A2J Author®
New User Training

Adding Audio to
A2J Guided Interviews®

Chicago-Kent
College of Law
ILLINOIS INSTITUTE OF TECHNOLOGY

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Adding Audio to A2J Guided Interviews®

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Intro to Audio in A2J Author®

A2J Author allows you to attach audio clips for:
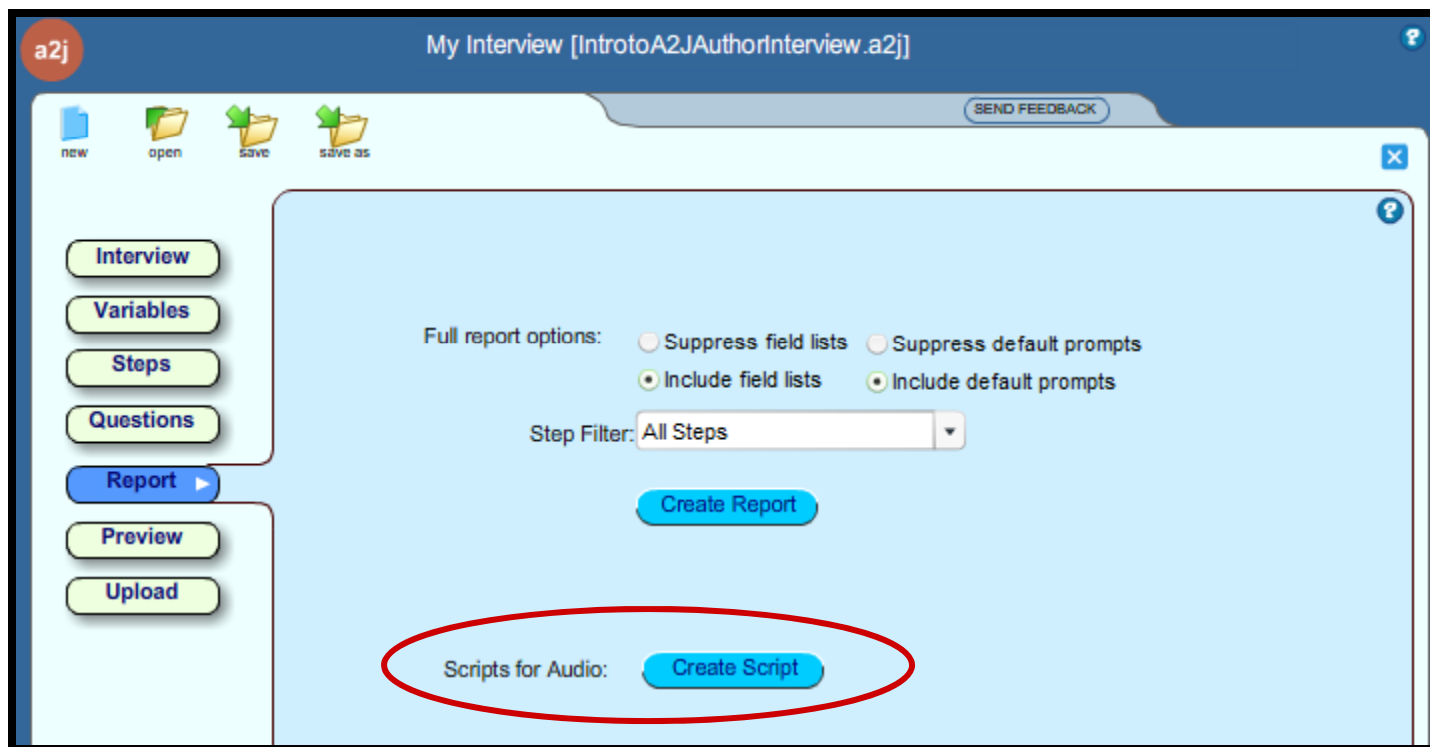
- Question & Question Prompt

- Learn More

- Pop-up

Audio clips must fall within these parameters:

- **File Types: MP3 only**

  - To see all file types in a folder when selecting the image, type "*.*"

- **File Weight: cannot be over 100MB**

  - Note: LHI restricts all combined files for one GI to 16MB

  - Also when uploading all files must be in the same folder

Script for Audio

You may print a script of all the language in your guided interview from the "Report" tab in A2J Author.

