Tech Tuesdays

Olympus Audio Recorder

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I. What is the Olympus Digital Recorder?

The Olympus Digital Recorder is a small hand-held audio recording device. The model we have in the IDC (DS-30) can hold up to 66 hours of audio in the internal solid state memory (on the lowest quality setting). The setting we usually use allows for 8 hours of recording time. After that the audio would have to be transferred off of the device to free up recording space.

After recording your project you can use a program like Audacity (a free download used for podcasting and other audio production). Simply plug in the USB cable into the side of the Olympus Digital Recorder and into your computer's USB port.

You can find out more about Olympus Digital Audio recorders by visiting the Olympus web site at: http://www.olympusamerica.com/cpg_section/product.asp?product=1277

II. Why use the Olympus Recorder?

The benefits of using the Olympus Recorder include:

You can record your audio lecture once on a topic, deliver it on CD or over the web to students and spend more class time diving deeper into concepts, more student interaction, projects, student presentations and other learning events.

Using the Olympus Digital Recorder in a course...
· increases the number of repetitions allowing students to review the material easily,
· encourages learning away from the classroom,
· gives a human touch to an online course environment.

Stereo Microphones

Mic Sensitivity

Main Display

mini USB Port

Navigation/ Volume Controls

Erase button

Record

Stop

Play
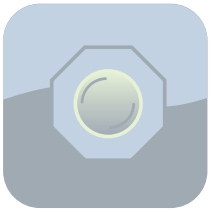
on/off

III. How Do I Use the Olympus Recorder?

a. Beginning a Project: Recording

To begin a project, set up the Olympus Digital Recorder onto a desktop or hold it in your hand.

The on/off button is on the side of the Digital Recorder. Slide that down and let go and the device will turn on. The screen will show the word "Olympus" and show Folder A in the upper left corner.

There is a built in microphone in the top of the Digital Recorder. This microphone allows you to pick up stereo (left and right speaker) sound.

The Digital Recorder has three settings on the side for Lecture, Conference and Dictation audio content. Dictation is as the name implies the most upclose audio. Conference goes out a bit futher and then Lecture is for the largest lecture hall type of audio. Changing this setting will change the sensitivity of the microphone.

After the device has been turned on, to record audio press the Rec button on the side of the device. This Rec button acts as a record/pause toggle. If you press the Stop button along the side instead and then press Rec you will be beginning a whole new audio file recording rather than picking up where you left off.
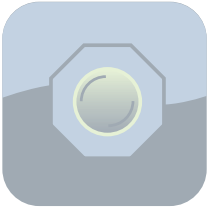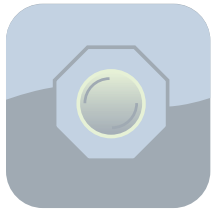
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b. Playback and Erasing Content from the Digital Recorder

Once you have your audio recorded you can click the Stop button to stop recording.

Playback Speaker

To hear your recording you can playback the audio right on the device. Simply select your file navigating using the buttons in the middle of the device. Once you have your file selected press the Play button on the side of the Digital Recorder to playback your audio. The speaker is on the back of the device (and is of fairly low quality) so don't be too critical of how the audio sounds during playback.

