

Using USB Voice Recorder & Miro Video Converter

Getting started

Plug the USB Voice recorder in to a computer to charge it. When the pilot lamp turns blue, it's fully charged and ready to use. The device can record upwards of 10 hours audio.

Using the device



To **start recording**, push the button to the right. A steady pilot lamp will glow red for around 10 seconds. When this fades and flashes twice, you are then recording audio.

To **stop recording**, simply push the button to the left. The red light will come on briefly to indicate end of recording.

USB to computer transfer

Plug the USB device into a computer. **Select** and **drag** (or copy) the WAV file(s) into the relevant folder(s) on your computer.

Naming conventions

To change the name of the recording, right-click the file once and click **rename**.

Think about titles.

Lecture01 isn't very informative. Whilst *_01_Lecture_180320_subjectname* is long, it indicates the topic and date of delivery.

Let's break it down:

01 lecture number (if you have part A and part B, name them *_01a_* and *_01b_*)

By using *_01_* at the start, this keeps your files in number order rather than alphabetical

Lecture indicates it's a lecture, it could be tutorial or instruction or L / T to shorten it more

180320 this is the date of lecture based on ddmmy format

_subjectname name the talk, i.e., topic of today's talk. If you deliver teaching on multiple modules, ensure audio files are properly stored in the relevant folders.

Using the audio file

When the audio file is viewed in the folder, this is a WAV file format. Not all devices can play WAV, this may need converted to MP3 (*the universal audio format*).

Where can I use the audio file?

If you are uploading the audio to *Canvas*, **WAV format is OK**.

Canvas supports WAV and students can listen to it within Canvas. Students can download the file as well but may need to download additional apps/software to play the WAV.

Converting files to MP3

MP3 is the universal format for audio which allows audio it to be useable across **ALL** devices.

Miro Video Converter is a free open source download. To download, go to:

<http://www.mirovideoconverter.com/>

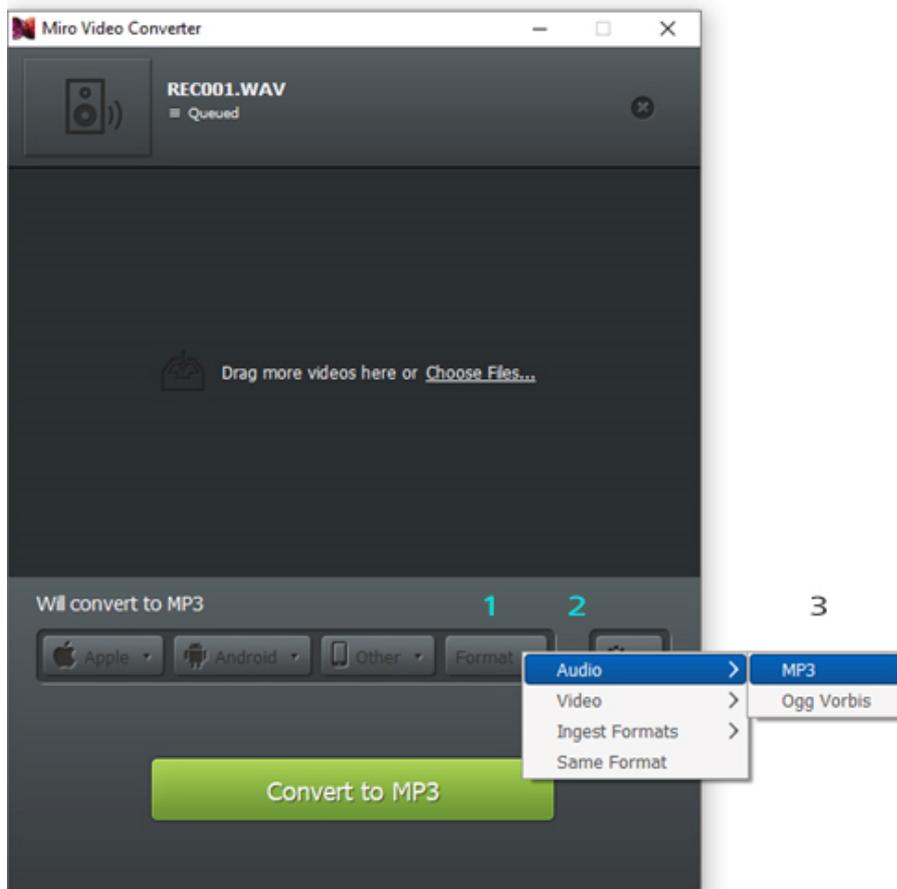
Click **Download MiroVideoConverter** for PC/MAC or Linux and install it on the machine.

