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# ***Preparing Audio Programs on Windows PCs***

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This manual guides you through setting up and using a personal computer to prepare audio files for publication. The instructions apply to recent versions of the Microsoft Windows operating system: Windows XP and Vista.

If you use a Macintosh computer, please refer to *Audio File Editing and Conversion on a Macintosh*.

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## *Introduction*

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You can get audio onto your computer in three ways:

- Record through a microphone directly onto the computer.
- Copy from a tape recorder to the computer through its microphone or Line-in jack.
- Upload audio from a digital recorder through the computer's USB port.

The audio will be stored on your computer in digital form. There are many file formats, including:

- **MP3** (MPEG-1 Audio Layer 3): the most popular format for use on digital music players. Suitable for spoken word or music recordings; higher-quality sound requires larger files. Filenames end with .mp3.
- **AIFF** (Audio Interchange File Format): used for storing extra-high-quality sound on Apple iPods. Look for .aiff at the end of filenames.
- **M4A** (MPEG-4 Audio Layer): recently-developed format for audio files that achieves a more favorable trade-off between file size and quality than MP3. Look for .m4a at the end of filenames.
- **WMA** (Windows Audio): a recently-developed format that sounds almost as good as MP3 but uses much smaller files. Filenames end with .wma.
- **WAV** (Waveform Audio): a format used for many years on Windows PCs, and still used on many digital voice recorders. Sound quality is OK for spoken voice, but inadequate for music. Filenames end with .wav.

Although the range of choices looks daunting, you need only publish in one format: **MP3**. All digital music players (including iPods) can play MP3.

With this in mind, the process of preparing and publishing audio looks something like this:

1. Record your program (on a recorder, or the computer).
  - a) If on a recorder, upload the audio to the computer.
2. Edit your program, to trim unwanted sounds from start and end.
3. Filter the sound, to reduce noise or improve tone.
4. Convert the file to MP3.
5. Import the file into iTunes or Windows Media Player so you can play it on your own iPod or MP3 player.
6. Upload the file to the [Zendu.org](http://Zendu.org) website for publication.

## ***The Software You Need***

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Although you have many choices of audio editing software for Windows, one program stands out:

**WavePad Sound Editor (Professional Edition)**  
from <http://www.nch.com.au/wavepad/>

**WavePad** does everything you need (record, edit, filter, convert), it's relatively easy to install and use, and it's free.

Actually, WavePad is "shareware," which means you can use a fully functional version free of charge, and pay for it if you wish. Paying for software that works well for you is only fair, and it supports the developer's efforts on keeping the program up to date. You pay for WavePad by upgrading to the "Master's Edition," which costs a reasonable \$38 US. We don't recommend installing this upgrade, as it is a more complicated program. All you need do is pay for it and then not bother to install.

## ***Installing the Software***

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1. Browse the web to <http://www.nch.com.au/wavepad/>.
2. Click the [Download WavePad for Windows \(Free Version\)](#) hyperlink.
3. In the File Download dialog, choose Run to install the software immediately.
4. When Windows asks for confirmation, click Run again. Windows may ask for confirmation once or twice.
5. When the installer displays the License Terms, agree to them and click Next.
6. In the Select Related Programs dialog, be sure to check the options:
  - ✓ RecordPad Sound Recorder [Update]  
You'll need this if you want to record directly onto the computer, or copy audio files from a cassette tape recorder,
  - ✓ Switch Audio File Converter [Update]  
You need that to make MP3's.It's OK to install the other options as well.
7. WavePad should start up automatically after being installed. If not, choose it from the All Programs list on the Windows Start menu.

The figures that follow illustrate the installation process on Windows XP.

**Download Audio Editing Software - Free Sound Editor - Windows Internet Explorer**

http://www.nch.com.au/wavepad/

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## WavePad Sound Editor

Professional Audio Editing Software

This sound editing software is a full featured professional audio editor for Windows or Mac. It lets you make and edit music, voice and other audio recordings. When editing audio files you can cut, copy and paste parts of recordings and, if required, add effects like echo, amplification and noise reduction. WavePad works as a wav editor or mp3 editor but it also supports a number of other file formats including vox, gsm, real audio, au, aif, flac, ogg and more.

[Download WavePad for Windows \(Free Version\)](#)

WavePad is designed to be a very easy and intuitive to use for audio editing. Within minutes you will be able to open or record an audio file and edit it. But if you take time to explore the other features you will find many powerful tools for editing audio designed with the professional sound engineer in mind.