Script for Audio

When you click "Create Script" a new window opens with the full text of each question, prompt, learn more and popup. To save, copy and paste into text editor like Microsoft® Word.
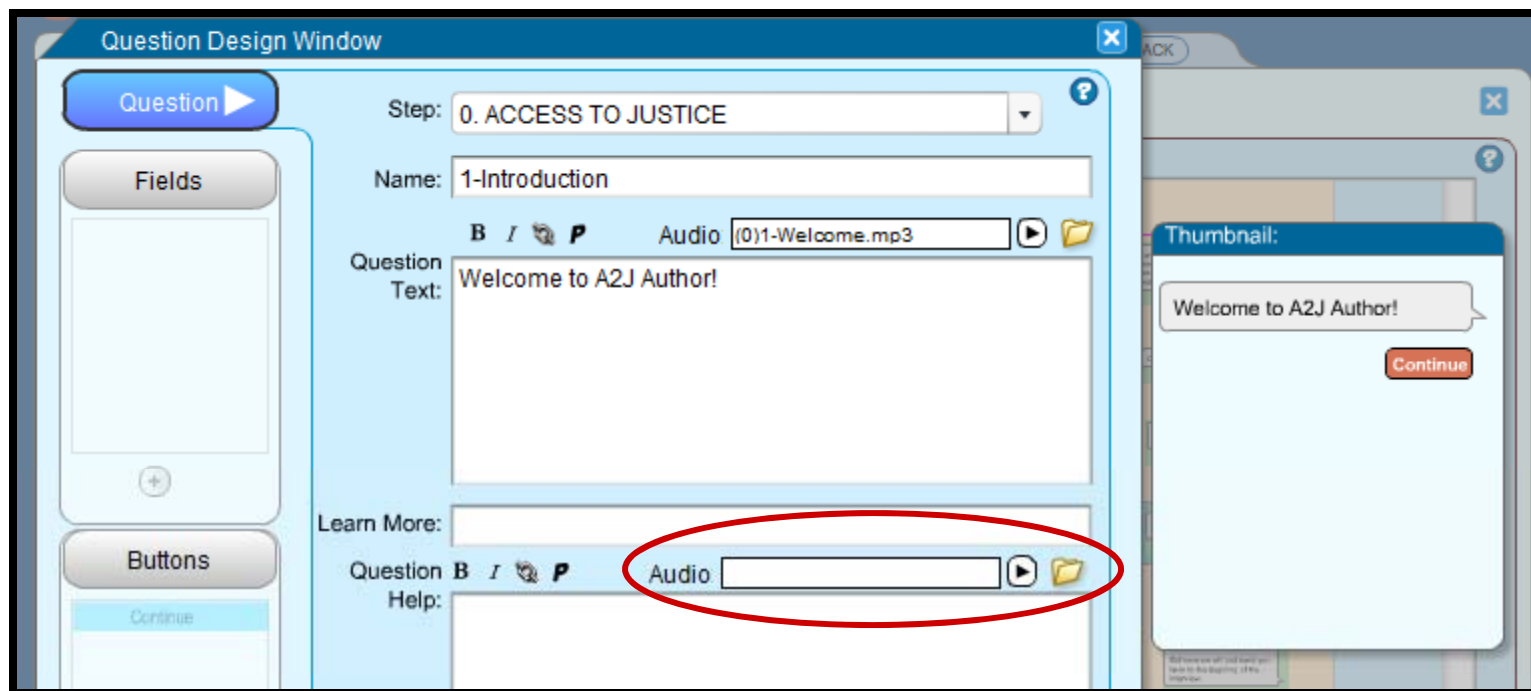
Attaching Audio Clips

