

The 4 Steps to a standard 'Reading Rattle' audio magazine

1) Creating the recording

Most people will be using a program call AUDACITY which is free and will allow you to make a recording from a microphone connected to the computer. Or to transfer a recording from a cassette tape to the computer if it's earphone output is connected to the 'Line-In' socket of the computer (Notebooks sometimes don't have a 'Line-In' and so you have to use the microphone socket and adjust the volume very carefully).

When you have finished one article you save it to your 'Hard disk' with a name, something like 'T01-Intro.wav'

You then repeat this process for each of the articles/tracks

2) Compressing the files from '.wav' files into '.mp3' files

Unfortunately although they are good quality .wav files take up masses of space and are too large to put all of them onto a CD. So we use a program called 'RAZORLAME' which takes each of the .wav files. For example 'T01-Intro.wav' and creates a file 'T01-Intro.mp3' which is much smaller but still retains almost the original quality. RAZORLAME will convert all of your .wav files in one go, so you don't need to do each one individually.

3) Pack all of the MP3's into one '.zip' file

There are many programs which can do this but many will use 'WINZIP' and it will take all of your .mp3 files and pack them into one .zip file with a name something like 'apr09mm.zip'. The format of the name month/year/magazine is very important if the download for the members is to work correctly later.

4) Copy the file from your computer to the RAIBC Server

There are many programs which will do this but you will probably use FileZilla which is free. This program makes a connection from your computer to the RAIBC server via the internet and then sends a copy of your .zip file over the internet to the server.

Now the .zip file is on the server and can be downloaded by members wanting to listen to it or by Mandy so that she can burn the MP3 files onto the monthly CD.