We make this program *free* with the hope you will like it so much you will be tempted to upgrade to *WavePad Master's Edition*. The Master's Edition has additional effects and features and is a comprehensive audio editing software application for serious sound engineers. [Click Here](#) to download WavePad Master's Edition demo or [click here](#) to purchase the WavePad Master's Edition version.

### Features

- ▶ Sound editing functions include cut, copy, paste, delete, insert, silence, autotrim and more.
- ▶ Audio effects include, amplify, normalize, equaliser, envelope, reverb, echo, reverse, sample rate conversion and more.
- ▶ Full featured Mp3 editing software support.
- ▶ Supports a number of other file formats including wav (multiple codecs) vox, gsm, real audio, au, aif, flac, ogg and many more.
- ▶ Batch processing supports up to 32000 files allowing you to apply effects and/or convert your files as a single function.
- ▶ Tools include spectral analysis (FFT) and speech synthesis (text-to-speech).
- ▶ Recorder supports autotrim and voice activated recording and more.
- ▶ Audio restoration features including noise reduction and click pop removal.
- ▶ Supports sample rates from 6000 to 96000Hz, stereo or mono, 8, 16, 24 or 32 bits.
- ▶ Includes its own CD ripper with 'ultrafast' rip mode and cddb music database lookup.
- ▶ Works directly with [MixPad multi-track audio mixing](#) software.
- ▶ Links directly to the [Express Burn CD Recorder](#) to burn your sound files to CD.
- ▶ Edit tracks for the [Zulu DJ software](#).
- ▶ Easy to use interface will get you started editing in just minutes.

[More Screenshots >>>](#)

### Audio Editor

- Introduction
- Features
- Screenshots
- System Requirements
- Download Now
  - for Windows
  - for Mac PPC
  - for Mac Intel
  - for Linux
- Manual
- Questions (FAQs)
- Technical Support
- Discussion Forum

### Languages

- auf Deutsch
- en Français

### Related Software

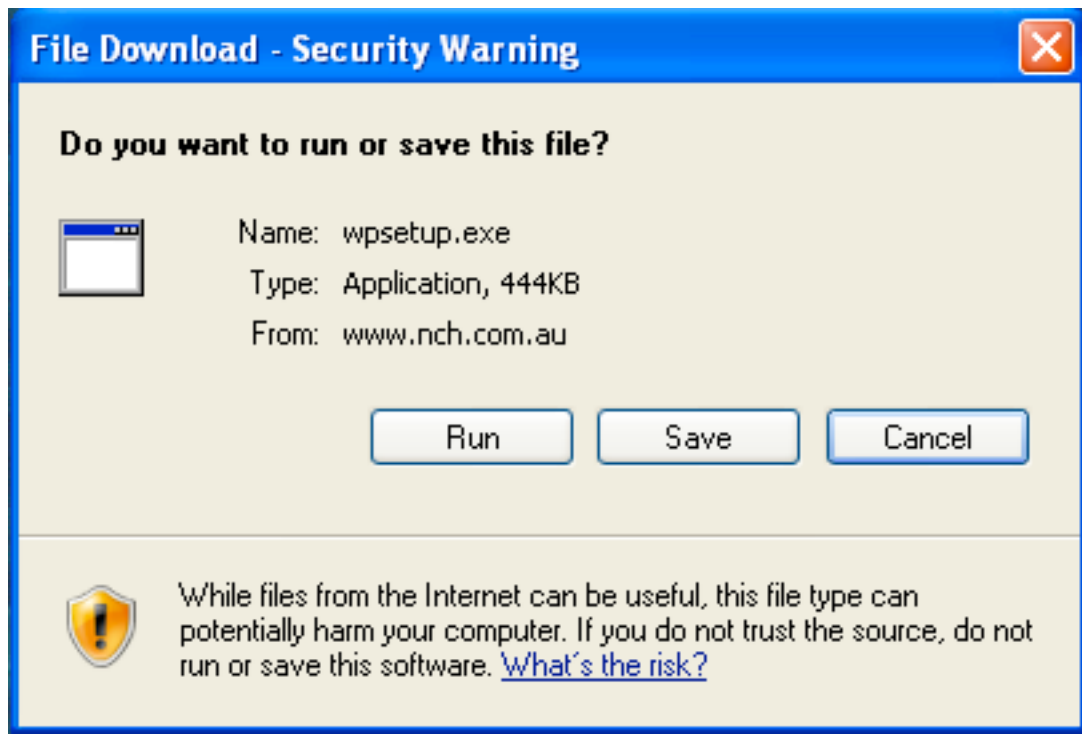
- Multitrack Mixer
- DJ Software
- Audio Player
- CD Ripper
- CD Burner
- Voice Recording Software
- Sound File Converter
- Audio File Splitter
- ID3 Tag Editor
- Tone Generator
- Audio Streaming Server
- Metronome Software
- Tuner Software
- More Audio Software...

