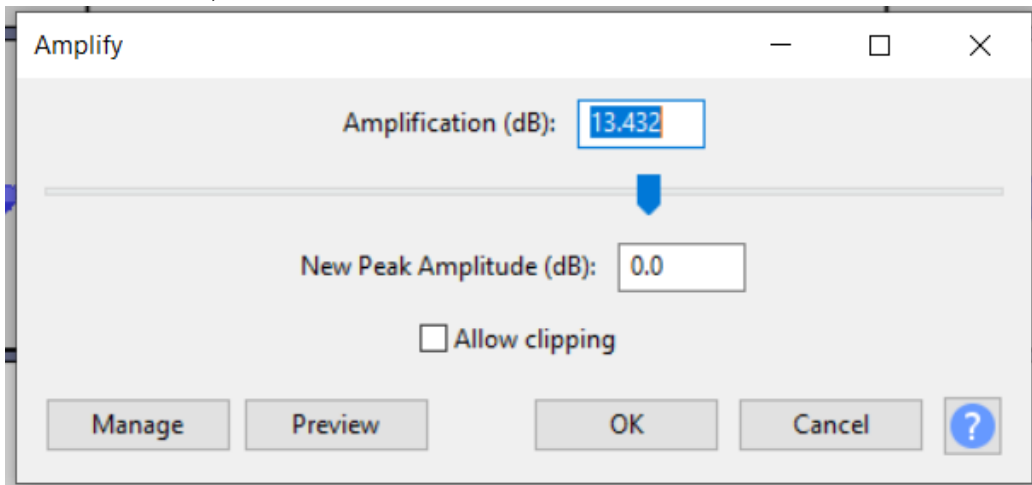
- The 'Amplify' Effect can make clips **louder OR quieter**.
- To use this tool, first **select the section of audio that you want to change** (make sure you are using the Selection Tool!)



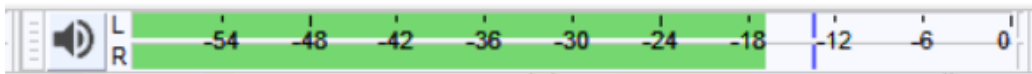
- **Navigate to Effects>Amplify**



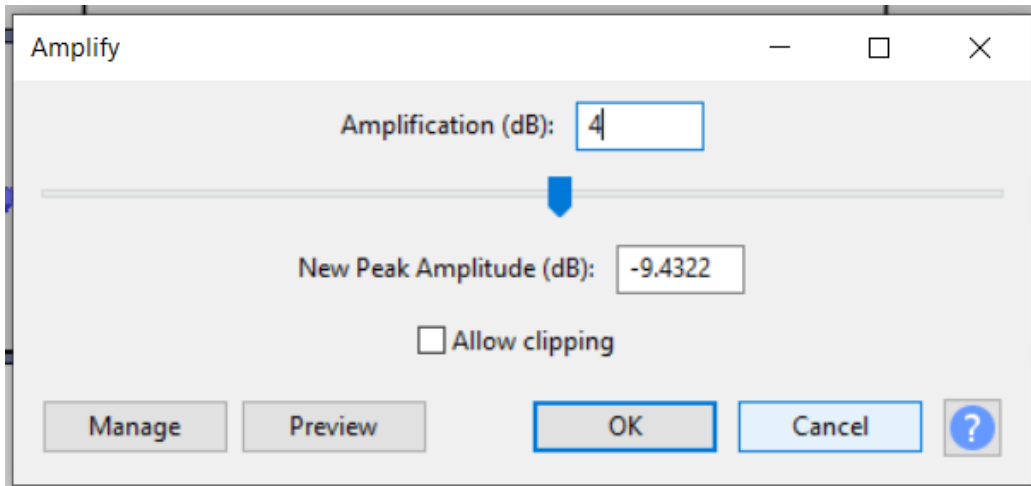
- 
- Selecting 'Amplify' will open a new dialogue window. The top text box is where you will decide the amount by which you will amplify your audio. (Audacity will suggest a number - it shows you by how many decibels you'd have to amplify before the audio begins to peak. What that means is that **you should be amplifying by less than the number that Audacity suggests!** In the example below, I shouldn't amplify by more than 13.432 dB)



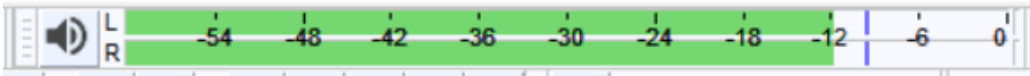
- 
- **If you are confused about how much you should amplify, here's a good way to guess:** when you listen to your audio, keep an eye on the volume bar at the top right of Audacity.



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- The volume bar will show you how loud your audio is in decibels (dB). The blue line will linger behind and show an average of the volume of the recent audio.
- **You want your audio to be hitting within -12dB and -6dB.** In the example above, the audio is a little quiet. You can see that the blue line is a little under -12dB. By my estimation, I could bring up my volume by maybe 4dB.
- Back in the 'Amplify' window, I can type '4' into the top text box.



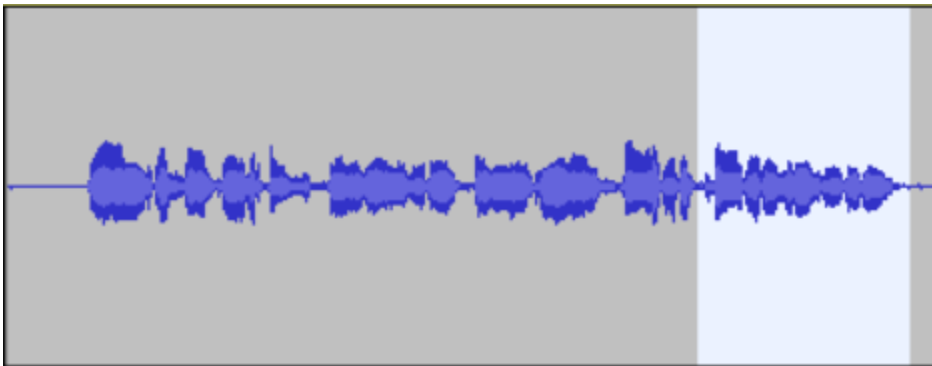
- Click 'OK' to make the change.
- Listen to your audio again and watch the volume bar. Check that it is now hitting within -12dB and -6dB.



