

Audio Book Recording Manual - Smart phones



The purpose of this manual is to provide a step by step procedure on how to record textbooks for visually impaired students. [v1.0 11 Jan 2018]

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1.0 Preface:

The process of recording the academic books of visually challenged pursuing their college education. Creating an audio book consists of three individual processes:

1. Recording the Audio.
2. Converting the Audio.
3. Editing the Audio.

Instructions to be followed:

- While naming the sound files use the following conventions
- [Bookname]_[Chaptername]_[Frompage]_[Topage]

1.1 Basic Instructions:

- Ensure that the recording atmosphere is noise free. There should not be any background noises or echoes.
- Don't place mic near your mouth to avoid breathing sound. Please switch the mobile to silent mode.
- Reading should not be fast, kindly be moderate so that it is understandable. If there are portions that need to be stressed, you can repeat it twice.
- Before initiating the recording process check for the proper functioning of the recording system
- Make sure that the pitch, tone and pace of the recording process is easy for comprehension.
- If you are recording the book in various segments, name the individual segment appropriately so that it facilitates in the compiling process without confusions. Example: While naming the segments, save the individual segments as: [Bookname]_[Chapter Name]_[Frompage]_[Topage]

1.2 Recording the Audio (Android):

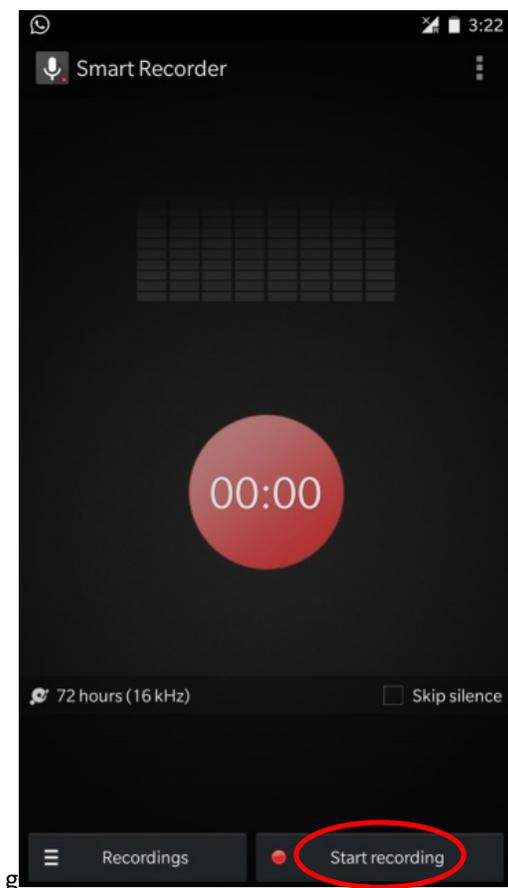
- Some Android devices come with a voice recording app pre-installed
- Open the recorder application (Sound Recorder/ Recorder)
- To start recording, tap on the red button/start
- Once you are done recording, press the same red button to stop recording
- Save the file

Pre-requisites:

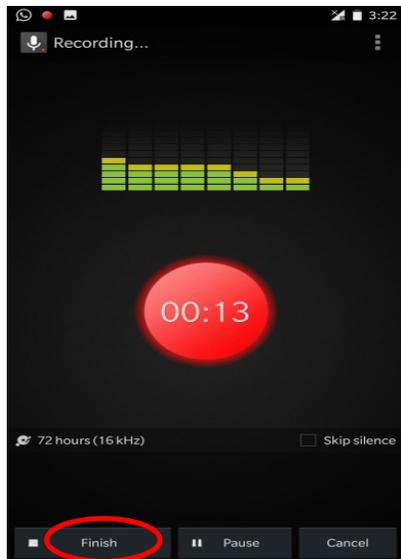
If you don't have a sound recorder in your phone, download **Voice recorder** from the play store or app store.

The link for the app is  <https://play.google.com/store/apps/details?id=com.andrwq.recorder&hl=en>

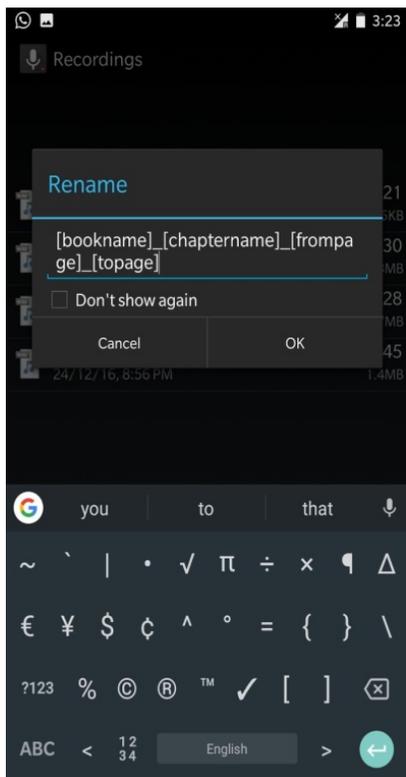
1. Open the app and press the '**start recording**' button



2. Click the 'Finish' button once you are done.



3. Save your file as "[bookname]_[chaptername]_[frompage]_[topage]".
Your file will be saved in .wav format.



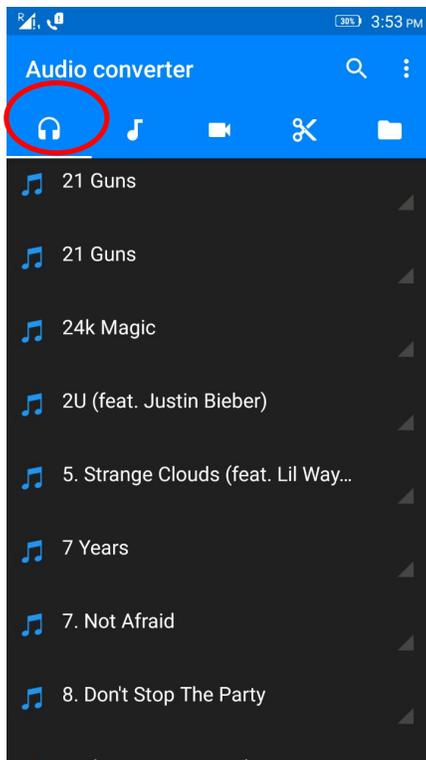
1.3 Converting the Audio (Android):

Once the audio has been recorded the file will be saved in the default format “wav”.

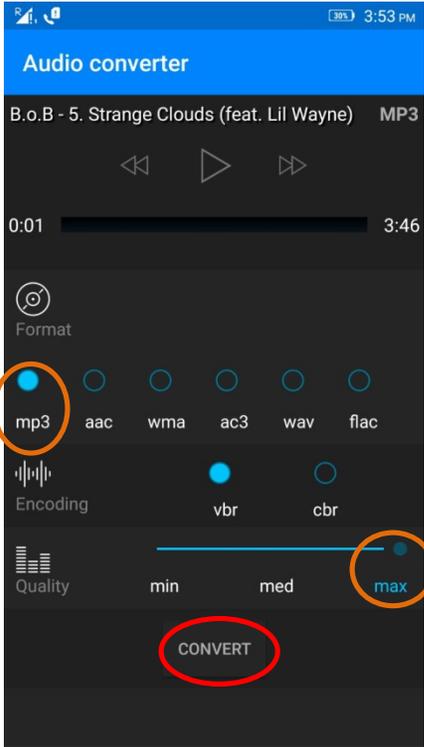
It is necessary to convert the recorded format to “mp3”. For this purpose download ‘mp3 converter’:

<https://play.google.com/store/apps/details?id=audio.converter.video.cutter.mp3.cutter&hl=en>

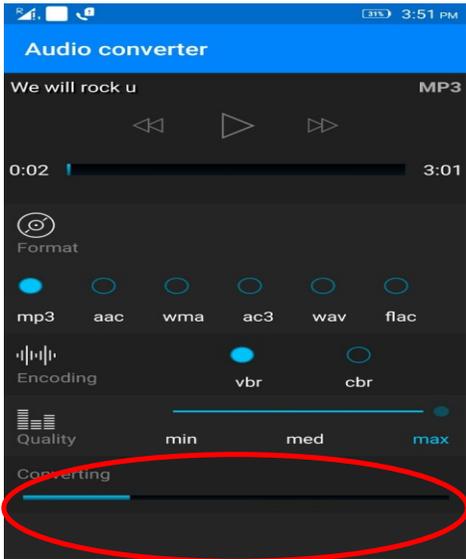
1. Click on  and choose your file for conversion.



