WAVsplitter

User Manual

Build 654

*This manual is viewable from the Help Menu,
either from the local hard drive or preferably directly from the Internet.*

*Note: We are continuously improving WAVsplitter, so the screen captures
in this manual may be different from those of the actual program. Select* Open
Change History *in the* Help *menu to see the changes which matter to you and
download the update accordingly.*

*Hint: After clicking on an internal hyperlink, you can come back
to where you were with an ALT-LEFT ARROW.*

Sections in yellow are not ready in the software

Definitions

WAVsplitter allows you to automatically split a single audio file into many *Individual File*s whose names are taken directly from a list provided by your client.

Source File: The audio file recorded outside of WAVsplitter containing all the files to be produced for the project.

Individual File: Each of the final files that have to be delivered to the client.

Prompt: Each section of the *Source File* corresponding to a *Individual File*.

Pause: A predefined time that the narrator has to let lapse between the end of a *Prompt* and the beginning of the next one.

File Name: The precise name associated with each *Individual File*.

Script: The Excel file containing the name of each *Individual File* along with its content, i.e., the text to be read.

Content: The text read in each Prompt.

Project Folder: A dedicated folder containing all the files related to a project (*Script*, *Source File*, *Individual File*s, various backup folders created automatically along the session).

The narrator reads the content of the *Script* to produce a single *Source File*, leaving a *Pause* in between each *Prompt*. WAVsplitter associates each *Prompt* with its corresponding *File Name*, then creates automatically all the accurately-named *Individual File*s to be delivered to the client.
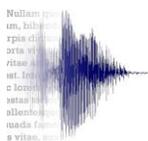
Answers to FAQs

Problem	Possible Solution	See...
I cannot find my audio files.	They are saved in the *Project Folder* containing the *Source File* and *Script* you imported.	
I cannot import a *Source File* and *Script*.	You need to register, but it's free.	Section 16.3.2.1, Register
My *Script* does not import correctly.	The *Script* needs to be properly formatted.	Annex I Watch the YouTube tutorial to get started.
I need to reenter my Registration Code every time I start.	You have entered a Trial code. WAVsplitter is now asking for a Subscription code. If you are still evaluating WAVsplitter, just click "Trial."	
When I try to batch process to .mp3, all my files disappear.	You need to install the LAME encoder. It's free but due to copyrights, WAVsplitter cannot include it in the download. The user (you) has to do that.	Section 13.4, Resample/Convert Format
What about us Mac users?	Use *VMware, Parallels, or Boot Camp*.	Annex II

Still in a bind?
Contact us at mailto:support@Word2WAV.com.
We will make it work for you.
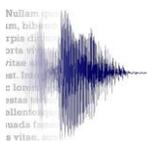
Menus and Short Cuts

Menu	Title			Description	CTRL-…
File	Load Working Files			Load audio file and Excel	L
	Backup Source File			Use if Auto backup is disabled	S
	Export Individual Audio Files			Export when finished	E
	Quit				Q
Windows	WAVsplitter			Where things are happening	W
	Batch Processor			Set silences, normalize, resample, etc.	B
	Rename Wizard			Edit any file name/date, not just audio files	R
	Open Project Folder			View all your files in a single location	P
	Preferences				
Tools	Play Continuously on Mouse Click			Toggle whether to play continuously after click or only while mouse is down	M
	Zoom In			Increase detail of wave graphic	F1
	Zoom out			Reduce detail of wave graphic	F2
	Undo			Undo last audio edit	Z
Help	About				
	Open Manual	From Internet		Opens the latest manual from the Internet	
		From Local Drive		Opens the manual located in the WAVsplitter folder	
	Open Tutorials	WAVsplitter Presentation		General presentation of WAVsplitter (on YouTube)	
		Batch Processing		Ignore the intro related to Word2WAV (on YouTube)	
		Script Formatting		Tips to format script (on YouTube)	
	Revision History			Opens the Revision History from the website	
	Register WAVsplitter			Opens the Registration window	

System Requirements:
- Windows XP or newer
- Runs well on Intel Mac using BootCamp
- 2 GB of RAM
- 10 MB of hard disk space
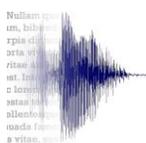
Table of Contents

Introduction

WAVsplitter is a program intended for studios and independent narrators who need of record large numbers of audio files, each named precisely.

