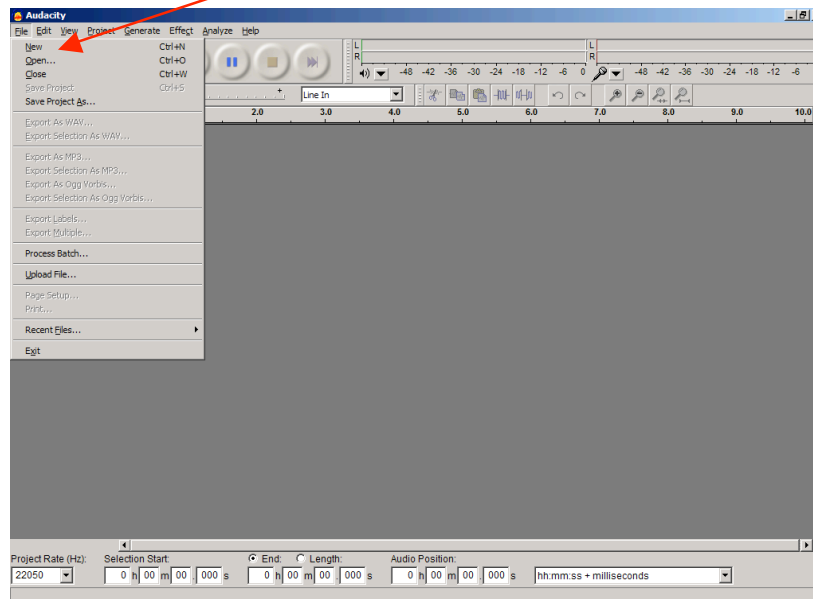CALL Computer Assisted Language Learning Facility
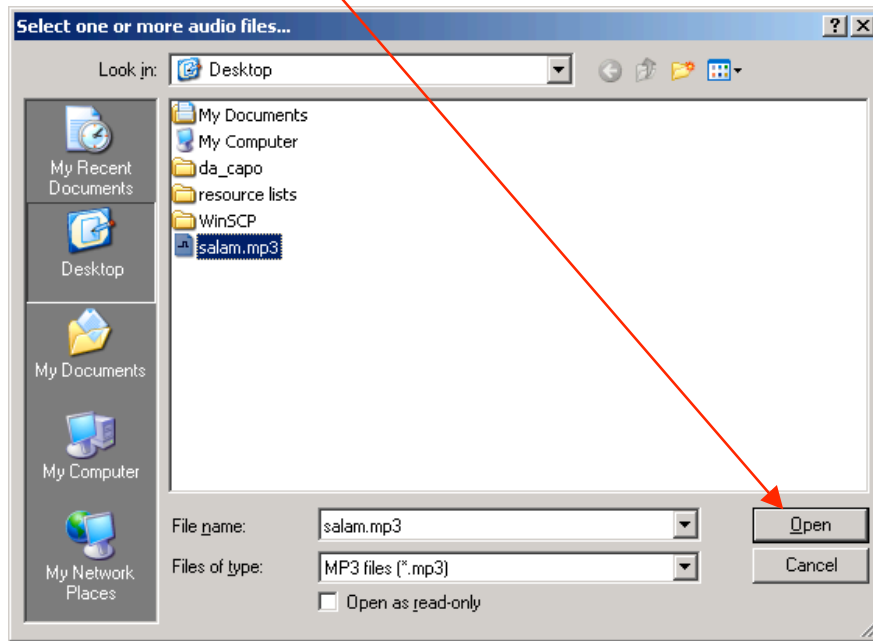
How to insert audio comments using Audacity

Once you have received an audio file (i.e. MP3 file) from a student, you can insert audio comments directly into their audio file using Audacity.

NOTE: Plug-in your headset of choice before you start up Audacity (the CALL Facility uses: **Logitech USB Headsets)**.

