

## EDITING AN AUDIO FILE WITH SOUND RECORDER

Like the picture formats, audio files can have different audio formats. Two examples are wav and mp3. Sound Recorder can only handle wav files. Any time you use Sound Recorder to turn a cassette tape into a digitalized audio file, it will save it in a wav format. However, if you download audio files, they may come in an mp3 format, at which case you will have to use a different program.

### Sound Recorder Limitations - .wav only format

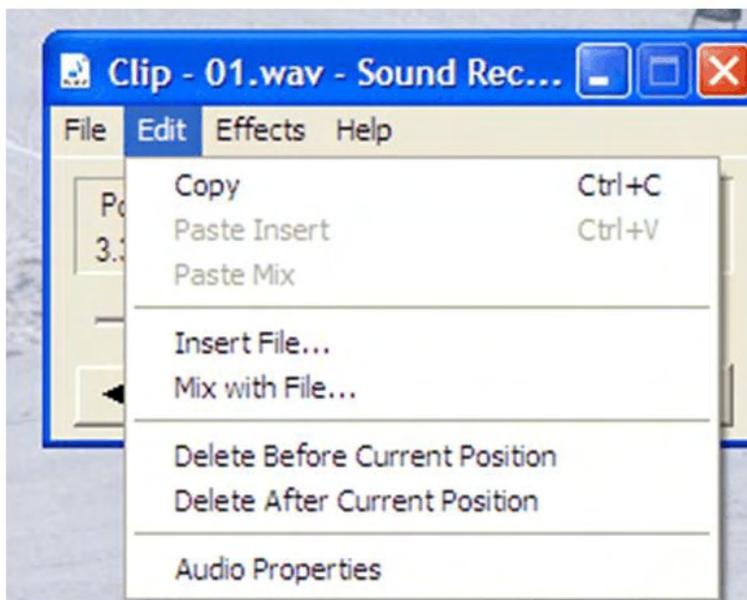
**Audacity** - Audacity is another audio editing program. There is a free download available at [www.sourceforge.net](http://www.sourceforge.net). Type "Audacity" in the search line. It will bring you right to the free download. Audacity handles both .wav and .mp3 files. It also has more editing capabilities.

### 2. Now that I've got the sound into my computer, how do I edit it?

**Step 1:** Open Sound Recorder (start, Programs, Accessories, Entertainment, Sound Recorder).

**Step 2:** Click on file and double click on the audio file you want to edit.

**Step 3:** Click edit. You will see this:

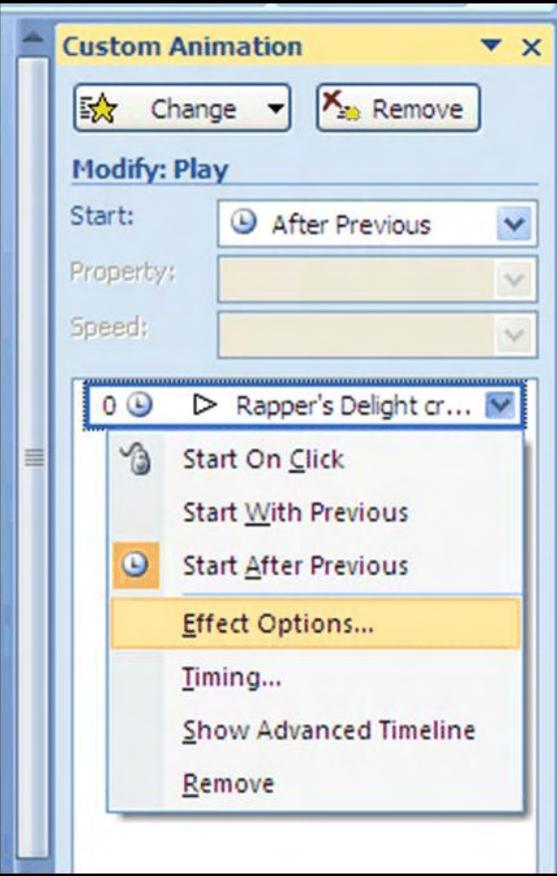


"Delete Before" and "Delete After" are the tools to edit your audio clip. If you want multiple clips from the same recording, you will have to do a new editing each time. Remember to "save as" the edited clip rather than "save" or you will permanently alter the original clip.

## INSERTING AN AUDIO FILE INTO POWERPOINT

### 3. Now that I've edited my sound clip, how do I get it into a Powerpoint slide?

- Step 1:** Click on "Insert"
- Step 2:** Click on "Sound"
- Step 3:** Double click on audio file you want in the Powerpoint slide
- Step 4:** Decide whether you want it to play automatically when the slide comes up, or whether you want to move the cursor and click on the sound object to make it play



There are various effect options that allow you to control the start and stop of the audio, control the volume and hide the sound icon while in the presentation mode.

Click on "Home", "Animations", "Custom Animation". Then look at the tool bar running down the right side of the screen. Click on the icon to the right of the audio file. Then click on "Effect Options".

You will then have the choice of going to "Effect", "Timing" and "Sound Settings".

## GETTING A VIDEO FILE INTO YOUR COMPUTER

### C. VHS Tapes, Video Cassette Tapes, DVDs, Cameras in Video Mode

#### 1. How do I get this stuff into my computer?

**Every video clip comes in a video format such as .avi, .mpg, or .wmv. What do they mean?**

AVI - Audio-Video Interleave

MPG - (MPEG) Moving Pictures  
Experts Group

WMV - Windows Media Video

**The endings just denote different video formats. All three work in Powerpoint.**

**Video Camera with DVD** - There is DVD ripping software which is a program that converts the DVD to .avi, .mpg, or .wma. You can get the software at Best Buy or download it from the internet.