2. Set the format to **mp3** and quality to **max**.
Then, Click on **convert**.



3. Once you see the progress bar, conversion has begun.



1.4 Recording the Audio (Iphone):



- Open the voice memo app in your phone
- You will get the screen shown below
- Click on the record button to start recording

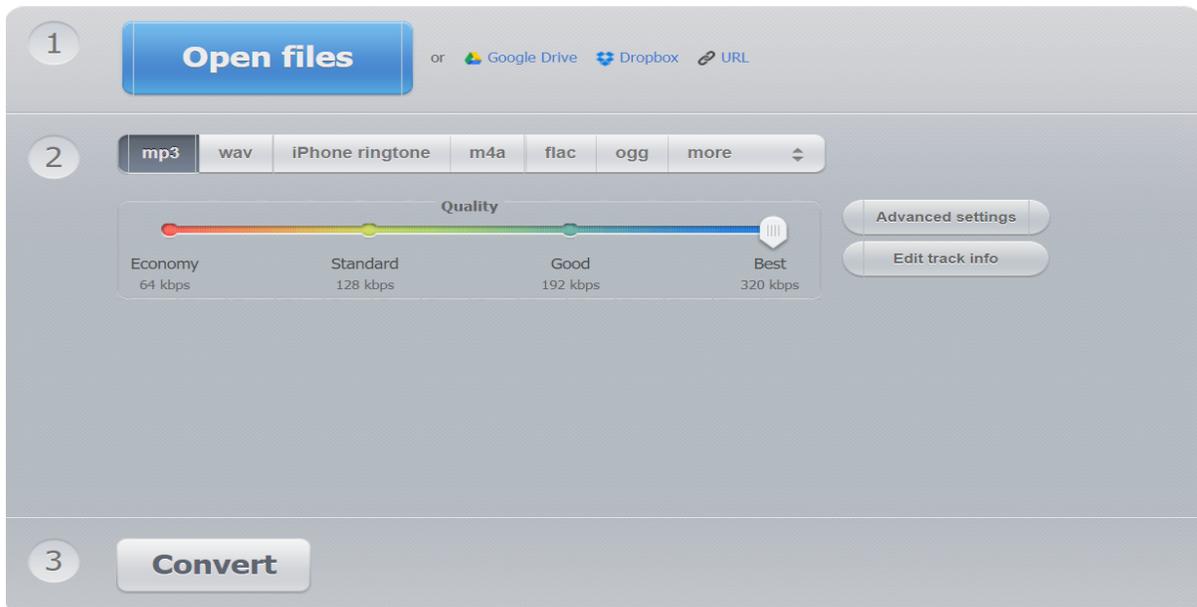


1. Once you are finished with the recording, click on **Done** to save your file.
2. Save your file as "[bookname]_[chaptername]_[frompage]_[topage]".
3. Your file will be saved in **.m4a** format.

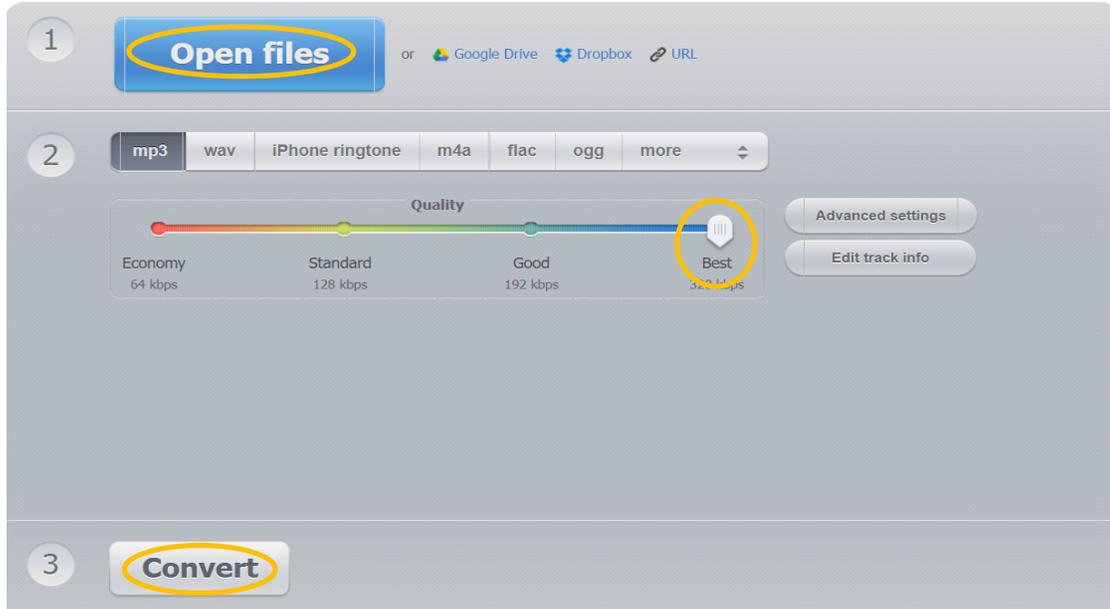


1.5 Converting the Audio

- Once the audio has been recorded the file will be saved in the default format “**m4a**”.
- It is necessary to convert the recorded format to “mp3”. For this purpose, go to: <https://online-audio-converter.com/>
- You will get the screen shown below



1. Click on **open files**. Choose the file to be converted.
2. Make sure the quality is set to **'Best'** .
3. Click on **convert**.



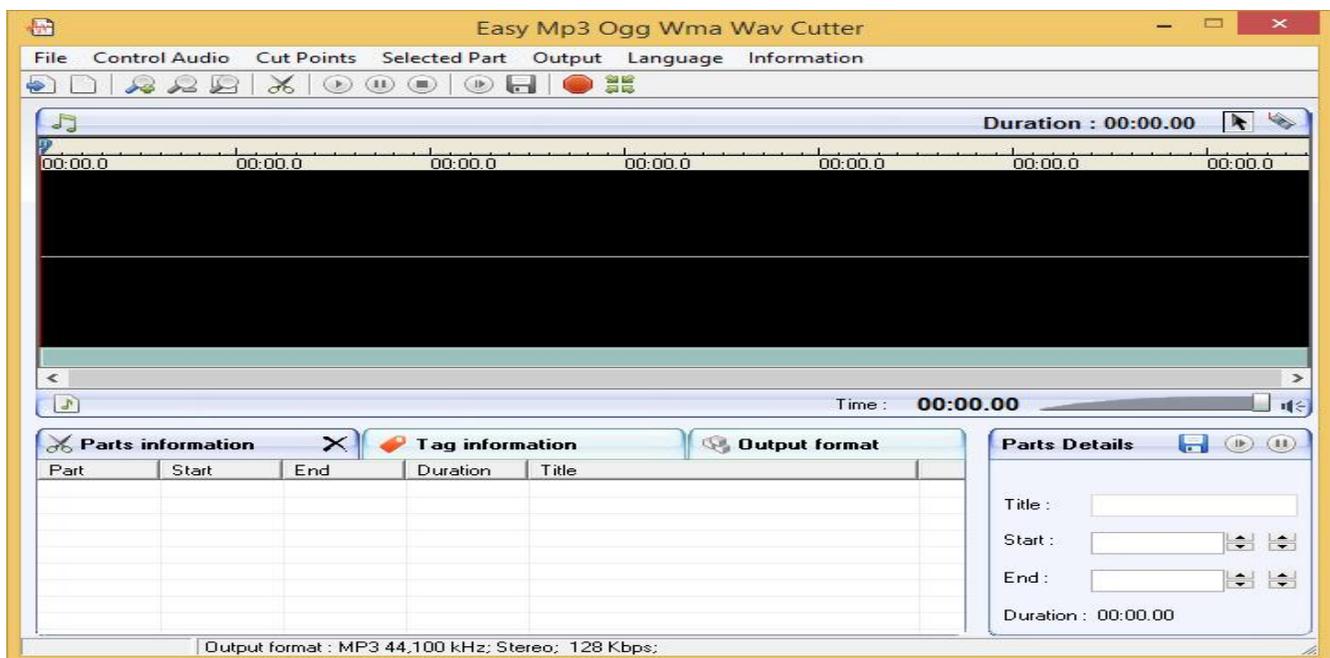
1.6 Editing the Audio file.

