

Recording and submitting your audio assignment

Recording

You may choose to record your audio assignment by any of the following:

- **on a computer.** For this you will need a microphone and audio recording/editing software. You may choose to buy recording software, available at various prices and with greater or lesser levels of complexity, or download from the web a freeware package such as **Audacity** (more details below). Your recording should be saved as an MP3 file and submitted as outlined below.
- **on your own MP3 recorder.** The file will then need to be copied to your computer for submission – as below.
- **on an audio cassette.** (standard compact cassette, not mini-cassette). This is not our preferred medium but will be accepted until further advice

Computer recording

The free software, Audacity, which is suitable for most recording work required, will permit you to record your assignment and do some basic editing to ‘clean up’ your recording prior to submission.

The download file, Audacity Installer, is available for most common platforms including:

- Windows (.exe file) (download = 2.4 MB)
- Macintosh OS X (3.2 MB) and OS 9 (1.5 MB)
- Linux (various distributions) (~1.7 MB).

Downloading will take several minutes via a 56 kb modem. The installed application will take up about 4.6 MB of your computer space.

For Macintosh OS X users, alternative freeware software, Audio Recorder, is available. This is relatively basic software (the download file is 68 kb) however it will not give you the ability to edit your recording prior to submission.

In order to save and export MP3 files, you will also need to download and install the LAME MP3 encoder (120 kb), available from links on the same website. Once installed, this add-in is essentially transparent in the process.

All the above software is available to download from the UNE’s **Audio Recording Help Page** website: <http://online.une.edu.au/info/audio>

Notes on recording processes for different platforms.

Audacity uses its own format (.aup) which is XML based and each new file/project needs to be saved in this format before it can be exported to MP3, WAV or AIFF.

Recording, editing and exporting on Windows works perfectly. However you must save each project before exporting to your chosen format. If you try to export from an unsaved file/project everything will appear to be working fine until you close down Audacity, at that point all the exported files and the unsaved project file will simply disappear from the designated folder on your hard drive.

Audacity appears to work much better on the Windows platform than on Mac.

Audacity on a Mac is an excellent audio editor on OS X but not as good on OS 9. It will export an MP3 from an AIFF file on OS X, but not from OS 9. Unlike in Windows, you can export from an unsaved file.

As indicated above, an alternative for the lack of recording ability on the Mac OS X, another piece of freeware, **Audio Recorder**, is available, although only for OS X.

Audio Recorder is a very stable recorder and will work in the background if necessary. It can save files as AIFF, Apple Lossless, MP3, MP4 and WAV. However, this program will only record and save, it does not have an editing capability.

Put simply, if you are using:

- **Windows** – Record, edit and export MP3 files using Audacity.
- **Mac OS 9** – Record, edit, export AIFF files using Audacity. Use iTunes to make the MP3 files from the AIFF files.
- **Mac OS X** – Record using Audio Recorder. Edit, and export mp3 files using Audacity.

Recorder settings

To ensure a good quality recording at a low filesize, make sure that the settings for your recording software are: **48kbps, 44khz, 16 bit, mono**. These can be set in your Audacity/Audio Recorder Preferences.

Microphone Technique

A Fact Sheet designed to assist you to make a good voice recording for your assignment is available at <http://online.une.edu.au/info/guide/students>

Submitting your audio assignment

- **MP3 files:**
 - submit via the WebCT Assignments Drop Box in your online unit.
A Fact Sheet outlining how to use the WebCT Assignment Drop Box is available at <http://online.une.edu.au/info/audio/>
- **or**
- copy to a CD ROM and submit as for written assignments (off-campus students post to UNE's TLC Assignments Section).
- **Audio cassette:** submit via UNE's TLC Assignments section.