

## **Audacity Cheat Sheet:**

### **A: First, ensure Audacity settings are correct:**

- The high quality stereo WAV file you originally edit will later need to become a lower quality Mono file. To do this, make sure you've first set your Audacity project properties to Default Sample Rate to 8000 Hz in two places:
  - a. Quality Tab: Edit > Preferences > Quality > 8000 Hz
  - b. Project rate: Manually fill in box in bottom left of page to 8000 Hz

### **B: Edit your audio file:**

- Note: Always remember to open the file you wish to work on, from Audacity. Thus double click or open Audacity > File > Open. (Do not drag files into Audacity.)
- Edit the file, trim ends and make sure the volume levels are correct, i.e. Mainly between +0.5 and -0.5.
- If the file is too soft: Effect > amplify. It will give you the recommended dB. If you do not listen to this recommended dB, you will need to select Allow clipping (but beware of distortion.)

### **B: Convert file:**

- Copy the high res file you've finished working with to get an audible/intelligible audio, but of a lower quality.
  - a. Select all (Control A)
  - b. Copy the file (Control C)
  - c. Open a new file in Audacity (File > New) or (Control N)
  - d. Paste the finished file into the new Audacity space. (Control V)
- Convert stereo to mono:
  - a. Split stereo track, by using the black arrow drop down menu in track menu to the left of your audio and select Split stereo track
  - b. Delete right track, by closing the right track (X)
  - c. Convert the left track to Mono by using the black arrow drop down menu in track menu to the left of your audio and select Mono
- Export to Wav:
  - a. File > Export
  - b. File name: Give a clear name; such as VoiceMenu\_detail\_YYMMDD
  - c. Export the file as type: WAV(Microsoft) signed 16 bit PCM
- Important note:

Audacity often adds a long tail of silence, creating files of length 431KB. Make sure to open and edit these files to delete the unwanted tail. Once again export as WAV.

### **C: Upload file:**

- Open the Freedom Fone GUI and upload your new file where relevant. For instance: Voice Menus > Create new. OR Menu Options > Create new. Or Leave-a-Message > IVR.
- To do this over the local area network from your own computer – Type the IP address for the Freedom Fone server into the navigation bar in Firefox, and you'll see Fred pop up. You can then browse to your own Desktop / My Computer to upload files.