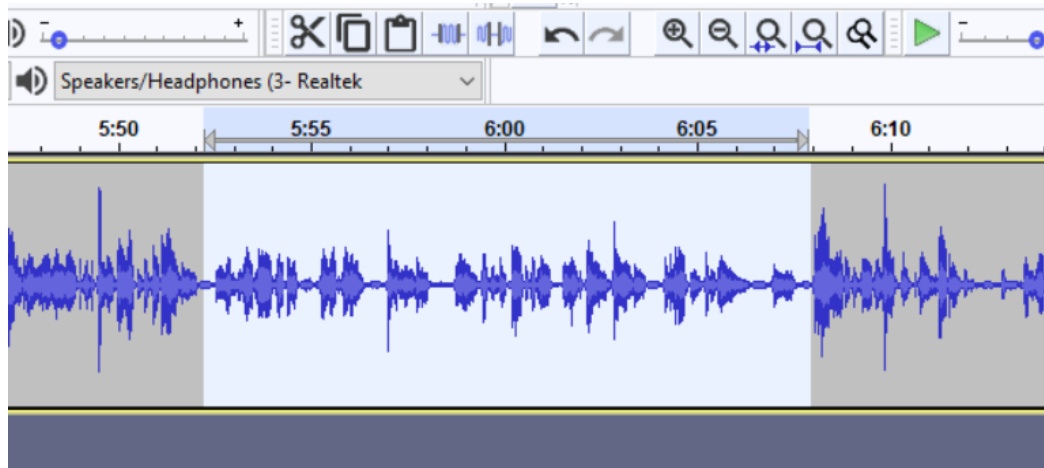
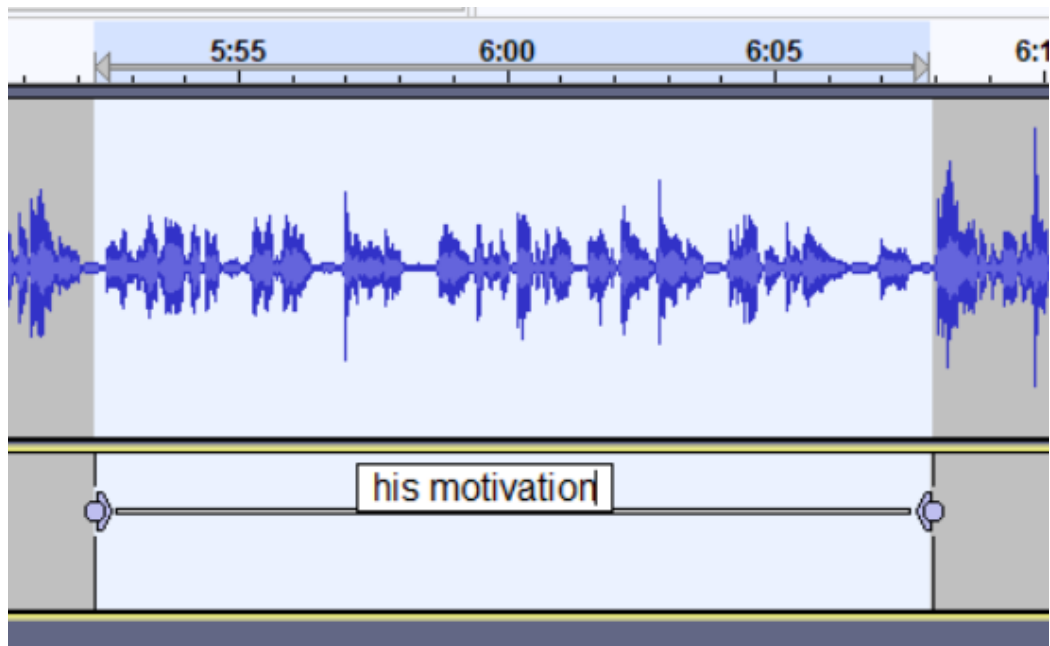


