A Simple Way to Transform Text to Audio Professionally.

Combine Adobe Acrobat Software with Default Audio Recorder on a Computer

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A simple way to transform text to audio professionally.

- Use Adobe Acrobat Software in combination with the default audio recorder on one's computer. This demo will be in Windows Format.

- The audio format is M4A which is accessible from any platform.

- In online courses, the audio does not have to be the faculty (voice. <u>The audio is a software produced voice of a professional quality.</u>

- <u> It is a neutral link.</u> Any comment on guest lecturer here, male or female, is not suitable. <u>The audio in this format is a technical option for disseminating the written content for students who may wish or need this option.</u> It is also an audio delivery option as required in qualitative online delivery standards.

Text to Audio through Adobe Acrobat & Computer Default Recorder

- If it is helpful, the following may be added to ensure clarity on voice authoring.

" ***Audio is software produced voice for students who wish an audio option."***

- Also, our students are accustomed to software produced audio as they listen to audio books on their phones, online blogs and numerous other formats. It is a common delivery nowadays.

Support:

- CUNY does provide a full version of Adobe Acrobat if needed. Many may already have it but may not have needed to access this function earlier.

- Additionally, all computers have a default mike/recorder.

- This presentation will be through a PC. The concept and steps are the same in all computers. Icons may differ depending on the brand. A Reader will read out loud while a Recorder will document the sound/audio.
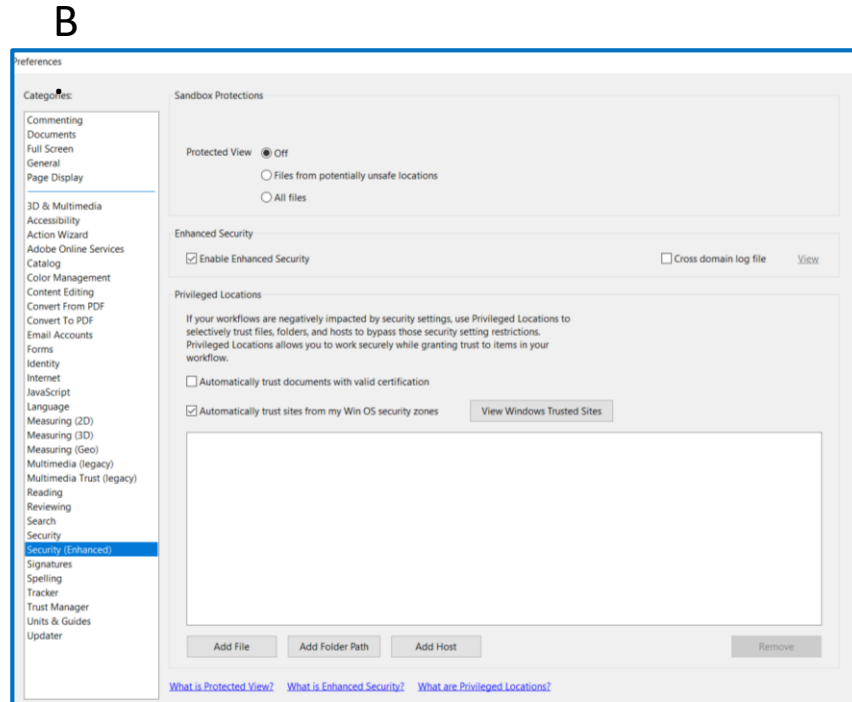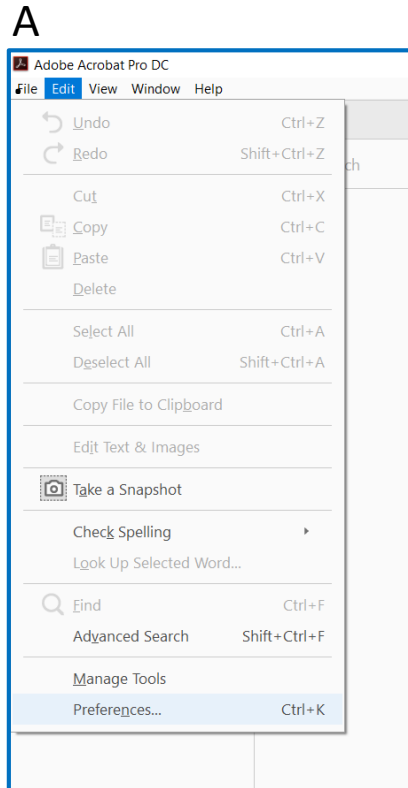
Text to Audio through Adobe Acrobat & Computer Default Recorder

- Additionally, any other reader software would be OK too.