1. Start up Audacity.

2. Open the audio file by clicking on **File --> Open** and locate your audio file (where ever you have saved it).
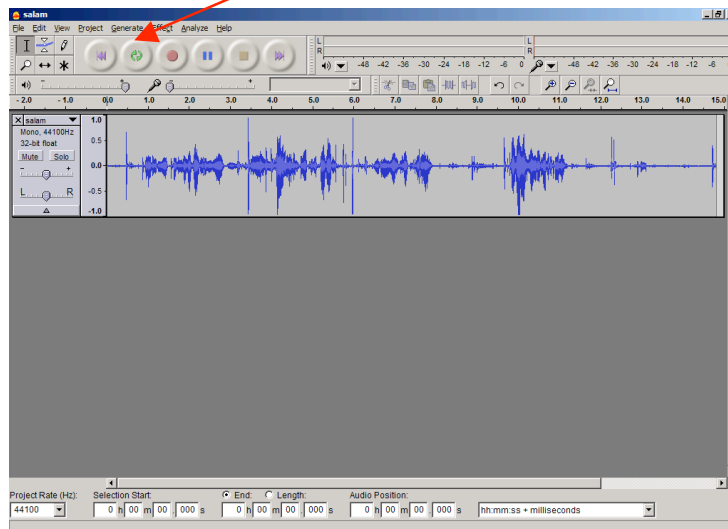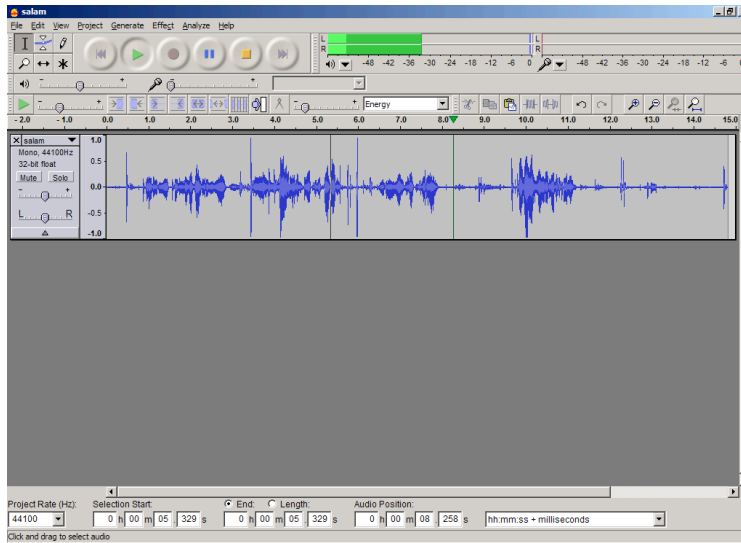
Select the audio file and click on **Open**.

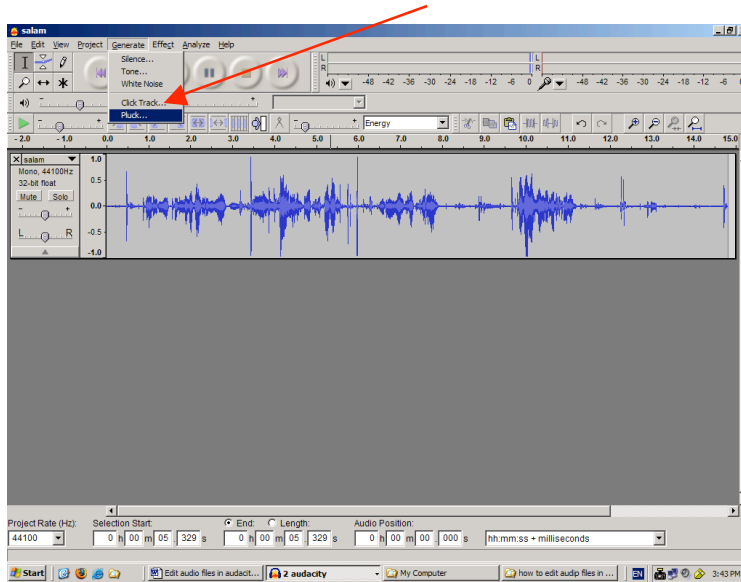3. This is a sample of what the audio file will look like once you have opened it.