### Related Hardware

- USB Audio Input Interface
- USB Electric Guitar
- Professional Headphones
- Computer Microphones

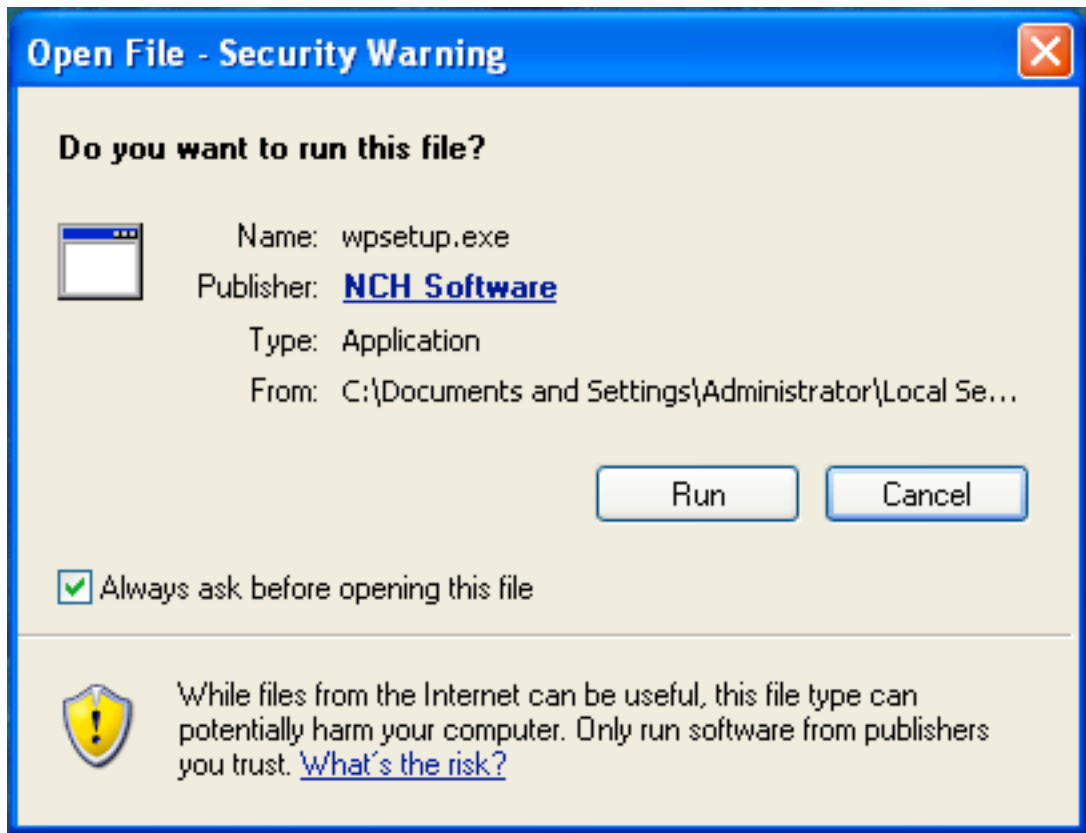
Internet 100%

- Step 1. Browse to WavePad website.  
 Step 2. Click on Download WavePad for Windows hyperlink.