If you wish to delete a file off of the device navigate to the folder and file and press the orange Erase button on the front lower left of the device. It will ask if you really want to erase the file. Click the plus sign button (+) once to arrow up to the work Erase and click the circular OK button. Your file will be erased from the Digital Recorder.
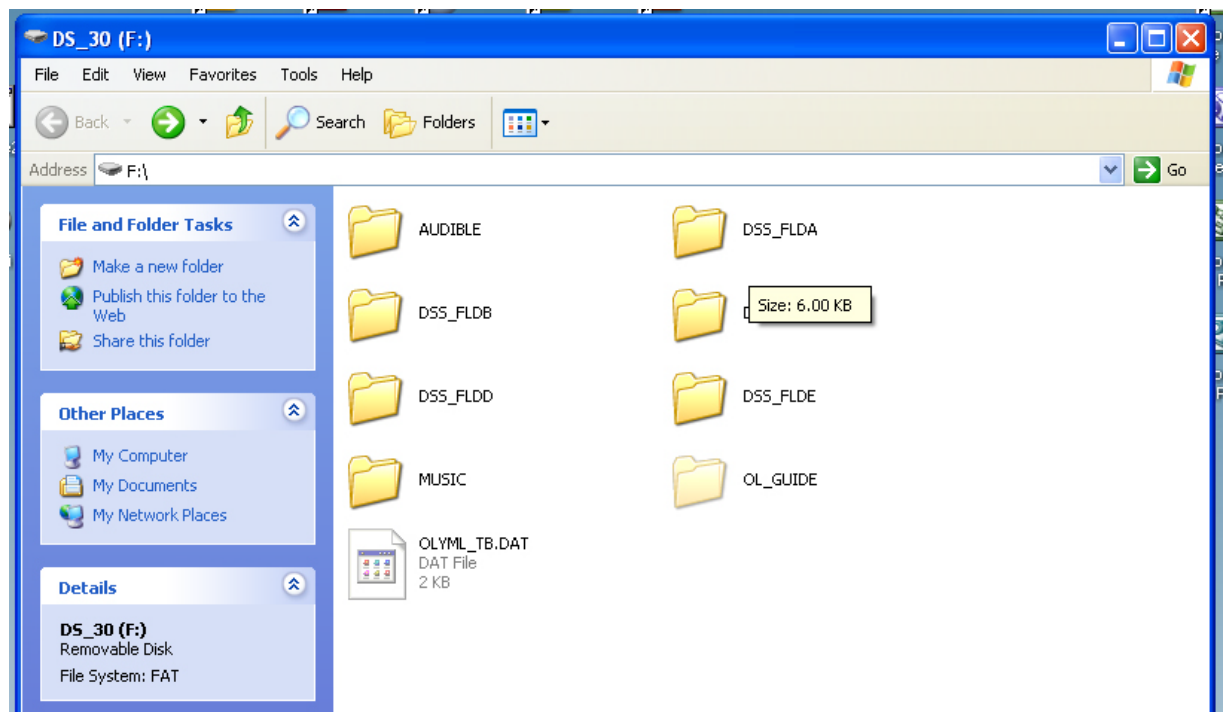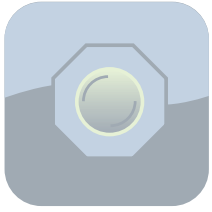
III. How Do I Use the Olympus Recorder?

c. Loading a Recording onto Your Computer

Once you have your audio recorded you can attach the device to your computer to do any necessary editing to the audio.

Then attach the USB cable to the side of the device. Insert the USB into your computer and the operating system will recognize that you have a storage device plugged in (similar to plugging in a USB JumpDrive).

If prompted choose open folder. Open the folder for the Olympus Recorder and open the folder you chose to save your voice recordings into. You should see a screen like the one below before choosing Folder A, B, C, etc.
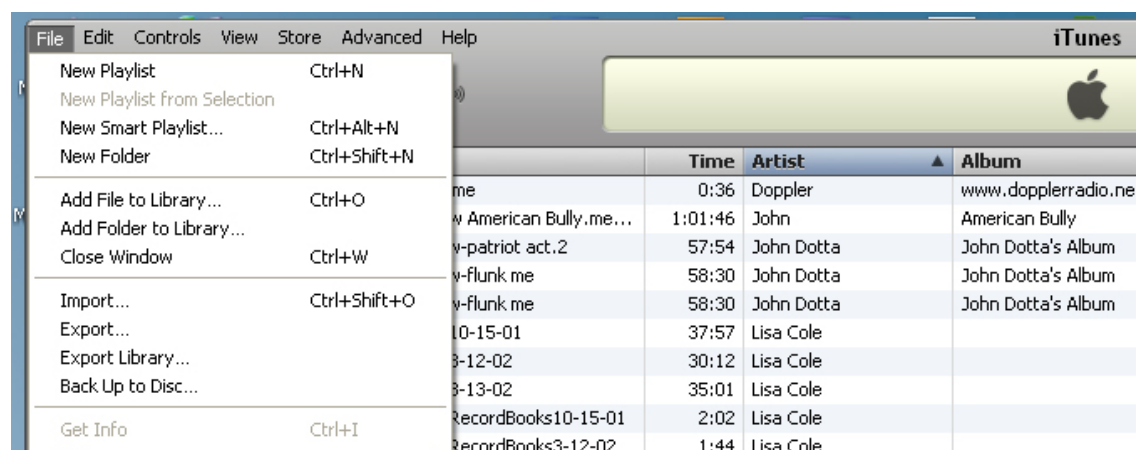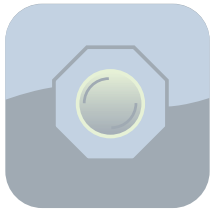
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d. Converting and Editing a Digital Recording

After opening the folders and navigating to the location where your file(s) are stored you can drag and drop the files out to your desktop to make a copy of the audio files on your computer.

