

HOW TO MAKE YOUR OWN SOUND FILE

You will need:

Microphone attached to computer preferably

Audacity software loaded on your computer -<http://audacity.sourceforge.net/download/>

Quiet room

Large towel

Directions:

Plug your microphone into the computer (best to use a plug in microphone versus one that is inside computer but you can try both ways).

Audacity Software Buttons:

Red is for Record

Yellow is to Stop

Green is to Play

When speaking into microphone, you will see lines. You want the lines to NOT go above the top or bottom line (otherwise distorted sound). You may need to play around with the placement of the microphone. Ideally, you want the lines to be about ½ to one inch (if too tiny, it will be too soft).

To help with your acoustics, you can cover your head and microphone with a towel.

Record a few versions. Make sure your sound file (the important part) is within the timeframe of the chip you are purchasing (10 seconds should be around 9.75 seconds of sound).

Once we get your sound file, we can always clip it and do fade ins and fade outs for you. We'll clean it up.

If you wish to clip the file, here is how you do it.

Highlight Area, go to EDIT, and then CUT.

If you want to create a fade in or fade out, you:

Highlight area, go to EFFECT, then click on FADE IN or FADE OUT.

When you are done, you can save the basic file (but this is not the file you send to us – this helps you if you need to re-do the file later on).

For us, you need to save as follows:

FILE – EXPORT SELECTION – and on the bottom of the file box it should show WAV (Microsoft) signed 16 bit PCM. Please name it the name of your corporation as in Geico Sound File 1 and it should save it as Geico Sound File 1.**wav**

Getting Fancy: You can always add other tracks (music) – you need to play around with the software to do this but if you are in a hurry, give us the instructions (if you have the background music or intro music, we can take care of this easily).

FILE SLIGHTLY TOO LONG: You (or us) can shorten it if we cut out the pauses or breaks but this will cut out a fraction of time here and there.

Other Important Info

Sound Chips – The recordings should be supplied not to exceed to particular chip you desire (for instance, 10 second modules cannot have more than 10 seconds, 15 second modules cannot have more than 15 seconds, etc.).

For custom recorded sound / voice chips, we suggest you follow the guidelines below to ensure the best possible reproduction.

1. Any male, female or child's voice can be used.
2. Typically, males with a tenor voice nature or females with a soprano voice reproduce the best. This is due to the sampling rate and frequency response of the voice chip.
3. When recording the voice message, be sure the announcer speaks in a clear voice. If the spoken message has an uneven recording level or if there is extreme loud to soft or very high to low, some parts of the message may be unclear or distorted compared to the rest of the message.
4. Be sure that the following consonant sounds are clearly enunciated, as they have a tendency to get "lost" in the ship recording process: "D", "S". "P" and "T" sounds. Also listen carefully so they are not distorted or create a "pop" (as sometimes the letter P does). You may be too close to the microphone if this is happening.

E-mail the *.wav file that you have created to kibach@promoplace.com. We will review and help you so you make the best file and best product possible.