When developing eLearning, gaming, or telephony packages, it is frequent to have hundreds or even thousands of audio files, often named apparently randomly by the developer. Typically, a narrator would record all the files over one or more sessions, then take considerable time to break the long audio file into a series of smaller files, and finally name them precisely according to the script.

This operation is tedious and time consuming, and often leads to errors in file naming – which in turn leads to lost time in quality assurance. This task is worsened in studios where the technician needs to manipulate files in a language he does not understand and on which he has therefore little control.

WAVsplitter solves this problem by splitting the long audio file automatically and naming the resulting smaller files *directly from the script* – thus eliminating both the need to manually divide a long file and to name each subfile.

Simply record the script on any computer (PC or Mac) using any software, leaving a pause between each prompt. Then import the audio file and the script into WAVsplitter and watch it split the files and name them correctly.

All the mundane tasks are eliminated, thus reducing the production time by many hours and therefore increasing the profitability of the project.

Program Overview

Using WAVsplitter, a typical session would proceed as follows:

    a. Record the complete *Script* on any computer using any software, simply leaving a *Pause* between each *Prompt*.

    b. Edit the recording using your favorite software to delete double takes, breaths, page turns, etc. as you normally would.

    c. Format the *Script* according to specifications.

    d. Create a dedicated *Project Folder* containing the *Source File* and the *Script*.

    e. Check the parameters in the *Preference* window.

    f. Import the *Source File* and the *Script* into WAVsplitter.

    g. Insert any missing *Pause*s so that the number of required *Prompt*s is equal to the number of identified *Prompt*s.

    h. Export the individual *Prompt*s named automatically and precisely to produce the *Individual File*s to be delivered to the client.

    i. Post process the *Individual File*s (normalize, set head/tail silences, and/or change encoding).

Each step will be covered in details in the rest of this manual.

WAVsplitter is comprised of two main windows:

- *Preferences*
- *WAVsplitter*

Two additional windows are stand alone utilities:

- *Batch Processing* deals with setting silences, normalizing, and audio resampling and converting. Not limited to WAVsplitter files.
- *Rename Wizard* makes it possible to rename any file almost any way you want. It is useable for all file types on the computer, not only audio files.