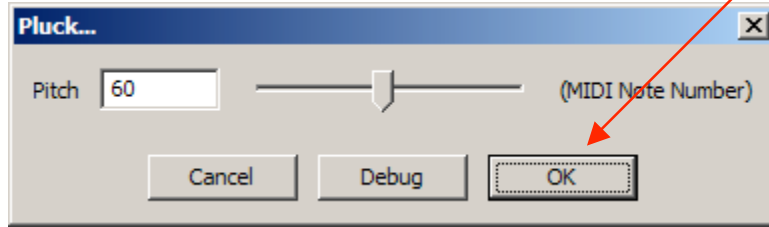Listen to the audio file by clicking on play.

4. Once you find a place that needs an audio comment, note the location. A green arrow on the timeline indicates it. Stop the playing and click on that location.
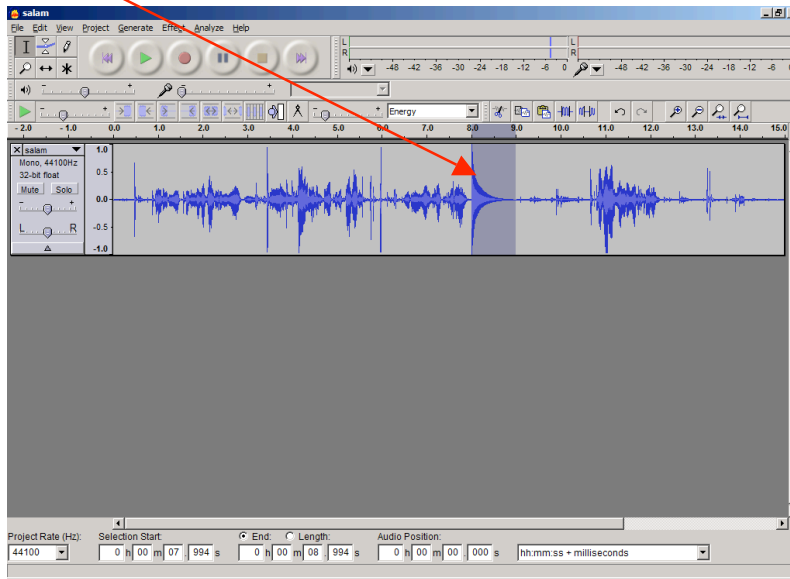

5. To mark this location, insert two consecutive plucks. A pluck differentiates between the original audio track and your audio comment (just like a beeping tone on your answering machine). You can do this by **Generate --> Pluck**.
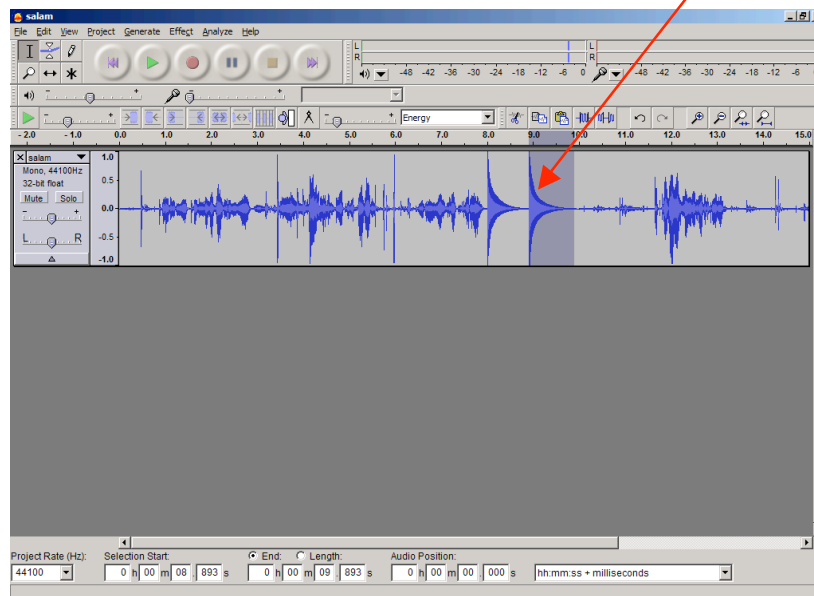
You can choose whatever pitch you like (the default is 60). Then click **OK**.
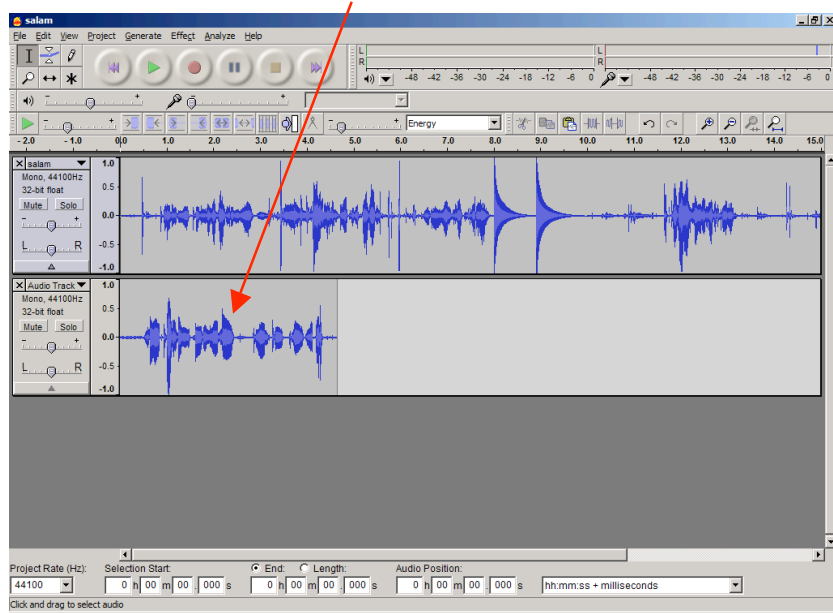

