|   | Cruc                                 | Key Concepts  | Other Key Vocabulary                 |  |  |   |
|---|--------------------------------------|---|--------------------------------------|--|--|---|
| Who will listen?  | What do they                         |   | How will they feel when they listen? | How can you enhance the message?                 | Creating Media   | Media A way of communicating  |
| Is it for friends,<br>teachers, younger kids,<br>or adults?   | Fun sound effects or dramatic music? |   | What will make them feel this way?   | What can you do to make the message super clear? |  | between many people at once   |
| Searching a specific website for content: keep Searches simple, safe, and useful  |                                      | Audacity Guide  |                                      |  | Design and Development   | To make a sound the required size by cutting away or unwanted parts.                                  |
| Use key words Type in the most important words, not full sentences. Example: instead of "What is the biggest animal in the world?" type biggest animal.  Be safe online Don't click on strange links or pop-ups |                                      | All sound recordings are displayed in a visual way known as a waveform. This shows the length and change in volume of the audio track.  To delete the     X   Audio Track   1.0   |                                      | Computing Systems & Networks                     | Clip A small sound file (noun) OR The same meaning as 'Trim' (verb)  Sound effect A sound other than speech or |   |
| Check the first results carefully  The top result isn't always the best or most correct – it might be Al or   |                                      | Most buttons for audio devices or software follow a similar convention, so you should easily recognise what they are designed to do.  The main toolbar buttons in Audacity have six basic functions:  Audacity  File Edit View Transport Tracks Generate Effect Analyze Help  Pause Play Stop Skip to end  Skip to start Record |                                      |  |  | music made artificially for use a play, film, or other broadcas production.                           |
| Wikipedia.  Spot ads Sometimes the first links are ads. They might not have the answer you need.  |                                      |   |                                      |  | Impact of Technology   | Loop A repeating sound to allow continuous repetition.  |
| Double-check information Compare answers from more than one website. If they all agree, it's more likely true.  |                                      | To highlight and select the entire track click anywhere in the grey box at the left hand-side.  To highlight and select part of the track just click and drag over the required section of the waveform.  Change the State Dead of track name by click on the drop-down menu here  Track 1                                      |                                      |  | Safety and   | Mute To make something quiet or turn off the sound. For example if you press the mute button on       |
| Look for trusted sites Good sites often end with .org, .gov, .edu, or are well-known like BBC, National Geographic, or kids' learning sites.  |                                      |   |                                      |  | Security   | the TV or computer, you can't hear anything.  Unmute To turn the sound back on so you can hear again. |