

D1.5b Creating an MP3 access copy of audio files using Audacity 2.0

1. Confirm that standard settings are as required
2. Open the access master version (.wav) of the audio file
3. Select File\Export
4. Choose a destination folder for the MP3 file
5. Select "Save a type" =MP3
6. Name the file in accordance with established criteria for the project
7. Open "Options" and confirm:
 - Bit Rate Mode: Constant
 - Quality: 256 Kbps
 - Channel mode: Joint Stereo
8. Save file to destination folder
9. When "Edit Metadata" box appears
 - Confirm that any information that appears (inherited from the access master or standard inputs from saved template) is correct
 - Add any other information that is required (from media tracking spreadsheet or other relevant source)
10. Press "OK"
- 11 Change sample rate to 44100
12. After the file is created and completed you will be asked if you want to save the open file. Do not save the file unless you want to create an Audacity project.