

AUDIO – FROM GATHERING...TO YOUR BLOG

USING A DIGITAL RECORDER

- Turn it on. Find record, stop, playback buttons, etc.
- Plug in headphones and microphone.
- Find a quiet place.
- Press record.
- Listening on your headphones, position the mic. Start talking. Listen for sound quality. Reposition mic. Listen for background noise.
- Do not move your hand or shake the device.
- Do not say “uh huh” or talk while you interview. Listen.
- Maintain eye contact. Listen. Nod. Give non-verbal feedback. Smile, but don’t laugh or guffaw.
- Know the location of your audio files.

PUTTING YOUR AUDIO FILES ON YOUR COMPUTER

1. Plug the recorder into the USB. Drag your files on the desktop.
2. Create a copy of each. (Ctrl + Click on the file>Duplicate.) Rename your new files.
3. Get wildthingsoundbites.mp3 file from your email. Download it. Put it on your desktop.
4. Drag the recorder icon to the Trash. Disconnect it from the USB.

STOP – help people around you if you finish first

CONVERTING YOUR FILES USING SWITCH

5. Open Switch. (Go>Applications>Switch)
6. Drag your files into the middle.
7. Set the output to .aiff. This is the proper format for editing in Garage Band.
8. Check the box marked “Output to the same folder as source files.”
9. Click “Convert” button.
10. Look on your desktop. You now have duplicates of all of your files, but it will say .aiff at the end. These are the files you want to use.
11. Keep your files organized.

STOP – help people around you if you finish first

EDITING YOUR AUDIO TRACKS

12. Open Garage Band (Go>Applications>GarageBand)
13. Select Create New Podcast Episode. Name it WildThingsAudio. Save it to your desktop.
14. Click on Male Voice Track. It should turn blue. Select Track from the Menu at the Top. Select “Delete Track.”
15. Repeat Step 13 and delete the Female Voice.
16. Drag the .aiff version of your interview into empty gray space below the Podcast track.
17. Drag the .aiff version of wildthingsoundbites.aiff into the gray space below your other track.
18. Click on the Eyeball icon. It will give you a list of sound effects and jingles in the lower field. Select Jingles>Jazz>Perspectives Short. Click on Perspectives Short and drag the file into your Jingles Track.

19. Click on the Scissors icon. (You can move the location of your and files in the top field. You edit in the lower field.)
20. Spit the wildthingsoundbites file into three sections. Listen for the pauses between the sound effects. To split, use the lower portion. Put the play head at the exact location. Select Edit from the Menu at the top. Select Split. In the field at the top, click on one side of the split so it is highlighted. Now you can move the two files apart. Repeat so that you have three soundbite files.
21. Edit your interviews. Arrange all of the files into correct order.
22. When you are done, add another Perspectives Short jingle to the end of your audio segment.
23. Try fading your jingles in and out to smooth the transition from music to person's voice. To do this, click on the single triangle icon on the Jingles track. You can add points to the volume level by clicking on it in various places. You can move each point up and down to create a fade in or fade out.
24. Adjust the volume controls on each track so that the volume is consistent through out the entire segment. Adjust the sound levels for each track by clicking on single triangle icon in each track. Adjust sound levels by moving the ball up and down.

25. Save it.

STOP --- Let MBG come listen to it.

CREATING AN .MP3

26. Select Share from the menu at the top. Then Export Song to Disk. Compress using ".mp3 Encoder." Set Audio Setting to "Good Quality."
27. Click Export.
28. Save it to your Desktop.
29. You now have a finished .mp3 that you can upload to another site and then on to your blog.

PUTTING AN AUDIO FILE ON YOUR FREE WORDPRESS BLOG

30. Go to www.kiwi6.com
31. Click Browse. Add your finished mp3 file. Click "Upload"
32. Copy and Past the "Share Link" of your file
33. Open your WordPress Dashboard.
34. Create a new post.
35. Click on the HTML tab.
36. In your post, type the following [audio <http://theurlkiwi6gaveyou.mp3>]
37. Save. Publish. Go to your site and make sure it works.
38. If it works, delete your post.