

## Using Audacity to Create an MP3 Audio File

- 1. Connect the microphone **before** opening audacity.
- 2. Open Audacity Go to Start All Programs Audacity.
- 3. Check to make sure the correct microphone is chosen



Microphone (Sound Max Integrated)

- 4. Click on the red Record Button
- 5. Record your voice
- 6. Click on the tan square stop button.

Exporting your recording as an MP3 Audio File

- 1. Go to File
- 2. Click "Export "



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3. Choose from the lower drop down box: MP3

- 4. Make sure your name is in the top window.
- 5. Fill in the name of your file in "File Name"
- 6. Click "Save"