- The PC recorder will record any sound when on, including faculty reading their own scripts.

- It is much easier when the software reads it out loud.

- Pronunciation is clear.

- Also, Adobe Acrobat is simple as everyone uses .pdf format.

Text to Audio through Adobe Acrobat & Computer Default Recorder

- To ensure Adobe Acrobat Read Out Loud Option is enabled:

- Choose Edit > Preferences

- A dialogue box will open with a "Categories" Column on the Left, and another broader section on the right with items to check

- FROM THE LEFT COLUMN choose "Security (Enhanced)"

- **The default in Adobe Acrobat is: Protected View Off. Enhanced Security, Enable Enhance Security: Checked.**

- If a computer has a restriction, it may be resolved as below or you may reach out to Helpdesk:
    - Look to the right of the categories column; you will see a check box with "Enable Protected Mode at Startup" checked Uncheck that box.
    - When Adobe asks you if you're sure, choose "yes"
    - Close program and reopen.

Text to Audio through Adobe Acrobat & Computer Default Recorder

A

B

Text to Audio through Adobe Acrobat & Computer Default Recorder

<u>Steps:</u>

1. Save a document as a .pdf format. This can be done in Word Software in the <u>Save As</u> Function.

   It is recommended not to use bullet symbols in the content. If needed, it is best to actually type the word 'bullet' before each line used for best readability.

2. Open PC or Mac Recorder function on computer

3. Open Adobe Acrobat

Text to Audio through Adobe Acrobat & Computer Default Recorder

1. Upload/Open the .pdf document in Adobe Acrobat.

2. Click on **EDIT**

3. Scroll to **READ OUT LOUD** option.

4. Choose **ACTIVATE READ OUT LOUD**
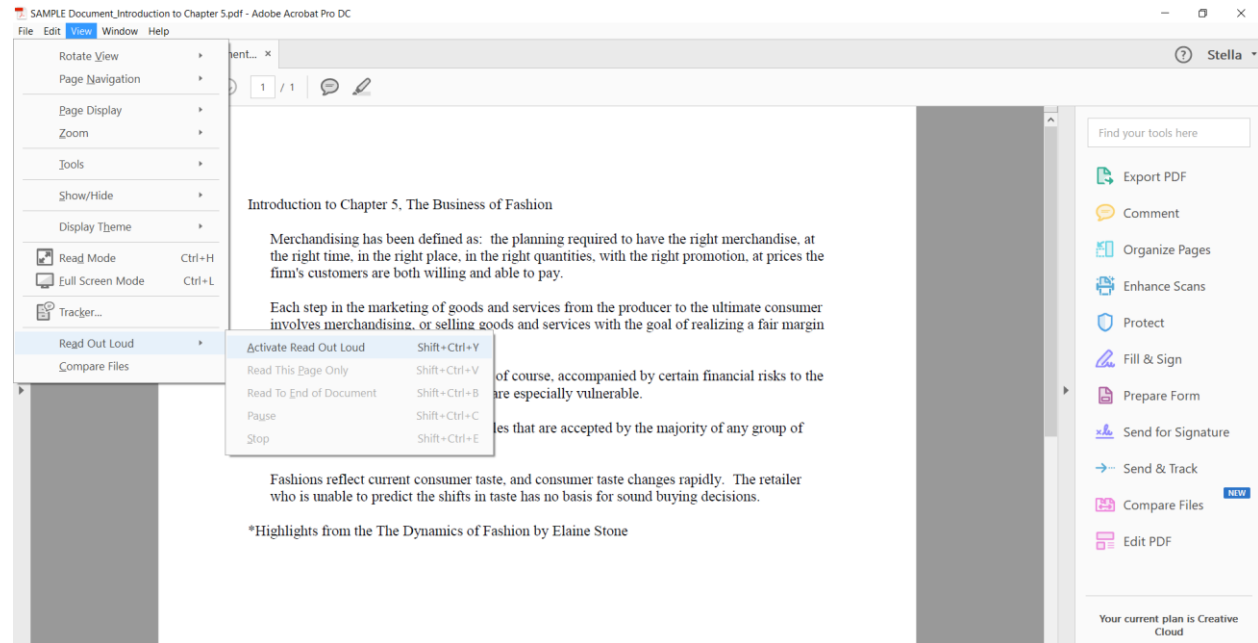
Text to Audio through Adobe Acrobat & Computer Default Recorder