To add an audio clip to a **Question**, click on the yellow folder icon to the right of the "Audio" field above the "Question Text" field on the "Question" tab.
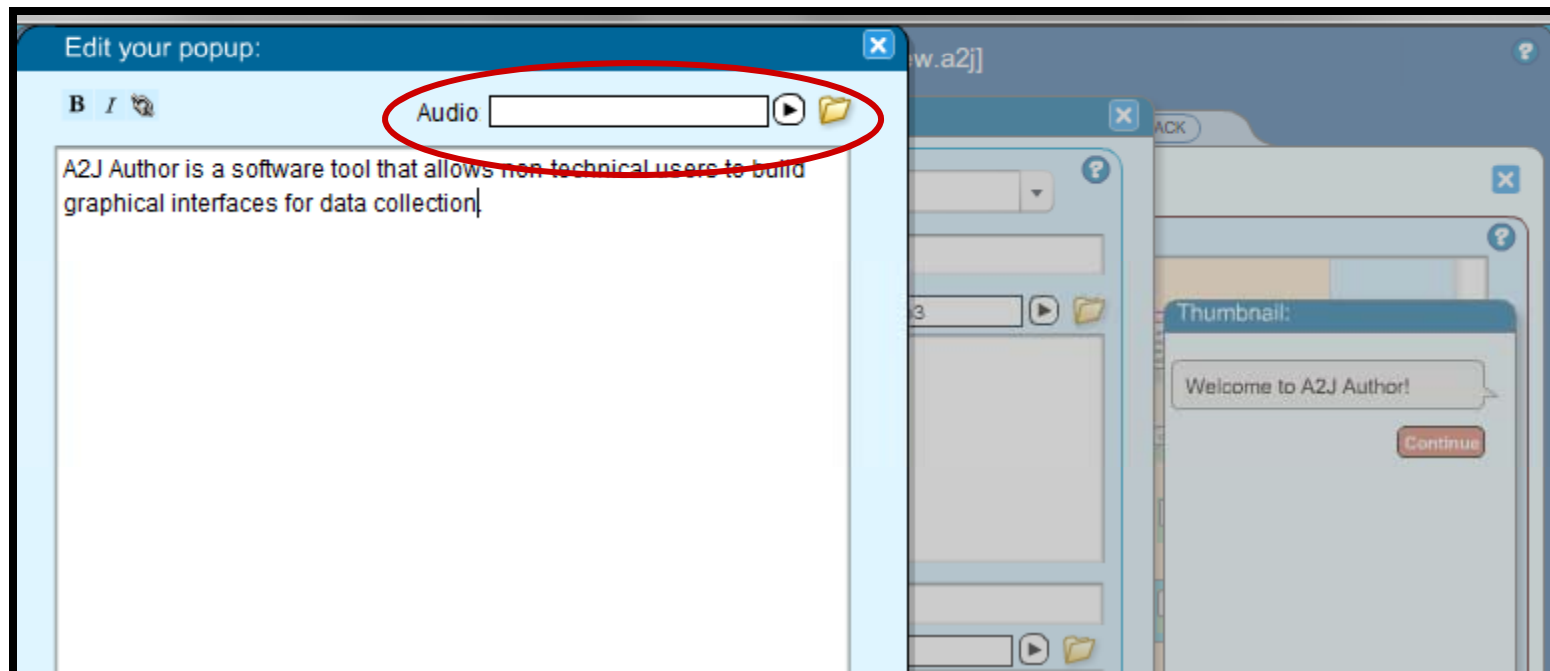
Attaching Audio Clips

