

Instructions for Audacity 2.1.0

Download Audacity 2.1.0 from www.audacityteam.org

Follow These steps once the program is downloaded.

1. Click "Record" (red button in upper left portion of program)
2. Click "Stop" when done recording (brown square to the right of red record button)
3. Click "File" (upper most left corner of program) then select the option "Export Audio"
4. Set file name to "001.001" (if recording multiple messages use 002.002, 003.003, etc.)
5. Save type as "Other Uncompressed Files"
6. Click "Options"
7. Set "Header" to WAV (Microsoft)
8. Set "Encoding" to "Unsigned 8 Bit PCM"
9. Click "OK"
10. Click "Save"
11. Click "Yes"
12. Click "OK"