The Olympus Digital Recorder stores the audio files in the Windows Media Audio format. To work with this file in Audacity (to edit, trim, etc) you will need the file to be in the MP3 format. To acheive this conversion you can use iTunes. The iTunes application is a free piece of software available at http://www.apple.com/itunes. It will allow you to drop your files into the iTunes library and convert them to MP3.

Once you have iTunes installed and opened you can either go to File and Add File to Library or simply drag and drop your Digital Recorder files from your desktop to the iTunes Library.

File	Edit	Controls	View	Store	Advanced	Help			iTunes
New Playlist			Ctrl+N						
New Playlist from Selection									
New Smart Playlist...			Ctrl+Alt+N						
New Folder			Ctrl+Shift+N				Time	Artist ▲	Album
						me	0:36	Doppler	www.dopplerradio.ne
Add File to Library...			Ctrl+O			American Bully.me...	1:01:46	John	American Bully
Add Folder to Library...						-patriot act.2	57:54	John Dotta	John Dotta's Album
Close Window			Ctrl+W			-flunk me	58:30	John Dotta	John Dotta's Album
						-flunk me	58:30	John Dotta	John Dotta's Album
Import...			Ctrl+Shift+O			10-15-01	37:57	Lisa Cole	
Export...						3-12-02	30:12	Lisa Cole	
Export Library...						3-13-02	35:01	Lisa Cole	
Back Up to Disc...						RecordBooks10-15-01	2:02	Lisa Cole	
Get Info			Ctrl+I			RecordBooks3-12-02	1:44	Lisa Cole	

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When you attempt to open a Windows Media Audio file in iTunes the software will ask if you want to convert the file to another format. If it asks if you want the file converted to AAC then you will need to click Skip and change the preferences within the iTunes program so it will automatically convert your files to MP3.

