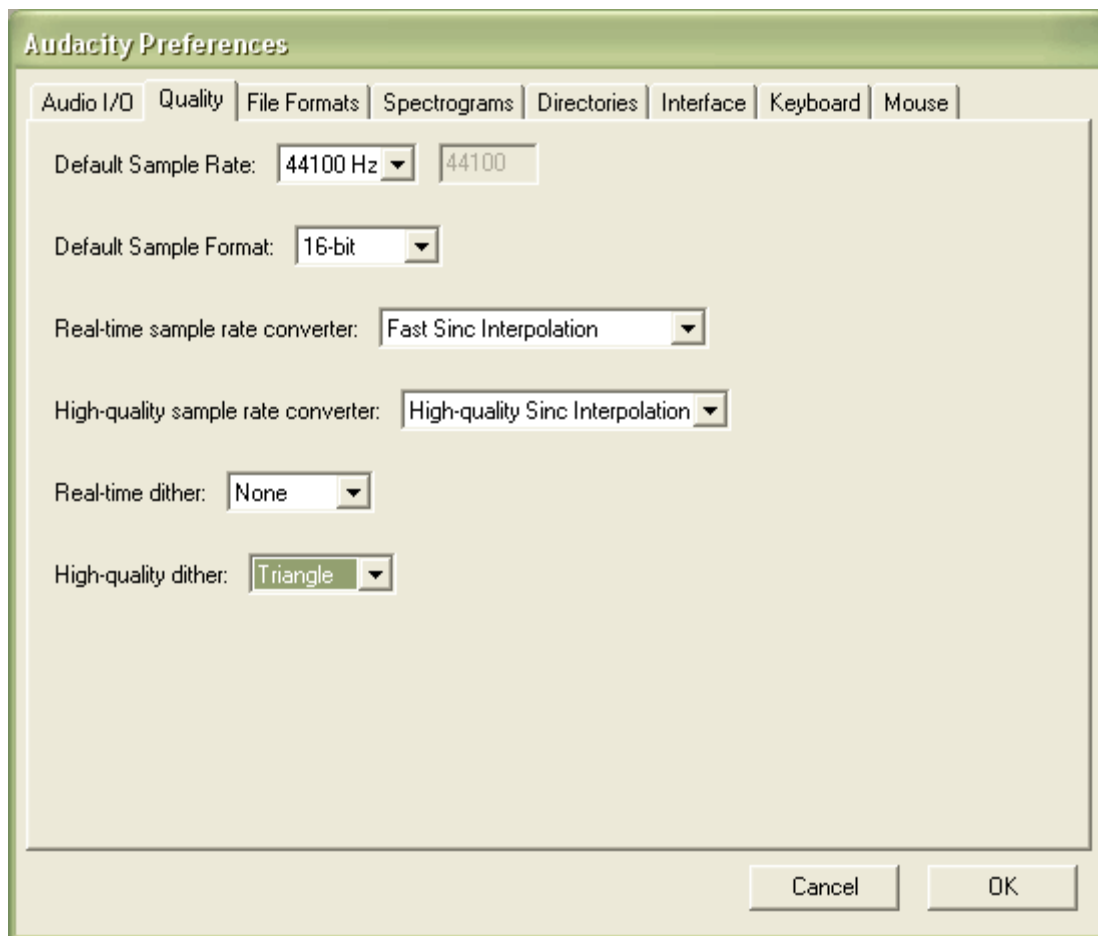


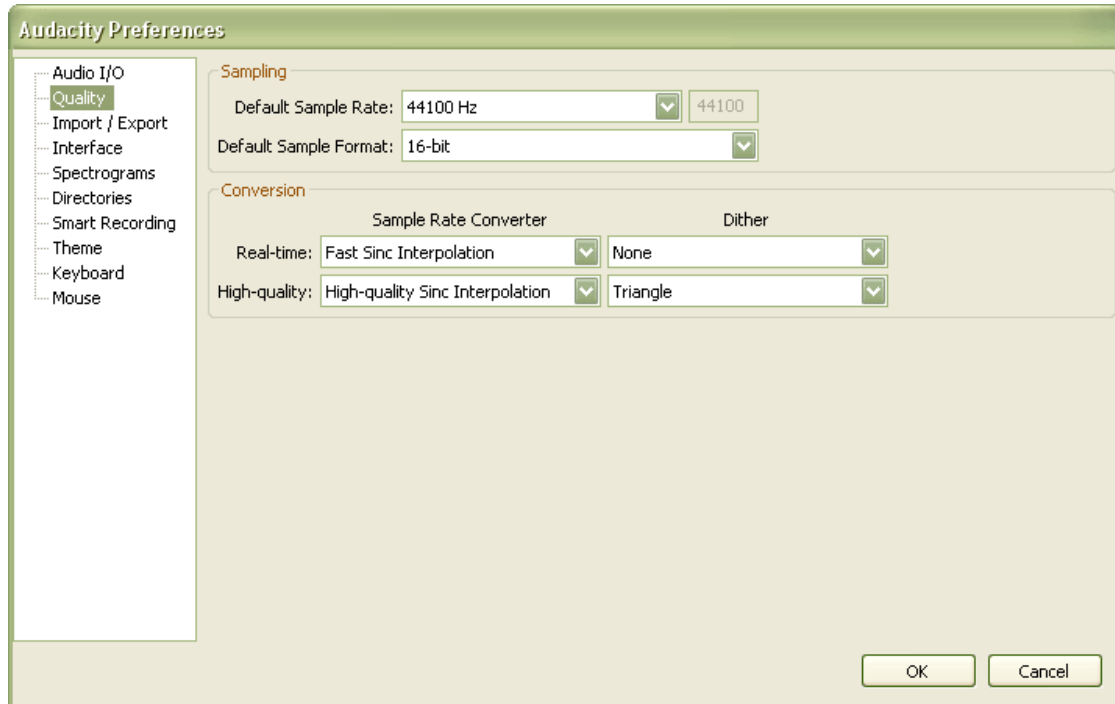
Audacity: File Tips for Format & Quality

Please review these steps so that your audio files are formatted *properly*.

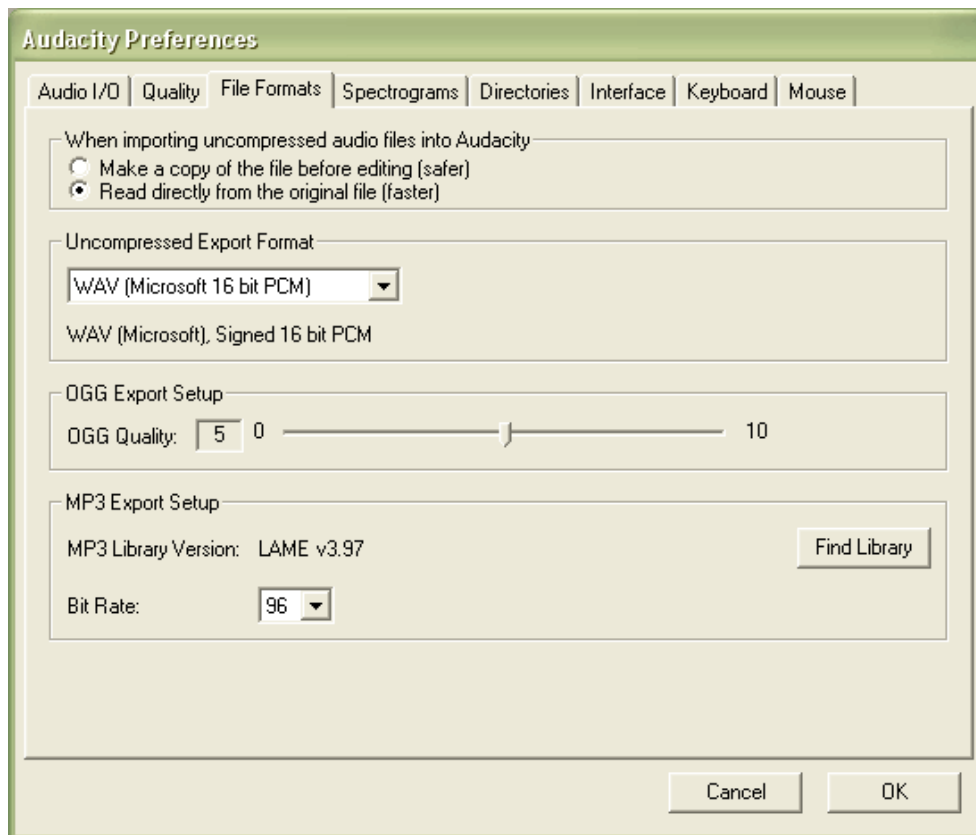
1. Convert the file to **WAV** (.wav) using **Switch**. **Switch** is a free program; you can download it here: <http://www.nch.com.au/switch/>
2. In **Audacity**, BEFORE you open the WAV file, check and SET the **Preferences**.
3. Make the QUALITY settings match these:



