

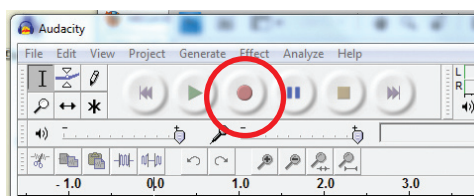
Burn baby burn

Trevor Eddolls shows us how to make your own client CD on a PC

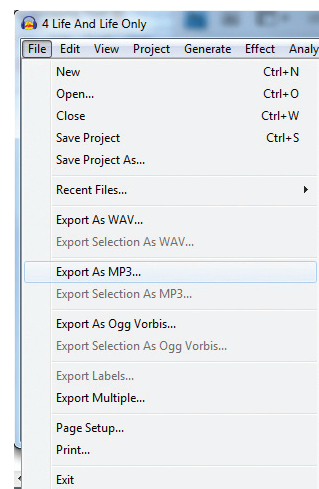
The first things you need, as they say in all the best recipe books, are a blank CD, a reasonable microphone, relaxing background music, and decent software. There is some great software available, at a price, such as Adobe Audition, but the best freeware for recording, editing, and double tracking is Audacity. You'll be able to find it on Google and download and install it. The second piece of free software you'll need will convert sound files from wma (a file extension for Windows Media Audio files) to mp3 (Moving Picture Experts Group 3). No-one cares what these acronyms mean; you just want Earth.wma to become Earth.mp3, so you can use it.

The next step is to get the background hypnotic music that you want playing. If you've got a CD from the Clifton Practice it's probably a single track called Earth (You can find many other tracks on the web, but make sure they are copyright free and you have permission to use them). You need to rip this Earth track off the CD and onto your computer. You can do this using Windows Media Player (which came free with your computer). Insert the CD and select Rip from the menu; it's one long track (about an hour). Make sure you know where the ripped file is saved, usually "My Music" or Music. If you don't have a copy of Earth on a CD you can get relaxation music from various sources. Don't use anything that you don't have copyright to or that isn't freely available for other people to use.

Now you need to convert your wma file (from ripping the CD) into an mp3. If you got the track from elsewhere, you may not need this stage. You can use Switch for Windows or Smart Audio Converter (or anything else you find searching Google). When you've done that, you can start to record you speaking.

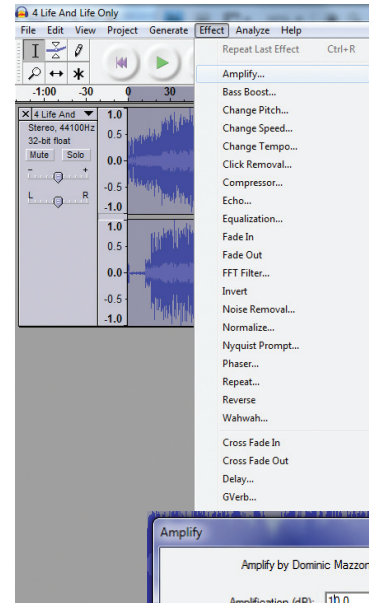


So, launch Audacity. Click the big red record button in the tool bar to record your audio track. Hint: wait 10 seconds before speaking. Just keep talking. Every time you fumble a word or get the phrasing of the sentence wrong, simply say it again correctly. Your 25 minute CD can take closer to an hour to record. When you get to the end,

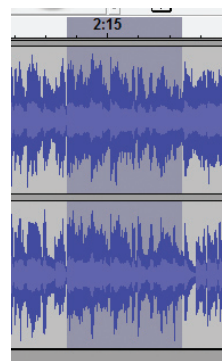


wait about 10 seconds and then click on the stop button; it's the yellow square. Save your file now! (Actually, you select Export As MP3...) Give it a sensible name and note where you are saving to.

You may find your recording is a little quiet. You can increase the volume by clicking anywhere on the recording, and typing Ctrl and a at the same time; this selects the whole file. Then from the menu select Effect and from the drop-down box Amplify... A new box will appear and you can put in a value - 5dB or perhaps 10dB. This will make the peaks of the waves look higher and the volume will be louder. You can repeat the process and use a minus value to make the volume less. A graph will indicate the work going on. If you make a mistake you always have Undo (Ctrl and z or choose Undo from the Edit menu).



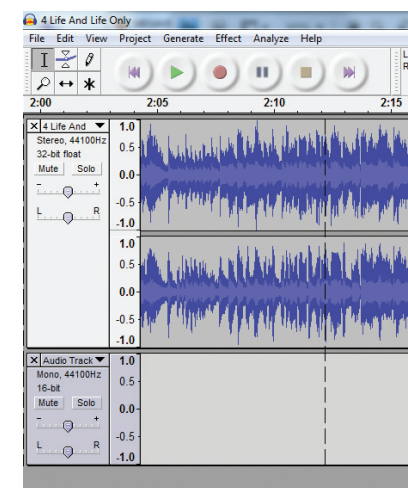
The next stage is to edit out all the verbal stumbles. Audacity works like Word and other PC software in that you can select and cut (Ctrl and x) bits that you don't want. Use headphones or go to a quiet room and concentrate on listening to your recording and then you can edit out any bits that shouldn't be there. You can zoom in on the track using the lens tool. That makes it easier to see where the sound of words start and ends. Select the bits of sound wave you don't want by using the text tool and clicking at the start and shift clicking at the end. Use Ctrl and x to cut out the wrong words. Always double check you have got the right part and not too much. If you've made a mistake, Ctrl and x will undo the



error. Every so often, save your file (like you would if you were editing a Word document). Again, you use Export As MP3...