To add an audio clip to a **Learn More**, click on the yellow folder icon to the right of the "Audio" field above the "Question Help" field on the "Question" tab.
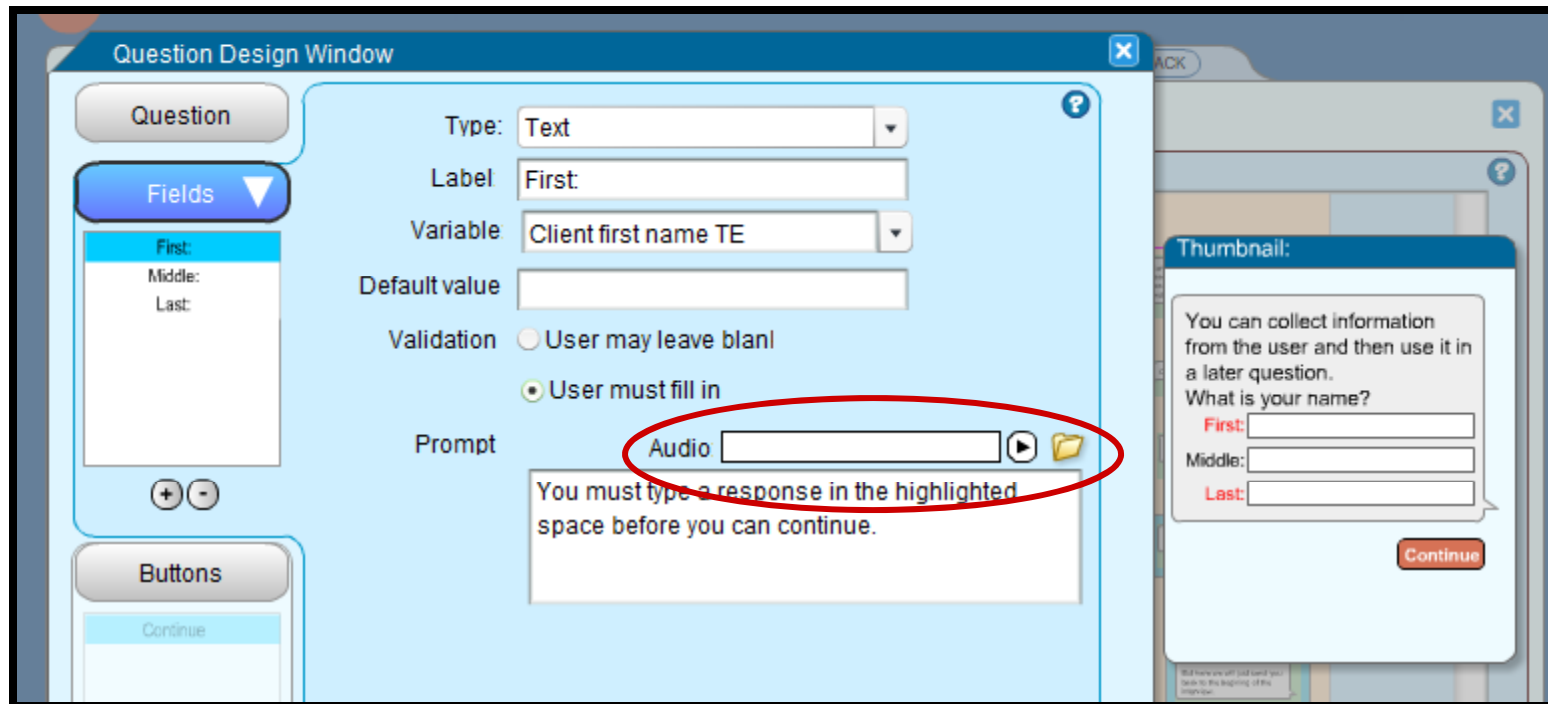
Attaching Audio Clips

