

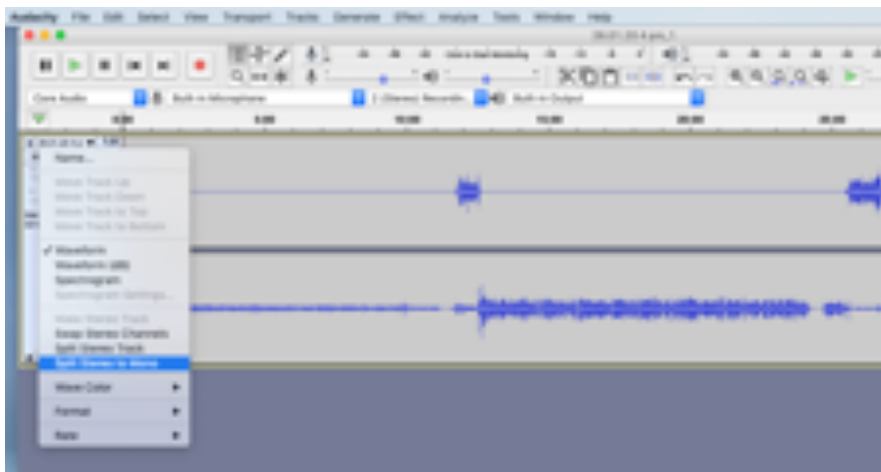
## IMPORT AND EXPORT IN AUDACITY

[This is the procedure when you want to create an mp3 from one mic]

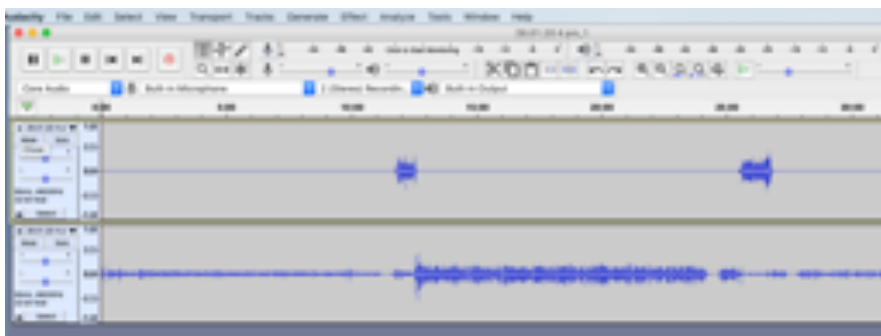
1. Go to File > Import Audio (make sure the 'file type' in the box that pops up says 'all files')



2. The track will import. Sometimes, more than one audio file is imported. If this happens, you can delete the other tracks. If there are two 'tracks' together, you will need to split them first... To do this, click the little downwards arrow next to the name of the track (as shown below) and then click on 'split stereo to mono'.



3. This means the sound will come out of the 'left' and 'right' and will divide into 2 separate tracks. This means you can now delete one and keep the other...



3. In the picture above you can see there are two separate 'tracks'. The one track (the bottom one) is the one with the talk on as it's the one with the 'waveform' (the blue bits all the way along from left to right). So keep this one and delete the top one by clicking on the 'x' in the top left corner of the top track. Delete any track that isn't the main track.