Go to Edit in the menu and choose Preferences (on a Windows Computer). Depending on your version of iTunes the next steps will be slightly different but generally you are looking for an area that allows you to choose how to handle files you are importing. Look for a button that says "Import Settings".
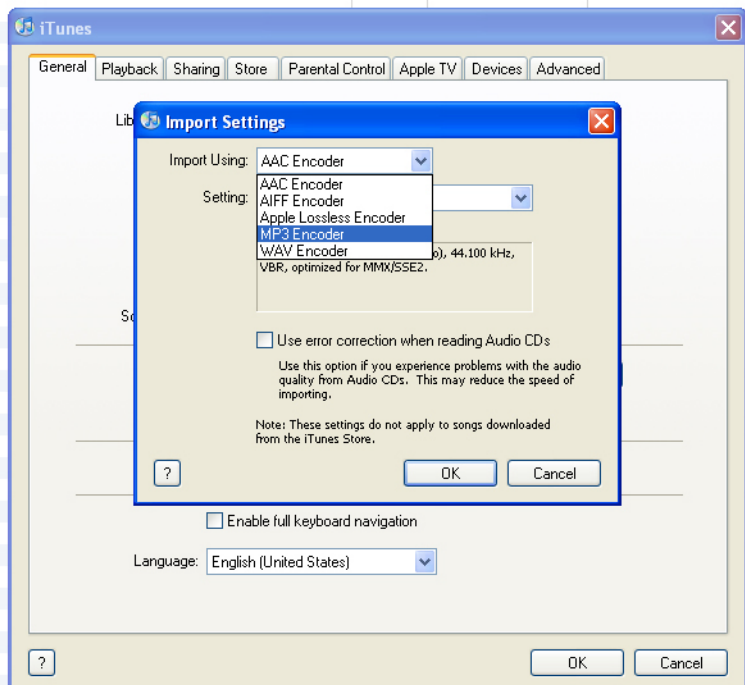
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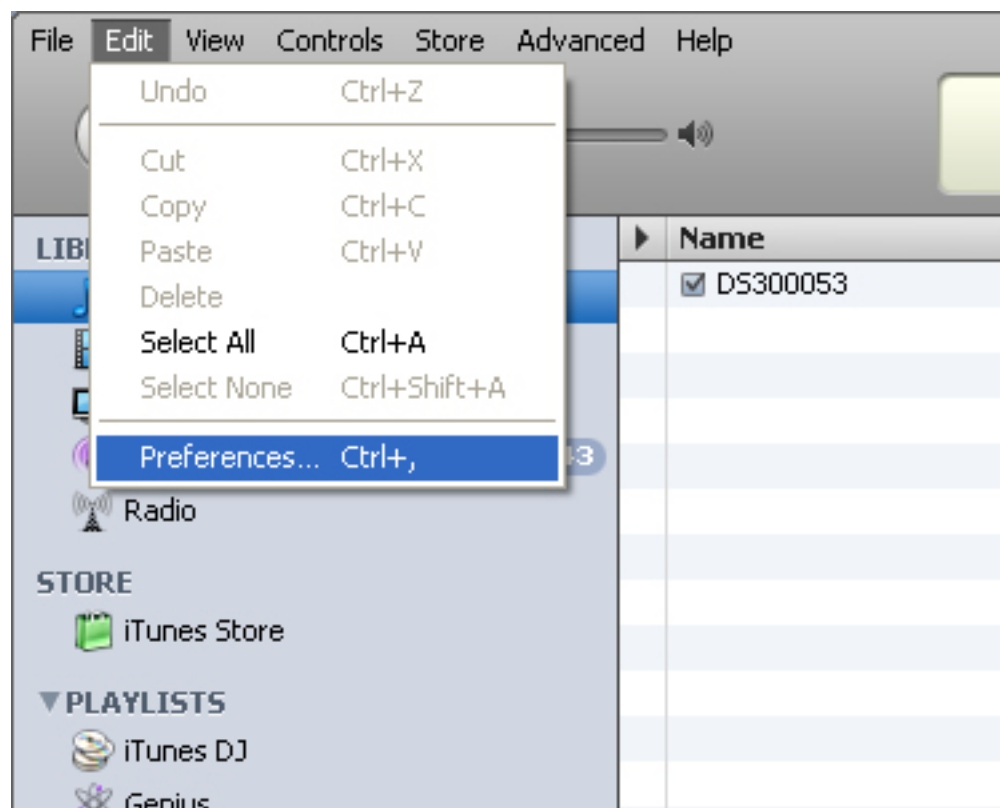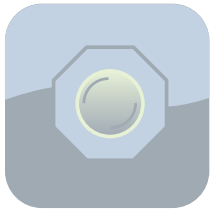
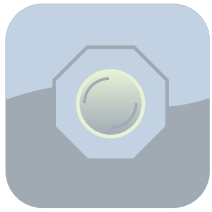## III. How Do I Use the Olympus Recorder?

d. Converting and Editing a Digital Recording
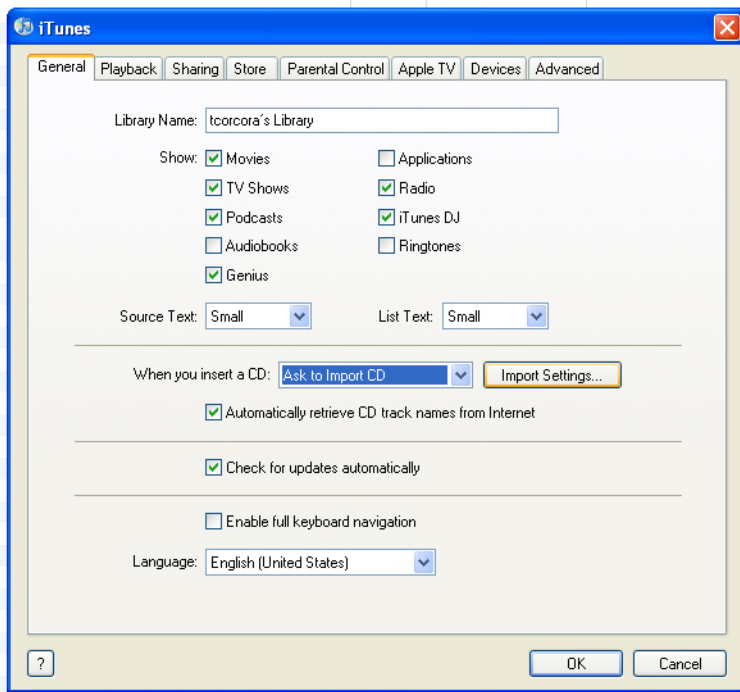
You need to click on Import Settings (as shown at left). In the most recent versions of iTunes this is under the General Tab (located at the top of the Preferences screen).


