

Using Audacity 1.2.6 on a PC

Using Audacity:

Download and Install:

- ◆ Use this link <http://audacity.sourceforge.net/>
- ◆ Choose Audacity 1.2.6 version
- ◆ Click on the download link
- ◆ Follow instructions
- ◆ Save the file to a location on your computer
- ◆ Run the downloaded file
- ◆ Download LAME mp3 encoder from http://sourceforge.net/project/showfiles.php?group_id=290&package_id=309
- ◆ Extract the file

Breaking a large file into smaller files:

- ◆ OPEN your interview file
- ◆ Choose SELECTION tool and drag on the audio track to mark a section
- ◆ Go to EDIT menu
- ◆ Choose CUT/COPY
- ◆ Open a new empty file
- ◆ PASTE the section

Deleting sections:

- ◆ Use SELECTION tool and drag on a section you want to delete
- ◆ Press DELETE button on your Keyboard

Saving files:

- ◆ Use EXPORT option to save files in .mp3 or .wav format

Locate LAME encoder on computer:

- ◆ For the first time alone you will need to find the LAME file on your computer
- ◆ After choosing EXPORT AS .MP3 the program will ask you to find the encoder
- ◆ Choose OK
- ◆ Find the file and double click on it
- ◆ Then another window will open with option for TITLE, ARTIST etc
- ◆ Name the file and click OK

