

Import Music into your Electronic Portfolio

Adding music to your portfolio can add a richness and emotion that is not possible with static images or text. You can provide a sound track for a slide show. What is required to convert music into digital format? There are three major sources for digital music:

Importing Music ...

From Compact Discs: The tracks on CD music discs can be converted into MP3 music files that are usually 1/10th the size of the original music track. MP3 conversion programs such as iTunes, can be used to convert individual tracks or entire CDs. Most of these programs can automatically download CD information and track names from an online database if your computer is connected to the Internet when you are converting the CD. Compact discs contain copyrighted music, and should only be used in compliance with current copyright laws. For multimedia projects that will be published on the Internet, use Royalty-Free music.

From the Internet: There are a variety of sources for MP3 music on the Internet. Now that Napster has been shut down, most of those sources require a fee to cover the copyright royalties. Here is a great website where you can download Royalty-Free music for use in multimedia projects: <http://www.freeplaymusic.com>. Apple has also included many of these audio clips in the download area of your iTools .Mac account.

Record live or from audio tape: Hook up your tape recorder speaker jack to the microphone jack of your computer, with Radio Shack cable #42-2152 (1/8" - 3.5mm stereo phone plug at each end) and use an audio digitizing program to record the sound.

Converting Sound Files with Apple QuickTime Player Pro: Some programs want a specific type of sound file. You can convert the file type with QuickTime Player Pro (Macintosh or Windows). Select **File Menu -> Import...** and open the audio file. Select **File Menu -> Export**, select the new file format, and click **Save**. Music can be exported into a sound-only QuickTime file, which can be played just like a movie, but remains a separate file, which must be included with the portfolio when published.

Playing music...

In your PowerPoint slide show: Select **Insert Menu -> Music and Sounds**. After selecting the sound file, you will indicate whether the sound will play automatically when the slide is shown, or you may click a sound icon to play it. The sound plays only while the slide is showing, and stops when you go to the next slide. Using the same menu, you may also select a track to play from a CD music disc (be sure it is in the computer's CD drive).

In your Keynote slide show: Select **Edit Menu -> Place -> Choose...** and select the file. The sound will play automatically when the slide appears, and stops when you go to the next slide.

In your Acrobat document: Two options: (the first is preferred for large files) 1. Use the Movie tool to insert a sound-only QuickTime movie, which must be included as a separate file; or 2. Use the Link tool to insert sound file into the Acrobat document. Use Page Actions to play the sound when the page opens.