In case of any mistakes while recording the audio file the incorrect portions can be removed.

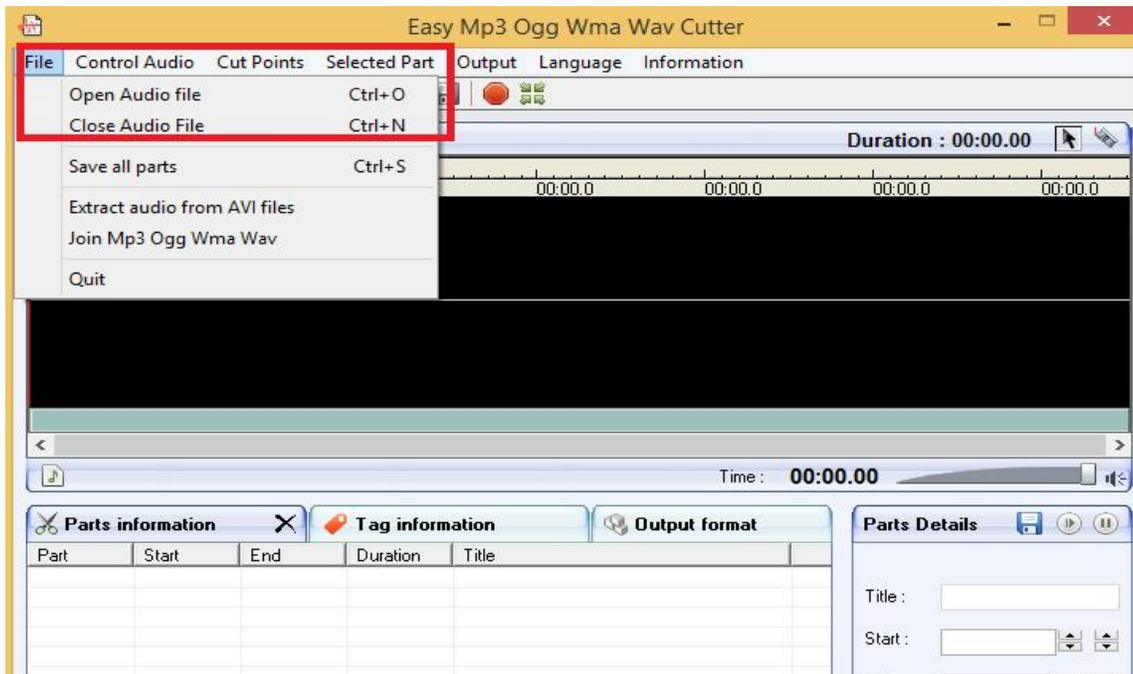
For this purpose we use the application “Easy MP3 Cutter”. **This application works only for MP3 Files**

(http://download.cnet.com/Easy-MP3-OGG-WMA-WAV-Cutter/3000-2140_4-10433509.html).

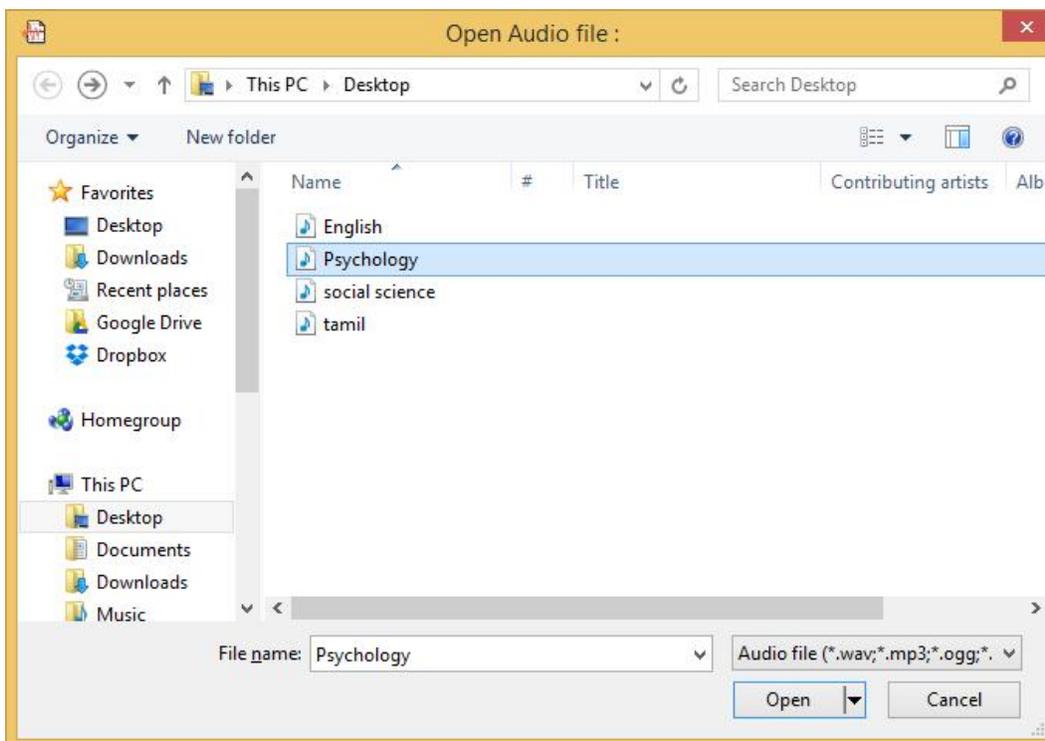
1. Launch the application (typically Start -> Easy Audio Cutter)