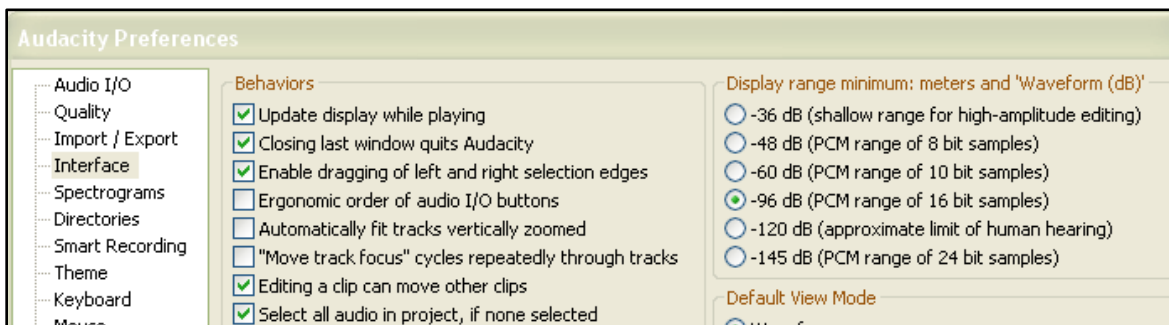
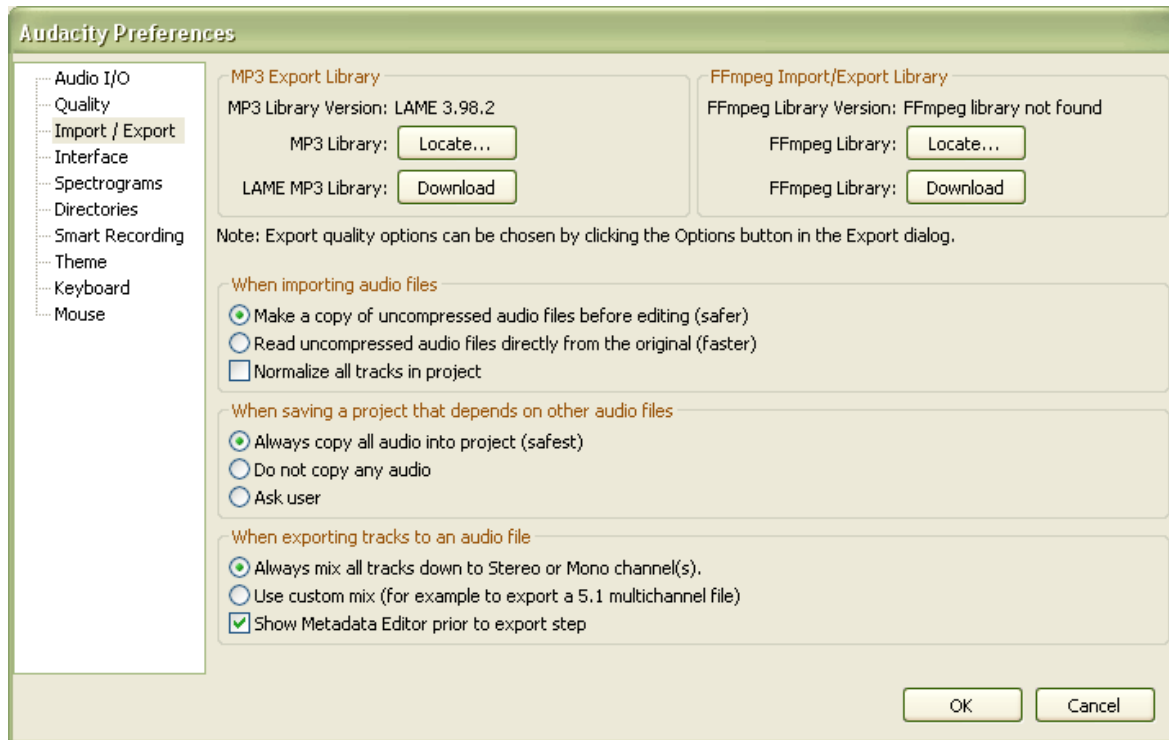
These are the *same* QUALITY settings in another version of Audacity:



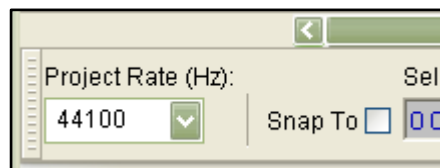
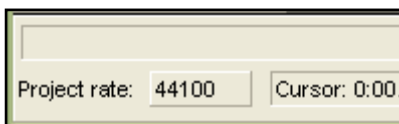
4. Check the MP3 export BIT RATE (under FILE FORMATS):



Your version may look like this:



5. Finally, and VERY IMPORTANT, check the **Project Rate** at the bottom left corner of the Audacity window! It should read "44100." To change it, click it (a menu will open).



6. Now, and *only now*, can you **open** the WAV file in Audacity.

Your finished **MP3** output file needs to be 44.1 KHz, 16-bit, mono.