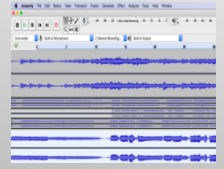




How to Edit and Mix Audio in Audacity



Step 1: Import the Backing Track and multiple Vocal Tracks

- **Option 1:** Click, drag and drop the MP3 files *or*
- **Option 2** for multiple MP3s: Select **File > Import >** and **Select Audio**

Step 2: Adjust Volume levels for playback to avoid distortion

- Hold **CTRL/CMD + A** to select all the audio files
- Select **Effect > Amplify >** and turn down volume e.g., by -20 decibels

Step 3: Align Vocals

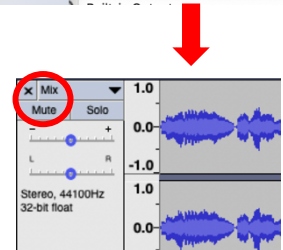
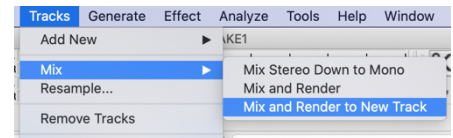
- Set the volume of your backing track
- Delete all unwanted silence at the beginning of each track
- Use your ear to align each vocal track, one at a time
- Click **Solo** on the backing track to hear just this track
- Select **Shift & Click on Solo** on the vocal track you wish to align
- Once aligned, get rid of the silence at the end of each track



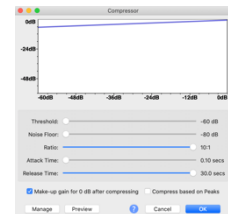
- Mute / Solo
- Volume / Gain
- Panning Slider

Step 4: Apply Processing FX

- **Panning:** Use the Slider
 - Set Sopranos to left / Altos centre / Bass to right etc
- **Reverb:** to add to Vocal tracks only
 - Select all the audio by holding and dragging the cursor across the vocal tracks
 - Click on **Tracks > Mix >** and **Mix and Render to New Track**
 - All your vocals are now in a **NEW** track which audacity will call **Mix**
 - Click on this new track: Select **Effect > Reverb > Manage >** and **Factory Presets**
 - Choose your preferred reverb e.g Church Hall, Medium Room
 - If you want to add more reverb, adjust **Wet Gain** – Click **Ok**



- **Compression:** enables a more fuller sound
 - Select the New Vocal Mix track and the Backing Track by holding and dragging the cursor across
 - Select **Tracks > Mix >** and **Mix and Render to New Track**
 - Your choir and accompaniment are now in another new **MIX** track
 - **CTRL/CMD + C** to copy this new **Mix** track
 - Create New Stereo Track: **Tracks > Add New >** and **Stereo Track**
 - **CTRL/CMD + V** to paste your new **Mix** track into this Stereo track
 - Click on **Effect > Compressor:** Threshold, Noise, Attack **Set low** and Ratio and Release **Set High**
 - **Mix and Render** both these tracks in the same way as before



Final Step

- Click on this final track - Select **Effect > Normalise > Amplitude** to -1.0dB
- Select **File > Export >** choose WAV or MP3, **Title** and **Save your Master Audio Track**

