

# NEW (RECORDING WITH) AUDACITY GUIDE<sup>07</sup>

1, After recording your show in Audacity go to “File” and then go down to “Export As MP3”:



2, In the next menu be sure to save in the “Podcast Folder” on the main page of the network.



3, Save the file as this format: (MM-DD-YYpd#) Example: 11-06-06pd1



4, Then Press “Save”

5, Then fill out this form (NOTE: Make sure that you fill this out correctly and completely because this information will no longer be edited.)

Example:

**Title: Leave This Blank**

**Artist: Show Name and the Date**

**Album: Leave This Blank**

**Track # & Year: Leave This Blank**

**Genre: This does not matter, pick whatever topic that you want:**

**Comments: The Show Name & The Date then the word “with” and then everyone’s names**

*Example: Morning Madness with Dan Broughton and Megan Dalaya*



6, Then Press “OK”