

# Bring Attention to the Ears

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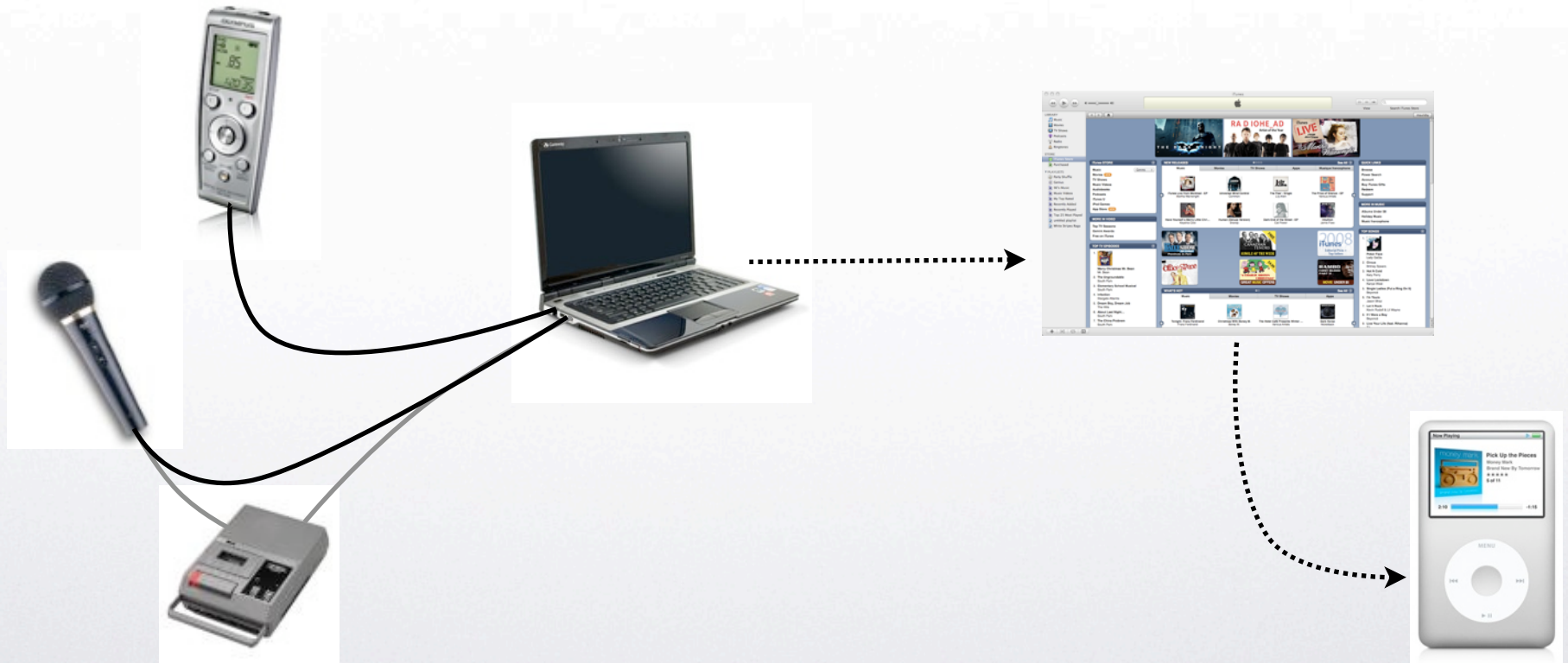
Finding Your Path from Intention to Publication  
in the World of Audio

# The Workflow

1. Record

2. Edit / Convert

3. Publish



# Recording Options



## Direct to Computer

- PC: [RecordPad](#)
- Mac: [Garage Band](#)



## Digital Voice Recorder

- Copy files to computer



## Tape Recorder

- Plug into computer's [Audio In](#) port

# Recording Tips

- \* **Minimize background noise**  
Use a “unidirectional” microphone or “dictation mode” on digital voice recorder
- \* **Make test recordings**  
to learn where to place the microphone
- \* **Pause for a few seconds of silence**  
before and after speaking; do not touch recorder while speaking
- \* **Pause after making a mistake,** to allow for editing

# Editing

- \* Software
  - PC: [WavePad](#)
  - Mac: [Garage Band](#)
- \* Trim to start and end of program
- \* Cut out mistakes
- \* Use vocal presets to reduce noise (Mac)

# Converting

- \* Many proprietary recording formats
- \* Publish in **MP3** format
- \* Software
  - PC: **WavePad**, or **Switch** for batch work
  - Mac:
    - .wma to .mp3 ⇒ **QuickTime Pro** + **Flip4Mac**
    - all others to .mp3 ⇒ **Garage Band**

# Publish

## \* iPod

- Import into [iTunes](#)
- Share from [Garage Band](#)

## \* Other MP3 players

- Import into [Windows Media Player \(WMP\)](#)

## \* CDs

- Burn CD from iTunes or WMP

# Publish

## \* Email

- MP3 files are too large to email

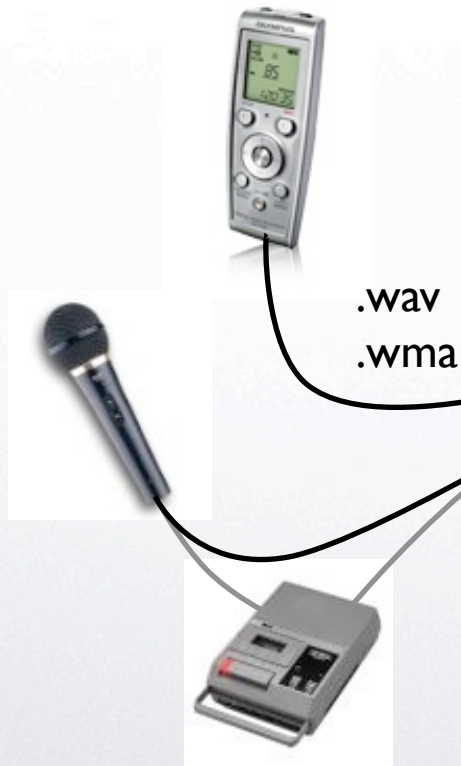
## \* Web

- Upload to [www.zendu.org](http://www.zendu.org)
- From there, can download to iTunes, WMP



# The Workflow Again

## I. Record



## 2. Edit / Convert



- PC:
- WavePad
  - RecordPad
- Mac:
- Garage Band
  - QuickTime Pro
  - Flip4Mac

.mp3

## 3. Publish



zendu.org  
iTunes  
Windows Media Player