1. How to label using Audacity

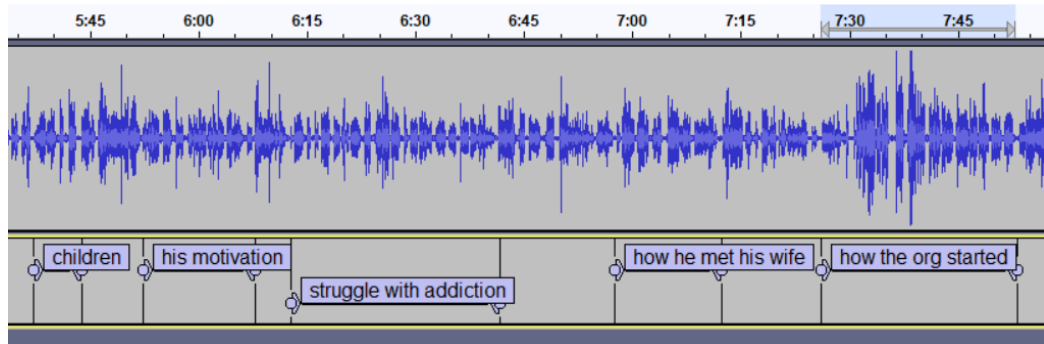
- **Select the audio that you want** by clicking and dragging from the beginning of the section to the end.



- **Label the section** by pressing **Ctrl-B** (on PC) or **Command-B** (on Mac). You can also do this by clicking **Edit>Labels>Add Labels at Selection**. Give the section a name.

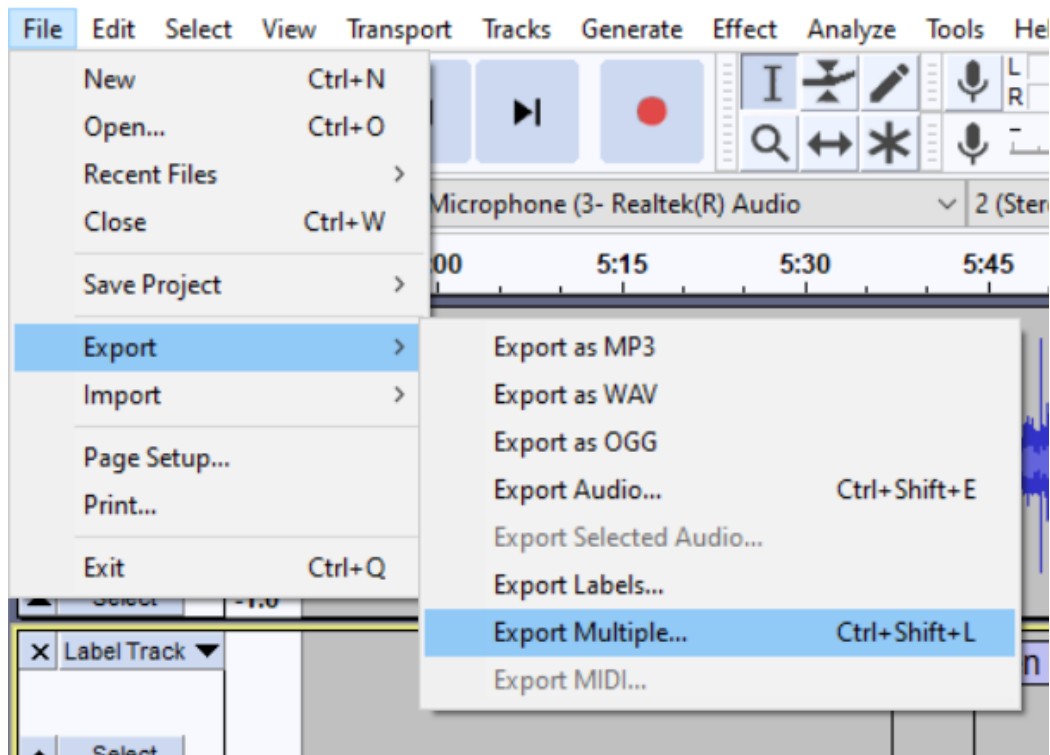


- You can do this multiple times. Continue to label as you listen through your recording.