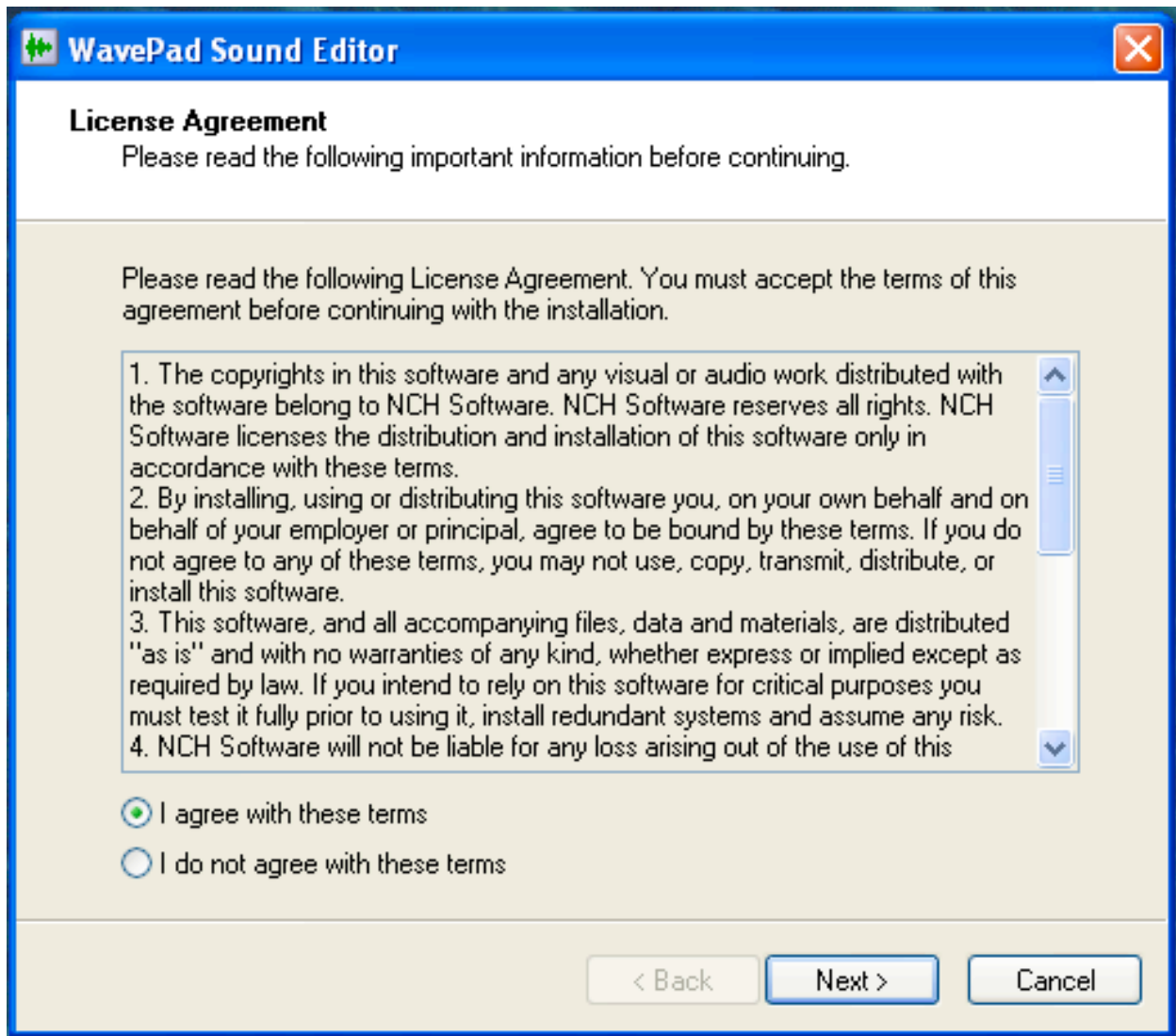
Step 3. Run the file when you download it.