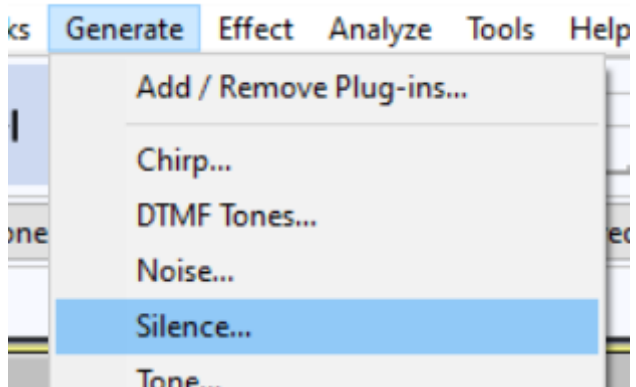
- You can use the same process to lower the volume of a clip.
- Some loose rules: Loud noises can come in between -6dB and 0db. Quiet noises can come in between -18dB and -12dB. BUT ON AVERAGE, your audio should be hitting between -12db and -6db.

## 6. Generating silence

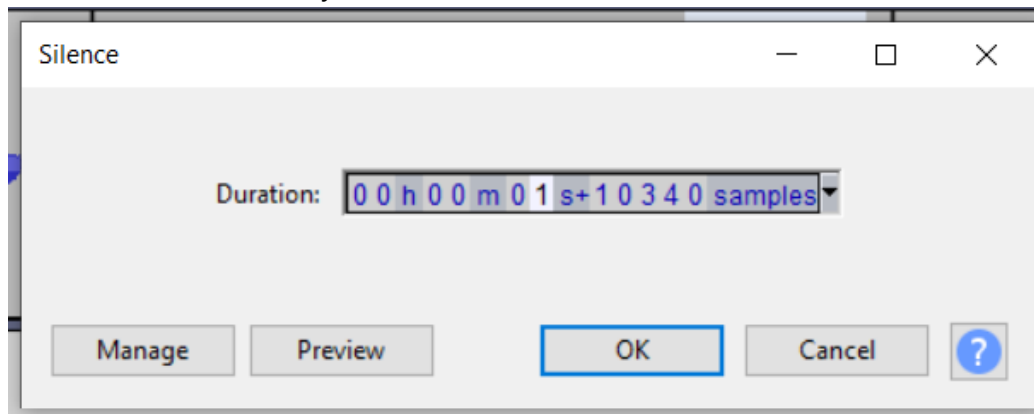
- Sometimes you need to blot out a noise in your audio... How about a bit of silence?
- **Select the section of audio you'd like to silence.**



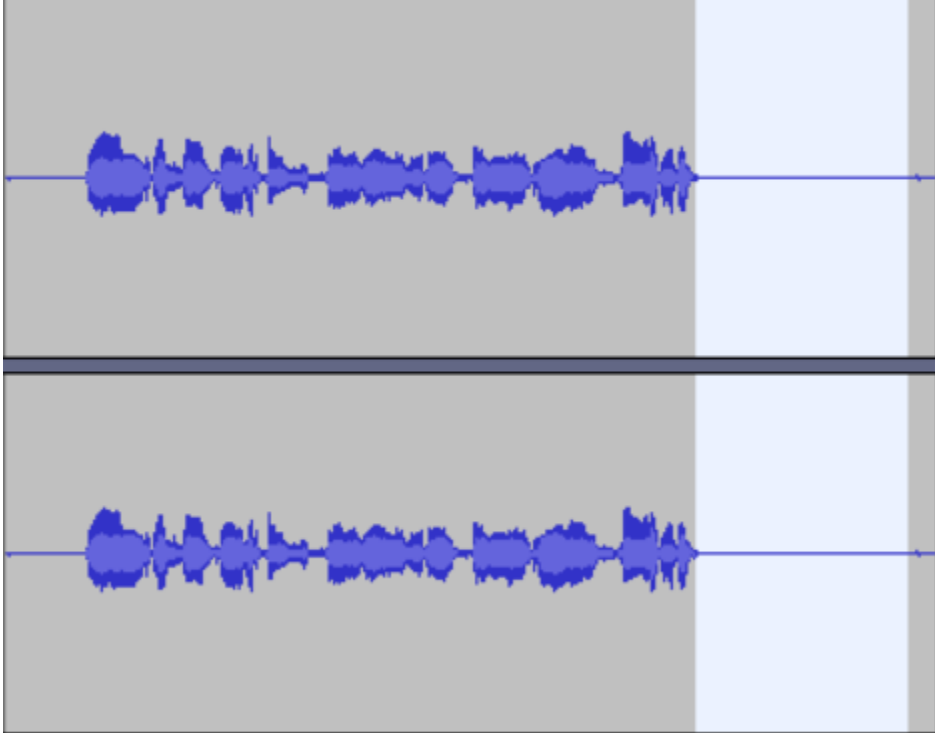
- Navigate to Generate>Silence...



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- This will open a new dialogue box. Audacity will automatically size the clip of silence to the section of audio you have selected.



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- **You do not have to change anything. Click 'OK'.** Audacity will cover the selected area with silence.



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