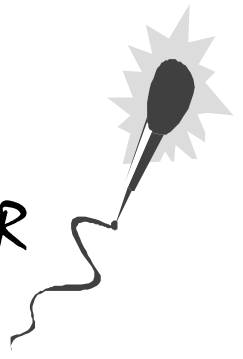


# MIC-ING ABOUT

A QUEENSLAND NARRATING SERVICE NEWSLETTER

WINTER 2011



## Newsletter @ a Glance

Post Schools Expo  
Staff & QNS Website  
Narrator Workshops &  
Training  
Quality Assurance  
Narrator Tips

## TO CONTACT QNS

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F - (07) 3324 2191  
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## STAFF EMAIL ADDRESSES

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Aleho Valencia  
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## POSTAL ADDRESS

PO Box 1383  
Coorparoo DC Q 4151

## WE ARE LOCATED AT

Vision Australia Site  
373 Old Cleveland Rd  
COORPAROO

## POST SCHOOLS EXPO 2011

Once again we exhibited at the Post Schools Expo, which was held on 2nd March. Nick and Jo manned the QNS stand for the day. This was a very worthwhile exercise and many brochures, bookmarks and catalogues were distributed to teachers and parents who expressed an interest in our services. The Expo also provided a great opportunity to network with the other 64 participant organizations, which was great ex-



## STAFFING

Jo will be taking six weeks leave from Friday 17 June through till 2 August. Please use the [qns@qns.net.au](mailto:qns@qns.net.au) email address or contact Nick or Aleho if you have any questions. Please don't email Jo as the emails will just sit unattended until she returns from leave.

**WHEN CONTACTING QNS VIA EMAIL PLEASE USE THE GENERAL QNS EMAIL ADDRESS [qns@qns.net.au](mailto:qns@qns.net.au)**

**THAT WAY IF SOMEONE HAS LEFT OR IS ON LEAVE ANOTHER STAFF MEMBER WILL ATTEND TO YOUR EMAIL.**

## QNS WEBSITE

The QNS website has recently been updated with the latest catalogue. The address is [www.qns.net.au](http://www.qns.net.au)

The website has a forum for narrators – please register with the forum then you can post queries and problems or just observe what's going on – a question you have may already be answered.

The website also has a comprehensive book catalogue – one of our jobs at the moment is to post all the books that QNS has done that we have or can offer in digital format and are a good quality recording. As with all new things there are always some teething problems. One that has recently been brought to our attention is wrong audio sample with the wrong book.

To ensure we get this correct we would like to ask narrators who have narrated a book/s to check their title for the correct and let us know if you find an error. To do this go to [www.qns.net.au](http://www.qns.net.au) and choose 'audio book catalogue' from the menu at the top, scroll down till you come across 'browse books by narrator', choose your name, then 'click to continue', then audio excerpt.

Eventually we would like to have comprehensive manuals and guides for narrating available for download as well as some 'how to' videos on the use of Audacity.

## NARRATOR WORKSHOPS & TRAINING

### Being in Voice - a mini workshop by Flloyd Kennedy

Please email [qns@qns.net.au](mailto:qns@qns.net.au) with your expression of interest in attending the next Being in Voice workshop with Flloyd Kennedy (Performer, Director, Voice & Acting Coach), on either Wednesday 14 or 21 September. The workshops run commence at 10 am and concluding at 1pm with a light lunch. New narrators are encouraged to attend. Numbers will be restricted to 6-8.

The workshop will cover the following:

- Introduce participants to the concept of VOICE as a physical construct within their ability to produce, empower, enhance and control
- Vocal Function Exercise program
- Resonance exercises
- Prepared reading technique
- Relaxation exercises
- Cold reading technique

These workshops are extremely valuable and we highly recommend you attend one. If you would like to attend please phone QNS on 3324 0004 or email [qns@qns.net.au](mailto:qns@qns.net.au)

Several narrators have expressed an interest in a follow up workshop with Flloyd. A date will be set for this after the workshop in September. Please email [qns@qns.net.au](mailto:qns@qns.net.au) if you are interested in attending a followup workshop.

### Mac Computer and Audacity Training

We would like to offer any narrator who may still be experiencing difficulties, no matter how minor, the opportunity to come in to QNS to receive one-on-one training in any area you may be having difficulty with.

If you are interested please contact QNS either via email [qns@qns.net.au](mailto:qns@qns.net.au) or by phone 3324 0004.

