Audacity Cheat Sheet:

A: First, ensure Audactity settings are correct:
- The high quality stereo WAV file you originally edit will later need to become a lower quality Mono file. To do this, make sure you've first set your Audacity project properties to Default Sample Rate to 8000 Hz in two places:
  a. Quality Tab: Edit > Preferences > Quality > 8000 Hz
  b. Project rate: Manually fill in box in bottom left of page to 8000 Hz

B: Edit your audio file:
- Note: Always remember to open the file you wish to work on, from Audactity. Thus double click or open Audactity > File > Open. (Do not drag files into Audactity.)
- Edit the file, trim ends and make sure the volume levels are correct, i.e. Mainly between +0.5 and -0.5.
- If the file is too soft: Effect > amplify. It will give you the recommended dB. If you do not listen to this recommended dB, you will need to select Allow clipping (but beware of distortion.)

B: Convert file:
- Copy the high res file you've finished working with to get an audible/intelligible audio, but of a lower quality.
  a. Select all (Control A)
  b. Copy the file (Control C)
  c. Open a new file in Audacity (File > New) or (Control N)
  d. Paste the finished file into the new Audacity space. (Control V)
- Convert stereo to mono:
  a. Split stereo track, by using the black arrow drop down menu in track menu to the left of your audio and select Split stereo track
  b. Delete right track, by closing the right track (X)
  c. Convert the left track to Mono by using the black arrow drop down menu in track menu to the left of your audio and select Mono
- Export to Wav:
  a. File > Export
  b. File name: Give a clear name; such as Date_Person_Show_Final
  c. Save the file as type: WAV(Microsoft) signed 16 bit PCM

C: Upload file:
- Open the Freedom Fone GUI and upload your new file where relevant. For instance: Voice Menus > Create new. OR Menu Options > Create new. Or Leave-a-Message > IVR.
- To do this over the network from your own computer – Go to 192.168.1.57 in Firefox, and you'll see Fred pop up. You can then browse to your own Desktop / My Computer to upload files.