

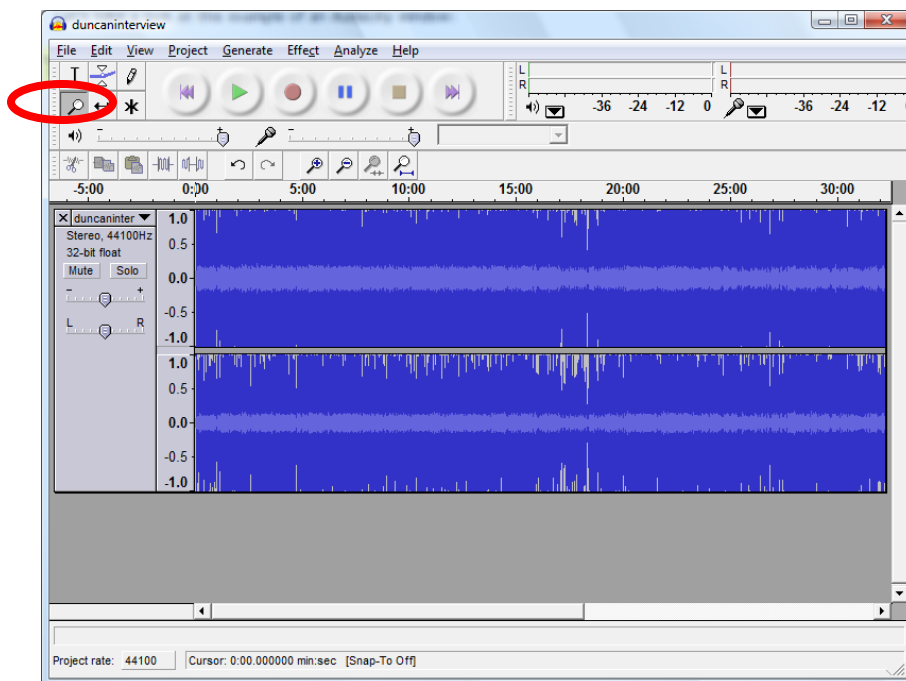
Clipping a File in Audacity A Short Tutorial

Welcome! This is a short tutorial for clipping files in Audacity and exporting them in WAV format, to allow you to excise a short segment from a long interview file. It is written for PC, but Mac users should be able to adapt it with minimal changes (if someone would like to inform me of any notes which need to be made for Mac, I will do so).

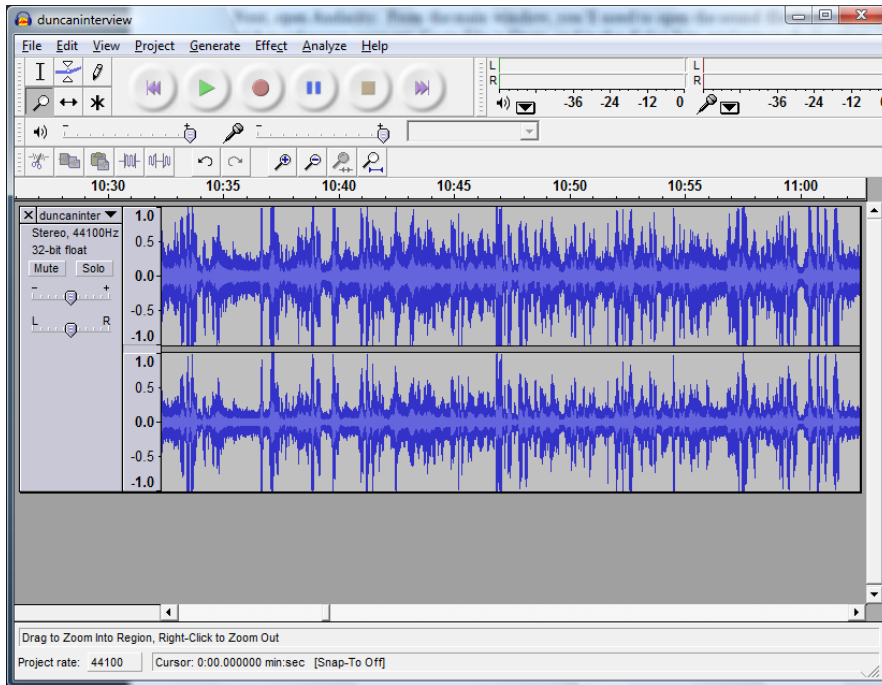
First, you'll need to download the software itself. Audacity is a freeware sound editing tool, and can be downloaded via Sourceforge at audacity.sourceforge.net. (You will also find full manuals for using Audacity there which can supplement this handout.)