To add an audio clip to a **Pop-Up**, click on the yellow folder icon to the right of the "Audio" field in the "Edit your popup" window.
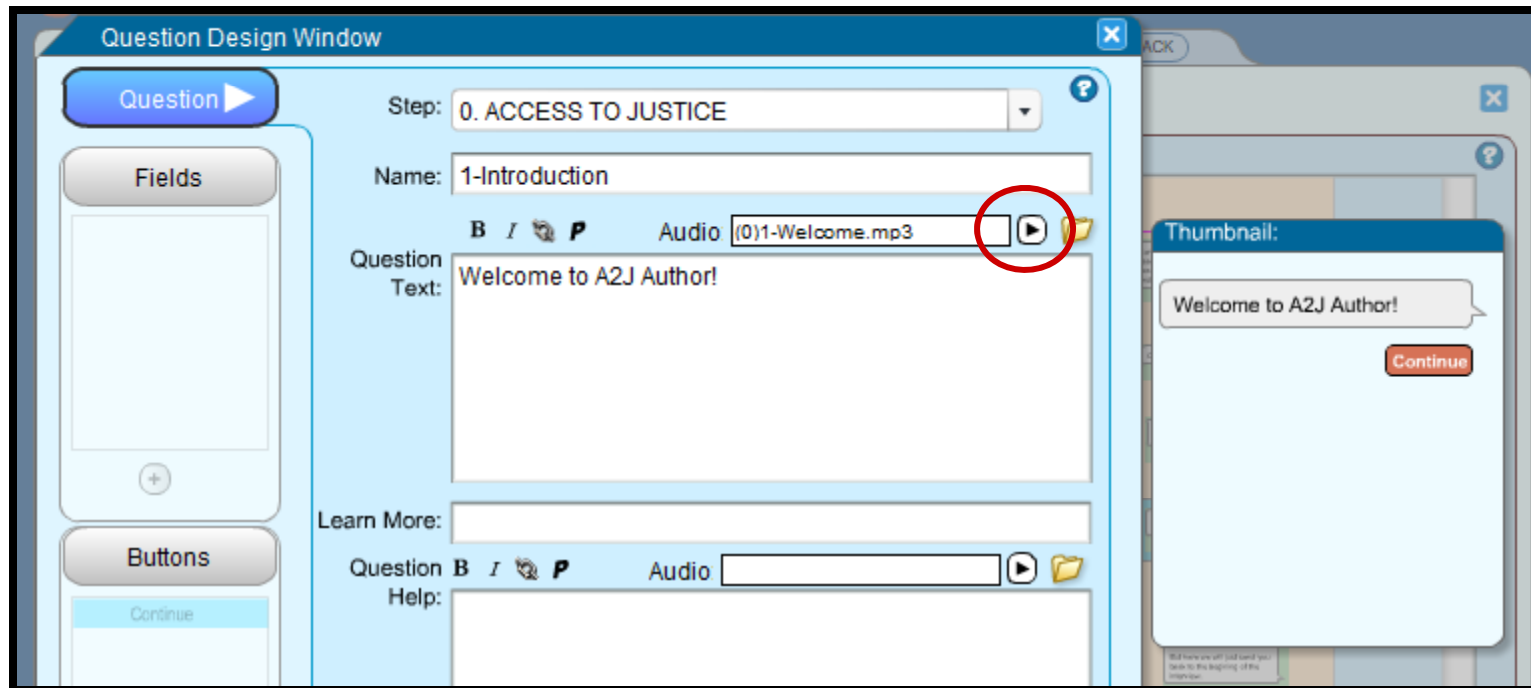
Attaching Audio Clips

To add an audio clip to a **Question Prompt**, click on the yellow folder icon to the right of the "Audio" field above the "Prompt" field on the "Fields" tab.

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Attaching Audio Clips

You may listen to the audio clip by clicking the play arrow to the right of the "Audio" field.