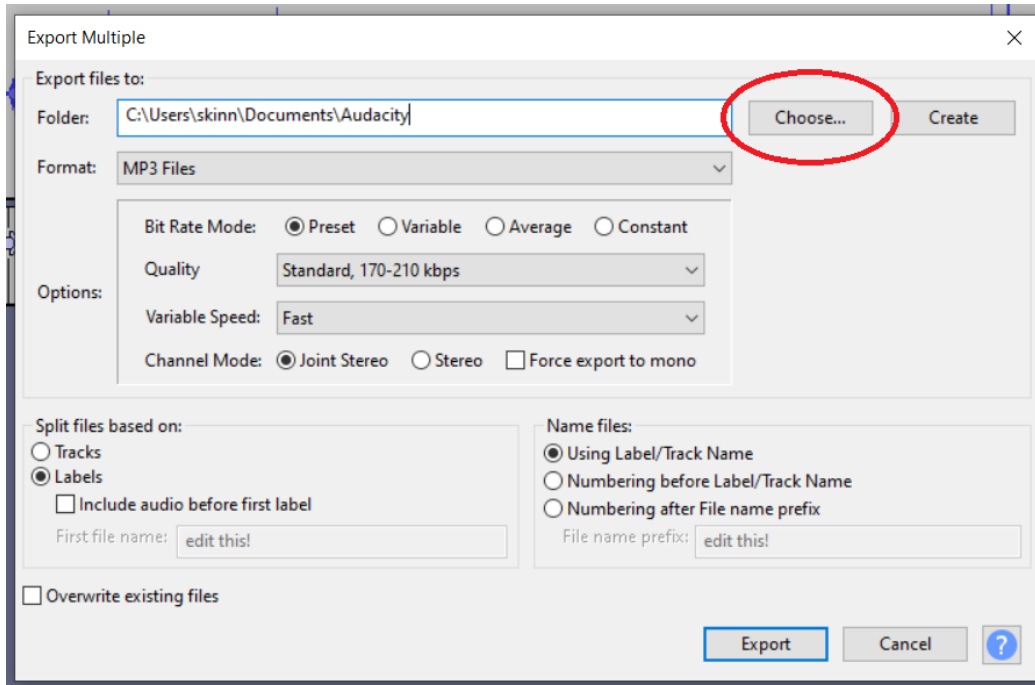


2. How to export your labelled sections

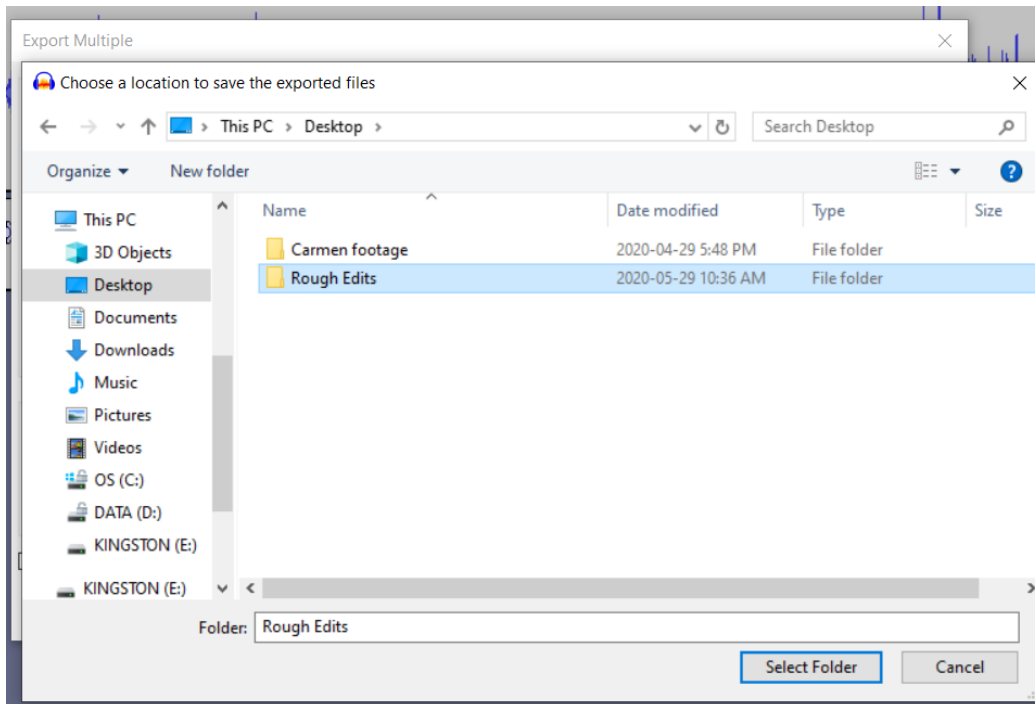
- Go to **File>Export>Export Multiple**. Select "Export Multiple".



