

GET THE TOOLS

Audacity

Free sound editing for PC/Mac/Linux/Unix

1. Visit <http://audacity.sourceforge.net>.
2. In the yellow box, click on **Download Audacity** for the newest (non-Beta) version for your computer.
3. Make sure your computer meets the **System Requirements**. Unless your computer is really, really old, you should be ok.
4. Follow the instructions for **Recommended Download** (and **Installation Instructions**, if available). Install Audacity, but don't open it yet.
5. Under **Optional Downloads**, click on **LAME MP3 Encoder**. Follow the instructions. After downloading this file, but before opening Audacity, we recommend moving (clicking and dragging) the LAME file to the same folder as your Audacity file – usually Program Files (PC) or Applications (Mac).
6. Open Audacity and enjoy!
7. The first time you try to **Export as MP3**, Audacity will ask you where the LAME file is located (lame_enc.dll, libmp3lame.dylib, or LameLib). If you followed our advice, it should be located in the same place as your Audacity file – easy to find!

GarageBand

Free (advanced) sound editing for Mac

1. GarageBand comes free with all recent Mac computers. It is located in your **Applications folder** (Macintosh HD > Applications).
2. Open GarageBand and enjoy!

Microsoft Excel & PowerPoint

Spreadsheet/presentation programs for PC/Mac

- Microsoft Excel and PowerPoint are part of Microsoft Office. You can purchase the PC version or the Mac version.
- Similar programs (such as OpenOffice and NeoOffice) are available online for free, but they sometimes have bugs.

Lantiv School Timetabler

Free class scheduling database for PC

1. Visit <http://www.lantiv.com/>.
2. In the left menu, click on **Download – FREE!**
3. Under the newest Version listed, click on **Download Now!** Be sure to read the Note under the link (if there is one and if it applies to you).

This Presentation

This presentation will be made available online at <http://www.shizajet.com> for viewing, downloading and printing.