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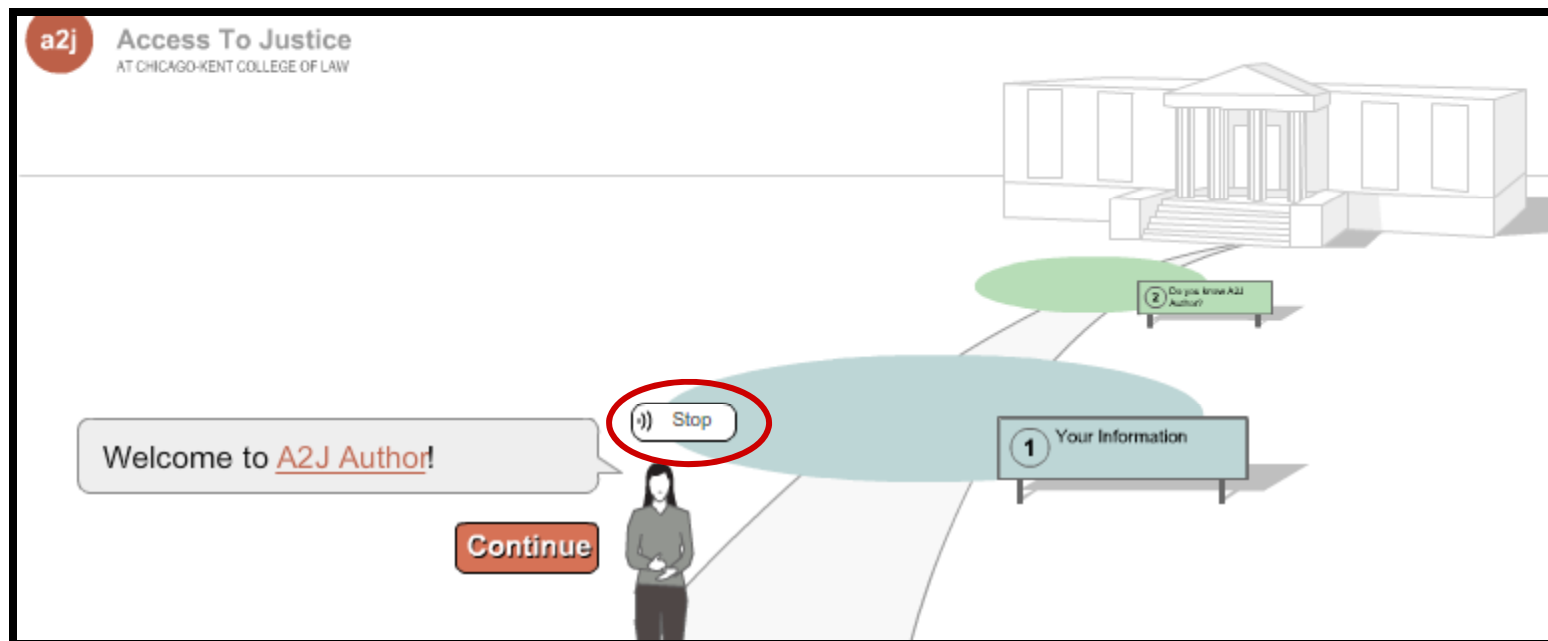AT CHICAGO-KENT COLLEGE OF LAW