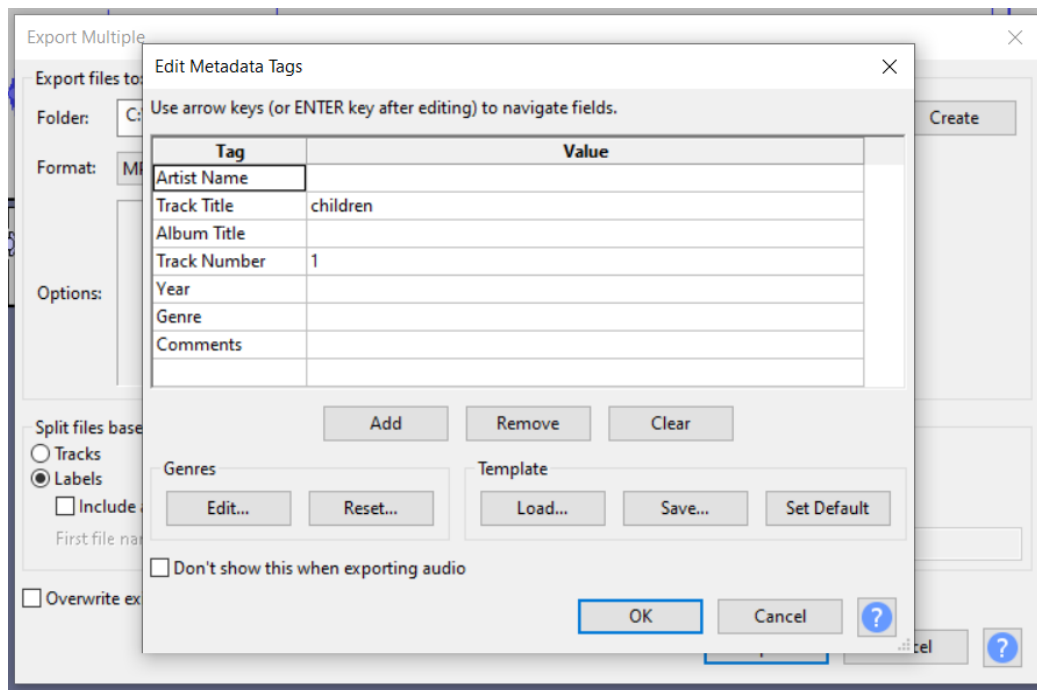
- Click on **"Choose"**. This button will let you choose which folder will receive your files.



