

**To add background music to Audacity track:**

Step 1: Click File

Step 2: Click Import; click Audio.

Step 3: Locate background music; click Open.

Step 4: Click Ok.

If you did the above steps correctly, you will see your audio file downloading into your audacity track as a second track.

**To remove a track:**

Step 1: Click Tracks

Step 2: Click Remove Tracks