**1. Step 1: Change original file for elicitation to mono, left track**

On the left box of the two channels, where it says Stereo, 48000 Hz, etc.

1. Go to the pulldown arrow next to the file name in this box.

2. Select Split Stereo track

3. For the left channel (the one above) select "solo"

4. Then on the same pulldown, select Mono

5. At the right most edge next to the lower, right track, hit the X in the corner and the track disappears.

6. File: Export audio

it will generate the left channel as a mono single channel

2. Step 2: Segmenting the mono file.

 Use Analyze Find silence

 Set to

 Treat audio below this level as silence 26 dB

 Minimum duration of silence 0.40

 Label placement [beforesilence ends 0.35

3. Step 3: Export multiple

Export multiple files. You will have to use

 Export multiple

 Using label/track name

4. Once you export you will need to rename using Block Rename Utility.

 First, create the spread sheet as seen in example

 The final column in the example spreadsheet represents the txt file input to Block Renamer

 old filename|new filename

5. Now open Block Rename Utility

**To use this facility, create a text file in for the correct format, for example:**

**Track001.mp3|Headlong.mp3**

**Track002.mp3|Rushes.mp3**

**TRACK003.mp3|AnywhereIs.mp3**

**As you see, there is one entry per line.**

**Next, click the Import option on the File menu and load your file. If the file is valid then you will see the "new name" column reflecting the contents of the text file.**

**When comparing the current filename with the text file the application ignores the *case* of the filename, e.g. it will happily match Track001.mp3 and TRACK001.mp3. This makes it easy to rename the files.**