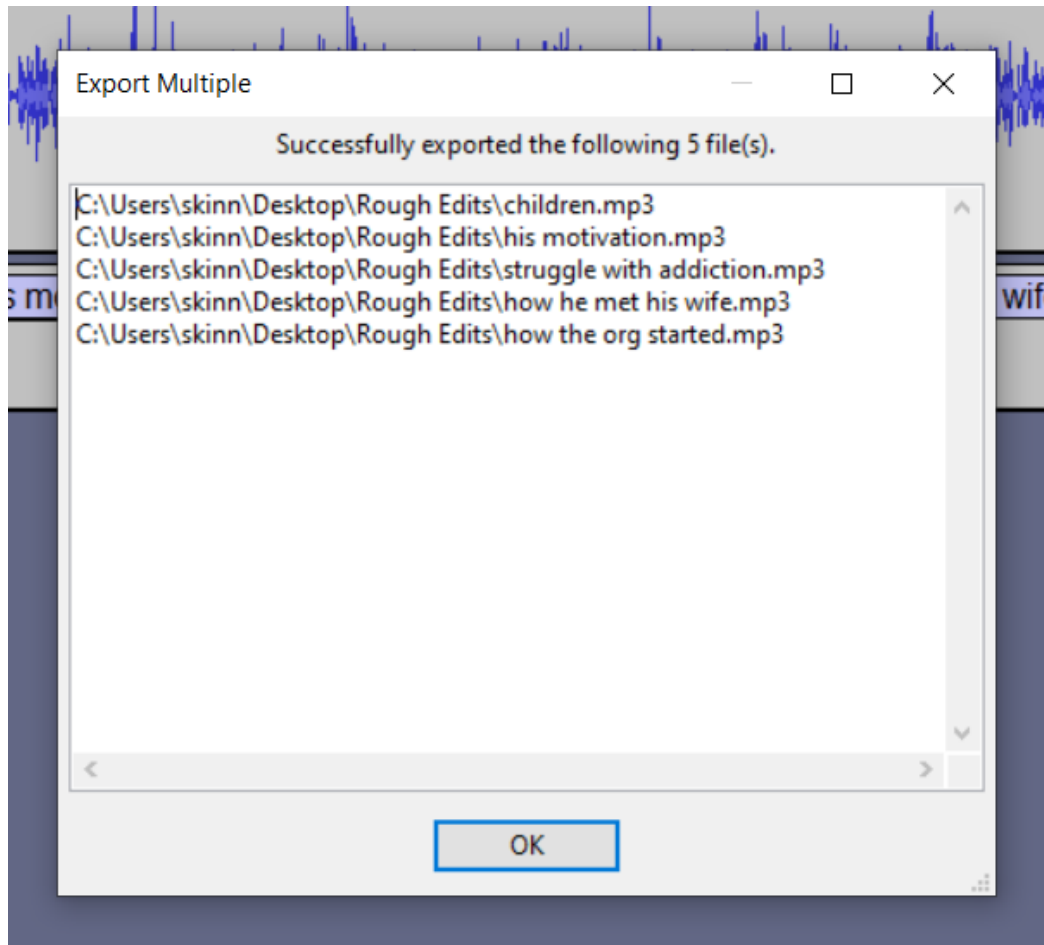
- **Choose where you want your files to go.** Choose a folder that you will remember, like the Desktop, or create a new folder called "Rough Edits" and save them there. Click "Select Folder" once you're happy with your selection. This will close the window and bring you to the previous one.



- **Click "Export"**. You will get a new pop-up called "Edit Metadata Tags". Audacity will automatically name the files using the label you gave them. Click "OK" to go to the next file.