Note: If you have done so, take a few minutes to watch the Introduction video to have a quick understanding of the program. It will make the details below easier to understand.
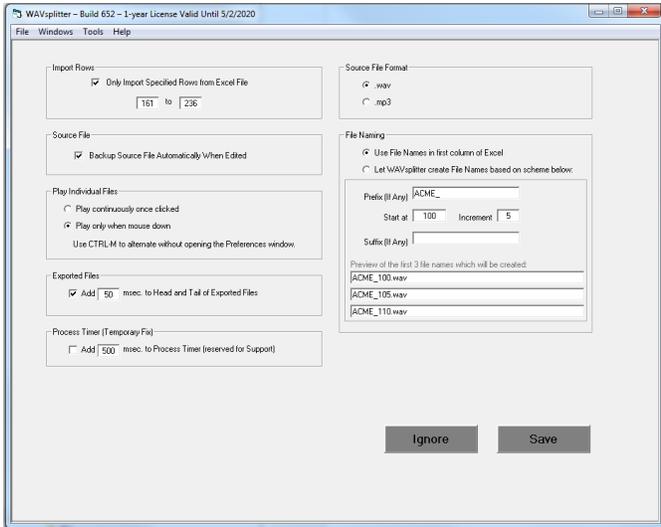
Preference window
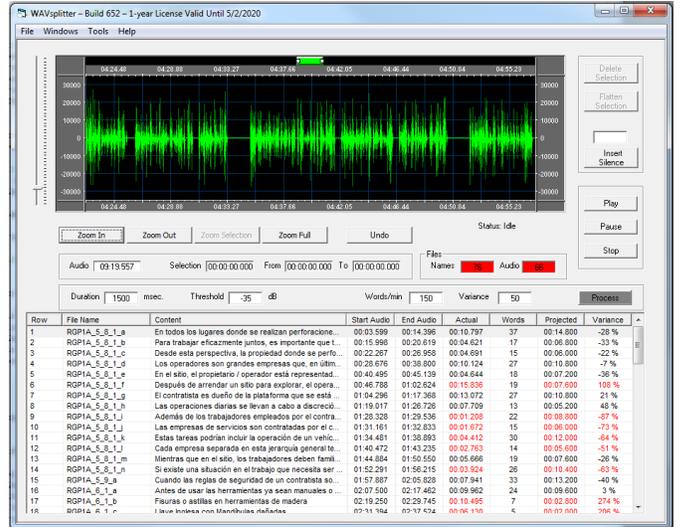
WAVsplitter window
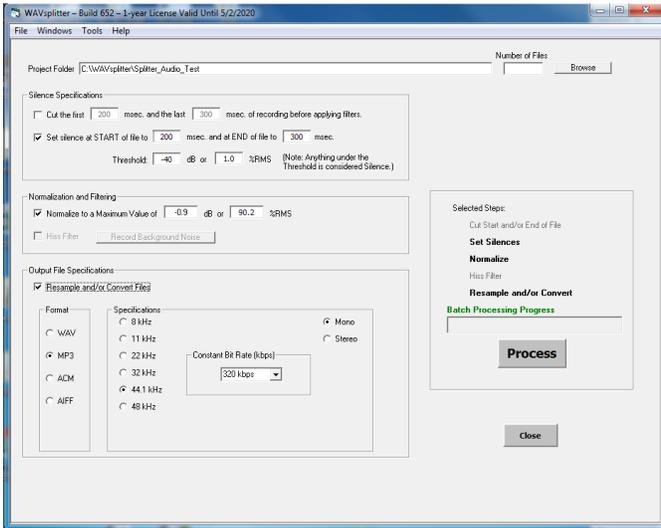
Batch Processor window
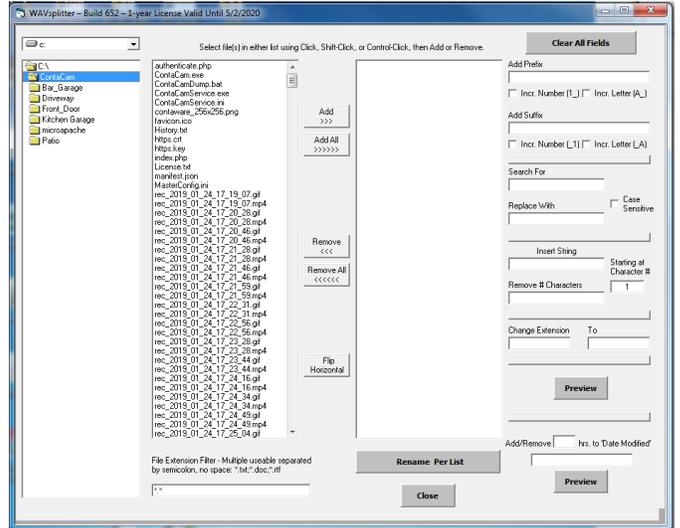
Rename Wizard window
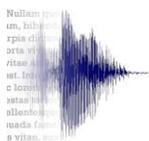
1. Format *Script*

In order to import the *Script* in WAVsplitter, it needs to be in Excel and formatted according to specifications.

For each row of the *Script*:
- The left column corresponds to the *File Name*
- The right column corresponds to the *Content*, i.e., the text to be read.

Requirements:
- No header
- Only the first tab is imported
- Needs to be saved as .xls, not .xlsx. In Excel, use Save As under File and select:

Save as type: | Excel 97-2003 Workbook (*.xls)

Ignore any warnings regarding possible loss of content.

This video gives a few tricks for script formatting.