1. Keep both screens open--Recorder and Adobe with the uploaded Document. **Resize** so that both may be visible.

2. Click on **_View_**

Text to Audio through Adobe Acrobat & Computer Default Recorder

- To the right is a screen shot of the default PC computer screen.

- On the left is the Voice Recorder and on the right is the Adobe Acrobat with an open .pdf document ready to be read.

- Note on the left the Reader also keeps a record, archive of all previous recordings for access.
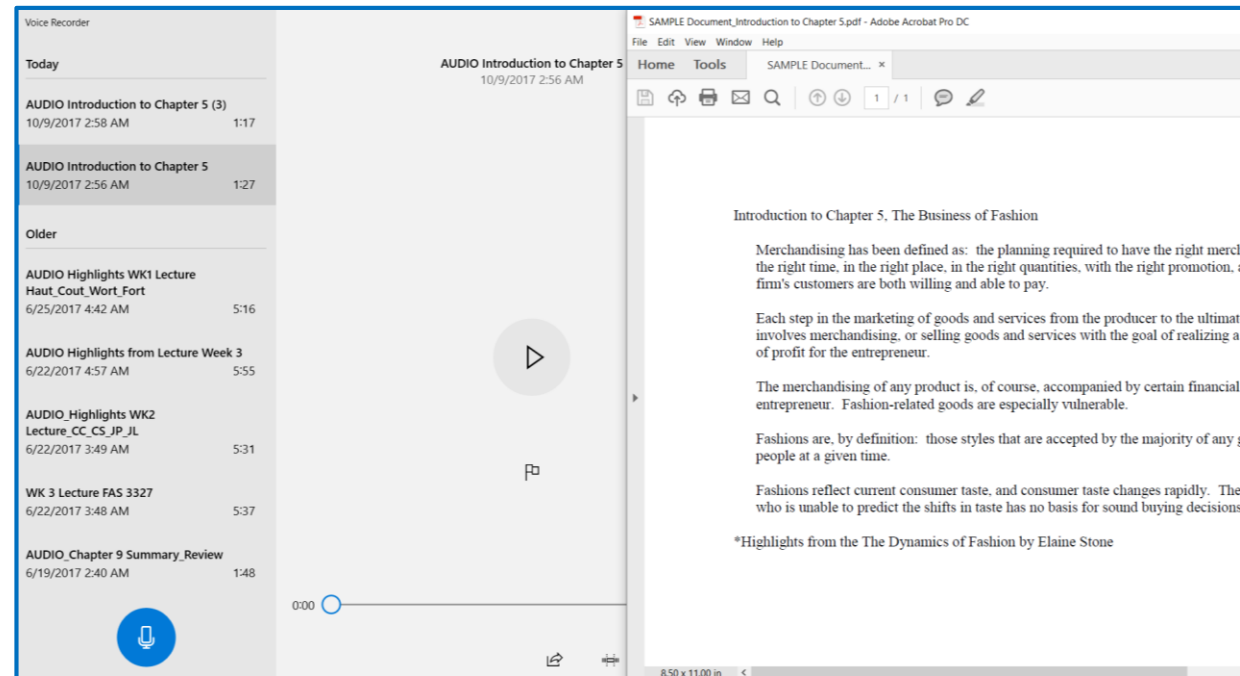
Text to Audio through Adobe Acrobat & Computer Default Recorder

The following steps are best to be done quickly and in sequence given: Recorder first and then Acrobat Reader. **Once the Recorder is on, there is to be no other sound other than the Readers as it records all it hears**.