Attaching Audio Clips

Once attached, you may test the audio clip within the Preview Mode, by pressing "Play".
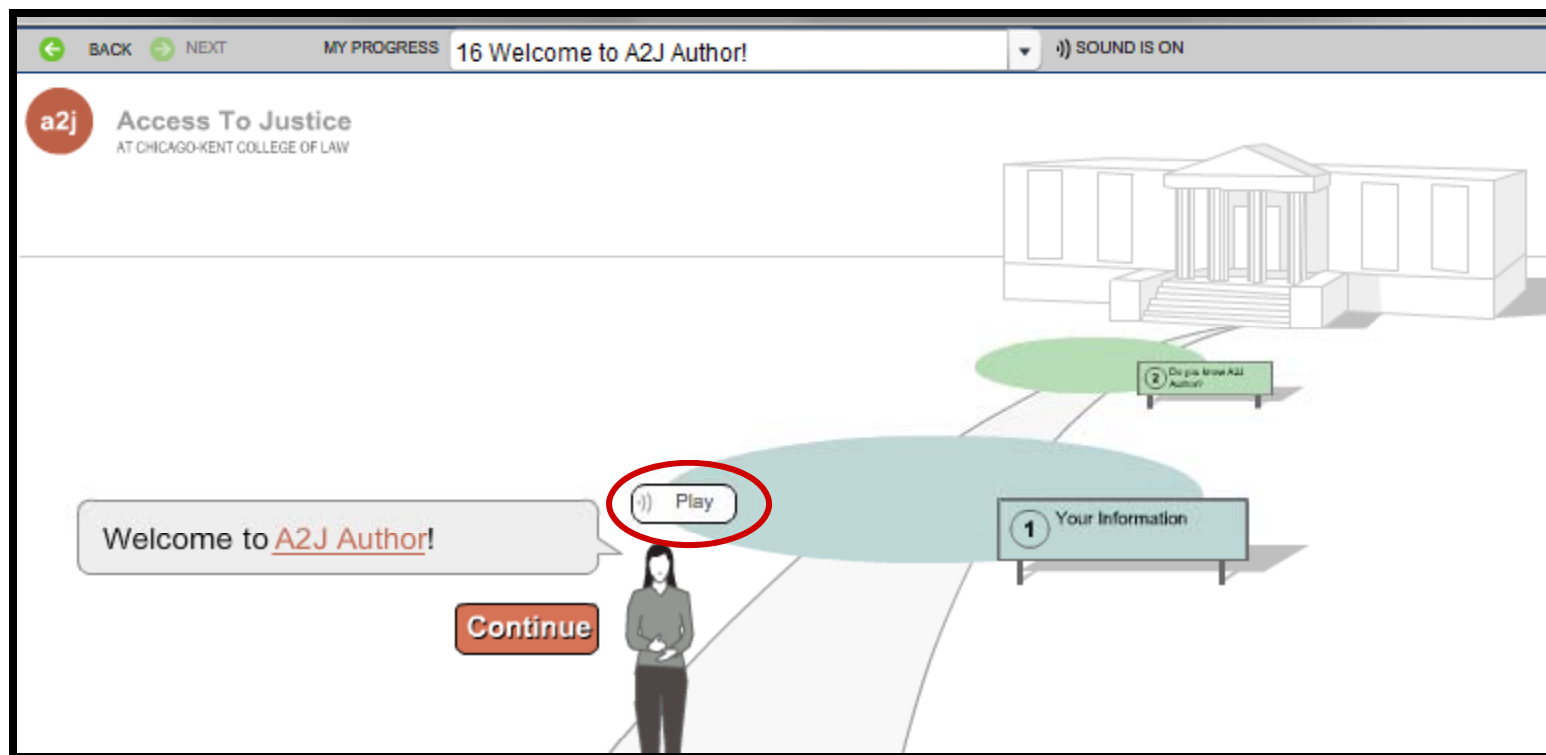
Presenting Audio Clips to End Users

