



Audacity Version 1.2.6

Recommended settings

If you have not already recorded the audio, record in mono so you don't have to convert it from stereo to mono later on.

If you are familiar with audio compression, please adhere to the following settings.

- **File size:** < 500k
- **Sample Rate:** 22k (22050 Hz) Mono
- **Sample Format (bit depth):** 16-bit

If you are not familiar with audio compression, the process below will achieve similar results.

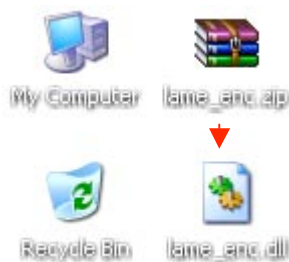
Before you begin

If this is the first time you have exported an MP3 from Audacity, you will need to download the MP3 encoder. Go to the following website and follow the instructions to download the lame_enc.dll file.

LAME encoder

<http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

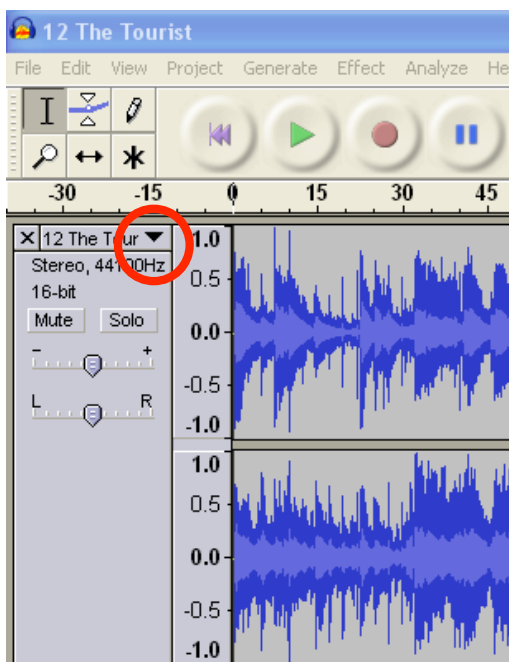
Download the zip file and extract lame_enc.dll to your desktop.