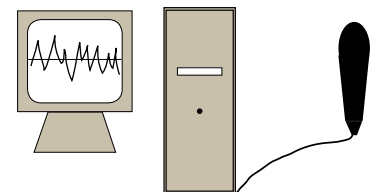
There are some good Audacity manuals and tutorials available on-line. Try the following:

[www.guidesandtutorials.com/audacity-tutorial.html](http://www.guidesandtutorials.com/audacity-tutorial.html)

[audacity.sourceforge.net/manual-1.2/tutorials.html](http://audacity.sourceforge.net/manual-1.2/tutorials.html)

[www.youtube.com/watch?v=5rQr5YVNql04feature=related](http://www.youtube.com/watch?v=5rQr5YVNql04feature=related)

If you look at the bottom right of the screen 'related videos' for more. Tell us if you find a good one so that we can share it with other narrators.



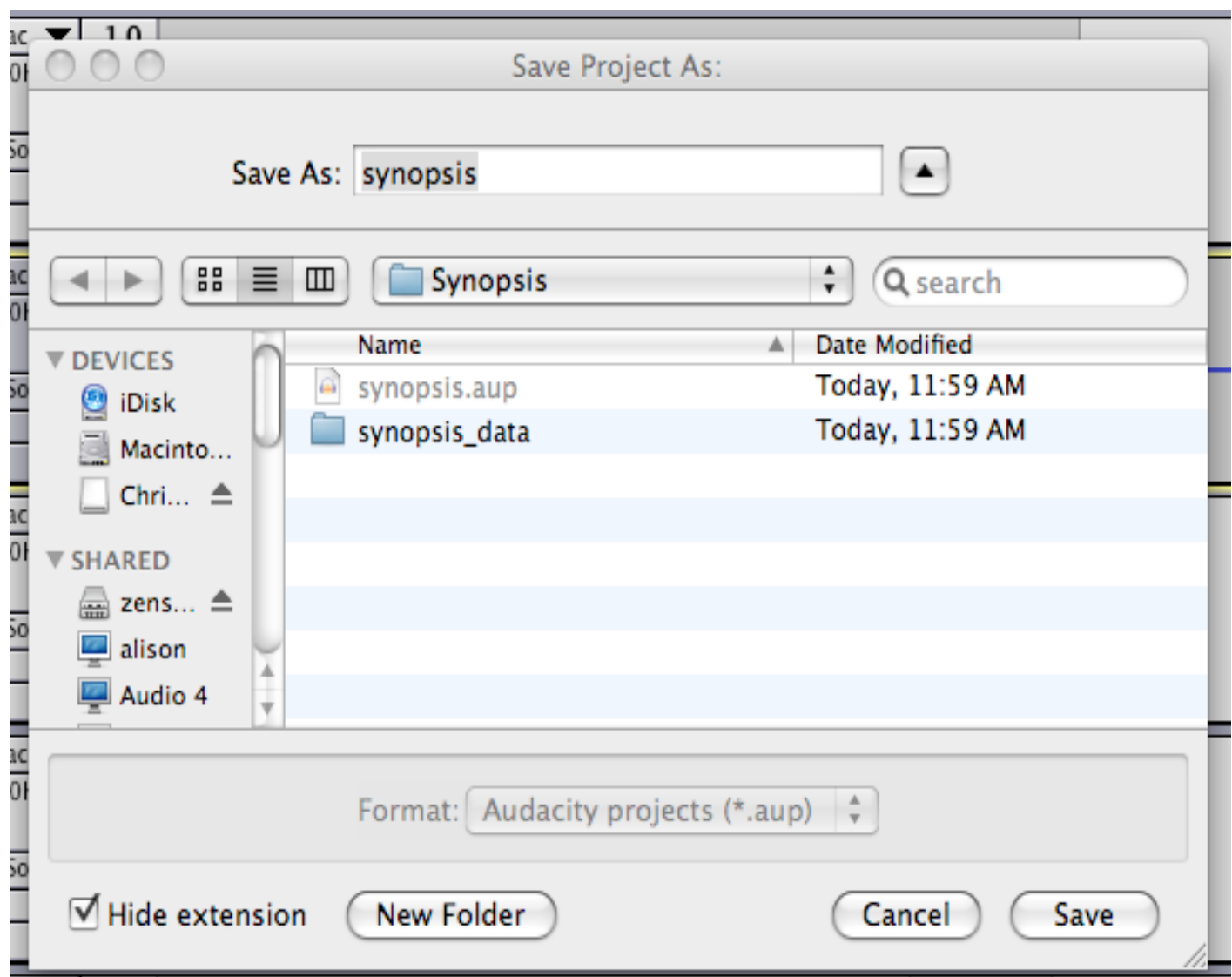
## QUALITY ASSURANCE

### STARTING A NEW PROJECT IN AUDACITY

Load up Audacity and click on File New

When starting a new project choose 'save project as' from the file menu. The window that opens is an audacity window that looks rather like the Finder window, and lets you choose a place to save your project. A good procedure to follow from here is as follows-

1. In the left hand column of this box under 'Places', click on Desktop (This is where you will be saving your book)



## STARTING A NEW PROJECT IN AUDACITY Ct'd

2. Click on the 'New Folder' button in the bottom left of the window and name the new folder as follows 'name of book EDIT' (This will create a new folder on the desktop which will contain your Audacity files)

3. Now you need to select the new folder, make sure Desktop is still selected in the left column, then in the next column to the left click on the new folder that you have just made (the name of folder should turn blue - this means that it is selected)

4. At the top of the window, where it says 'save as', Type in the first part of your book. normally this will be the intro that we provide you. Eg 'Intro'. Then click 'Save' at the bottom right of the window.

