

## Creating Audio Clips with Windows Sound Recorder

### Materials

- Microphone options:
  - a mid-priced headset with microphone (\$15-20) will allow you to keep your hands free to advance the PowerPoint slides
  - an inexpensive lapel microphone or boom microphone
- Computer with a soundcard and speakers

### Getting Started

- 1) Create a script for the audio clip (\*).  
**Recommendation:** For PowerPoint audio clips, print out a copy of the PPT handout as a guide for creating the script for each slide.
- 2) Do a practice reading of the script to (1) practice your presentation voice and (2) determine approximate length (time).  
**Presentation voice:** Speak distinctly and with volume. Make sure you vary the inflection of your voice, i.e., change the pitch and tone of your voice.

(\* **Recommendation:** Try to keep sound files to around **1 minute** for file size considerations.

### Sound Recorder

- 1) Open Windows Sound Recorder (**Start > All Programs > Accessories > Entertainment > Sound Recorder**).



- 2) Click the **red** button to start recording.
- 3) Click the **black** square to stop recording.
- 4) Click **File > Save As**
  - a. Find where you want to save the file.
  - b. Type in an appropriate file name (example: **slide1**, **slide2**, etc.)
  - c. At the bottom of the Save As box, click the “**Change...**” button.
  - d. In the dropdown under “**Name:**” select the sound quality you prefer, from **CD Quality** (largest size file) to **Telephone Quality** (smallest size file).  
**Recommendation:** Telephone Quality
  - e. Click “**OK**”.
  - f. Click “**Save**”.
- 5) To record another sound file, click **File > New**.

### Tips for using audio clips


- In a D2L Content topic or News item, include text with the audio clips (full text or bulleted information). This is for students with different learning styles as well as a backup in case the audio clip doesn't work.
- Include information on the size of the audio clip, particularly if the clip is large, e.g., greater than 200-300 KB.

#### EXAMPLES

- If you have dial-up access to the Internet, this audio file will take approximately \_\_\_\_ minutes to open at 28.8 kbs.
- For dial-up users: This is a large file and may take several minutes to open.

### Uploading audio clips

#### In D2L

- 1) Go into any HTML editor in D2L, e.g., from (1) a **News** item or (2) from a **Content** topic via "Create New File" or (3) in an existing topic).
- 2) Put the cursor where you want the audio bar to go in the text.
- 3) Click on the **Insert Object** icon ().
- 4) Click on **Course Object** (or **Upload Object**).
- 5) For **Object Type**, use the dropdown to find and click on "Wave File."
- 6) Click on the **Browse** button to find your .wav file (e.g., slide1).
- 7) **NOTE: Show Controls** doesn't seem to make any difference so does not need to be selected, i.e., an audio control panel is automatically inserted into the text area.
- 8) **OPTIONAL:** Click **Auto Play**, if you want the audio to start when the file is opened (e.g., the student links to the topic with the audio file).
- 9) Click on the **Insert** button.
- 10) Click on the **Save** button.

#### In PowerPoint:

- 1) Open your PowerPoint file.
- 2) Select the appropriate slide.
- 3) Put the cursor where you want the sound icon to appear.
- 4) Click **Insert > Movies and Sounds > Sound from File**.
- 5) Select the appropriate .wav file (example: for the first PowerPoint slide, select **slide1.wav**).
- 6) Select "**Automatically**" or "**When Clicked**" when asked, "How do you want the sound to start in the slide show?"