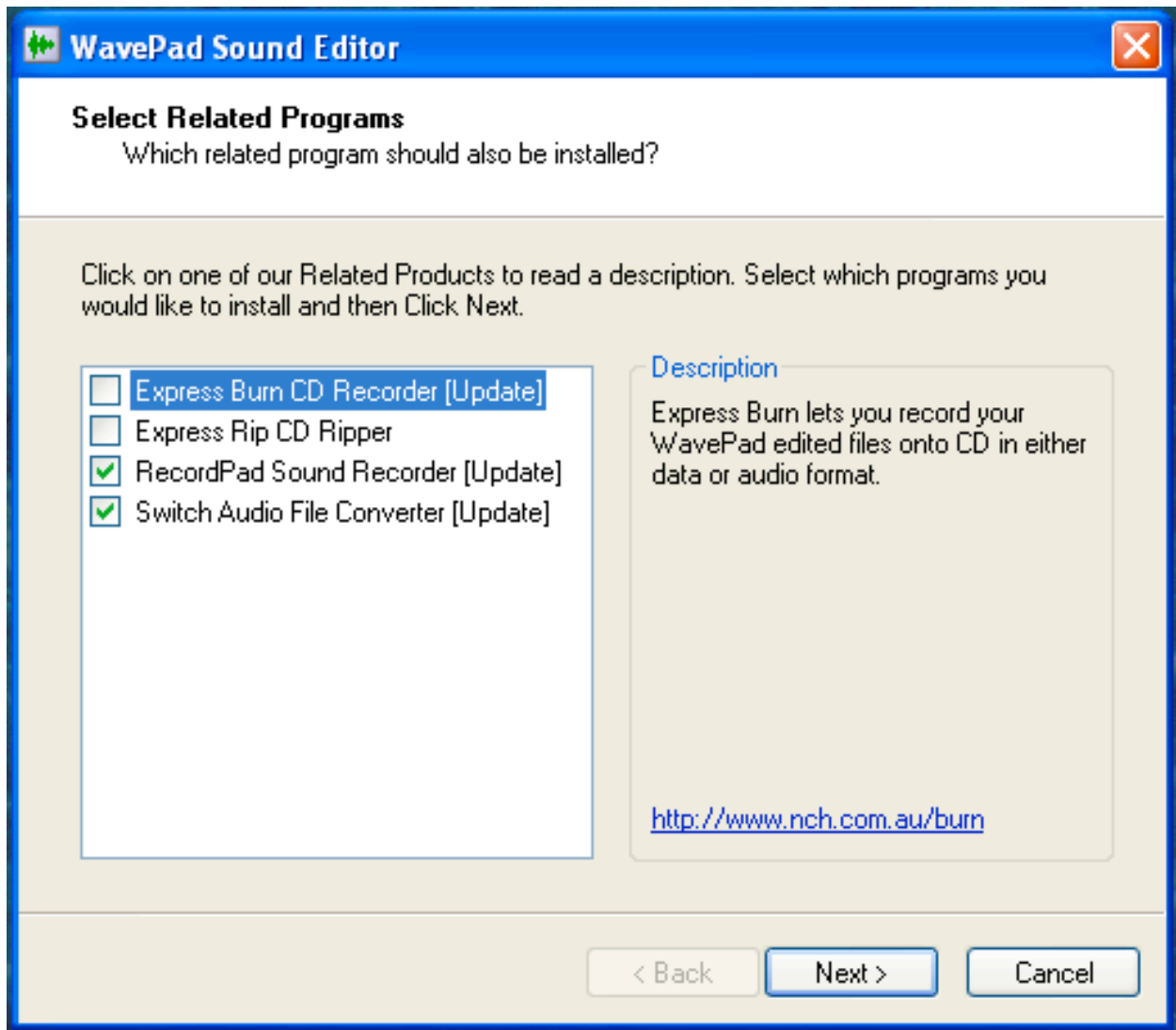


Step 4. Confirm that you want to Run the installer.