5. You should now be ready to press record and start your narrating. Don't forget to check your microphone levels.

6. Remember to save your project regularly by clicking on Edit -> Save.

7. Once You have finished narrating the first section (Intro). Save your project, then export the audio as a .wav file (I will cover this in the following tutorial).

8. You are now ready to start your next part of the book. To do this, you just need to follow steps 3, 4 and 5 again but instead of saving as 'Intro' in step 4. You will name it after the next section of the book (eg. Chapter 1).

This might take some mastering, but it is worth thinking about and understanding, because it can save a lot of worry about where your valuable work has gone to. It is about understanding good saving on a computer rather than understanding audacity itself.

Every program you ever use will give you these same options.

## QUALITY ASSURANCE

### EXPORTING FILES FROM AUDACITY

Once you have finished recording and editing a Chapter of the book, you need to export it to a .wav file. Once this is done you can copy all of these individual files to a USB stick that can be posted back to QNS.

Here is the best Procedure I have found for doing this (let me know if you've found a better one)

1. You need to check the audio is edited correctly and any edits have been joined so that it is one consistent audio file. To do this, use the selection tool (I) and double click on the audio you have recorded. This should turn the audio track to a darker shade to show that it is selected. You can then scroll back and forth with the scroll bar at the bottom of the window to see if the audio track is completely highlighted. If not, you will need to join the parts together by highlighting over the join and clicking on Edit -> Join.
2. Once the audio is joined as one. Go to File -> Export Selection.
3. This will open a window asking where you would like to save the .wav file to.
4. Click on Desktop in the left column.
5. Click on New Folder (We make a new folder for the exported files so that they are separate from the Audacity project files and are easy to locate and copy onto USB)
6. Name the new folder 'name of book FINISH' and click create.
7. Locate and select the new folder by clicking on Desktop in the left column, then the 'name of book FINISH' folder in the adjacent column so that it turns blue.
8. Under 'Save as' at the top of the window, type in the name of the section you are exporting eg. Intro, Chapter 1, Prologue etc. then click 'Save'
9. If the Edit Metadata window pops up, just click OK
10. You are now ready to start recording your next part of the book.

## NAMING EXPORTED FILES

Its good practice to name the exported files as follows so that they maintain chronological order-

eg.

01 Intro

02 Blurb

03 Chapter 1

04 Chapter 2

05 Chapter 3

06 Outro

You may already have another method for this that works aswell.

## COPYING TO USB

Once you have exported all of the sections of the book, you can copy all of the .wav files to the USB stick

To do this, follow these simple steps -

1. With all programs closed, whilst looking at the Desktop screen, plug your USB stick into the computer. You should see an icon appear on the Desktop that represents the inserted USB drive. ( It should be called QNS or untitled)
2. locate the 'name of book FINISH' folder on your Desktop.
3. Click on this folder and drag it until it is on top of the USB icon. The icon will change color when it is right on top.
4. Releasing the mouse/touchpad button will copy the dragged files onto the USB. (note: If you hold the folder on top of the USB icon for too long, it will open a window showing the contents of the USB stick. This should be empty. You can just drag and release the folder into this window and its will copy also.)
5. Once the files have finished copying, it is a good idea to check that they have copied correctly. To do this, double click on the USB icon to show its contents.
6. To eject the USB safely, click on Finder which is located in the dock bar at the bottom of the screen. Locate the USB under Devices in the Left column and click the small eject icon next to its name.

Congratulations, You are now ready to post your Narration back to QNS!

## **NARRATOR TIPS**

### Correct Pronunciation is Important

Correct pronunciation of place names, especially Australian names is very important. If you come across a place name that you are unfamiliar with, please contact QNS to obtain the correct pronunciation. In some cases we may need to contact a local councillor to obtain the correct pronunciation.

QNS has a copy of the ABC Pronunciation Guide for foreign languages, which narrators can use. The Macquarie dictionary is also a good source for correct pronunciations.

## **RETURNING JOBS TO QNS**

Recently we have received some jobs back from narrators where the package hasn't been sealed properly. Fortunately nothing has been lost from these packages. To ensure that your good work is not lost in the post because it has fallen out of the package could you all please ensure that the packages are properly sealed using a stapler and strong sticky tape.

Thank you



Re-use or recycle this newsletter or pass on to a friend or family member