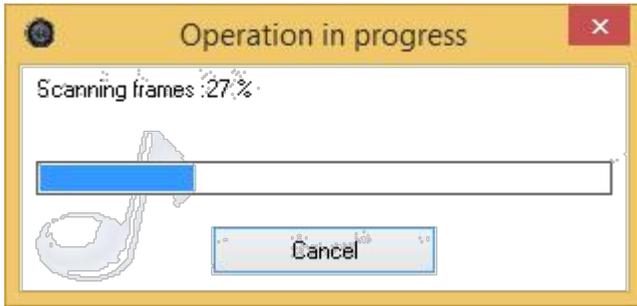


2. Click on "File ->Open Audio File"



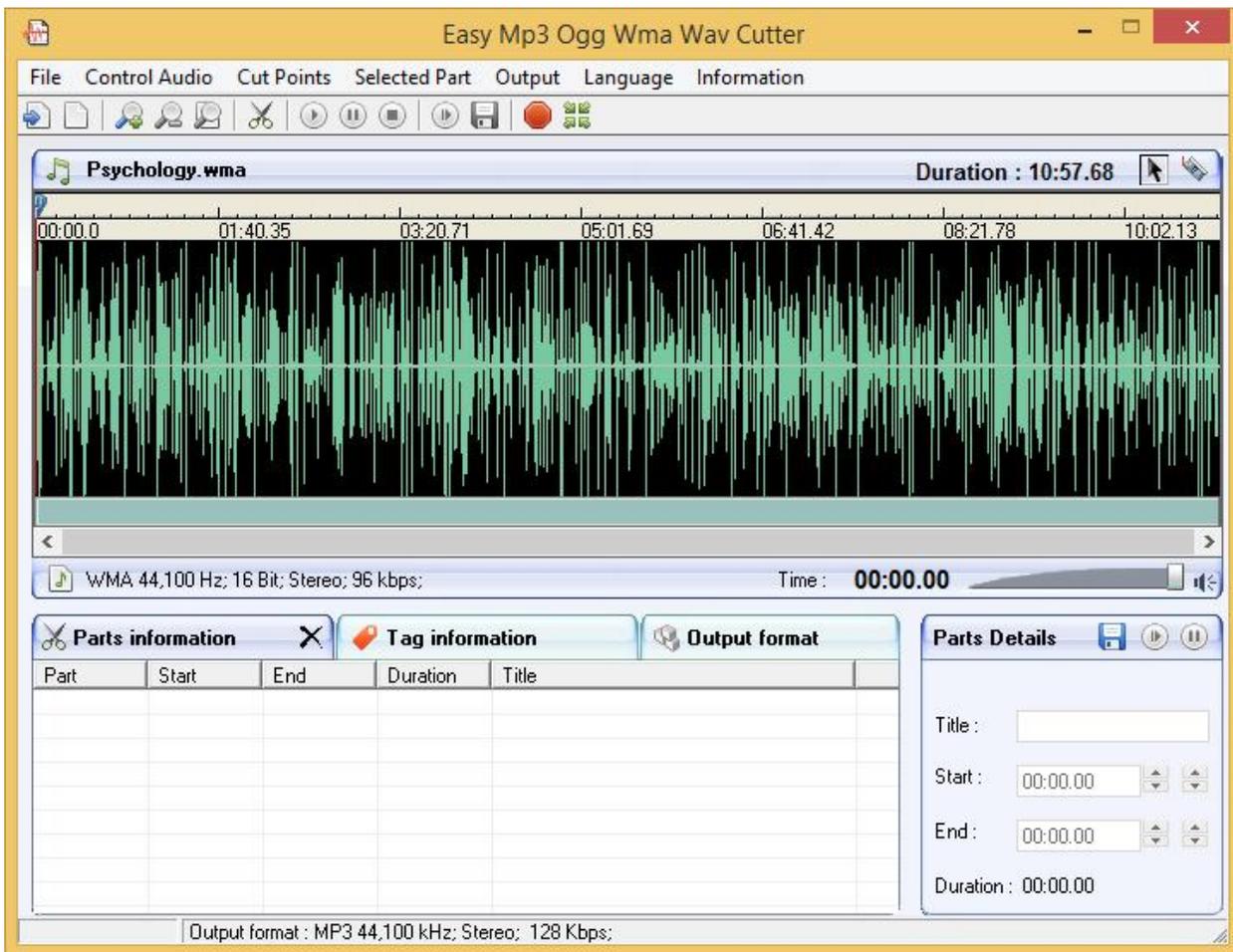
3. Select the file to be edited





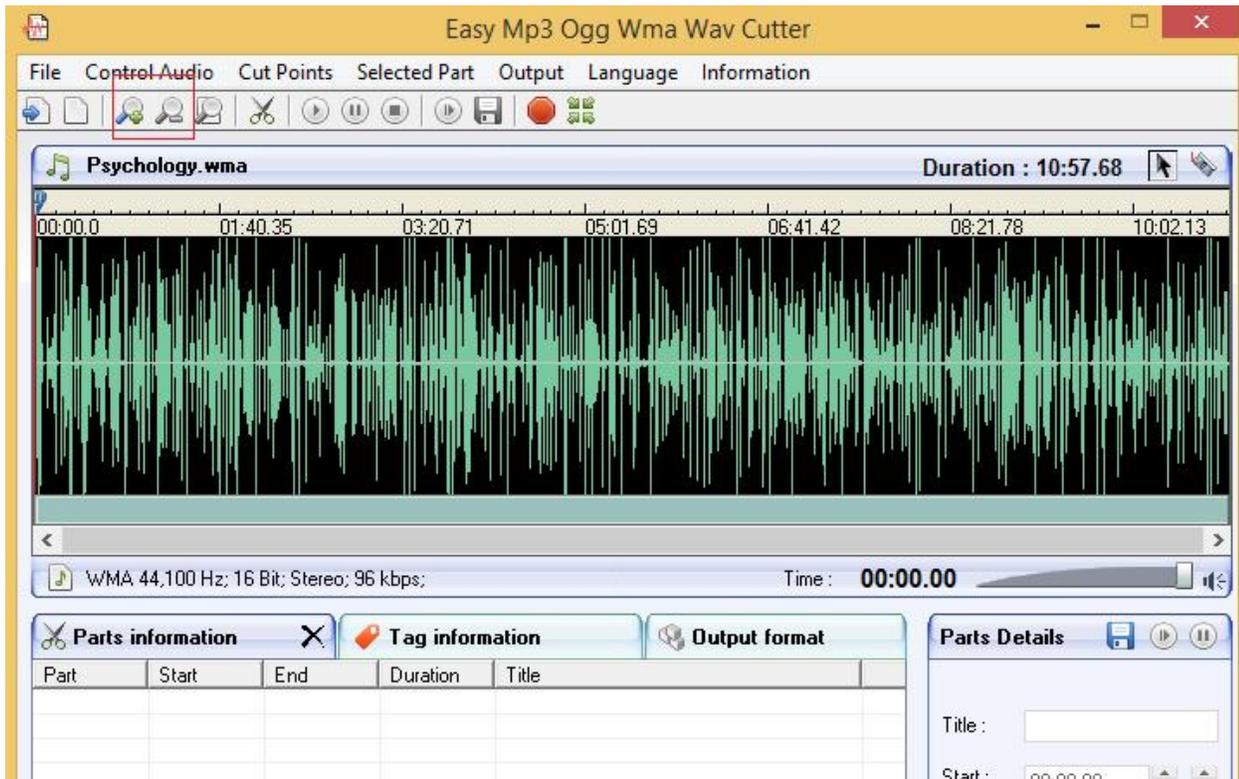
Once the file is added the screen will be displayed as below:

Here the Green tracks refer to the audio file to be edited.



iv) Click on Zoom in and Zoom out Button to expand or contract the timeline of the audio file. This will help in accurate editing of the audio file at the exact spot.