1. Opening a file and zooming in.

Open Audacity. From the main window, you'll need to open the sound file from which you wish to take your segment. Go to File > Open, and in the dialog box, navigate to the location where you've saved your file and open it. It will appear as a waveform in the edit window.



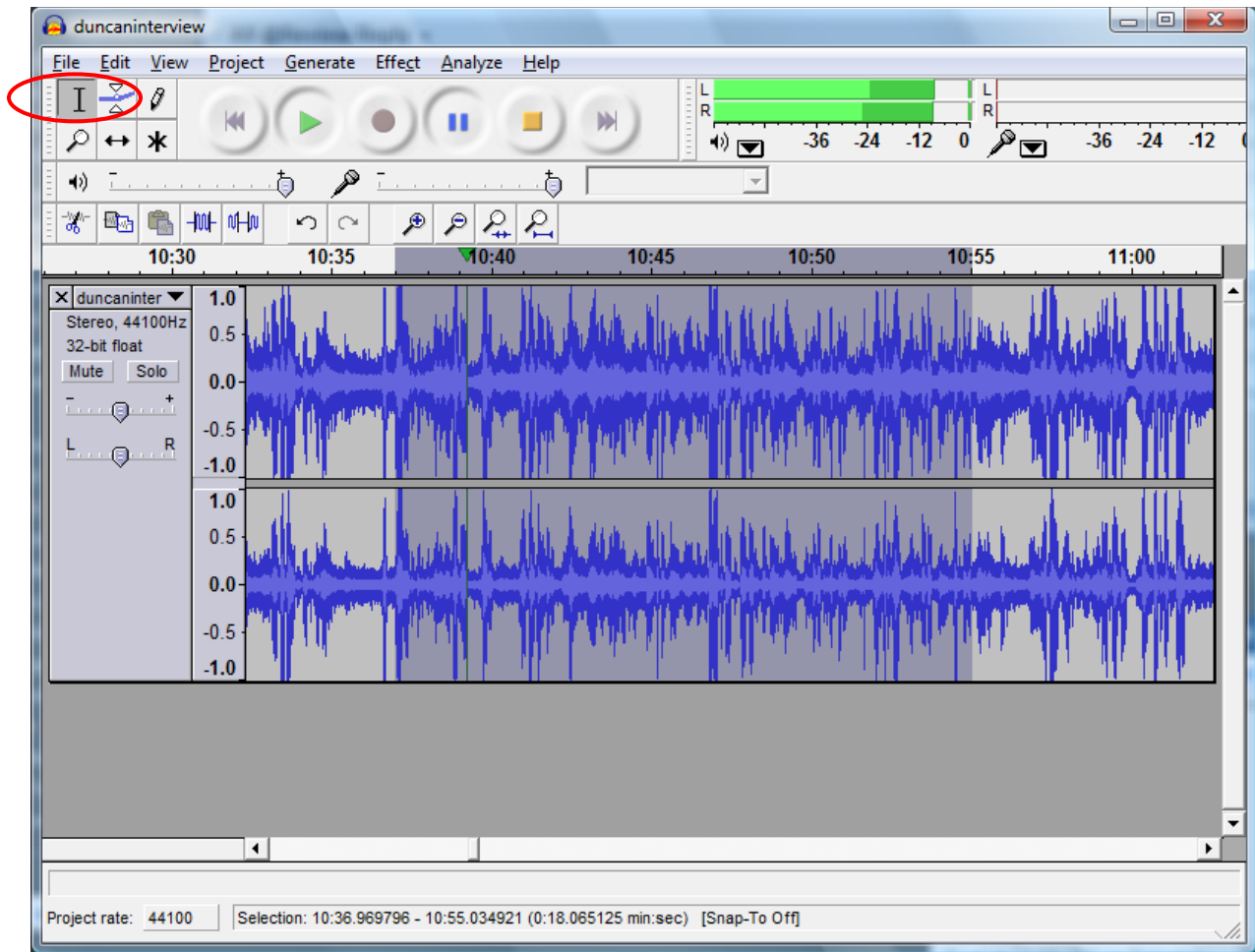
If you have a long interview file, you'll notice that the entire file is crammed into the window and you cannot see the waveform (as in the example above). Use the zoom tool (View > Zoom In, or the button circled above) to zoom in to a resolution that will allow you to select your sample (usually at least 1 second intervals). You'll notice that you see more and more detail of the waveform as you zoom in.