	A	B
1	RGP1A_0_a	WAVsplitter allows you to automatically split a single audio file into many individual files whose names are taken directly from a list provided by your client.
2	RGP1A_0_0_a	Anyone recording professionally for the eLearning, gaming, or telephony industry is familiar with these endless scripts for which each individual file has to be saved and named precisely according to a script.
3	RGP1A_0_0_b	WAVsplitter allows you to record all your prompts in a single file using the computer, the audio equipment, and the program you are familiar with. Read each prompt in succession, simply leaving a pause between each. Then launch WAVsplitter, import the audio file along with the script provided by your client, fix any missing or incorrect pause, delete double takes, etc., and export the individual files. You are done! Well, it's obviously a little more involved than that, but not much...
4	RGP1A_0_0_c	So, what's a "pause"? It's basically a silence which is both long enough and low enough. In order to be reliable, that pause has to be longer than any pause which naturally occurs in your speech, like the pauses between words and between sentences. Usually, 1.5 to 2 seconds is ample. Note that anything longer is good as well, so you don't have to keep the same cadence throughout the session. We will look at the "low enough" aspect in a minute.
5	RGP1A_0_0_d	Ready to start? Create a dedicated folder and copy the audio file and the script in that folder. The audio needs to be in .wav format and the script in Excel. The first column should contain the file names, while the second column should contain the content to be read.

Sheet1 Sheet2 Sheet3 ⊕

Under *Script Formatting*, two options are available depending on the actual format of the script. Note that the following example uses an Excel script, but the same would apply to a Word script.

One File Per Row	Files Split Over Several Rows

	A	B
1	Intro	WinesCatalog – A Wine Cellar Management Program
2	Intro_a	WinesCatalog allows you to keep track of your wines – not only the wines in your cellar, but also the wines you've already enjoyed.
3	Intro_b	To that end, each bottle is automatically assigned a number by WinesCatalog as you enter it. This unique number will remain with that bottle indefinitely, whether the bottle is still stored in the cellar or has became a long-ago memory. In the latter case, the bottle number will refer to the record of that bottle.
4	Intro_c	However, we are really interested in "wines," not in "bottles." For that reason, WinesCatalog automatically assigns each bottle to a wine family as it is entered in the database.
5	Intro_d	This way, when you look at a wine, you can see how many bottles of that wine are in the cellar and/or whether you enjoyed that wine before. It's easier to open a good bottle if you know you have more waiting for you! Also, if this is not the first time you've opened this wine, it's great to be able to refer to the notes you took when you drank it.
6	Intro_e	WinesCatalog features 4 main views:
	Intro_e1	"At-A-Glance" – A schematic representation of the cellar. Each bin containing a bottle is color-coded (white, red, or rosé) and displays a 2-letter code

	A	B
1	Intro	WinesCatalog – A Wine Cellar Management Program
2	Intro_a	WinesCatalog allows you to keep track of your wines – not only the wines in your cellar, but also the wines you've already enjoyed.
3	Intro_b	To that end, each bottle is automatically assigned a number by WinesCatalog as you enter it.
4		This unique number will remain with that bottle indefinitely, whether the bottle is still stored in the cellar or has became a long-ago memory.
5		In the latter case, the bottle number will refer to the record of that bottle.
6	Intro_c	However, we are really interested in "wines," not in "bottles."
7		For that reason, WinesCatalog automatically assigns each bottle to a wine family as it is entered in the database.
8	Intro_d	This way, when you look at a wine, you can see how many bottles of that wine are in the cellar and/or whether you enjoyed that wine before.
9		It's easier to open a good bottle if you know you have more waiting for you!
10		Also, if this is not the first time you've opened this wine, it's great to be able to refer to the notes you took when you drank it.
11	Intro_e	WinesCatalog features 4 main views:
	Intro_e1	"At-A-Glance" – A schematic representation of the cellar. Each bin containing a bottle is color-coded (white,

| Each row contains a *File Name* on the left and a *Content* on the right. In this case, one WAV file will be created for each row.	Here however, some rows do not contain any file name. All the content with no file name will be added to the content above to create a single entry. In the above example, the file Intro_b will include 3 paragraphs, Intro_c will include 2 paragraphs, and Intro_d will include 3. The other rows will be not affected.

Notes: - Trying to import the script on the right using the *One File Per Row* option will create additional files named NoFileName_1, NoFileName_2, etc.

- *One File Per Row* stops at the first empty row, whereas *Files Split Over Several Rows* stops at the last row of the table or worksheet.