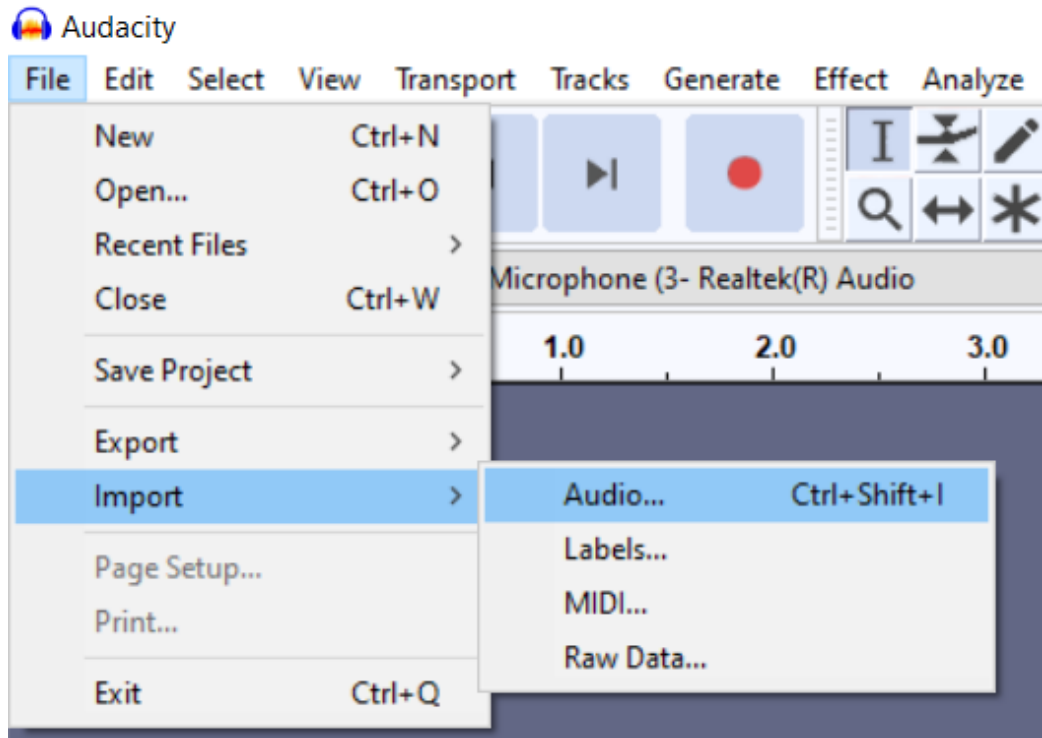


- Once you've gone through all the files, a pop-up will come up that shows a list of all the files you will be exporting. **Click "OK"**. Audacity will then export your files.

