



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

Leave at Microsoft Sound Mapper

This should be 1(Mono) Input



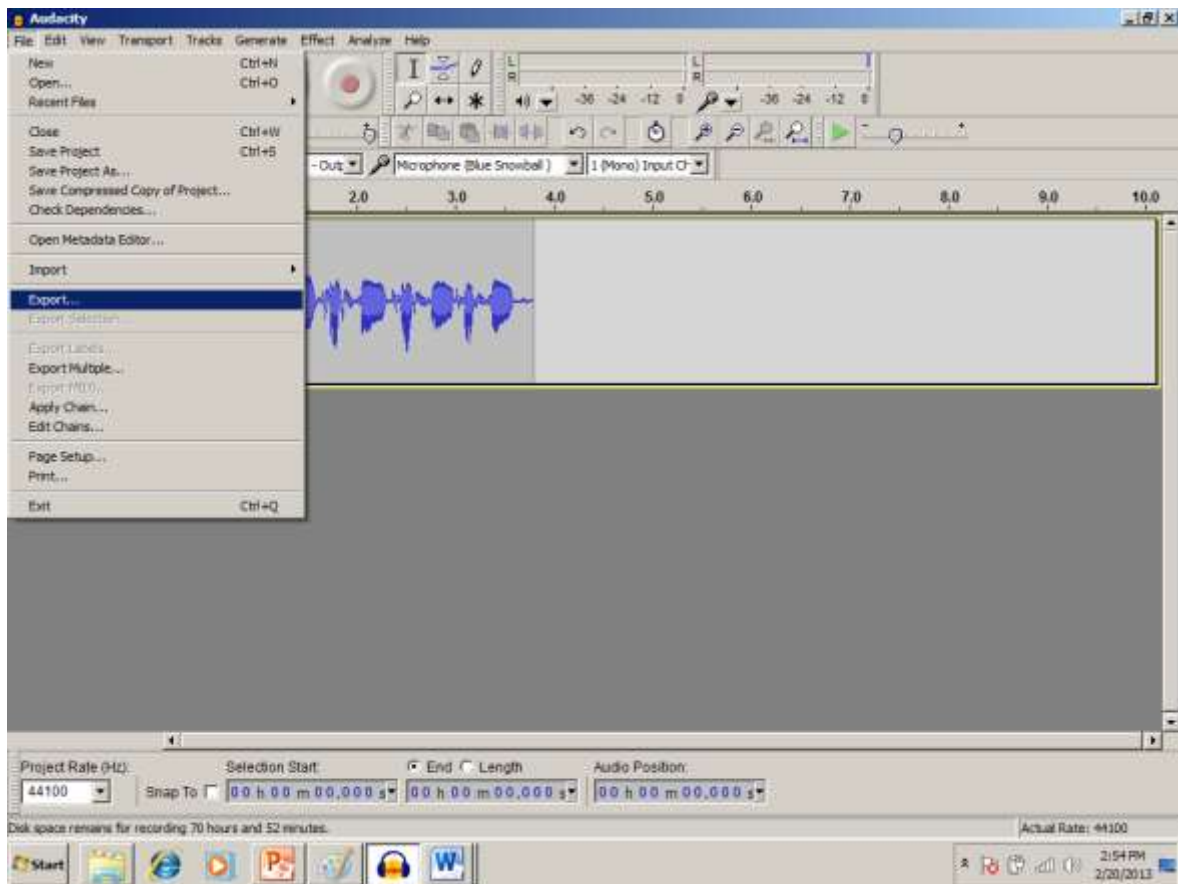
The appropriate microphone must be selected. Use the list below:

- White Snowball Mic – Blue Snowball
- Silver Mic - Samson
- Thin black with silver base Mic – USB Audio
- Headset with Mic – Microsoft Sound Mapper OR
Microphone (Sound Max Integrated)

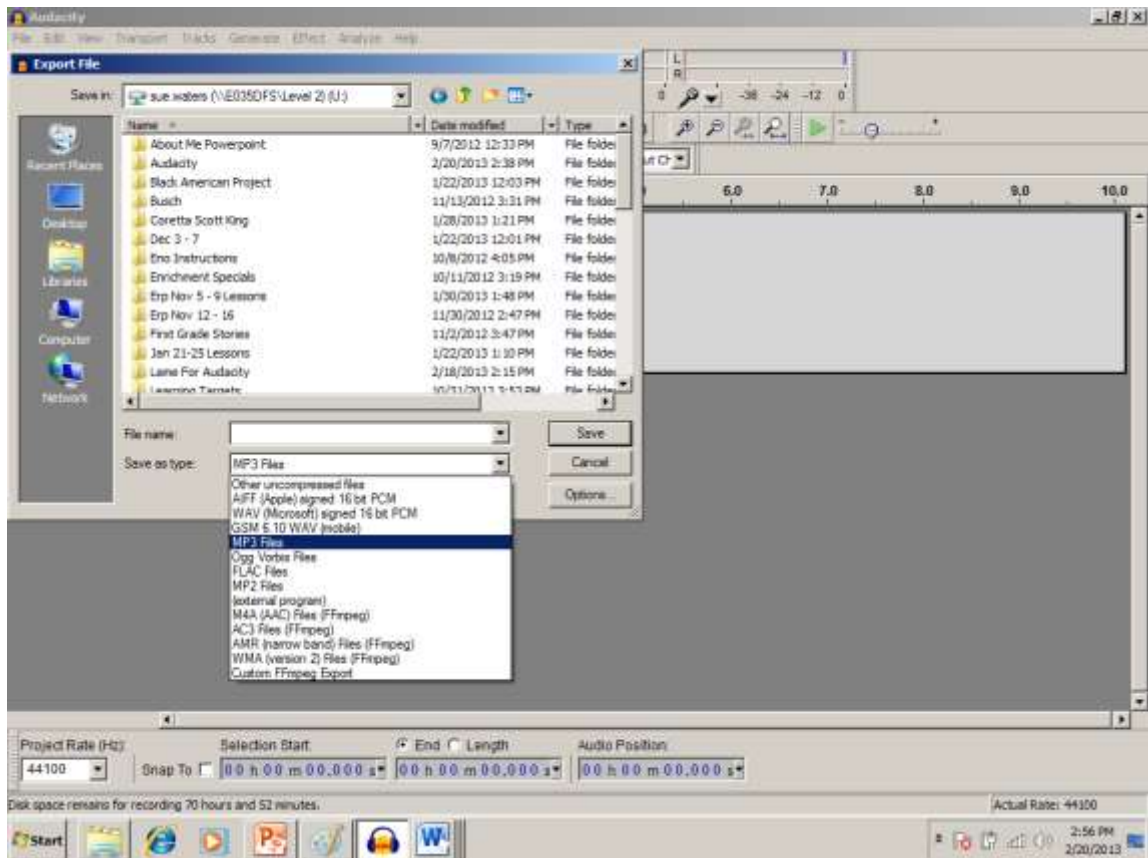
4. Click on the red Record Button
5. Record your voice
6. Click on the tan square stop button.

Exporting your recording as an MP3 Audio File

1. Go to File
2. Click "Export "



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"