This is the first pluck (gray shaded area).

Then, select the location right after the pluck and generate a second pluck.
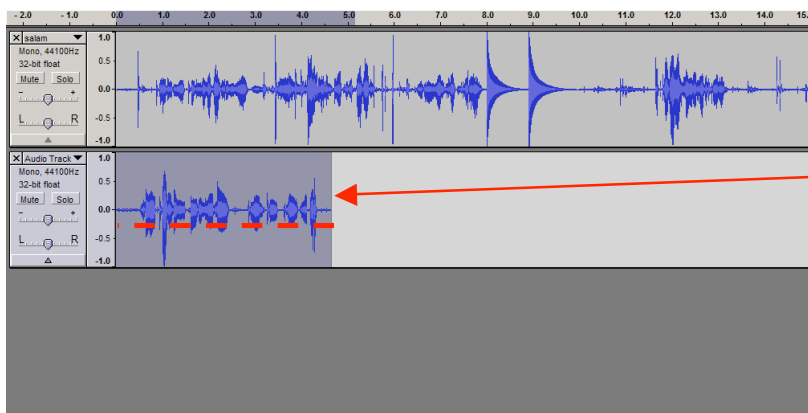
6. Now you can record your audio comments. You can do this by clicking on the record button ⬤ .
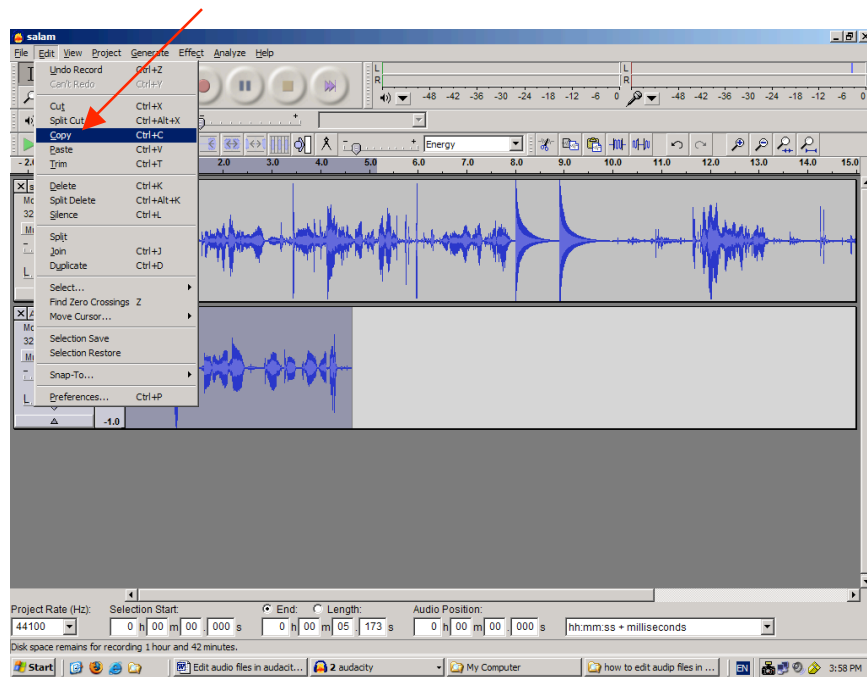
This will record your comment into another track. This is a sample of how it will look like once you have recorded your audio comment.

