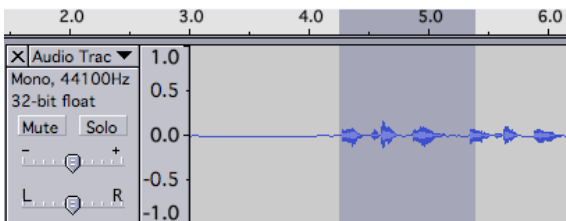


Creating an MP3 file in Audacity Step by Step

1. Download both **Audacity** and the **Lame** MP3 encoder
2. In Audacity, go into **Edit - Preferences** and link to the downloaded Lame program in the File Formats tab



3. To begin recording, click on the red **record button**. **Pause** will allow you to stop recording, while **Stop** signals that you are completely finished recording in that track.
4. To listen to your recording, click on the **purple** “go to beginning” button or put the selection tool in the area you want to hear and click play.
5. You can make adjustments to either the input or output volume if you feel the recording is too soft or loud.
6. To delete a track altogether, simply “x” it out in the upper left of the track box
7. To delete a portion of the recording, **highlight** the section you want to delete and hit **delete** on your keyboard.



8. If you need to insert audio, record the piece you want to insert. Once you've finished recording, highlight the new segment and **copy**. Put the selection tool at the point where you want to insert and **paste**.
9. Once you've finished recording, go to **File - Export as MP3** and Save

Questions? We'll try to help!
Diane Arnold at ArnoldD@chc.edu
Lianne Hartman at LHartman@mc3.edu

Slidecasting in Slideshare.net Step by Step

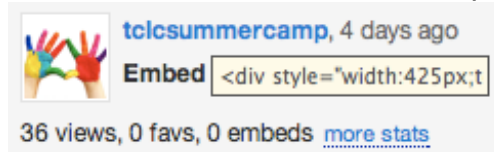
1. Login to **Slideshare.net** and Upload your slides.
2. Go into My Slidespace and click **Edit** underneath the slides
3. Upload your **MP3** file
4. Once your MP3 file is uploaded, you'll be able to synchronize the audio with the slides. Take advantage of the “**Divide audio equally**” button to start.



5. Listen to the audio file - the **red bar** is the position of the audio that you're hearing. Move the **blue bar** to the place in the audio that you want to transition to the second slide.
6. An important step in this process is to **click on the slide that you are working on** above the audio stream. You will only be able to move the blue lines for the slide you have selected above.
7. As you progress along your tutorial, pull the **Drag Window** along the **Audio Selector** underneath the audio track.



8. Once you've finished, Preview and Save and Publish
9. To share your Slidecast, you can simply give the **url** to your slidecast and users can watch it on the Slideshare website. You can also copy and paste the code to **embed** the slidecast on your library website or Blackboard course page.



Have fun slip and slidecasting!