Using Miro Video Converter

Open Miro Video Converter.

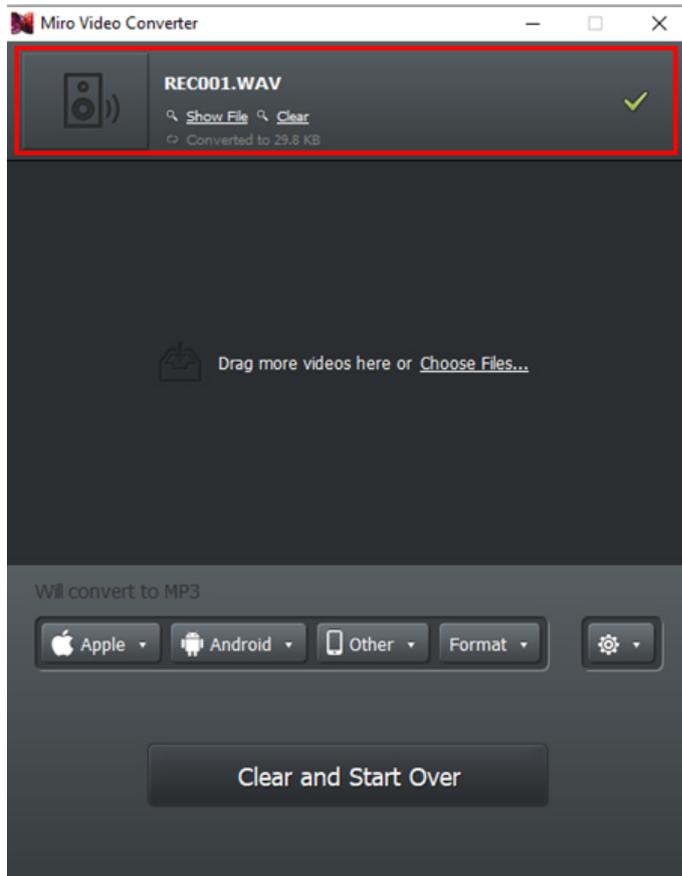
Drag audio file in to window (*or Choose Files and browse...*).

Click on **Format (1)**, **Audio (2)** and **MP3 (3)**:



