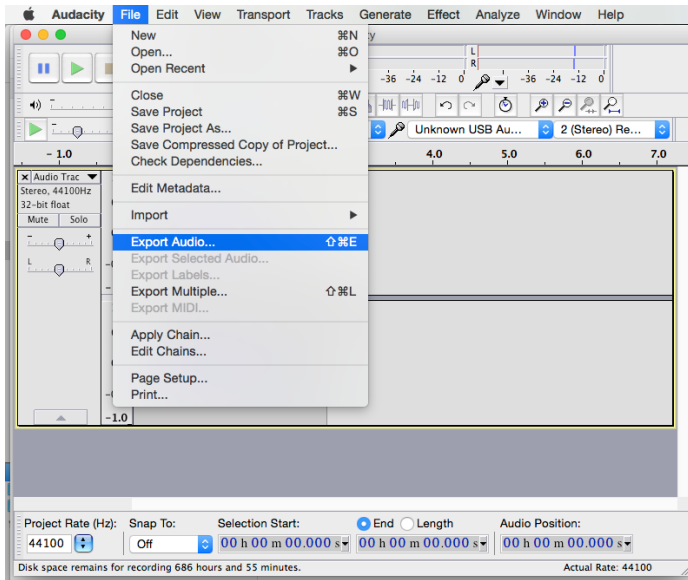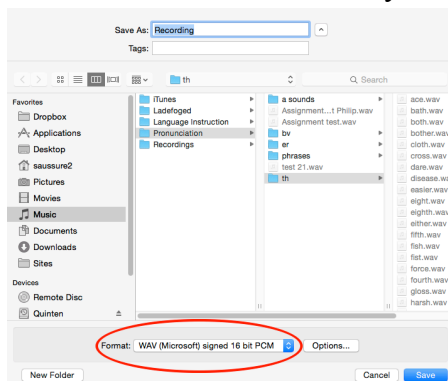# Saving a sound file in Audacity

When saving a sound file in Audacity, you should not use "Save". Use **"Export Audio…"** instead.

1. From the Audacity "File" menu choose "Export Audio…"

2. Choose the correct save location. *Don't save the sound in the Audacity folder.*
   Give the file a name. Include your student number. Check that the Format is "WAV".

3. Enter your name as the "Artist Name". Click "OK".