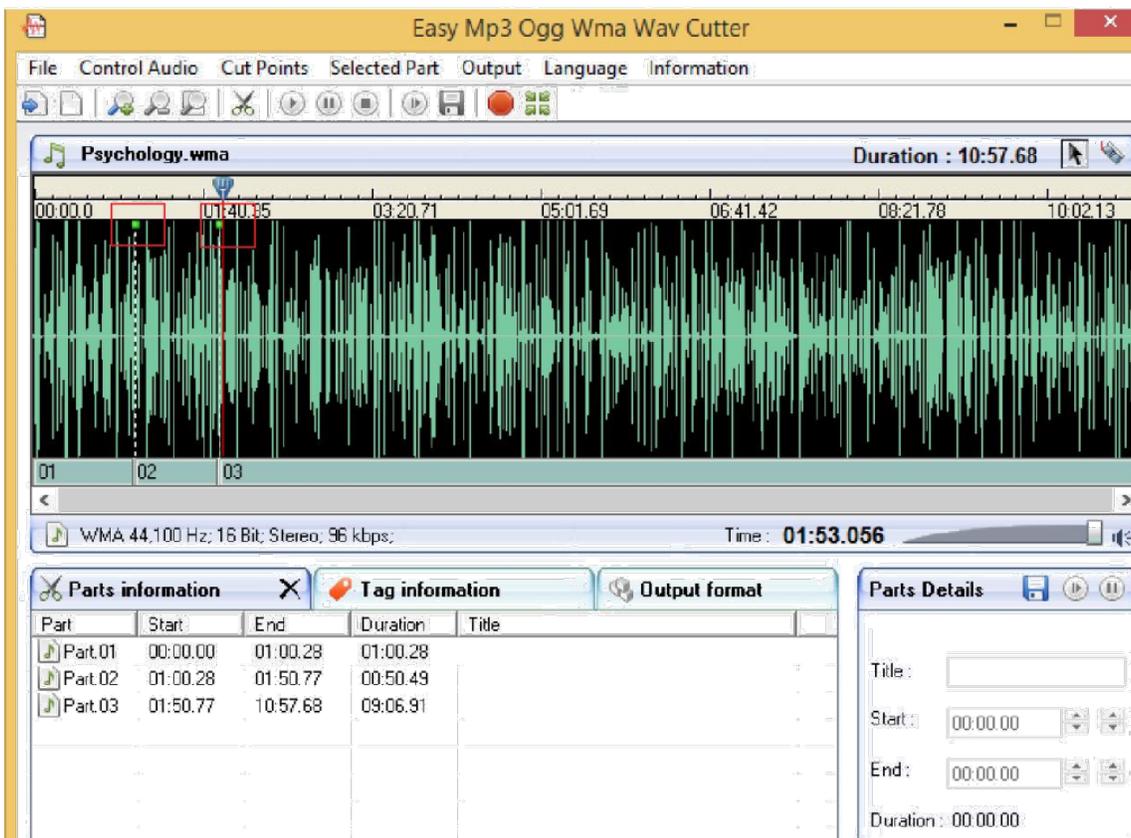
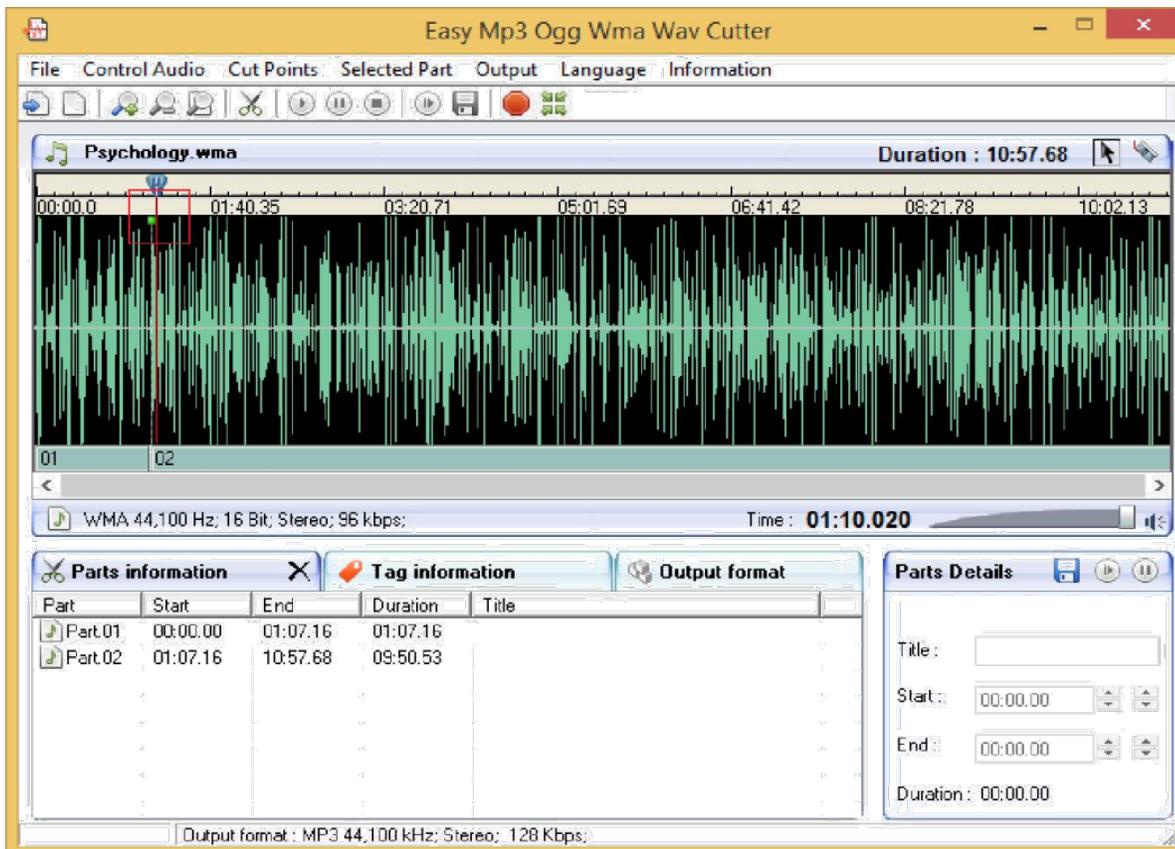
In order to delete a specific part from the file, please perform the below steps



v) Click on " Play Button " to play the audio file. Identify the portion to be edited. Once the portion has been identified "Click the cut" button at the start of the portion.

This places a small Green Bulb at the particular point in the audio file.

Once the end of the portion to be removed is reached click on "Cut button "Again "

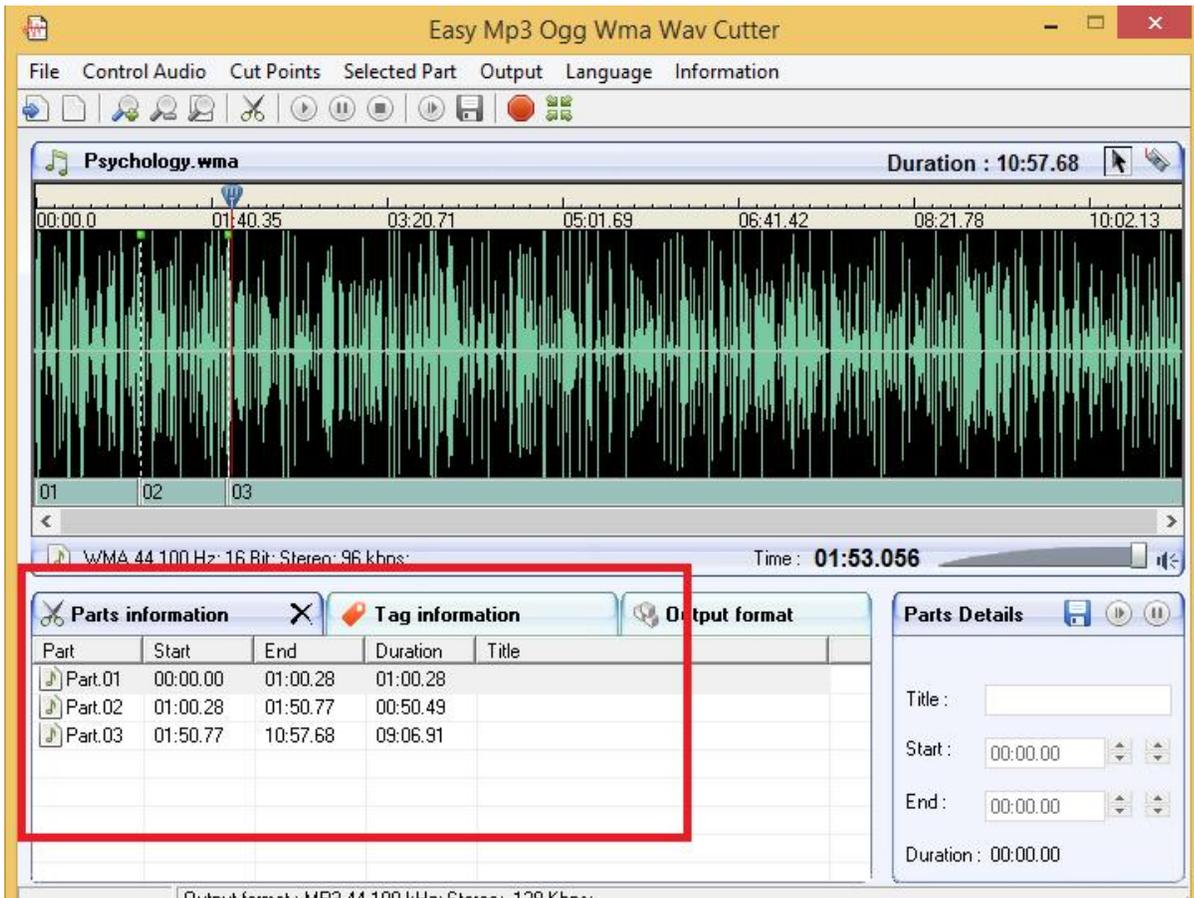


The portion between the green bulbs is the portion to be removed.

Now the audio file has been divided into three parts.

