



## **Producing Digital Audio Reports Introduction to Broadcast News**

**Note:** Be sure to read the instructions that came with your recorder because they may differ somewhat from these instructions.

### **Upload Interviews, Audio and Sound to Your Computer**

- 1. Your computer needs to recognize when a new device is attached so you need to install the necessary software by putting into your computer's CD/DVD player the install disc that should have come with your recorder.**
- 2. Do so and complete the installation process. You may need to restart your computer.**
- 3. Now connect your recorder to your computer using the USB cable that should have come with your digital recorder**
- 4. Don't turn on your recorder until this connection is made.**
- 5. Once connected, turn on the recorder. Your computer should automatically recognize that a device is connected**
- 6. An icon should appear on your computer screen to indicate that your audio files are being uploaded to your computer**
- 7. The audio files will go into the program for your particular recorder**
- 8. Your program may upload all of the audio files on your recorder every time you upload (i.e. not recognizing ones that have previously been uploaded)**
- 9. You can give your audio clips names making them easier to locate**
- 10. Do this by right clicking on the audio file you wish to name, then click on Name and type what you wish to call the clip (such as HarwoodSOT1)**

### **Editing and Trimming Clips**

- 1. You cannot trim or edit the clips while they are in your recorder's software program.**
- 2. All you can in there is listen to and name your clips, and move them into various files (A,B,C). Do this by right clicking on the file you wish to move.**

3. What you need to do is move the clips you will use to your desktop or to another folder in Documents such as Videos.
4. To do this, simply have both screens open and slide each file out of the recorder program onto your desktop or another documents folder
5. There are numerous audio editing programs that individuals and professionals (including radio people) use. They include Adobe Audition (formerly Cool Edit Pro), WavePad, Wavosaur, and Goldwave. Some of these are free, some not, some you may be able to try out during a trial period. (For Macs, there is Final Cut Pro)
6. A free program on Windows or Vista operating systems (PCs and laptops) is Windows Movie Maker
7. On your computer, go to All Programs and look for Windows Movie Maker
8. If you can't find it there, try this: My Computer---double click on C Drive---open Program Files folder---double click on Movie Maker (it's listed as Movie Maker here, not Windows Movie Maker)
9. Open Movie Maker then click on File then New Project. Give project a name such as George Street Complex POS
10. Under Tasks on the left side of the screen, click on Import Audio/Music
11. Then locate the audio files and bring them, one by one, into Windows Move Maker. They will go into the Scene Bin
12. Now you can slide each audio clip down into the Storyboard into the Audio/Music channel. They don't have to be in order because you can easily change the order around in the Storyboard and easily remove and put them back in.
13. To trim your interviews into soundbites, move the cursor over the beginning or end of the clip. You will see red front and back arrows. Slide the cursor along the clip to remove parts you don't want to be heard.
14. Easily restore the removed part by just sliding the cursor back to the beginning or end of the clip
15. You can also trim by playing the clip, then pausing at the point just before where you want the soundbite to begin or end.
16. At this point, go to the toolbar at the top of the screen. Go to Clip then click on Trim Beginning or Trim End to remove unwanted parts.
17. Under Clip you can also adjust your audio levels. Go to Volume to do this.
18. You can also adjust volume and do other functions by right clicking in the storyboard on the clip you want to adjust

### **Finishing Your Report**

1. When you have completed your report in the Movie Maker storyboard—play it through and make sure it all sounds the way you want it to sound. Make sure it is smooth, flows well, and that audio levels are even between your voice and all of the sounds bites. You don't want people to have to or want to turn down or turn up the volume during parts of your story because of poor audio levels.

2. When you are happy with the project, the next thing you want to do is **Finish/Save to My Computer**
3. To do this, go to **Finish Movie** along the left side of **Movie Maker**
4. **Double click on Save to My Computer**
5. The **Save Movie Wizard** will come up
6. Give your report a name such as **New Bridge POS**
7. Next choose where you want your audio report saved on your computer. The default setting is your **Videos** file which is usually found under **Documents**
8. Click **Next** and you go now to the **Movie Settings** page. This will tell you the size of your audio file in megabytes (MB) and that your audio file will be converted to a **Windows Media Audio (WMA)** file.
9. Click **Next** and watch your report being saved as a **WMA** file
10. When this step is completed, it will ask you if you want to hear the report
11. Listen to it to make sure, again, that everything is **OK** with it.
12. If you get a prompt saying there is an error, that your file “**Is Not a Video File**” don’t worry. Go to where you saved the file (**Videos**). Right click on the audio file, and go to **Open With....**then pick **Windows Media Player** and it should play fine

#### **Burning Report onto a CD**

1. **CD-RW** which is rewritable is the preferred CD format, but the other formats such as **-R** and **+R** should be fine also. But if you haven’t bought CDs yet for this class, go with **CD-RW**.
2. With **CD-RW** discs you can **Format** your disc before writing files onto it
3. Put in a **CD-RW** disc into your computer’s **CD** player
4. Go to **Computer**, find the **CD** icon and right click on it
5. Click on **Format**
6. In **Volume Label** give your disc a name such as **Smith Comm 240 Reports**
7. Then click **Start**—you will be prompted that everything on the disc will be erased—click **Yes**
8. The disc formatting will begin. This process can take **25** minutes or so. Just let it finish this process. Putting files/audio/video on the disc will go much more smoothly on a formatted disc
9. Note: there is a separate help sheet on our class website about formatting CDs
10. When the formatting part is complete, click on **OK** when you see the prompt saying formatting is complete (a big green check will be on the prompt)
11. After clicking **OK**, a file will open for you **CD** that allows you to simply slide audio and video files onto your formatted **CD**

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