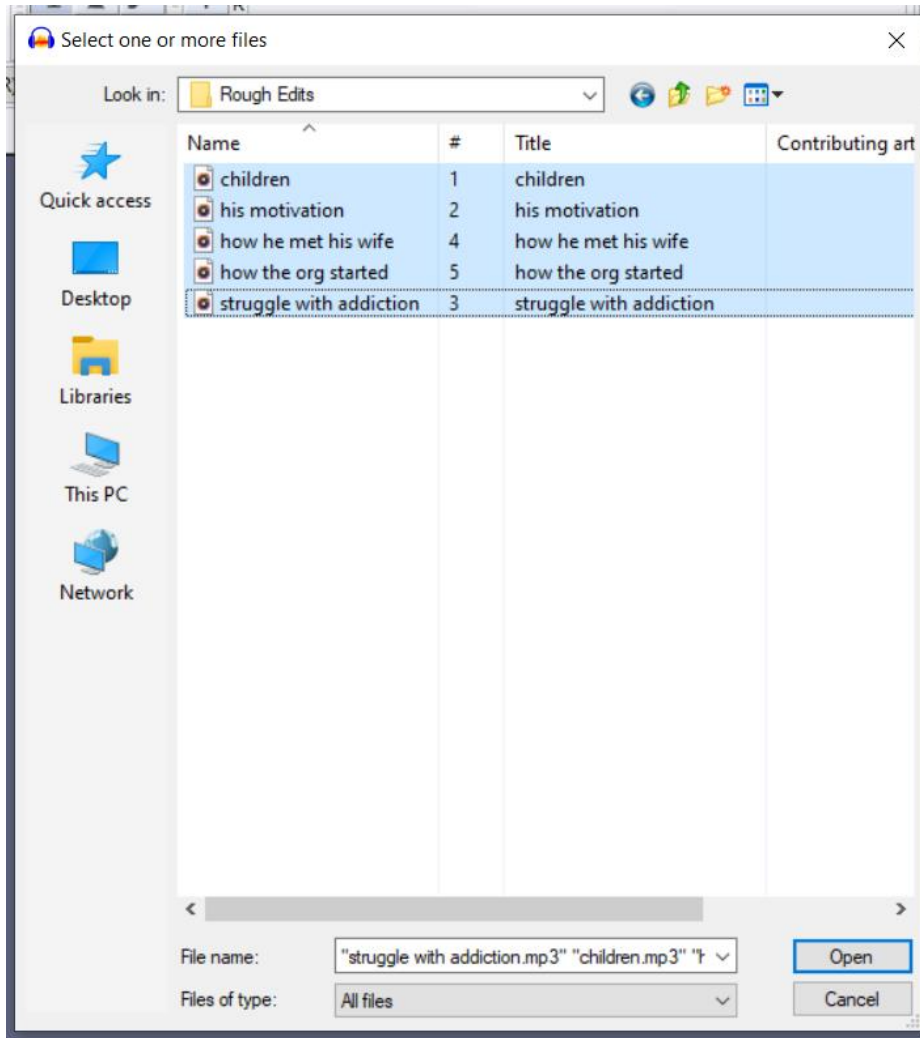


3. How to import and organize your clips in a new Audacity file.

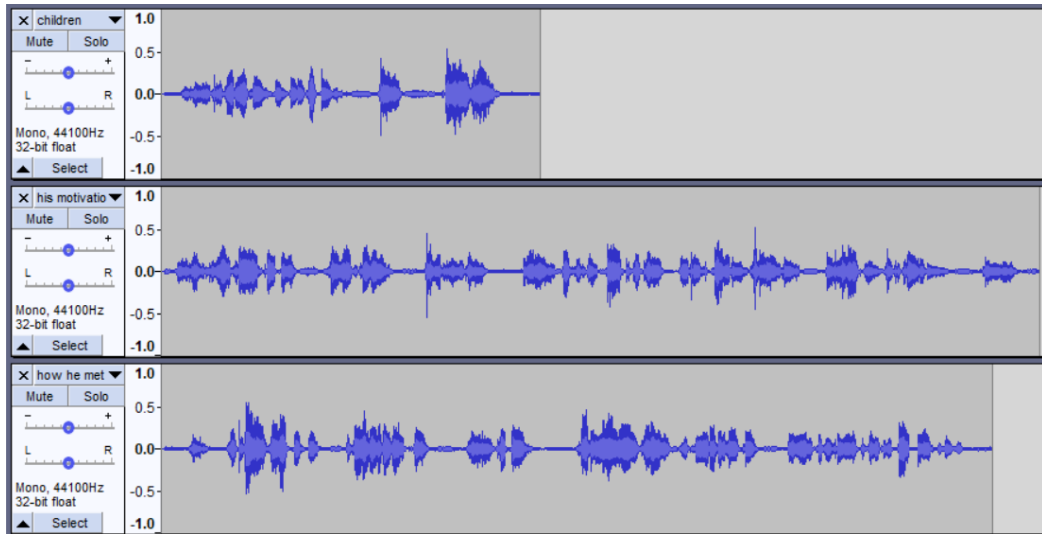
- Start by opening a new Audacity file. (File>New)
- Go to File>Import>Audio



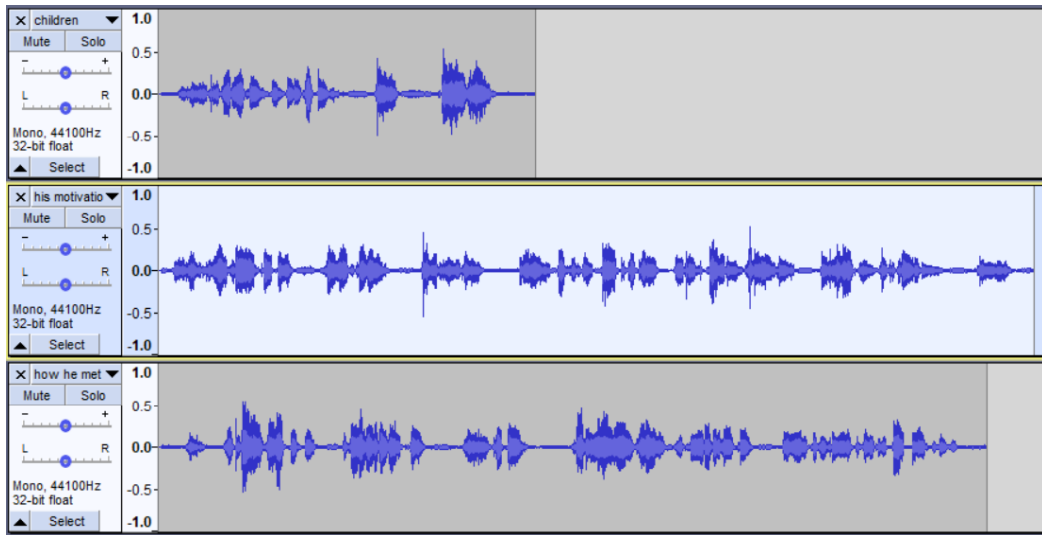
- This will open a finder window. **Navigate to the folder where you saved your files and select it.** Once you are there, **select all your audio files.** You can do this by clicking and dragging across all the files, or by holding down Ctrl (PC), or Command (Mac) and left-clicking the files you want. Then, **click "Open"**.



