

12. How to export an MP3 file using Audacity

At the end of this lesson, you will be able to execute the procedure for 'exporting' an audio file using Audacity by selecting the 'Export as MP3' option and saving it to a specific folder.

Requirements:

It is necessary to have imported an audio files into Audacity. Recall Audacity Lesson 7.

Step One.

Open the Audacity Podcast file you created in the practice exercise in lesson eleven that has been edited and is ready to be exported. If you did not create the Podcast then open any previous Audacity file you edited in previous lessons.

Tip:

Save your project as an Audacity project file before exporting as exporting compresses all your tracks into a single file. (**File > Save Project ...**).

Step Two.

Select **File > Export As MP3** from the menu to export your Audacity project.

Note: Exporting compresses all your tracks into a single file for playback on a computer or mobile music player. It will be flattened into a single track.

Step Three:

Select the folder location and give it a file name.

"**Edit Metadata**" dialog box will open. This dialog box allows you to add tags to your exported audio file. Many audio players can read these tags, which display information such as artist or genre for each song. Fill in the box as required. See figure 12.1.

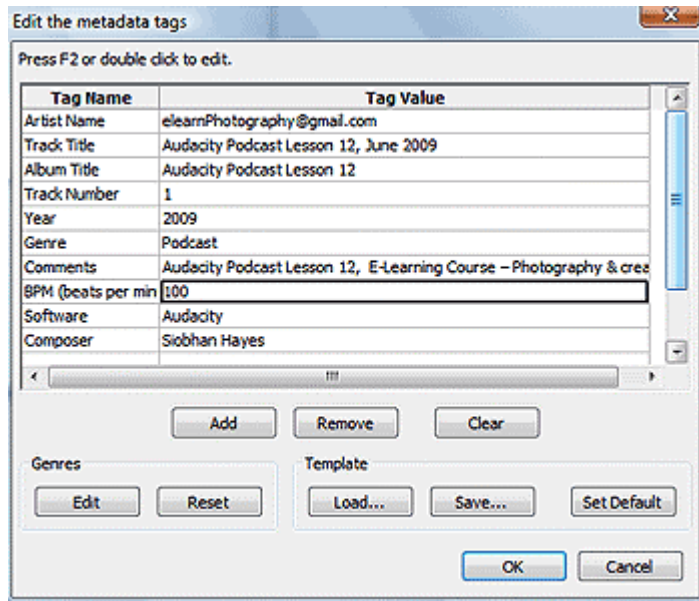


Figure 12.1 Metadata dialog box.

Tip:

You can edit the Metadata at any time. Select **File > Open Metadata Editor**.

Step Four:

Click **Save** to begin exporting the file. A progress dialogue box will appear; once the export process is complete, the MP3 file will be ready to use.

Step Five.

When complete, locate the file and double click on it to hear it in Windows Media Player. Well done, you have created your first Podcast.