



AUDACITY

SAVING A PROJECT & MP3

Always save your file as a project!!

- This will be an AUP file as well as a data file folder (keep these together!)
- Make sure you choose your saving spot - and **REMEMBER** the location!
 - Google drive
 - Z: drive
- Saving the project keeps your tracks separated for editing if need!

SAVING AS A MP3

Files need to be **EXPORTED** to an **MP3** file to share!

- When your project is completed follow the steps below on the Audacity menu"
 - File
 - Export Audio
 - Make sure you have a **UNIQUE** Name for your file. (try to keep it the same as the project)
 - Select **MP3** file format - under the file name
 - Choose your saving location
 - Google Drive
 - Your Z: drive (You Name in This PC)
 - Select **SAVE**
 - Say OK to next dialog box (saving as a single track)
 - Fill in your name and year in the Edit Metadata box
 - Hit **SAVE**

**ATTACH YOUR COMPLETED MP3 AS A FILE IN
EDMODO!**