- Part .01
- Part .02
- Part .03

This is indicated in the below screenshot:



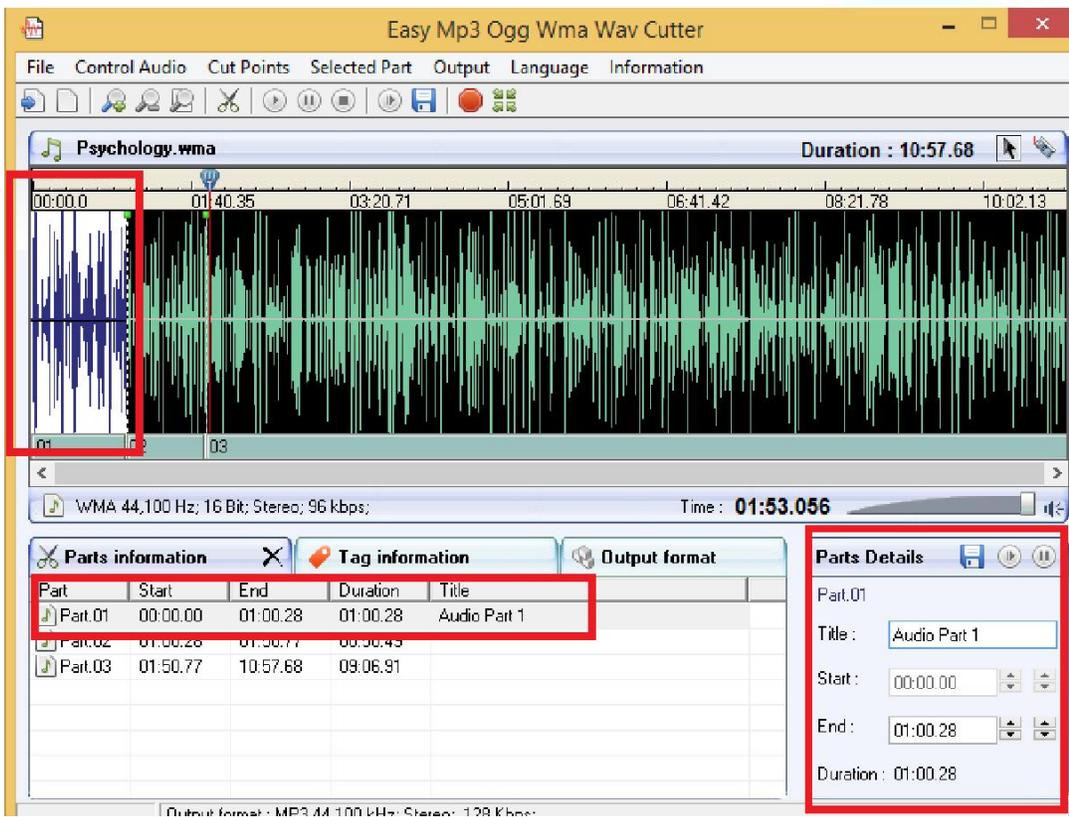
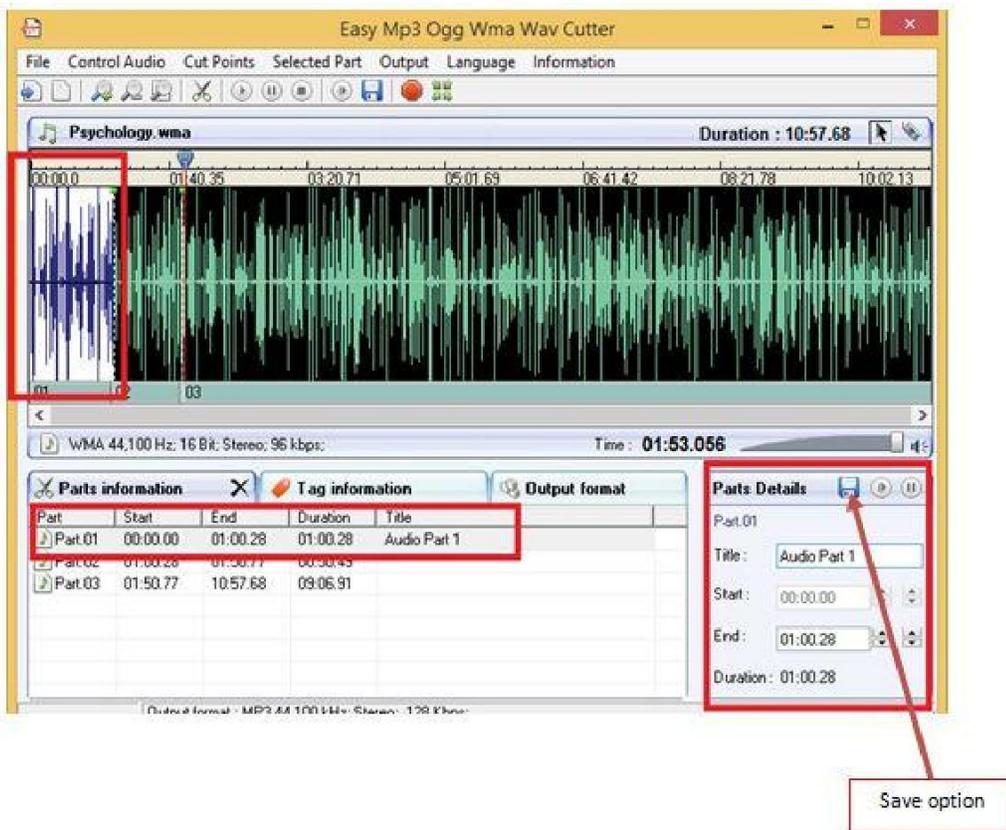
In this “Part .01” and “Part .03” are the correct parts and “Part .02” is the part to be removed.

Hence we individually save “Part .01” and Part .03” and merge them into a single file. This will remove the unwanted “Part.02” from the source audio file.

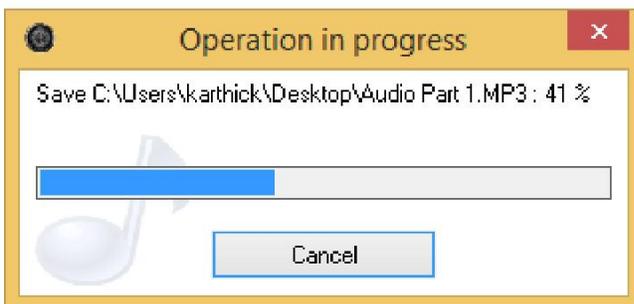
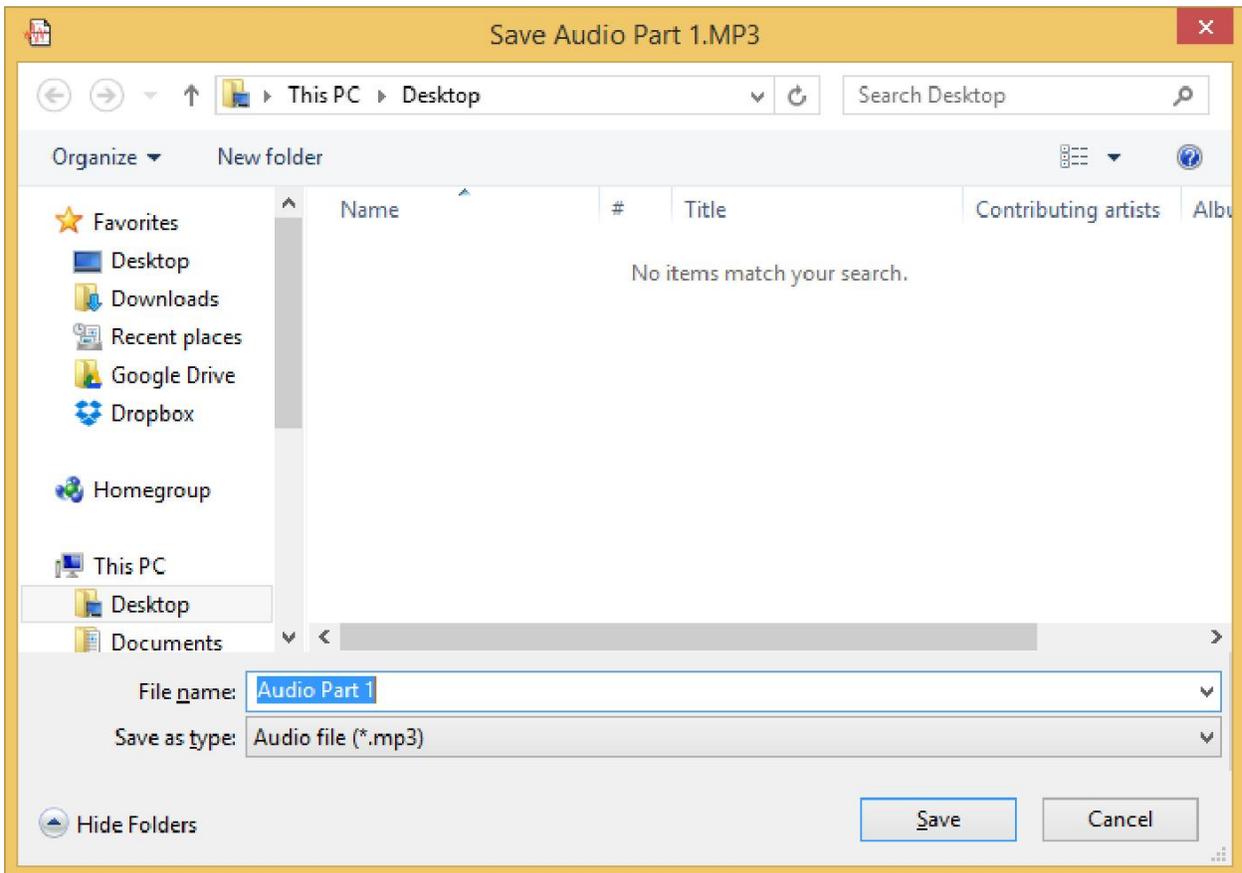
To save “Part.01”, click on “Part .01” in the below list. This will select the corresponding part in the audio file.

