Using Audacity

Step 1: Download Audacity, a cross-platform free sound editor, from http://audacity.sourceforge.net/.

Step 2: Download the LAME 3.96.1 MP3 encoder at
http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3.

**Directions for installing and accessing the LAME library:**

- Download the archive file from the site above, and open it in a utility like winzip, 7-zip, or some versions of Windows Explorer
- Take the lameenc.dll file and extract (uncompress) it to a directory on your hard drive. The directory where you installed Audacity would be a good idea. This is probably C:\Program Files\Audacity or similar.
- Open Audacity and go to Edit > Preferences.
    - Go to the 'File Formats' tab.
    - In the bottom of the window there is a section tabled 'MP3 Export Setup'.
    - Click on the link tabled 'Find Library'
    - This will ask you if you want to locate the lame encoder. Click 'yes'.
    - In the dialogue box, go to the folder where you put the lame-enc.dll file earlier, and select it.
    - Click OK.
- You should now be able to export files to the mp3 format.
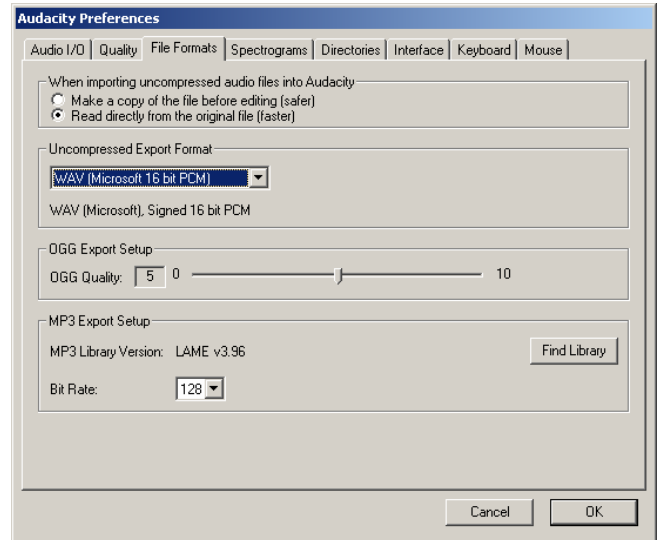
Step 3: Setting Preferences
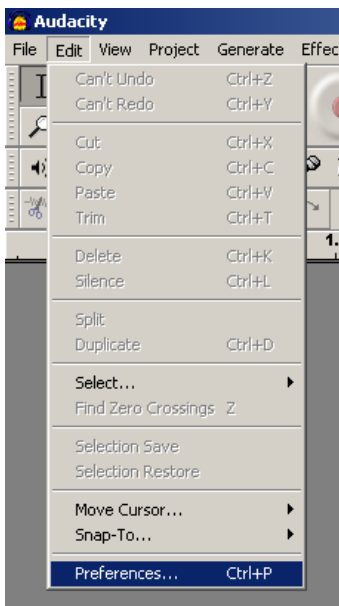
1. Go to Edit > Preferences.
2. On the **Audio I/O** tab, select 2 (Stereo) Channels.
3. On the **Quality** tab, use 44100Hz as the default sample rate.
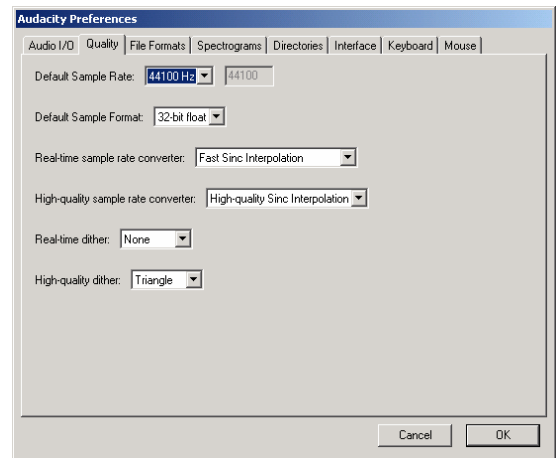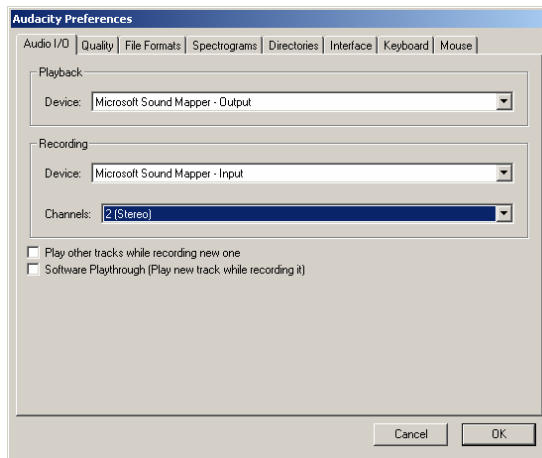
Step 4: Learning how to use Audacity

Visit any one of the following sites to learn how to import, record, and edit audio files.

http://www.edhsonline.org/other/audacity/
http://comped.brown.edu/handouts/index.php/Audacity
http://academictech.doit.wisc.edu/orfi/avs/Modules/audacity.htm
http://www.tsof.edu.au/resources/Sound/Support/tutorials.asp
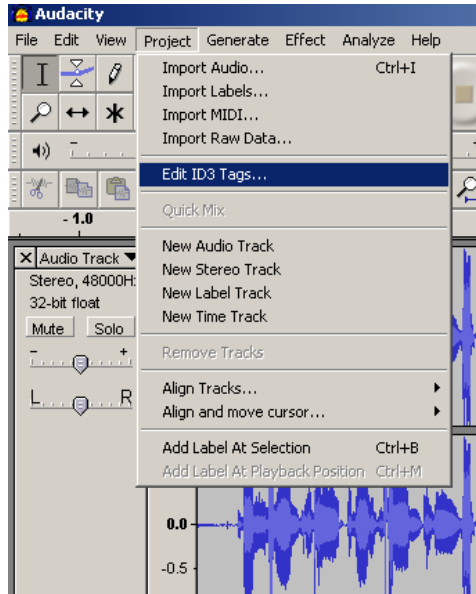http://www.how-to-podcast-tutorial.com/17-audacity-tutorial.htm

Step 5: Setting up your audio file for MP3 exporting

1. Go to Project > Edit ID3 Tags . . .
2. Fill out the Edit ID3 Tags (for MP3 exporting) information. Be sure to have ID3v2 selected.
3. Go to File > Export as MP3