2. Project Folder

At the very start of a WAVsplitter project, you must create a dedicated *Project Folder* anywhere on the computer. All the files created by WAVsplitter will be saved in that folder.

Copy or move the *Source File* and the *Script* in that folder:
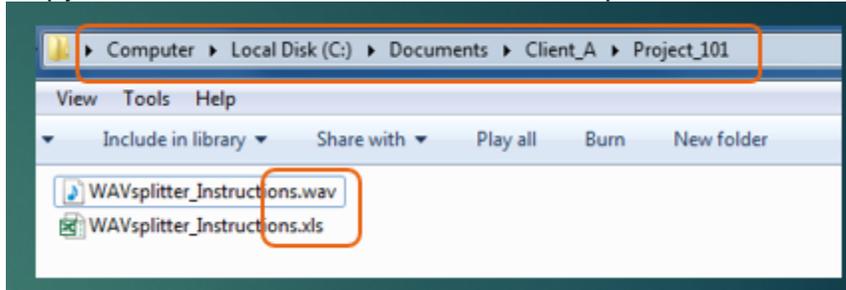


Again, the *Script* must be in .xls format, not .xlsx.

The *Source File* can be in .wav or .mp3 format, depending on the selection made in the *Preference* window.

WAVsplitter will create a *BU_Source_Files* folder automatically as explained below.
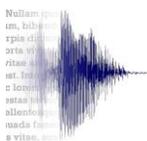
3. Load Working Files

Select *Load Working Files* under the File menu, or press CTRL-L, to import the *Source File* and the *Script*.
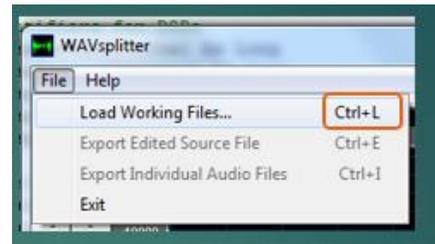
A dialog box opens to let you select the *Source File*. Use the regular Windows browsing functions to locate the *Project Folder*.

Note: Only the files with the correct extension, i.e., .wav or .mp3, will show, so make sure the correct format is selected in the *Preferences* window.
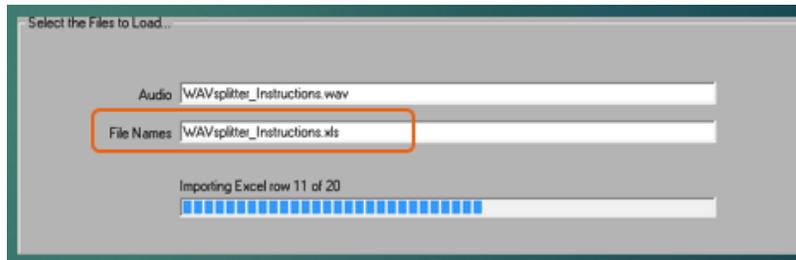
WAVsplitter finds and imports the *Script* in Excel automatically.

A progress bar shows the import of the content of the Excel file.

See the *Preference* window to import a section only of the Excel file.

Once the import is complete, the main WAVsplitter window opens.
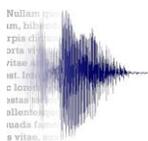
4. Building the Waveform