The above shows the same file, zoomed in so that one-second tick marks are visible (five-second intervals are labeled with numbers).

2. Marking a selection

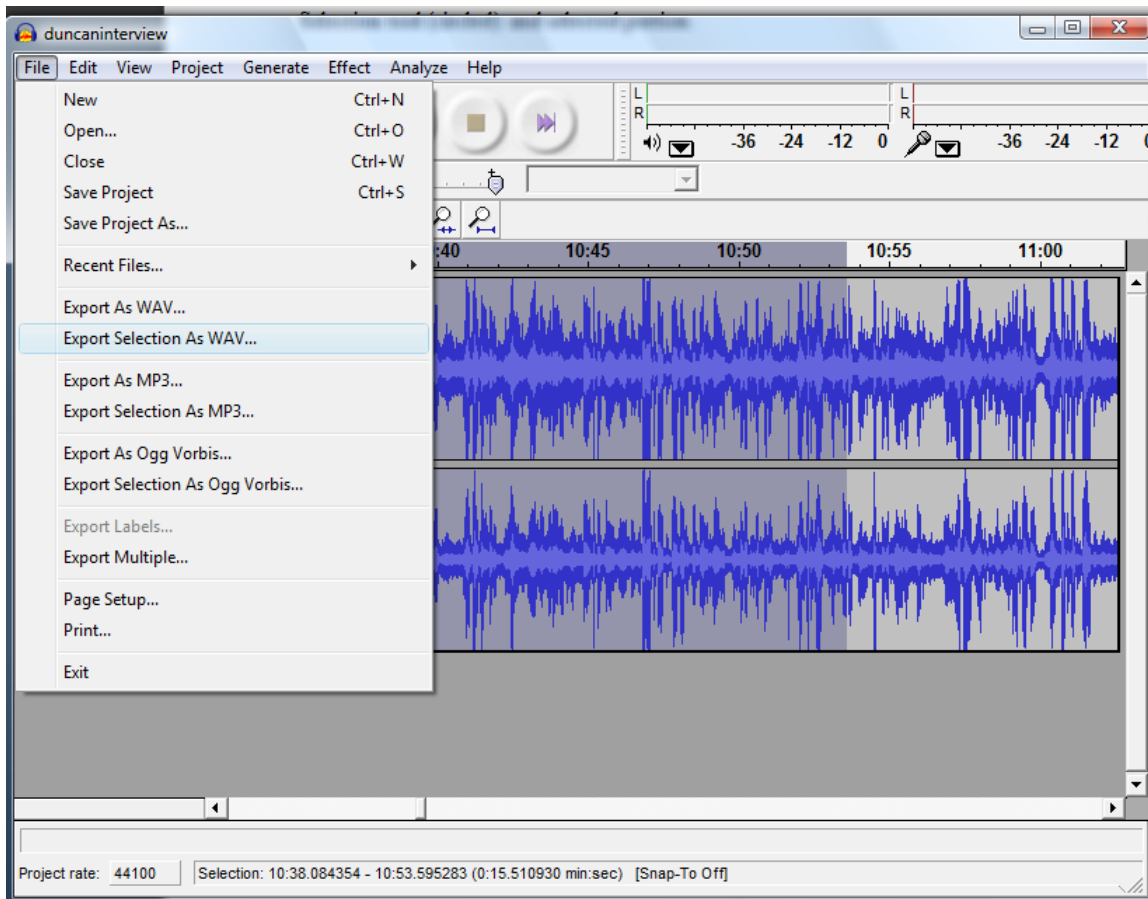
Play the segment you wish to clip to find its beginning and end. When you know where you'd like to start and stop, click the selection tool (above the zoom tool) and use your mouse to click and drag from the beginning of your clip to the end. The background of the selected area will turn dark. You can then click "play" to double-check that you've selected the segment you wanted.



Selection tool (circled) and selected portion.

3. Exporting the selection.

Once you have your segment selected, you can export it to its own file. With the selection chosen (and playback fully stopped—a paused playback will keep you from exporting), go to File > Export Selection as WAV.



You will be presented with a dialog box to name and save the file.

Congratulations! Now you have a short clip from your interview file, which you can use for easier transcription and for sharing your file.