**Video Cassette Tape, Mini VHS, 8 MM** - There are machines that directly convert a VHS tape into a DVD but then you have to rip the DVD as discussed above, converting it to an .avi, .mpg, or .wma.

**Cameras in Video Mode or Video Cameras with Hard Drive** - these cameras generally create the video in a usable .avi video format.

**Video Capture Device** - You can plug your VCR or VHS camcorder, or 8mm camcorder directly into a video capture device. You plug the video capture device into your computer and the video capture device converts the VHS to an .avi, .mpg, or .wma.

They are available cheap on the internet.



## EDITING A VIDEO FILE WITH MOVIE MAKER

### 2. Now that I've got the movie into my computer, how do I edit it?

**Step 1:** Open Movie Maker (start, Programs, Windows Movie Maker).  
The opening slide will look like this:

The screenshot shows the Windows Movie Maker application window. The interface includes a menu bar (File, Edit, View, Tools, Clip, Play, Help), a toolbar, and a 'Movie Tasks' pane on the left. The 'Movie Tasks' pane is divided into three sections: '1. Capture Video', '2. Edit Movie', and '3. Finish Movie'. The 'Import video' option under '1. Capture Video' is highlighted with a red line and a red arrow points to it from the text 'Step 2: Click on "Import Video" - your video will be broken up into scenes in this area.' Another red arrow points from the text 'Step 3: Grab the scenes you want in your video and drag it down to the storyboard area directly below.' to the 'Show Storyboard' button in the bottom toolbar. A third red arrow points from the text 'Step 4: Hit the play button on the video player to your right. If you want to cut a part out, you can crop it with the crop button.' to the play button in the video player controls. A fourth red arrow points from the text 'Step 5: You can add video effect, transitions and credits.' to the 'Effects' button in the video player controls. A fifth red arrow points from the text 'Step 6: Finish the movie by saving it to your computer. Remember to "save as" so you maintain the original version.' to the 'Save' button in the video player controls. The video player area shows a timeline with a play button, a crop button, and a 'Show Storyboard' button. The storyboard area is currently empty, displaying the text 'Drag media to the timeline to begin making a movie.' The Windows taskbar at the bottom shows the Start button, several open applications (WordPerfect X3, Windows Movie Maker), and the system tray with the time 2:49 PM.

**Step 2: Click on "Import Video" - your video will be broken up into scenes in this area.**

**Step 3: Grab the scenes you want in your video and drag it down to the storyboard area directly below.**

**Step 4: Hit the play button on the video player to your right. If you want to cut a part out, you can crop it with the crop button.**

**Step 5: You can add video effect, transitions and credits.**

**Step 6: Finish the movie by saving it to your computer. Remember to "save as" so you maintain the original version.**

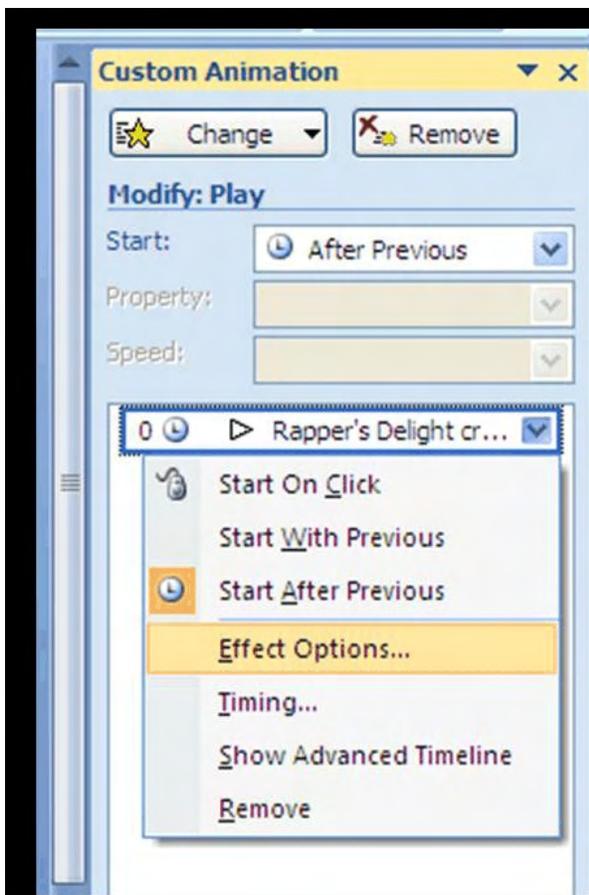
## INSERTING A VIDEO FILE INTO POWERPOINT

3. Now that I've edited the movie, how do I get the video into a Powerpoint slide?

**Step One:** Open Powerpoint

**Step Two:** Click on "Insert"

**Step Three:** Double click on the movie you want to bring into your Powerpoint slide. You will be asked if you want the movie to play automatically, or when clicked.



There are various effect options that allow you to control the volume and hide the movie icon while in the presentation mode.

Click on "Home", "Animations", "Custom Animation". Then look at the tool bar running down the right side of the screen. Click on the icon to the right of the video file. Then click on "Effect Options".

You will then have the choice of going to "Effect", "Timing" and "Movie Settings".

## **YOU ARE NOW READY TO RAZZLE AND DAZZLE**

**You now know how to:**

- 1. scan a document/photograph into your computer**
- 2. insert that document/photograph into a Powerpoint slide**
- 3. make some really cool Powerpoint slides**
- 4. convert a cassette tape into a digitalized audio file**
- 5. edit the audio file**
- 6. insert the audio file into a Powerpoint slide**
- 7. convert a VHS tape, mini cassette tape, 8 mm tape, DVD into a usable video format**
- 8. edit the video file**
- 9. Insert the video file into a Powerpoint slide**
- 10. now go add some razzle dazzle**