1. Click on the *Recorder to **turn it on***

2. Immediately click on ***View** in Adobe* and click **on *Read to End of Document**.*

3. It will read precisely (perfect pronunciation) and professionally.

4. At the end, Click on Audio Recorder to **STOP** (square icon in middle).

Text to Audio through Adobe Acrobat & Computer Default Recorder

- Click on Recorder Icon to Activate it.

- Then immediately click on the Read to End of Document.
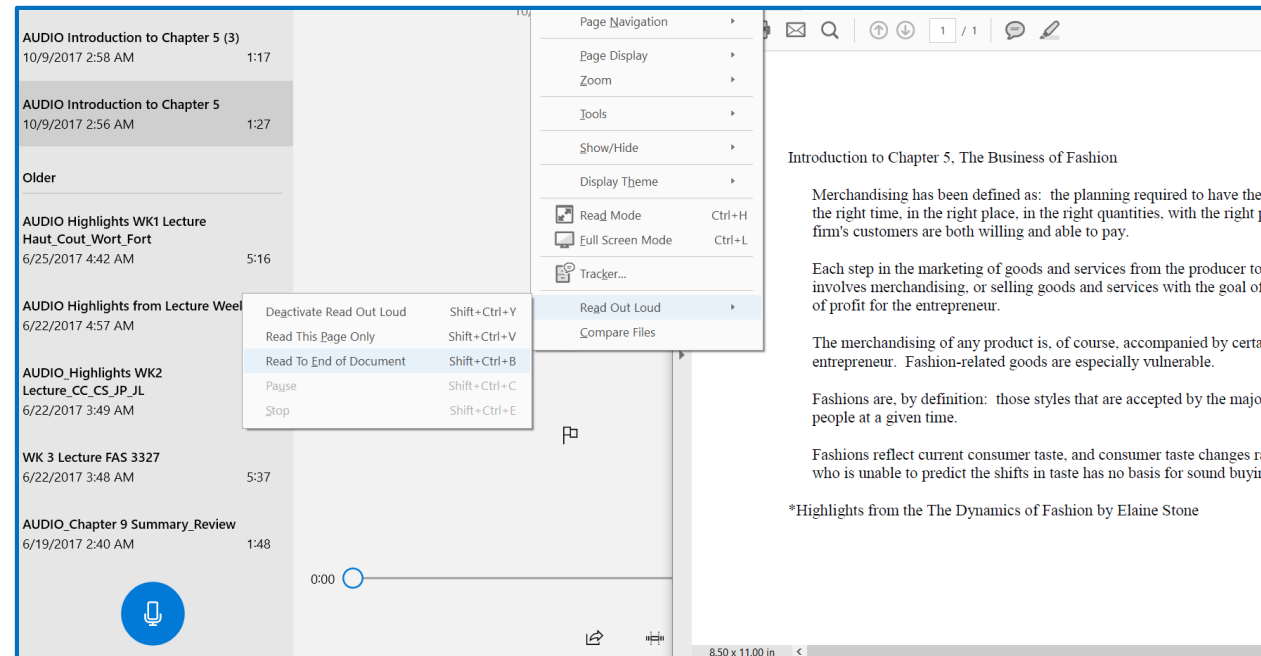
Text to Audio through Adobe Acrobat & Computer Default Recorder

- At the end, click **on STOP RECORDING**.

- On the left of the Recorder, there is the current recording with the time and duration of audio.

