For High-Quality Music or Voice Recordings:

- **File Format:** WAV or FLAC (lossless formats)
- **Bit Depth:** 16-bit or 24-bit (24-bit for higher quality)
- **Sample Rate:** 44100 Hz (CD quality) or 48000 Hz (DVD quality)
- **Stereo/Mono:** Use stereo if your original recording is in stereo; otherwise, use mono for voice recordings.

For Podcasts or Spoken Word:

- **File Format:** MP3 (to balance quality and file size)
- **Bit Rate:** 128 kbps or higher (160 kbps or 192 kbps for better quality)
- **Sample Rate:** 44100 Hz
- **Stereo/Mono:** Mono (for voice recordings, it reduces file size without losing quality)

For Web or Streaming:

- **File Format:** MP3
- **Bit Rate:** 128 kbps to 192 kbps (higher bit rates for better quality)
- **Sample Rate:** 44100 Hz
- **Stereo/Mono:** Stereo

For Video Projects:

- **File Format:** WAV or MP3 (depending on project needs)
- **Bit Depth:** 16-bit or 24-bit
- **Sample Rate:** 48000 Hz (standard for video)
- **Stereo/Mono:** Stereo