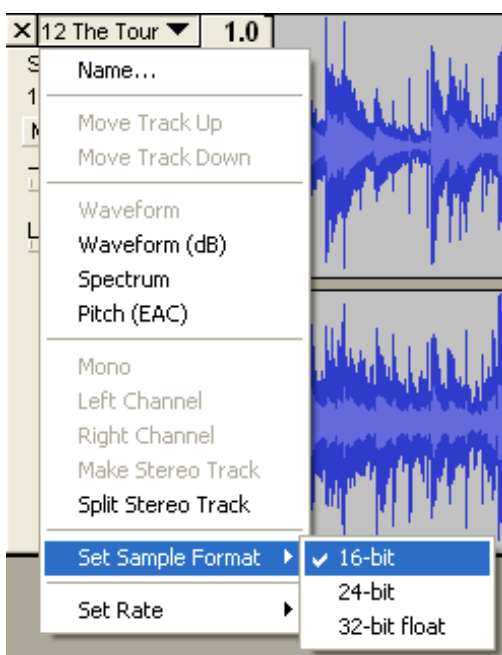


Compressing an audio file

1. Open Audacity.
2. Select **File > Open**.
3. Select the arrow icon.

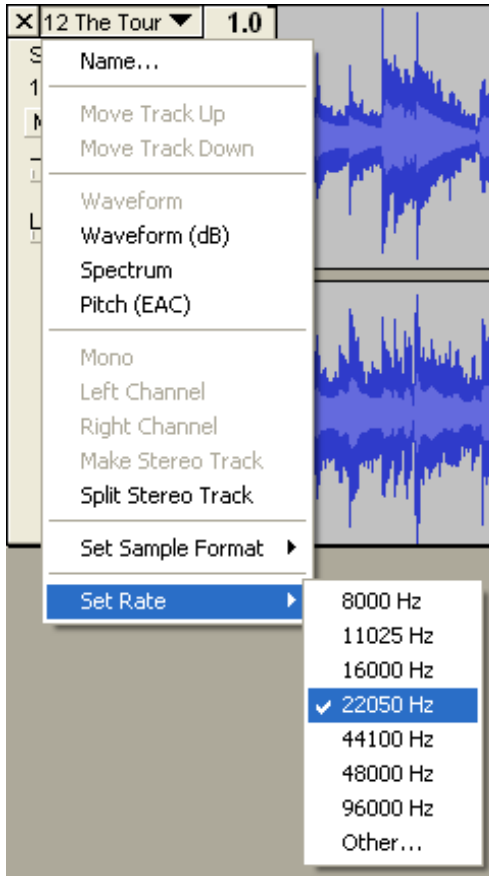


4. Then select **Set Sample Format > 16-bit**.

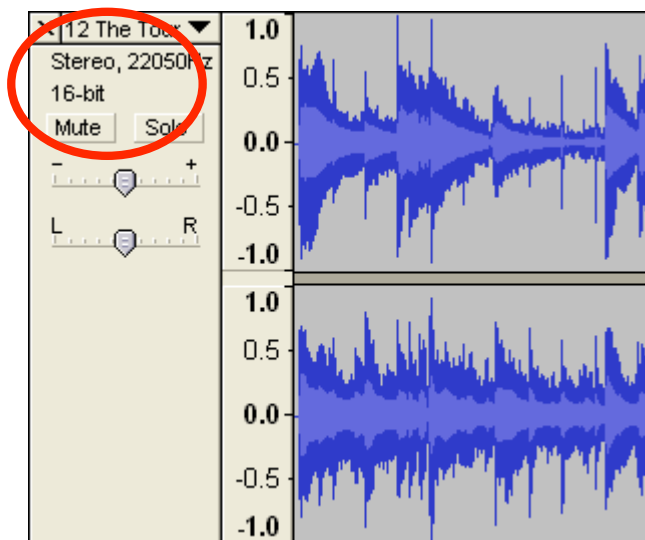




5. Select the arrow icon again, then select **Set Rate > 22050 Hz**.

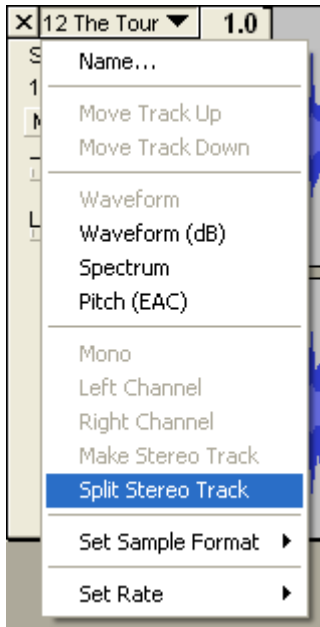


6. The image below shows that this audio track is in stereo format. If this is the case for the audio you imported, you can convert it to mono format.