- You may now rename it by clicking on it.
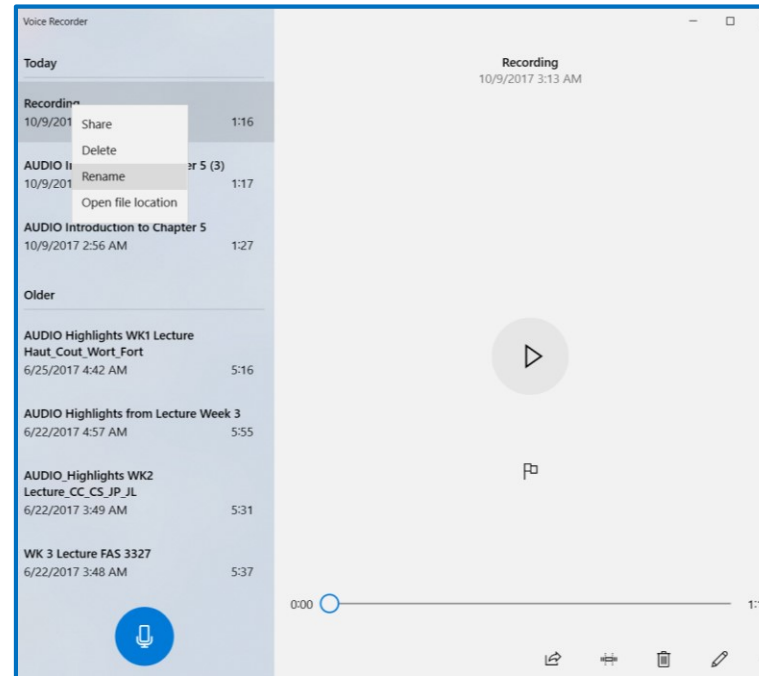
Text to Audio Through Adobe Acrobat & Computer Default Recorder

- At this stage, any extra space in the recording without content at the beginning and/or end may be trimmed/removed/deleted using the trim option (2nd from left on bottom).

How to use Voice Recorder

Voice Recorder is an app for recording lectures, conversations, and other sounds (previously called Sound Recorder). Hit the big **Record** button, and add markers to identify key moments as you record or play. Then you can trim, rename, or share your recordings, which are saved in **Documents** > **Sound Recordings**.

https://support.microsoft.com/en-us/help/4028308/windows-how-to-use-voice-recorder
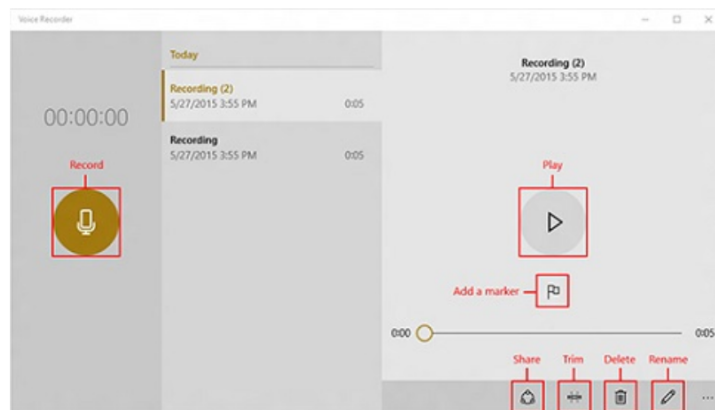
Text to Audio through Adobe Acrobat & Computer Default Recorder

- For example if I have 4 extra seconds. I will let it play and then click on the Trim Icon.

- A blue circle outline appears that I may move forward following the numbers on the left and align it with the black filled circle.