7. Now you can insert your recorded audio comment in between the two plucks by first copying your audio comment and then pasting it to the location between the plucks. You can copy your audio comment by highlighting it (move the mouse curser at the end of the track and hold the left mouse key down while moving the mouse to the beginning of the track). Notice that the second track has been highlighted (gray shaded area).
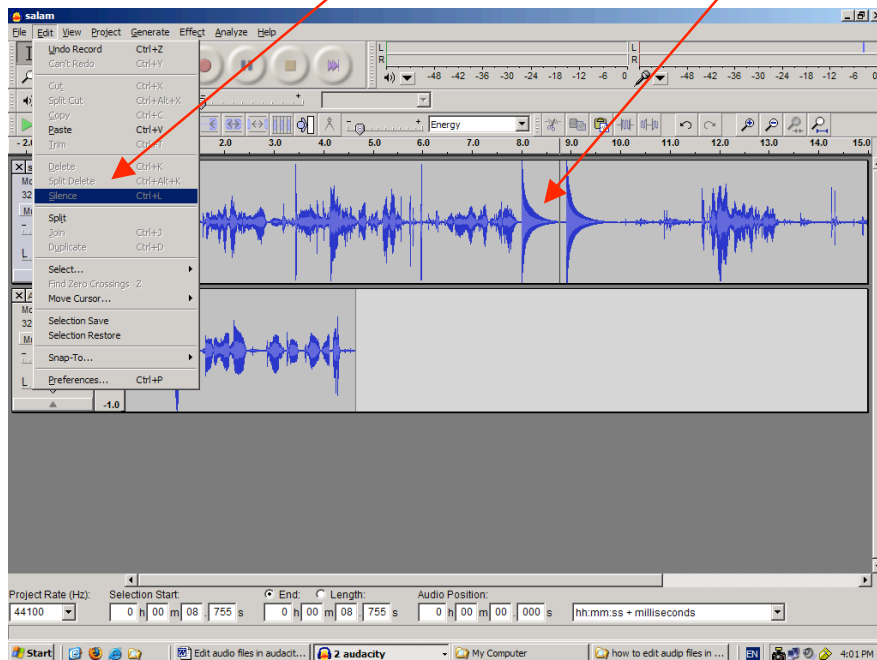
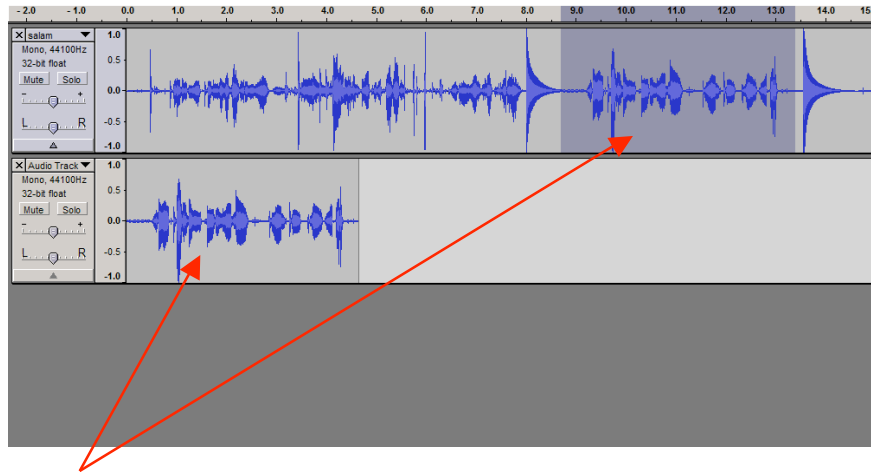8. Now click on **Edit --> Copy** or use the short cut key **Ctrl+C.**