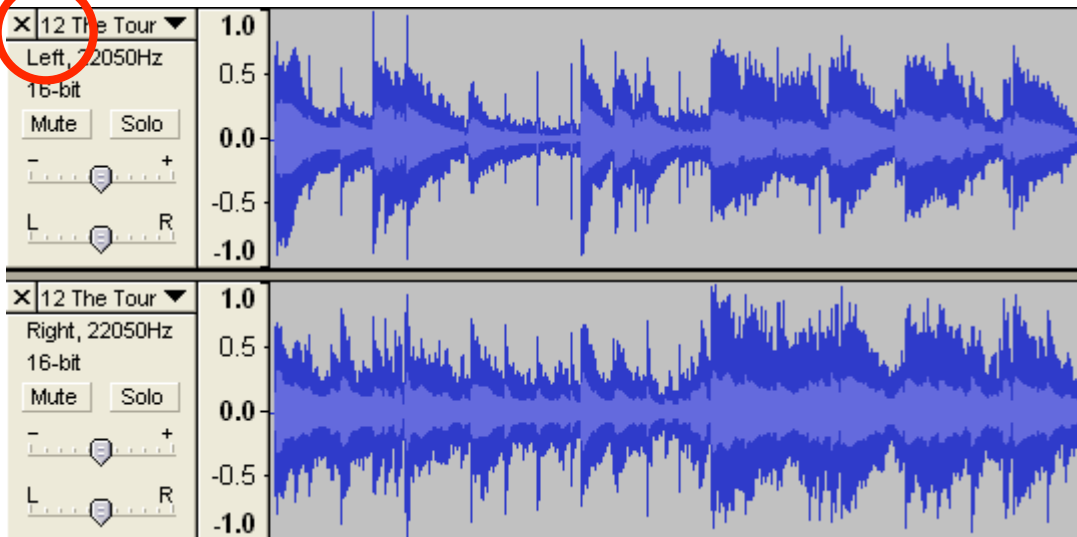




7. Select the down arrow, and then select **Split Stereo Track**.

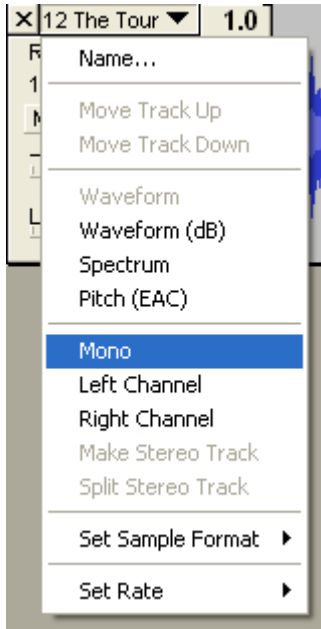


8. The audio will now be split into rows, as shown below. Remove the top row (audio/left track) by selecting the x icon at the top left of one of the rows.

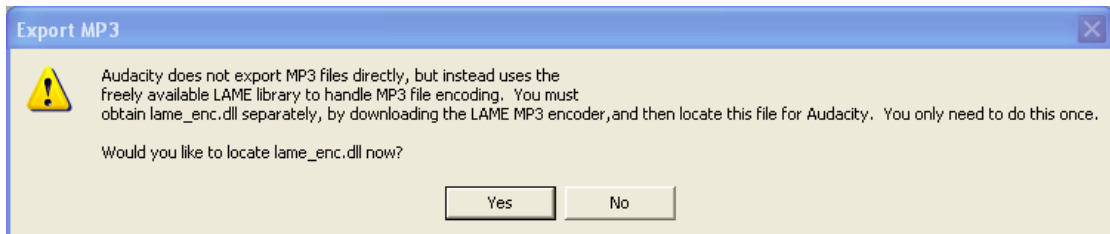




9. Then select the down arrow and select **Mono** to convert the remaining track to mono.



10. To export and compress the audio file further, select **File > Export as MP3**. If this is the first time you have used Audacity, it may ask you to locate the lame_enc.dll file you downloaded earlier.



11. Select **Yes** and locate lame_enc.dll, which should be on your desktop.
12. Select a location to save your audio file, then select **Save**.



13. You will then be asked to enter information called ID3 tags. This information is commonly displayed in iTunes and other media players. Select the **ID3v1 (more compatible)** and then enter the relevant information about the MP3, then select **OK**.

The dialog box is titled "Edit the ID3 tags for the MP3 file" and contains the following fields and options:

- Format:** A group box containing two radio buttons: ID3v1 (more compatible) and ID3v2 (more flexible).
- Title:** A text input field.
- Artist:** A text input field.
- Album:** A text input field.
- Track Number:** A small text input field.
- Year:** A small text input field.
- Genre:** A dropdown menu with "Blues" selected.
- Comments:** A text input field.
- Buttons:** "Cancel" and "OK" buttons at the bottom.

14. It will then begin exporting the file.

The dialog box is titled "Export" and displays the following information:

- Text: "Exporting the entire project as an mp3"
- A progress bar with a small blue segment on the left.
- Text: "Remaining time : 0:02:43"
- A "Cancel" button at the bottom right.