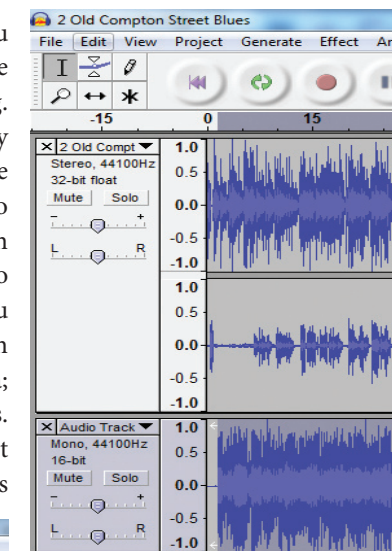
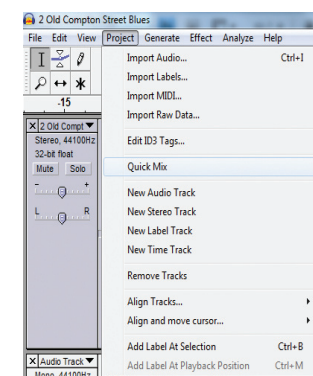
Once you've edited the file so you sound perfect all the way through, you're ready for the next stage. Firstly, select all (Ctrl and a) and then copy that track (Ctrl and c). You're going to place it in a new window in a minute.

On the menu select File and Open... and open the Earth.mp3 track you created earlier. Now here's the tricky bit: click on the record button (the big red one), it will open a new audio track, and almost immediately stop recording (by pressing the yellow square).



Now place the cursor in this new track and move it to the very beginning (you can use the side arrow on your keyboard). Then paste (Ctrl and v) the recording of you (the one we just copied) into that blank track. You may find the Earth recording is much longer than your speaking track. You can shorten the length of the Earth recording by cutting any excess (Ctrl and x).

If you play it now, you will hear the music in the background and you talking. The final stage is what they call "mixing down", the merging of the two tracks into the final product that you can burn onto a CD and give to a client. Stop playing, if you were, and click anywhere on a track and press Ctrl and a; this selects both recordings. From the menu select Project and Quick Mix. Once this



has completed, save your file with a new name.

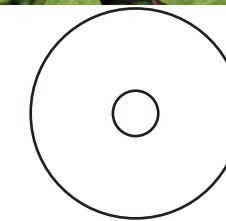
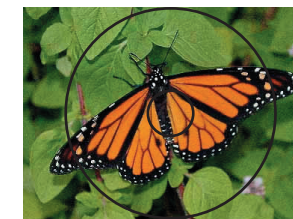
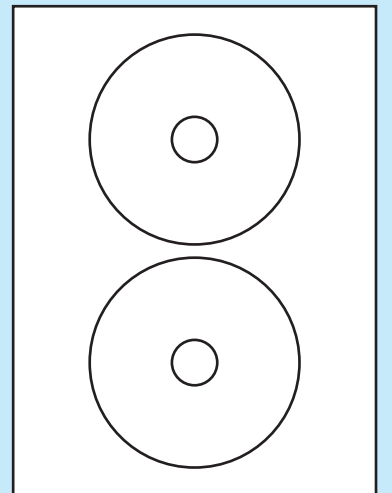
Once you have this master recording, you can burn it onto as many CDs as you want. Media Player gives you a Burn option on the menu. I always put labels on the CDs and put them in small plastic wallets before I give them to clients.

CREATING A LOOK FOR YOUR CDS

When a client takes home your CD, you want it to look professional, but not necessarily pay out lots of money for labels to be printed. One way round this is to use a system, such as the NEATO CD/DVD Labelling System, only £14.99 from <http://www.uk.neato.com>, or the AVERY CD Kit With Applicator, Software Disc and Labels which you can purchase from major office suppliers or online.

Next find a photograph which you feel portrays the kind of image you want. My first CD had a photograph of Mount Cook in New Zealand which I took when travelling, but as long as it's copyright free, you can use anything.

Now some systems demand complicated software to install, I use a straightforward publishing programme. The key is to be able to line up the copy and the photo with the labels, and if you measure and set up a rough, you can experiment with just one or two labels to get it right. Place the image and the text onto the



page behind the template for the labels, then print one off on ordinary paper and compare to the labels to see if it's properly lined up, then delete the circles. Don't drop the image into a circle because if it's slightly out it will show.



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Penny Ling