1. Record using Audacity
2. Save audio file as a project for your records
   1. File > Save Project As…
   2. Click OK on the message that pops up (if there is one).
   3. Rename and save your project. (Two items will be created: the project file (.aup) and its corresponding folder (\_data). You will need both to be able to go back to the project to work on it.)
3. Install [LAME](https://lame.buanzo.org/) for Audacity on your computer (which will allow you to export MP3 files with Audacity)
   1. There are different downloads for Windows and Mac, as well as different download packages. You may want to choose the recommended package.
4. To export MP3:
   1. Go back into Audacity; click File > Export > Export as MP3
   2. Name your audio file and save it.
   3. The next screen is to Edit Metadata Tags, which you do not need to fill in; just click OK.
   4. Wait for your file to export. Only one playable audio file (.MP3) will be created.