- Then I will click the **Check Mark** on bottom for **OK**. I will then save it as a **COPY** to ensure the original remains if further editing is needed.
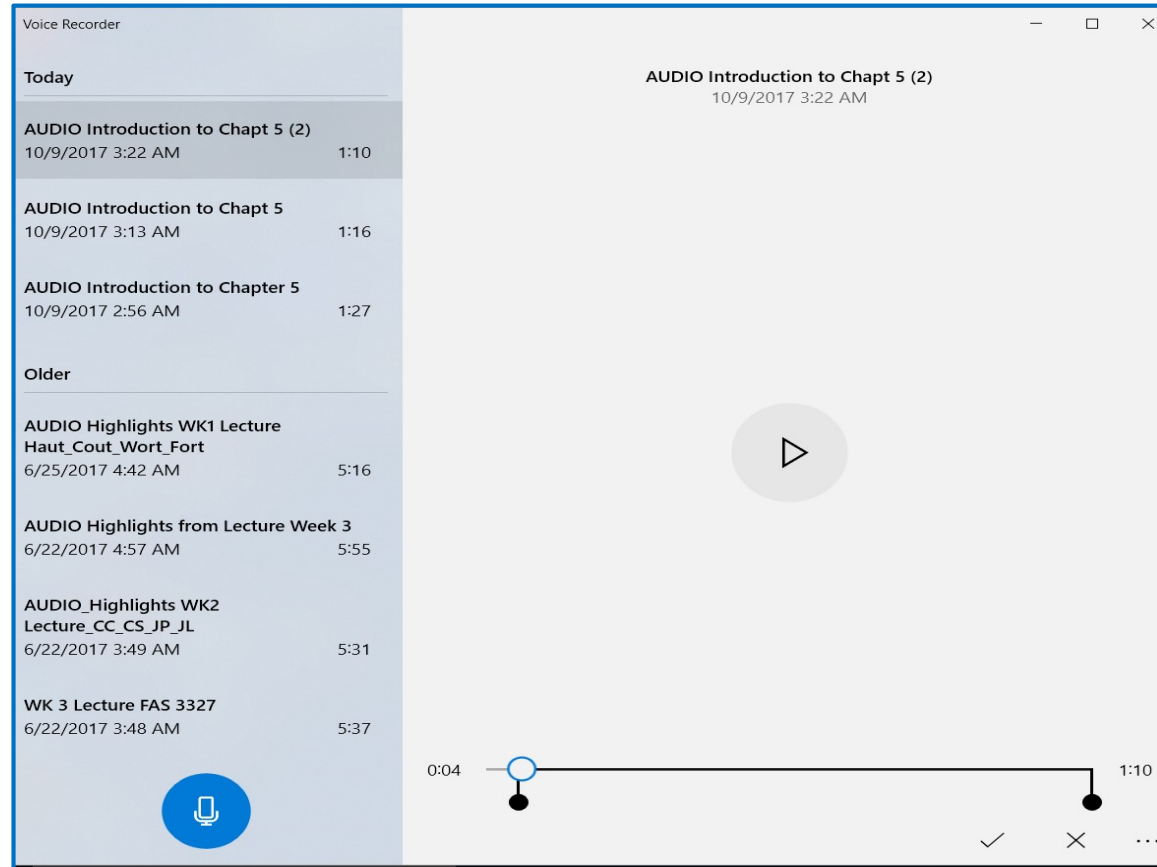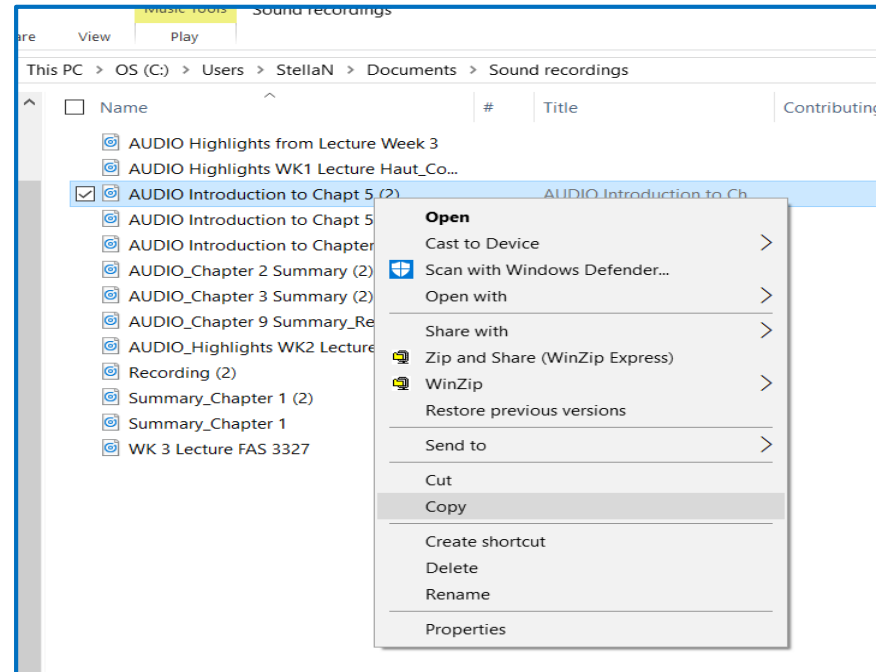
Text to Audio through Adobe Acrobat & Computer Default Recorder

- You may now rename it by clicking on it.