A blue bar shows the progress of the import of the *Source File* and the building of its waveform. Once the rendition is complete, the Status returns to Idle and the content of the table is built automatically.
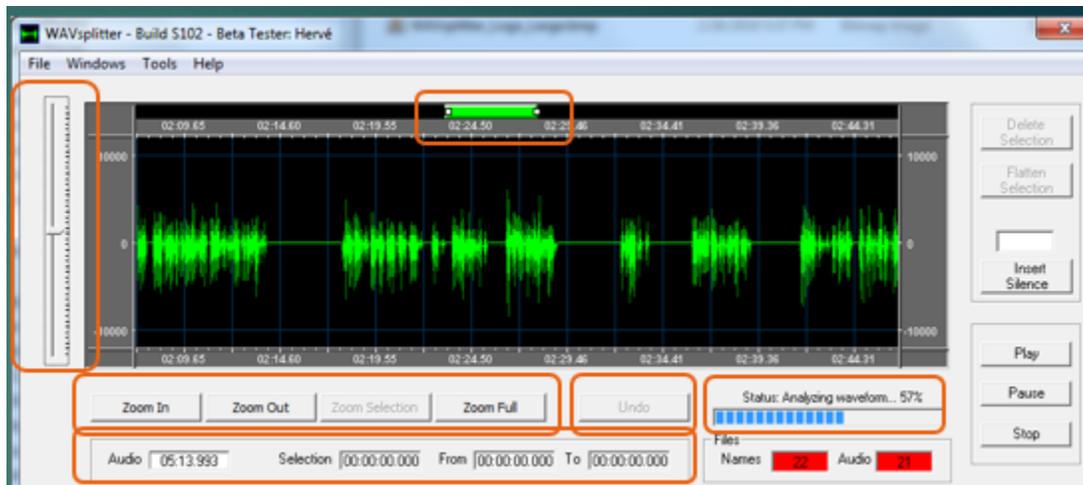
This process may take a few seconds as several steps are performed as described later in this manual.

Note that it is advisable to keep the duration of the *Source File* in the 10-15 minute range to keep things moving smoothly. This obviously depends on the computer (processor, RAM, etc.). See the *Preference* window to define the rows of the Excel worksheet corresponding to the imported *Source File*.

The vertical scroll bar on the left can be used to increase or decrease the amplitude of the waveform.

Several buttons under the waveform allow for zooming in or out.

The Undo button on the right may be used to undo an edit.

Use the top green sliding bar to scroll through the waveform. The time is displayed above and under the waveform itself.

A bloc of counters indicate various times and durations in "minute:second:millisecond" format.

5. Pause

Two parameters define how WAVsplitter identifies the *Prompts* within the *Source File*.

Duration: The minimum time in milliseconds that must be left blank between each *Prompt*.

Threshold: The level in dB under which this blank must remain in order to be considered a silence.

These 2 parameters are specified in the main WAVsplitter window in order to be easily modified to fit each project.

In the example above, any portion of the audio which remains under -35 dB for longer than 1500 msec will be considered a *Pause* which will be used by WAVsplitter to detect the end of a given *Prompt* and the start of the next one.

Note: If the pause is shorter than 1500 msec <u>or</u> if the level raises above -35 dB anytime during that pause, it will become invalid and WAVsplitter will interpret this pause as a regular part of the speech, meaning that the prompt preceding and the prompt following that incorrect pause will be combined.

However this can be fixed easily as indicated below.
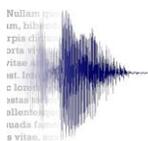
6. Table

Once the *Source File* has been imported and its waveform created, WAVsplitter tries to identify the various *Prompts* and associate them with their corresponding *File Names* extracted from the *Script*.

The table thus created can be divided in 3 areas:

Row	File Name	Content	Start Audio	End Audio	Actual	Words	Projected	Variance
1	RGP1A_0_a	WAVsplitter allows you to automatically split a single ...	00:18.993	00:28.676	00:09.683	26	00:10.400	-7 %
2	RGP1A_0_0_a	Anyone recording professionally for the eLearning, g...	00:30.812	00:43.281	00:12.469	32	00:12.800	-3 %
3	RGP1A_0_0_b	WAVsplitter allows you to record all your prompts in ...	00:46.672	01:18.715	00:32.043	86	00:34.400	-7 %
4	RGP1A_0_0_c	So, what's a "pause"? It's basically a silence which ...	01:21.664	01:50.666	00:29.002	86	00:34.400	-16 %
5	RGP1A_0_0_d	Ready to start? Create a dedicated folder and copy t...	01:52.314	02:10.054	00:17.740	52	00:20.800	-15 %
6	RGP1A_0_0_e	Now, select Load Working Files under the File menu t...	02:16.602	02:47.230	00:30.628	81	00:32.400	-6 %
7	RGP1A_0_0_f	A waveform is built as shown by the blue progress ...	02:54.544	03:35.109	00:40.565	114	00:45.600	-12 %
8	RGP1A_0_0_g	Now, let's look at the parameters which allow for the...	03:42.493	04:47.509	01:05.016	144	00:57.600	12 %
9	RGP1A_0_0_h	If any of these 2 parameters is changed, WAVsplitter...	04:54.730	05:34.320	00:39.590	99	00:39.600	-1 %

The first 3 columns contain the information extracted from the *Script*, namely the row number, the *File Name* and the corresponding *Content*. This information cannot be edited.