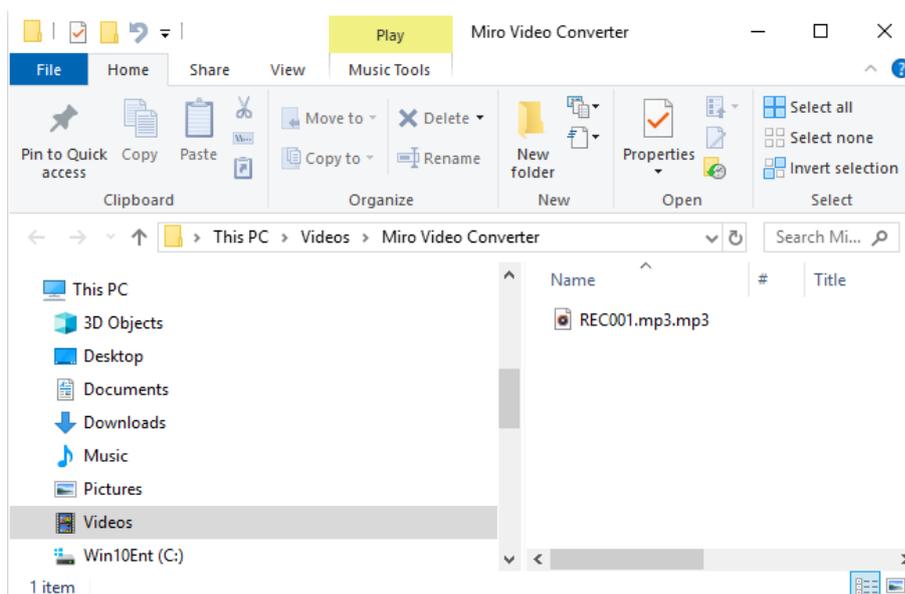
Click **Convert to MP3**

When the conversion is done, a check mark appears to the right of the file and options below the title of the file:

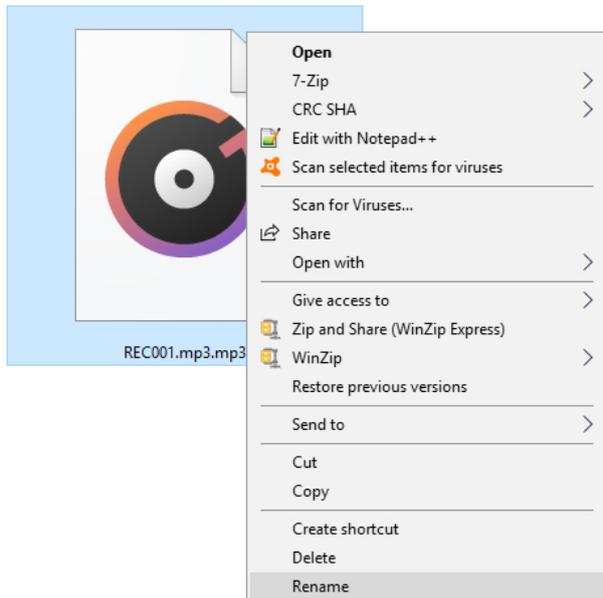


Click **Show File**. A folder will appear with the audio and an extension **.mp3.mp3**

Click on **Show File**:

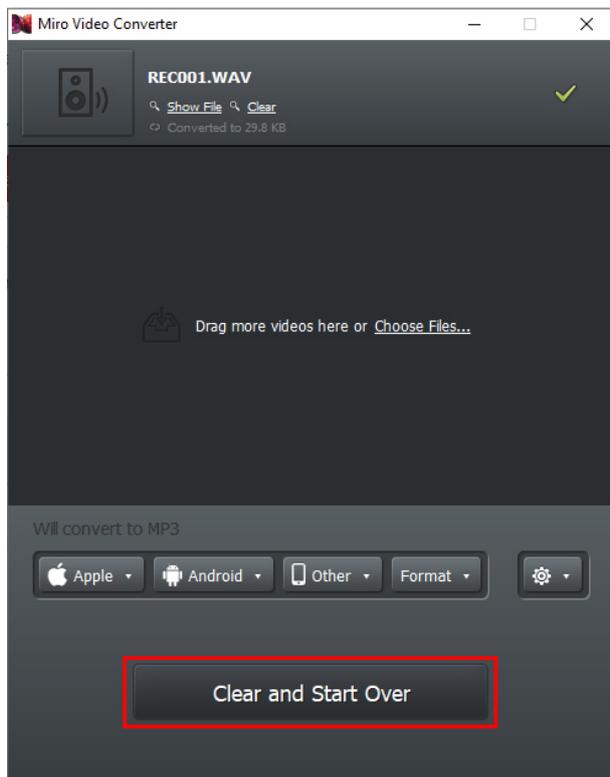


Copy the file back to where the original WAV file is located. Right-click and click **rename**. Remove the second **'.MP3'**.



Back in the *Miro Video Converter* folder, **delete** the content.

In Miro, click **Clear and Start Over**.



Close Miro by clicking the **X** on the top right of the software.