This is indicated in the below screenshot in blue. In the right bottom section enter the “Name “ in which you want to save that part of the file.

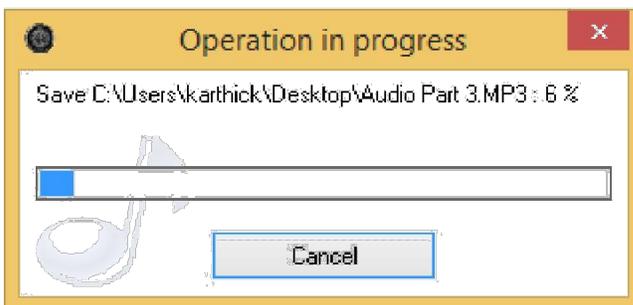
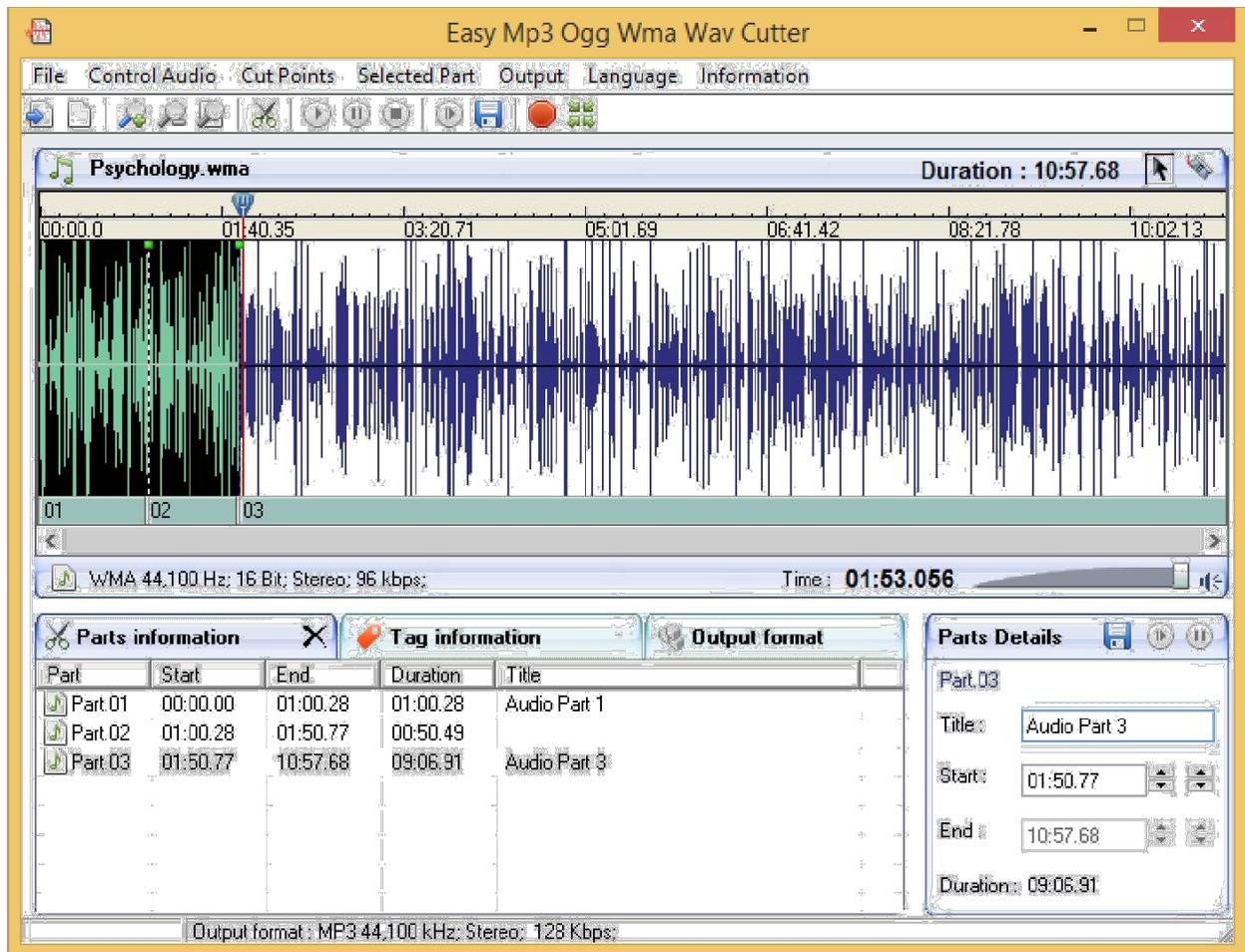
Then click on the "Save" Button.



Select the location where you want to save the file and save the file.

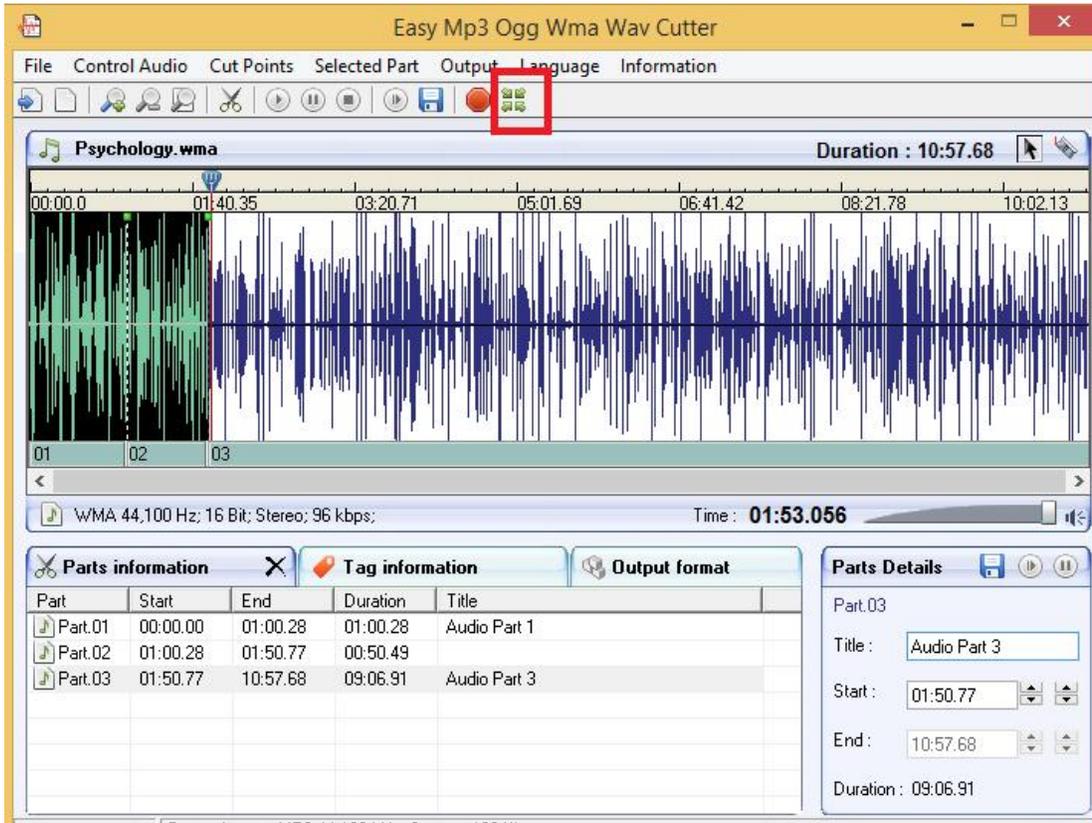


Repeat the procedure for “Part .03” and save that Audio part separately.