This will open up the Import Settings dialog box. Here you can drop the menu down and choose MP3 Encoder. Click OK and when you drag and drop or Add Files to your Library that are in a different audio format iTunes will ask you if you want to convert them to MP3.
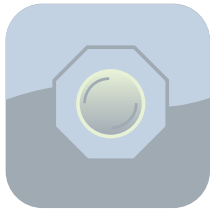
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If it asks if you want to convert the file to MP3 format click Convert. You will see your file converted to an MP3 and added to your iTunes Library of music.
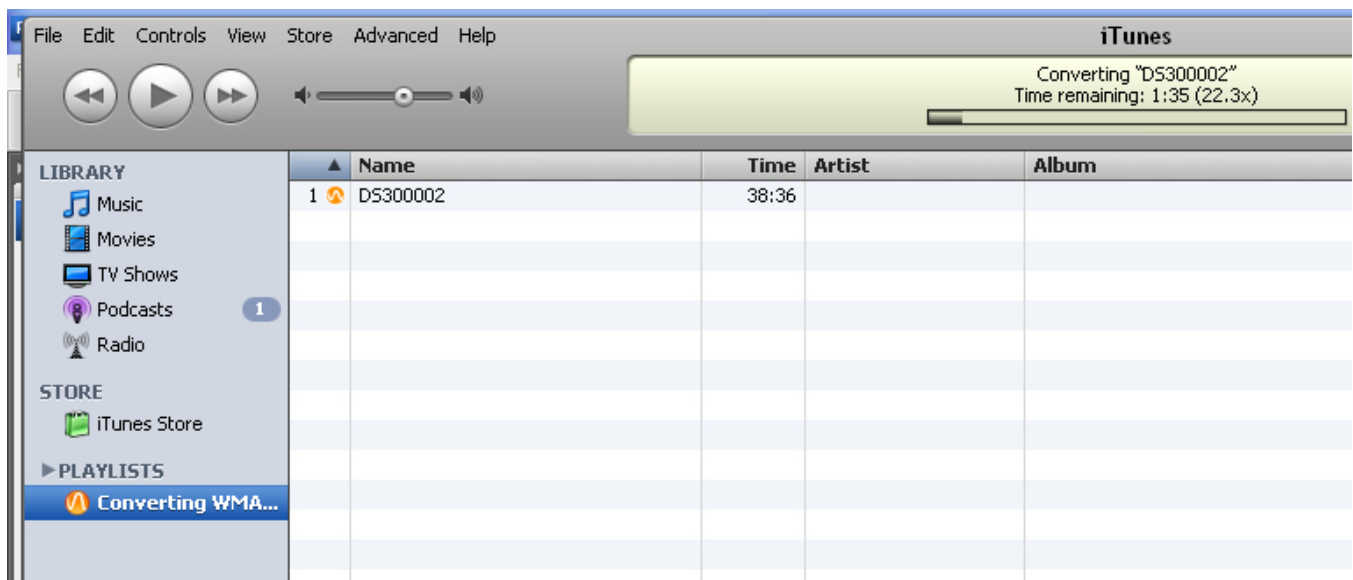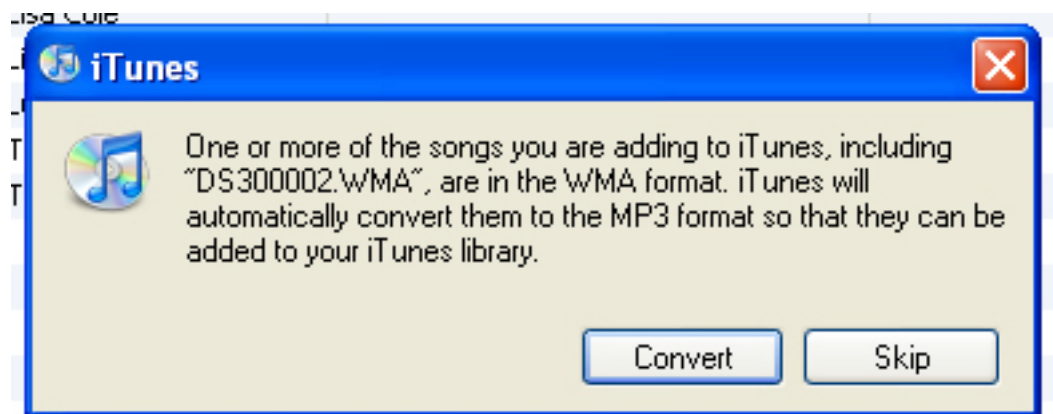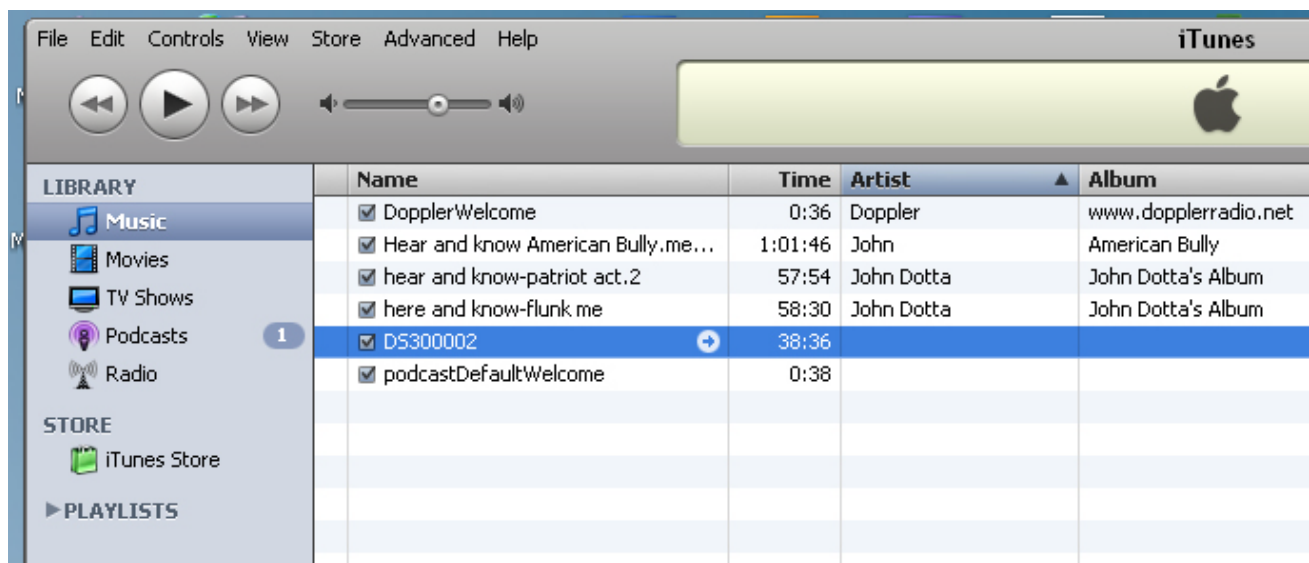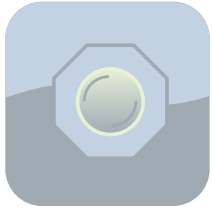
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Your file will show up in the Music portion of the iTunes Library. From here you can drag this file back out to your desktop to do any further editing on the file using a program like Audacity.