- To <u>save it on your desktop</u>, Right click (if using a PC) on the recording in the Audio Recorder and click on ***'Open File Location.***
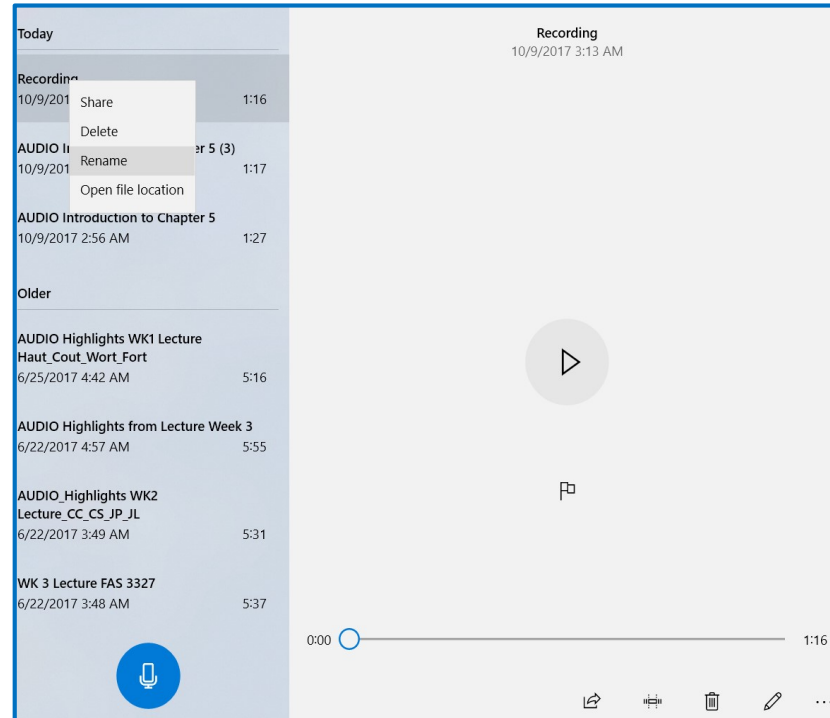
# Text to Audio through Adobe Acrobat & Computer Default Recorder

- To SAVE it on your desktop: Click on it and choose **OPEN FILE LOCATION**

- Choose **COPY.**

- Paste it in your course folder (It is recommended to create an AUDIO Folder.)

Text to Audio through Adobe Acrobat & Computer Default Recorder

- From the desktop course folder, it can be uploaded into the appropriate section in the course, adjacent to the .pdf or Word Format document as a course file.

- The term AUDIO before the name differentiates the delivery option to the user/student.

Introduction*

Attached Files: 📄 AUDIO_Introduction to Chapter 5.m4a (1.572 MB)

- Merchandising has been defined as: the planning required to have the right merchandise, at the right time, in the right place, in the right quantities, with the right promotion, at prices the firm's customers are both willing and able to pay.
- Each step in the marketing of goods and services from the producer to the ultimate consumer involves merchandising, or selling goods and services with the goal of realizing a fair margin of profit for the entrepreneur.
- The merchandising of any product is, of course, accompanied by certain financial risks to the entrepreneur. Fashion-related goods are especially vulnerable.
- Fashions are, by definition: those styles that are accepted by the majority of any group of people at a given time.
- Fashions reflect current consumer taste, and consumer taste changes rapidly. The retailer who is unable to predict the shifts in taste has no basis for sound buying decisions.

*Highlights from the The Dynamics of Fashion by Elaine Stone

You may click on the link for the *AUDIO option.
*Audio is software produced voice for students who wish an audio option.

Chapter Five Presentation & Summary

Attached Files: 📄 Stone_Dynamics 4E_CH5.ppt (26.955 MB)
📄 Summary Chapter Five.docx (29.759 KB)

Please click on the links to access a Presentation and Summary from Chapter Five.