Now let us merge the files into a single audio file.

Now Once both the files have been saved, Click on the “Merge Icon “, as indicated in the below screenshot.



The below dialog box would open up. Here, click on the ‘add an audio file icon’ as shown below.



Select the files to be added and add them to the joiner. Here the two files that were saved earlier have been added.

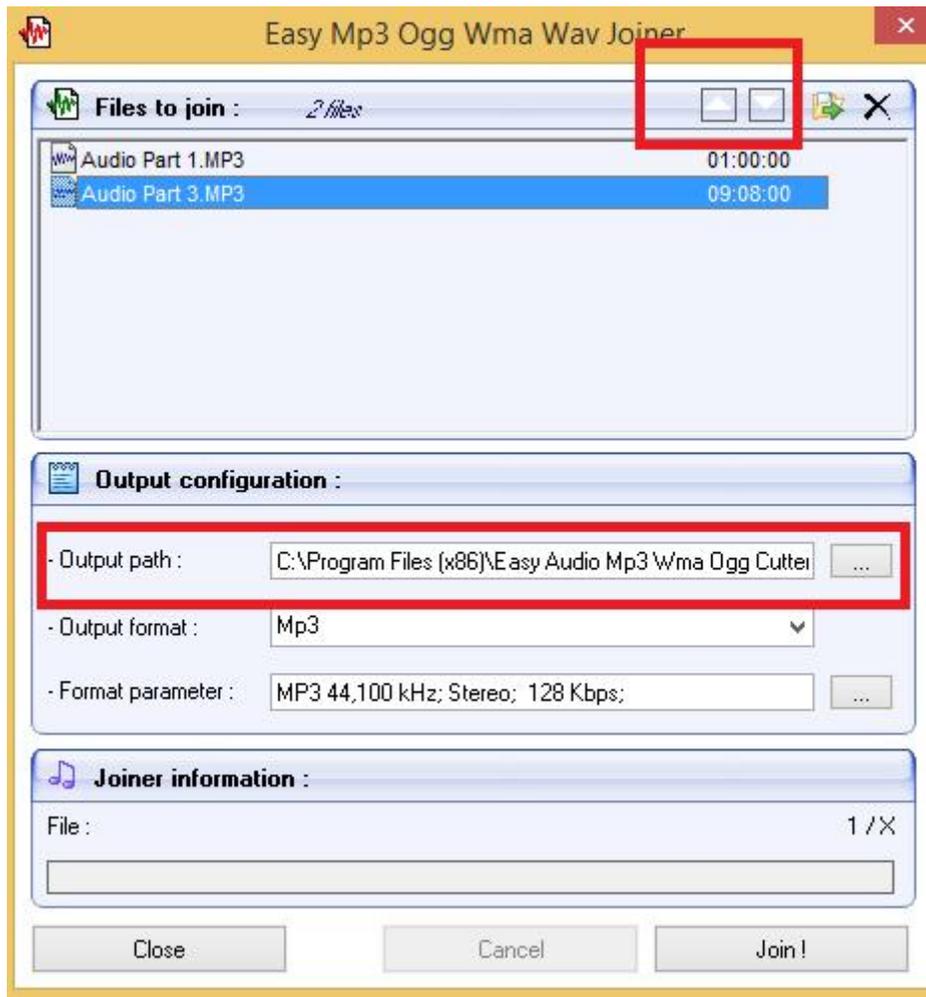
Note: *The files will be merged in the order they are listed in the text area.*

Here “Audio Part 1.mp3” will be before “Audio Part3.mp3”

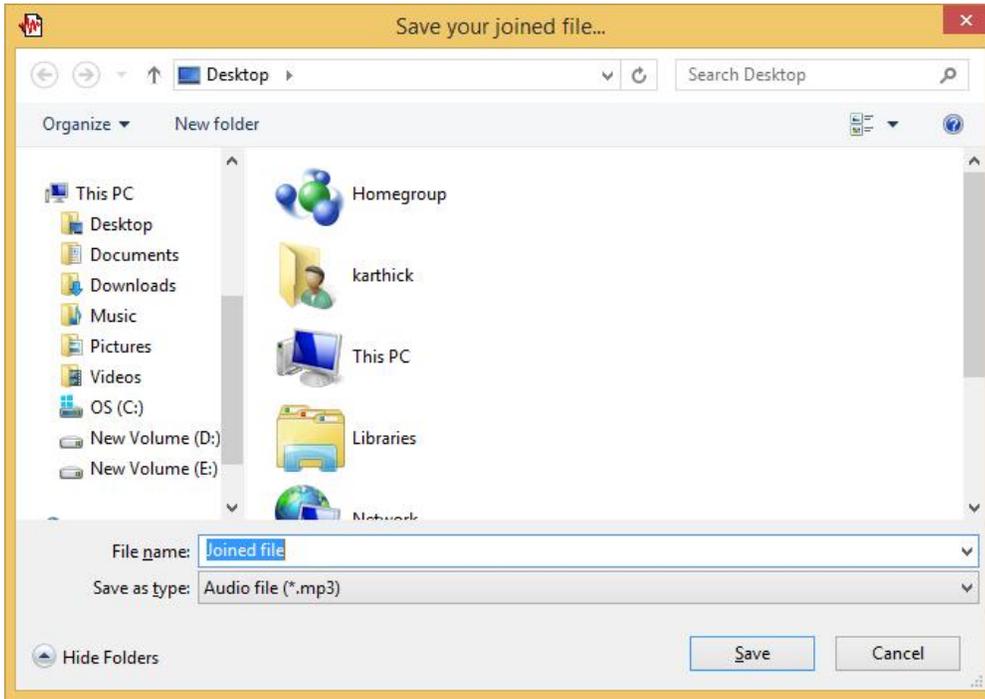
To reorder the files click on the “Move up “and “Move Down” as indicated in the below screenshot.

The output path can also be set in this dialog box.

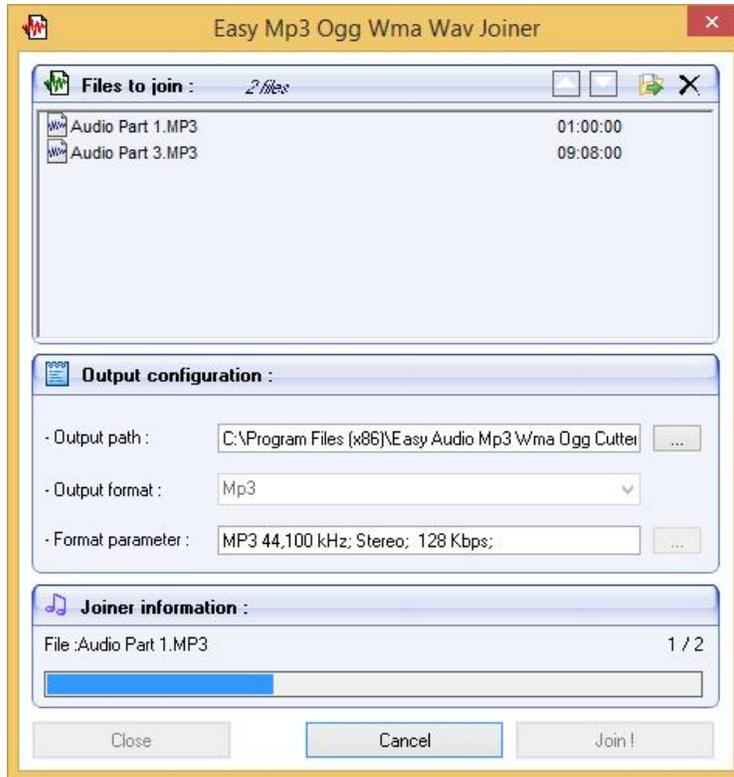
DO NOT CHANGE THE OTHER SETTINGS IN THIS DIALOG BOX.



Now click on “Join !” and enter a name for the “Joined File”.



The two files will be merged and saved in the output location:



*****End of Recording, converting and editing process*****

1.7 Disclaimer

The creation of the audio book is only for the benefit of the Partial/Completely visually impaired students and not for any commercial purpose.

Thank you!