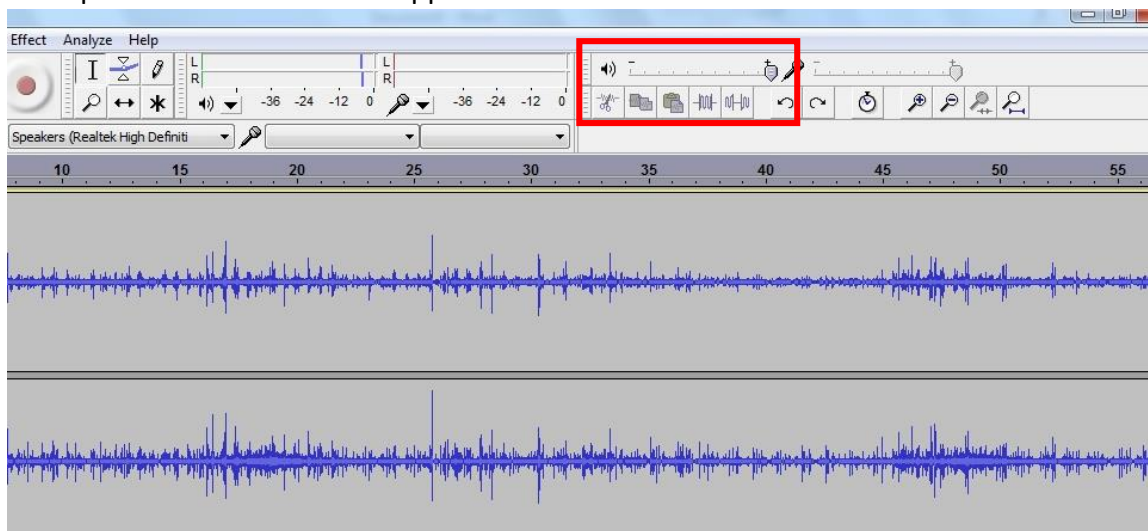


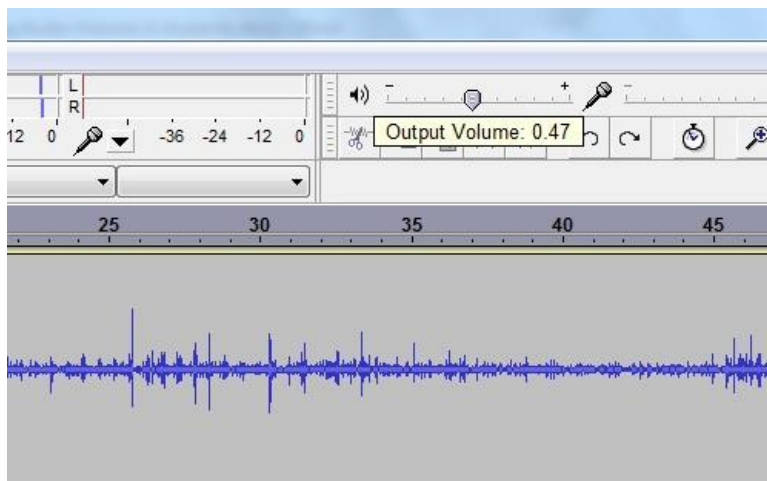
Controlling Audio Volume in Audacity

The purpose of this tutorial is to show you how to control the input and output volume of your audio tracks in Audacity. This enables a more customized and personal effect on your Audacity project.

1. Open the program Audacity. Open an existing Audacity project or create a new one by importing an audio clip from your computer's files.
2. Select the audio track you want to edit. To do this, click anywhere on your track box and it will be selected.
3. Navigate to the audio "input" and "output" channel. This is located in the upper right-hand portion of the screen. It appears like this:



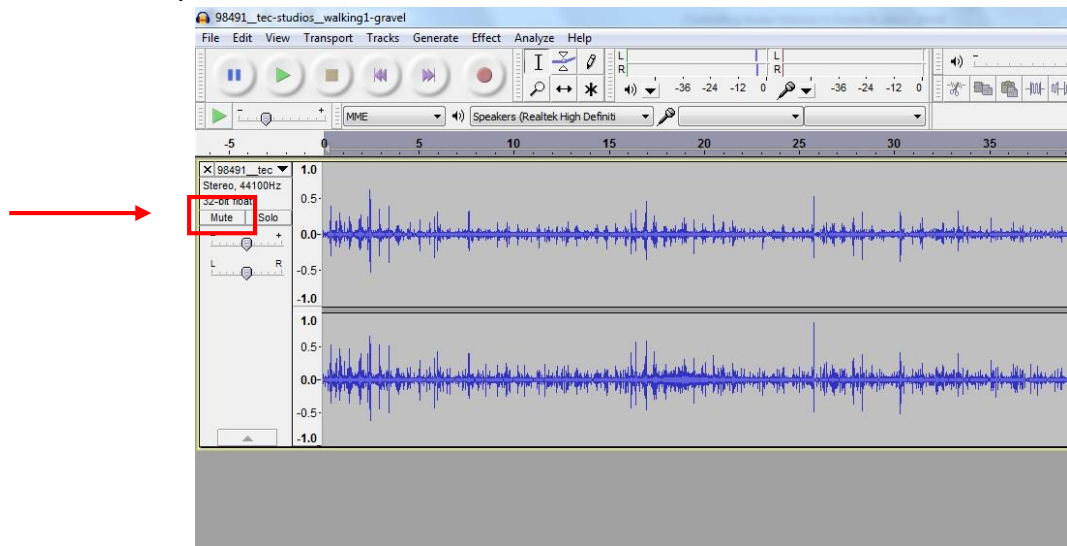
4. As you play through your track, you can move the slide indicator horizontally across the output channel to change the audio volume. The higher the slide indicator is, the higher the volume.



5. After you have changed your volume to however loud you want it, save your Audacity project.

How to Mute a Single Audio Track:

1. Open the program Audacity. Open an existing Audacity project or create a new one by importing an audio clip from your computer's files.
2. Select the audio track you want to edit. To do this, click anywhere on your track box and it will be selected.
3. On your individual track menu, select the "mute" option. This is what the mute button looks like in Audacity:



4. After you click "mute", the opacity of your audio track will decrease to show it has been successfully muted.

How to Mute All Audio Tracks:

1. Open the program Audacity. Open an existing Audacity project or create a new one by importing an audio clip from your computer's files.
2. Navigate to the upper row of tabs and select "Tracks". In the drop down menu that appears, select "Mute All Tracks". Now all of your tracks should be muted. An easier way to do this is to use keyboard commands. Hold CTRL and press "U".