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Downloading Audacity

Audacity:
You can download Audacity from a web site called sourceforge.net. It is free to download and works on both Macintosh and Windows platforms.

http://audacity.sourceforge.net/download/

LAME Encoder:
You will also need something called the LAME encoder. This is a plug-in for Audacity that allows you to save .mp3 files out of Audacity. Follow along the instructions on the web site below to download and install the LAME encoder.

http://audacity.sourceforge.net/help/
faq?s=install&item=lame-mp3

Once you have Audacity installed you can use this software to edit audio that you recorded using the Olympus Digital Recorder.
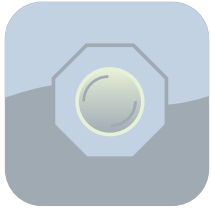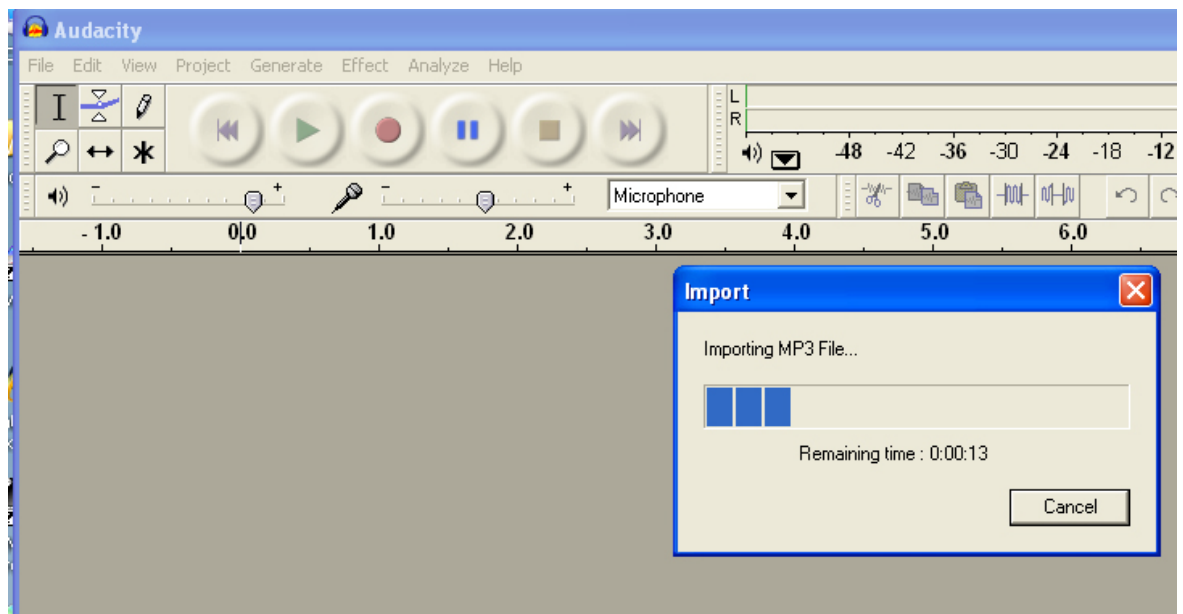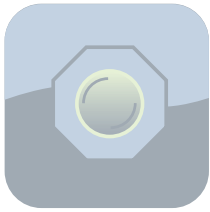
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Now you can open Audacity by double clicking its icon from the desktop. Once Audacity is open you can drag and drop the new MP3 file from your desktop into Audacity and it will import into Audacity for editing.

Once the file is in Audacity you can do basic editing like trimming the front and back portions of the audio, cutting out sections you want to remove, and then resaving as an MP3.
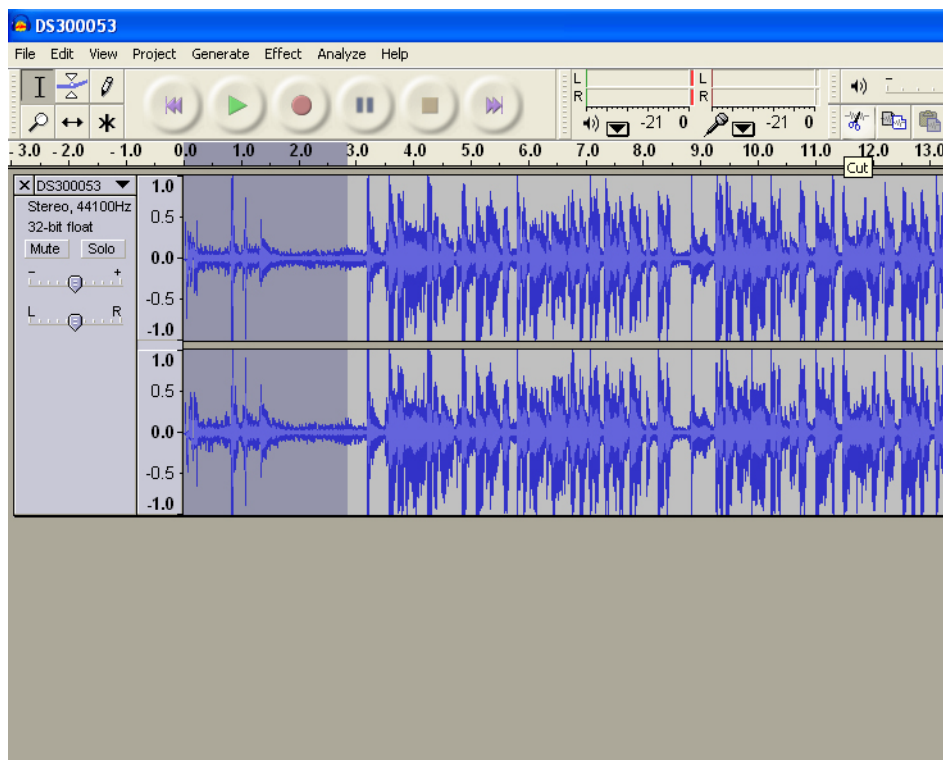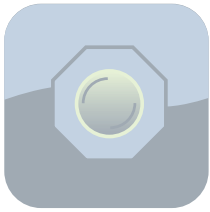
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Editing in your file in Audacity is a fairly simple process. Once your audio is imported into a track on the timeline you can highlight portions of the audio and delete these extra, unwanted parts of the audio. After this you click on the Cut button (shown below) and that portion of the audio will be deleted and automatically slide over.