9. In order to insert the audio comment, you need to select in between the two plucks and paste the audio comment.
To insert the audio comment go to **Edit --> Paste,**
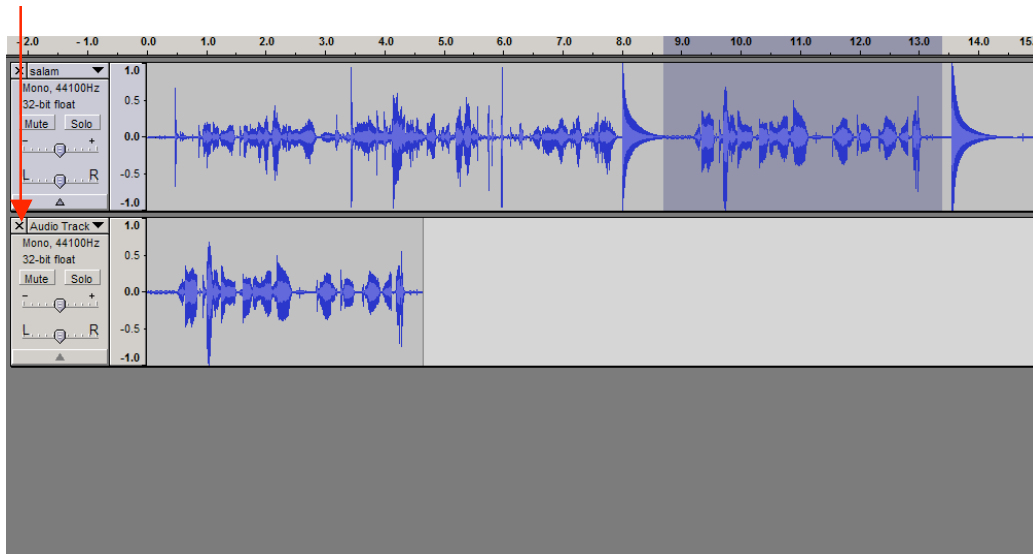or use the shortcut key **Ctrl+V**.

10. You will see that your recorded comment has now been pasted into the original audio track.
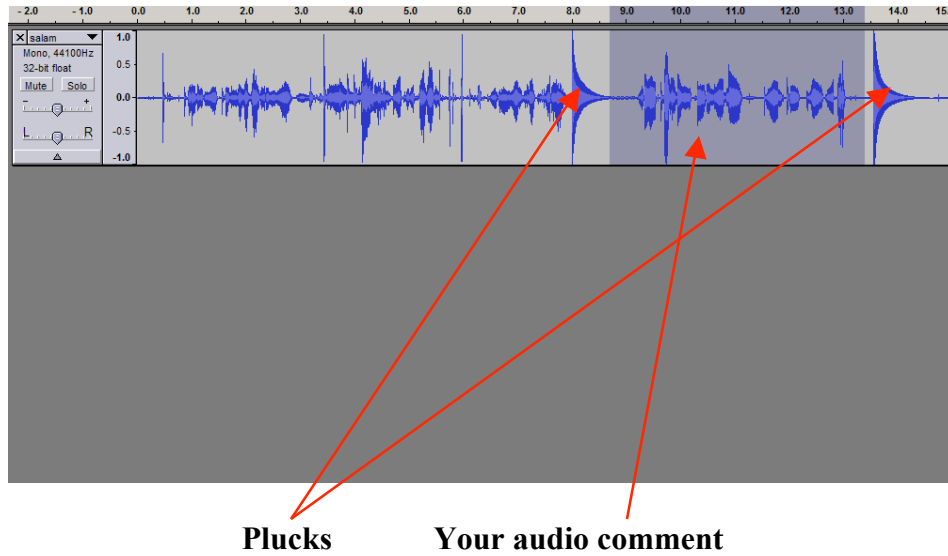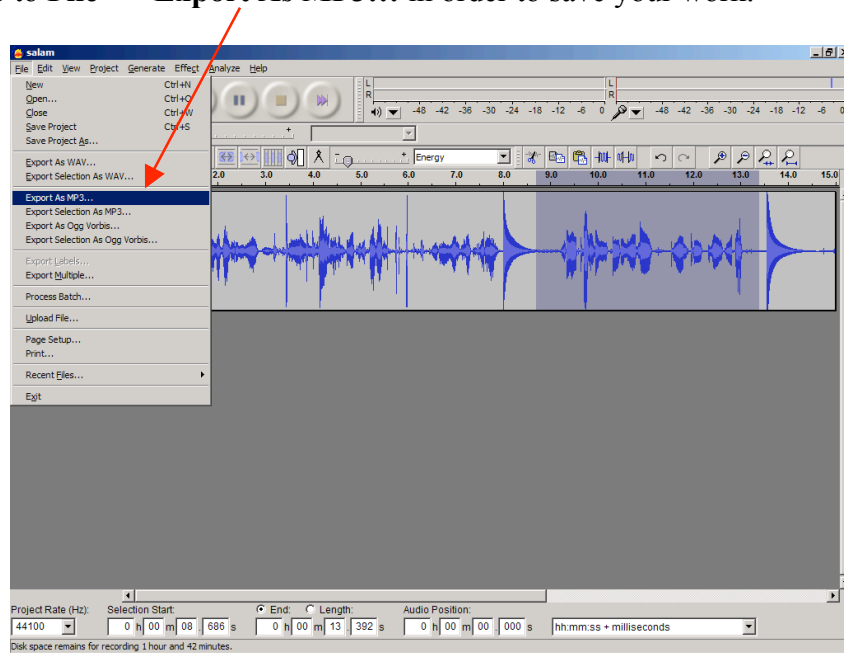