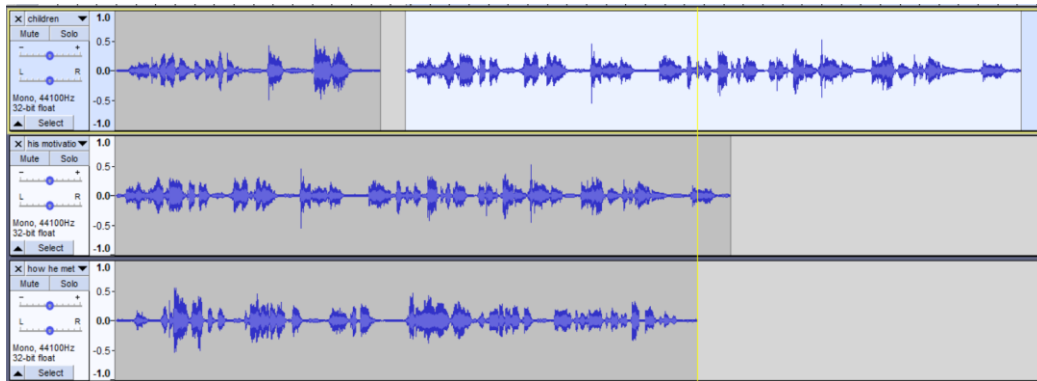
- Audacity will open all the files as separate tracks. They will be on top of each other.



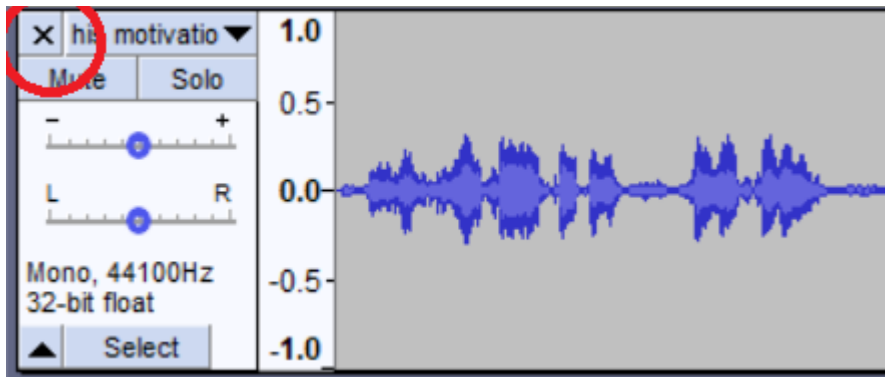
- To fix this, you are going to copy and paste each file into the topmost track. To do this, **select the section in full, then press Ctrl-C (PC), or Command-C (Mac).**



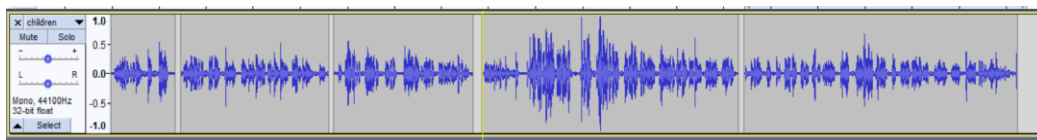
- Then navigate to the topmost track and click where you would like the clip to go, then **press Ctrl-V (PC), or Command-V (Mac)** to paste in the section.



- Once the section is safely in the topmost track, you can **get rid of the lower track by pressing the "X" in the top-left corner.**



- Repeat this process until all the files are in the topmost track.



- You can now Export this track and upload it to your Student Media file!!