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## e. Saving Your Edited Audio as an MP3 for sharing

After you have finished editing your audio file you will want to save your file as a Audacity Project by going to File and Save As... (this will allow you to go back into the file and do any editing in the future) (Shown below left).

And you can finally export the file as an .mp3 under "File and Export as mp3". (Shown below right).
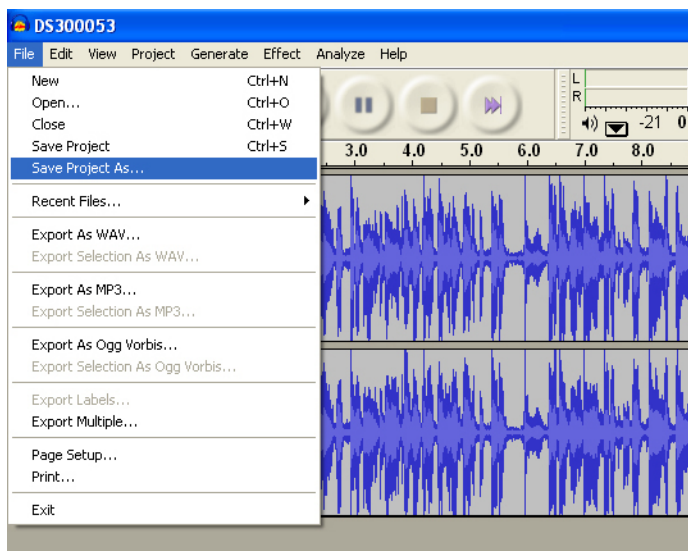
Then you can burn the file onto CD-ROM, upload to WebCT or even email the file (keep in mind organizational email attachment policies).
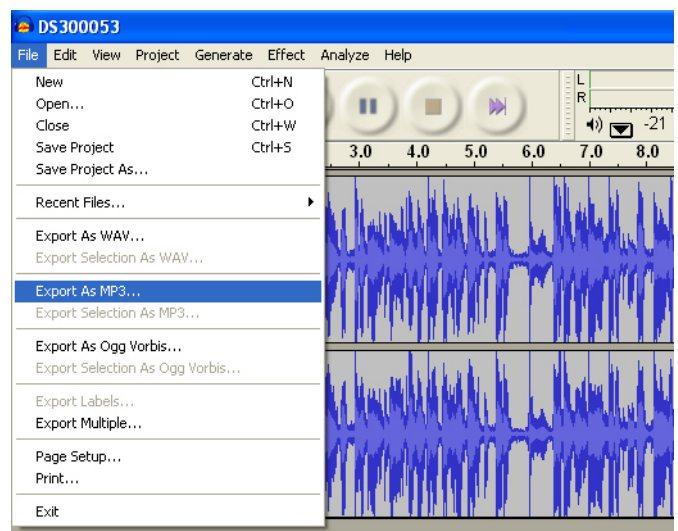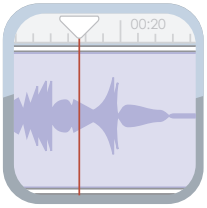
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