



Creating Audio Files on a Shoestring

Note: Audio files, like digital photography files, have many formats depending on your intended use. File size and quality varies greatly depending on the format.

1. Need a headphone / microphone headset with a computer that has a sound card with sound enabled
2. A website or software to capture the narrative (websites listed below, PowerPoint, other free sound editor)
3. A place to "host" the file
4. Make the link to the hosted file available for the intended audience

A little about the more popular audio file formats:

<http://www.nch.com.au/acm/formats.html> (click here to find out more detail)

Open File Formats (supported by and most)

- *wav* - standard audio file format used mainly in Windows PCs. Commonly used for storing uncompressed (PCM), CD-quality sound files, which means that they can be large in size - around 10MB per minute of music.
- *mp3* - the MPEG Layer-3 format is the most popular format for downloading and storing music. By eliminating portions of the audio file that are essentially inaudible, mp3 files are compressed to roughly one-tenth the size of an equivalent PCM file while maintaining good audio quality.
- *mid* - midi file

Proprietary Formats (supported by specific software)

- *wma* - the popular Windows Media Audio format owned by Microsoft. Designed with Digital Rights Management (DRM) abilities for copy protection.
- *ram* - a text file that contains a link to the Internet address where the Real Audio file is stored. The .ram file contains no audio data itself.



Netcasts

Most of these sites allow you search for Netcasts once you register. Some of the sites allow you to create and host Netcasts.

- FREE Create and host a netcast
- <http://www.mypodcast.com/>
- FREE Podbean.com is an easy and powerful way to start netcasting
- <http://www.podbean.com/>
- Tutorial on how to netcast
- <http://www.how-to-podcast-tutorial.com/22-free-podcast-hosting.htm>
- Digital Netcasts
- <http://www.digitalpodcast.com/>

Basics of Netcasting from a wiki I did with 4 others from a graduate level course:

- <http://dl-edtech.pbwiki.com>

Audacity is a free, cross-platform sound editor available at:

<http://audacity.sourceforge.net/download/>

You also may want to download LAME which is a coder decoder so you can export as mp3 files:

<http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

Online Manual for Audacity can be found at:

<http://audacity.sourceforge.net/manual-1.2/index.html>

Record a voice narration in PowerPoint

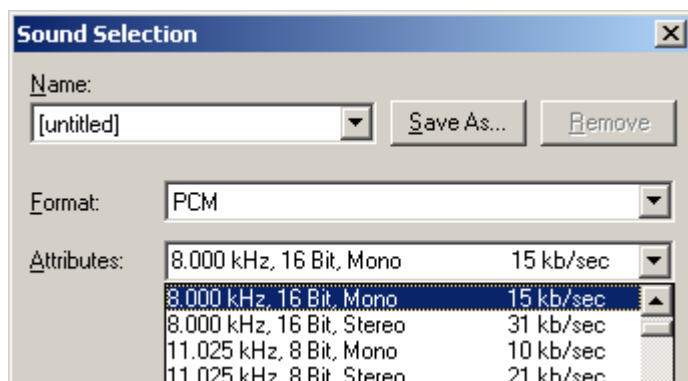
When you record a narration, you run through the presentation and record on each slide. You can pause and resume recording.

To record a voice narration, you need a sound card, microphone, and speakers.

1. On the **Outline** tab or **Slides** tab in normal view, select the slide icon or thumbnail that you want to start the recording on.

Note: If you want to re-record only a certain slide, click on (select) that slide first and it will ask if you want to start recording from current or first slide. See note on step 7.

2. On the **Slide Show** menu, click **Record Narration**.
3. Click **Set Microphone Level**, follow the directions to set your microphone level, and then click **OK**.
4. Click on **Change Quality** and set the Record Narration levels to **PCM files at 8.000 Hz- 16-bit – mono**:



Then click **OK**

5. In slide show view, speak the narrative text into the microphone, and click in the slide to advance. Speak the narrative text for that slide, advance to the next slide, and so on. You can pause and resume the narration.

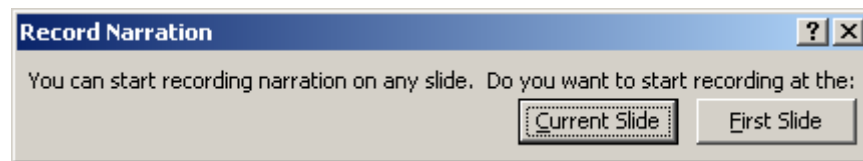
How do I pause a narration? To pause and resume the narration, right-click the slide, and on the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.), click **Pause Narration** or **Resume Narration**.

6. Repeat step 4 until you've run through the slides, and when you come to the black Exit screen, click in it.



7. The **narration is automatically saved**, and a message appears asking if you want to save the timings for the show as well. Do one of the following:
 - a. To save the timings, click **Save**. Your slides appear in slide sorter view, with the slide timings shown below each one.
 - b. To cancel the timings, click **Don't Save**. (You can record the timings separately.)

Note: If you want to re-record only a certain slide, click on (select) that slide first, start at step 1 and it will ask if you want to start recording from current or first slide.



8. Go to the adjunct computer area (near the faculty mailboxes) and use the computer which DOES NOT have the scanner attached to it. On the desktop you will see an icon named "Impatica". There is also a pdf file on the desktop called Impatica Manual for reference if you need it. Run the PowerPoint through the Impatica program as this will compress the file. See Liz Larzelere for assistance in using this program and for uploading the Impaticized file to the network for access by others.

NOTE:

If you are accessing these narrated lectures from your personal computer, you may need to download a plug-in one time by following this link:

<http://www.java.com/en/download/index.jsp>

Then the narratives should work correctly.

If you have questions, please contact me at llarzelere@nycc.edu. Thank you. Liz