Note: these two fields are identical.

11. Once you are done inserting your audio comments, you will have to save the audio file. In order to do this, you must first close your recorded comment first by clicking on the "**x**".
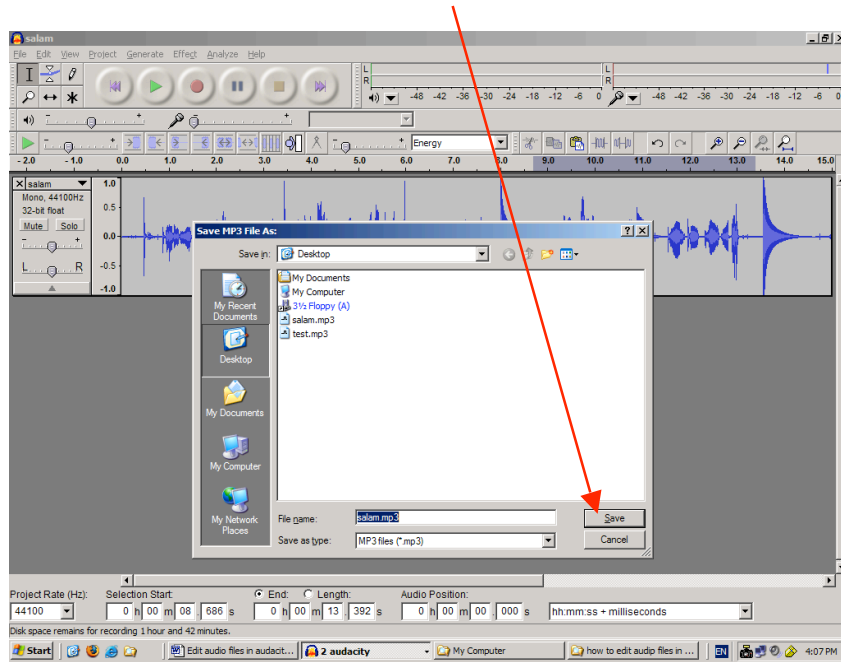
12. You are now left with the original audio track including your inserted audio comment.

Plucks   **Your audio comment**

13. Now go to **File --> Export As MP3…** in order to save your work.

14. Give your audio file a name and click on **Save**.

You are now done with inserting audio comments!

You can follow the same procedure to insert as many comments as you would like. This procedure allows you to insert audio comments at the beginning, end, or anywhere in between the original audio track.

Last modified September 18, 2006