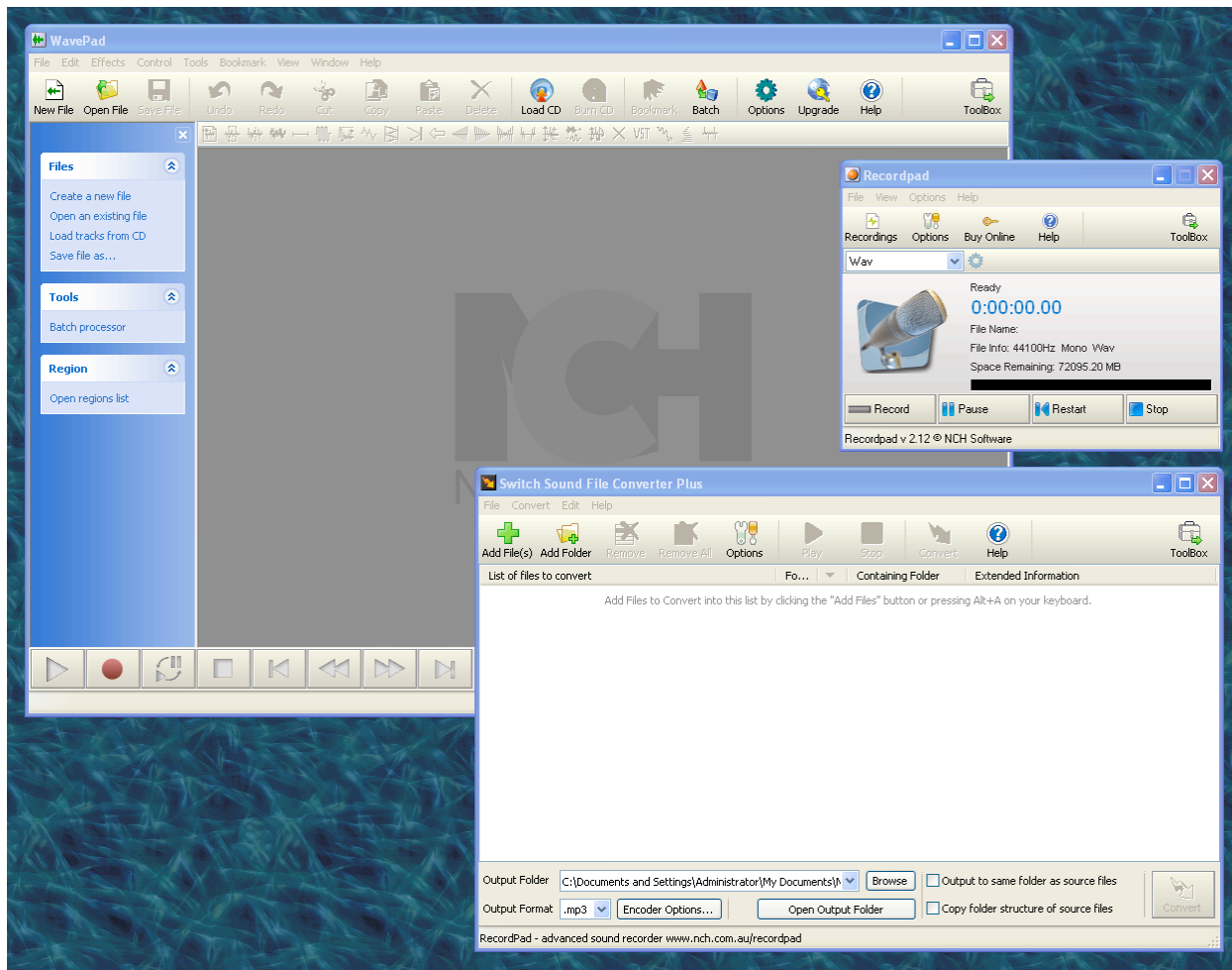




Step 5. Review and agree to the license.



Step 6. Install optional items. Highly recommended that you install RecordPad Sound Editor and Switch Audio File Converter.



Step 7. WavePad and optional software start up automatically after install.

## ***Recording Audio Programs***

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## Editing Audio Programs

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### Get ready to edit

1. Start the WavePad Sound Editor program.
2. Choose File | Open... and browse to the file you want to work on.
3. A spiky waveform graphic will appear in the WavePad window.
4. To make it easier to select and edit regions accurately, zoom in on the waveform by choosing Window | Zoom until you have 2 - 3 minutes of audio in the window.
5. You will see a vertical **orange line** that scans across the waveform when you click the ► Play button. This is the play head. It extends down into the time scale as a **red line**.
  - Click and drag the **orange line** to select part of your recording (for example, to cut it out).
  - Click the **red line** to move the play head so you can start playing from any point in the recording.

### Begin your program with silence

6. Find the point where your program formally begins (for example, where you play a chime or start speaking). You may find you can do this by visual inspection of the waveform. Drag the red segment of the play head to just before the point where you think the program begins, and click the ► Play button. If that turns out to be wrong, you can move the play head further back.
7. Once you've found the start, you can insert some silence leading up to it. Drag the **red line** to just before your starting point. Then drag the **orange line** back toward the left, to select the region of the waveform you want to silence. Then choose Edit | Silence Select Region.

### Trim unwanted sounds from the start of the program:

8. Listen for the start of your program and click the ■ Stop button.
9. You may want some silence at the start of your program. If silence precedes the introduction of your voice, back up the play head over as much silence as you want. Click the ◀◀ button or drag the play head back to where you want your recording to begin.
  - a) If there isn't enough silence before your voice comes in, you can silence the region of the recording just before your voice comes in:
10. to allow for When you're done editing, choose File | Save ... to make a backup copy. (Optional)
11. To save a copy in another format (for example, to convert a WAV to an MP3), follow steps 3-5 below.

## ***Converting Audio Files***

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### **To convert WAV files to MP3:**

1. Start the WavePad Sound Editor program.
2. Browse to the file or folder you want to convert and click Open.
3. To convert to MP3, choose File | Save as... and then chose "MPEG Layer 3 (\*.mp3)" in the Save as Type list.
4. Browse to where you want to save the MP3 file.
5. Click Save

## ***Putting Audio onto Players***

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## ***Sharing Audio Over the Web***

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