If audio is included, the audio clips will automatically play once the end-user launches the interview. To stop an audio clip, the end-user can select the "Stop" button.
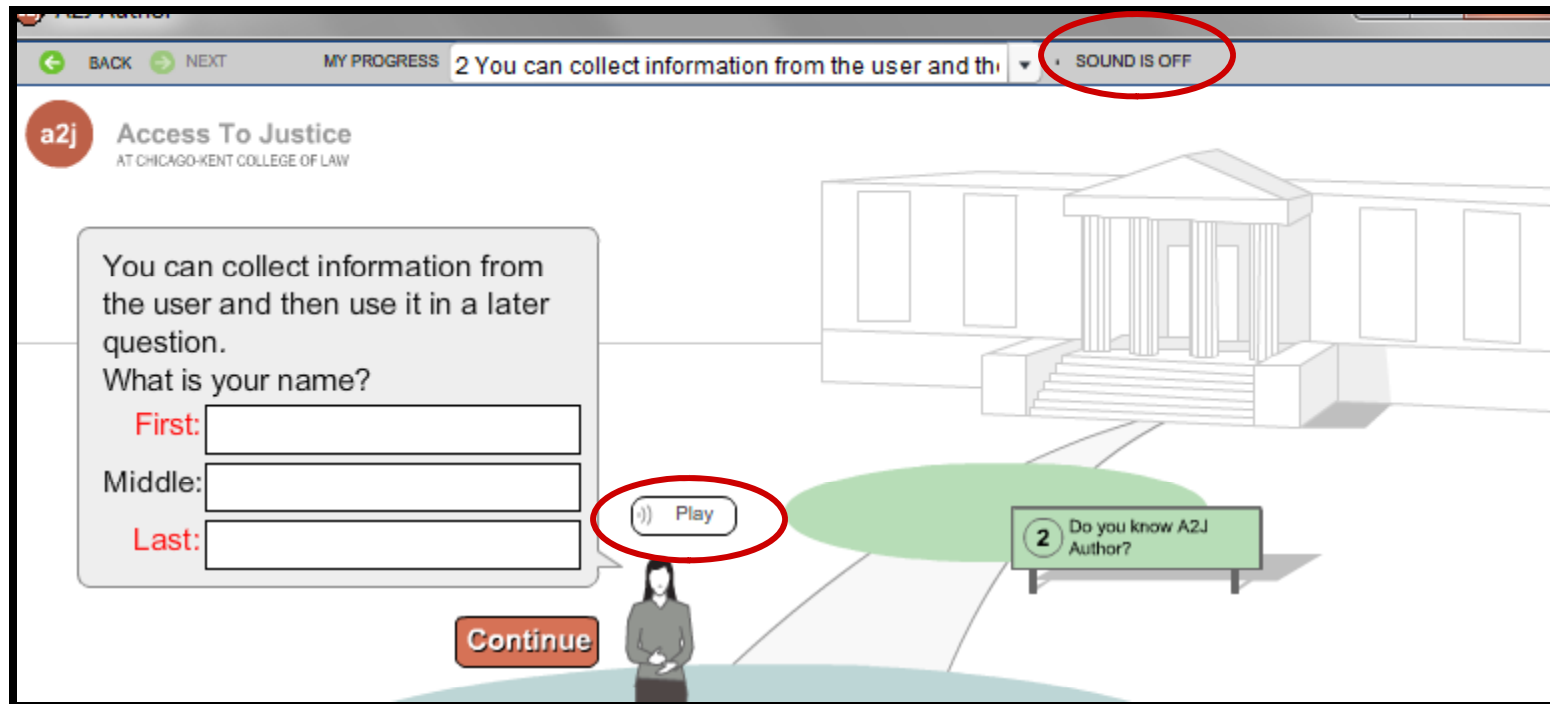
Presenting Audio Clips to End Users

End-users may also turn off audio for the entire interview by pressing the Sound On/Off button.

Presenting Audio Clips to End Users

By turning off the sound entirely, they will not have to select "Stop" at every question. But they will still have the option to "Play" the audio clip.

Audio Recording & Editing

There are many *free* programs for recording, editing and converting the file type of audio clips:

- **Audacity**
  - Record and edit audio: can make one long master recording and then edit into sections
  - Need to download separate MP3 encoder
  - Website: http://audacity.sourceforge.net/

- **MP3myMP3**
  - Record in MP3 format
  - No editing
  - Website: http://www.mp3mymp3.com/

Audio Recording & Editing

When creating audio clips, choose a **naming convention** that allows you to easily identify which clip goes with which question. The easiest way is to use the question numbers.

Examples:

- 0-1-Introduction
- 0-1-PU-A2JAuthor
- 1-2-Name
- 1-2-Prompt-Name

My Interview

Questions

0: 1-Introduction

Welcome to A2J Author!

Hypertext	Popup text
A2J Author	A2J Author is a software tool that allows non-technical u: for data collection.

1: 2-Name

You can collect information from the user and then use it in a later qu

What is your name?

	Field	Prompt
First: (text)		You must type a response in the highlighted space be

More Audio Information

Find more information on adding audio to A2J Guided Interviews in the *A2J Authoring Guide.*

- **Chapter 8: Reports Tab**

  - Different types of reports

  - Using filters in reports

- **Chapter 12: Adding Audio**

  - Recording audio

  - Setting up and configuring Audacity

  - Editing and exporting audio clips

  - Attaching audio to A2J Guided Interviews®

    Download *A2J Authoring Guide from www.a2jauthor.org.*

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Questions? Feedback?

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