The next 3 columns contain the time information, namely the Start time, End time, and Duration of each *Prompt* that WAVsplitter has detected and matched with the corresponding *File Name* and *Content*. Note that this will most likely be inaccurate on the first pass and will have to be fixed as detailed later in this manual.

The last 3 columns show the number of words in the *Content* corresponding to the *Prompt*, the Projected duration of that *Prompt*, and the Variance, i.e., the percentage difference between the Actual duration and the Projected duration of the *Prompt*. See next page for detail.

7. Variance

Row	File Name	Content	Start Audio	End Audio	Actual	Words	Projected	Variance
1	Intro	WinesCatalog – A Wine Cellar Management Program	00:02.113	00:05.596	00:03.483	7	00:02.800	24 %
2	Intro_a	WinesCatalog allows you to keep track of your wine...	00:08.428	00:15.928	00:07.500	25	00:10.000	-25 %
3	Intro_b	To that end, each bottle is automatically assigned a n...	00:18.692	00:23.545	00:04.853	17	00:06.800	-29 %
4	Intro_c	However, we are really interested in "wines," not in "...	00:25.913	00:47.600	00:21.687	30	00:12.000	80 %
5	Intro_d	This way, when you look at a wine, you can see ho...	00:49.876	00:52.546	00:02.670	28	00:11.200	-77 %
6	Intro_e	WinesCatalog features 4 main views:	00:55.820	01:14.210	00:18.390	5	00:02.000	819 %
7	Intro_e1	"At A Glance" A schematic representation of the o...	01:15.813	01:26.749	00:10.936	34	00:13.600	20 %

Since the speed of the read depends on the narrator and/or the project, first specify its value in words/min in the box above the table. Assuming you speak at 150 words per minute as in this example, each word adds 400 msec on average to the total time of the *Prompt*.

For each *Prompt*, WAVsplitter determines the Actual time of the prompt as well as the theoretical or Projected time based on the Number of words x Speed (words/min).

So, for Row 1 for instance which contains 7 words, the Projected time of the *Prompt* is 2,800 msec while the Actual time is 3,483 msec.

The Variance, or percentage difference, is calculated as (3,483 – 2,800)/2,800 = 24%. Experience shows that anything under 50% is acceptable.

When the Variance is greater than the default value defined in the Variance box above the table, 3 entries (Actual time, Projected time, and Variance) are outlined in red to draw attention to these unusual values which may indicate an error in the parsing of the *Source File*.

Adjust the default value of the Variance up or down depending on the nature of the project. In general, the longer the *Prompt*s, the shorter the Variance should be.

8. Checking Accuracy of the Splits

Assuming everything has worked as planned, for each row, the audio of the *Prompt* should match the text of the *Content*.

Row	File Name	Content	Start Audio	End Audio	Actual	Projected	Variance
1	aa	Welcome to the general safety course	00:00.000	00:04.223	00:04.223	00:02.400	75 %
2	bb	In this unit you will learn about:	00:06.378	00:08.576	00:02.198	00:02.800	-22 %
3	cc	General safety principles	00:10.751	00:12.565	00:01.814	00:01.200	51 %
4	dd	Alcohol and Drug Policies	00:14.656	00:16.405	00:01.749	00:01.600	9 %

Let's look at Row 4 for instance in the above example. The table indicates that the *Prompt* should start at 14.656 seconds and end at 16.405 seconds, for a duration of 1.749 seconds.

Note that the Projected duration based on the speed (words/min) is 1.600 seconds, resulting in a low Variance of 9%. It is therefore reasonable to believe that the *Prompt* has been isolated correctly by WAVsplitter.

Click anywhere on that row, keeping the mouse button down. The cursor jumps to 14.656 seconds and the audio start playing at that location. You should hear the text of the Content corresponding to that *Prompt*. Release the mouse button to stop the audio.
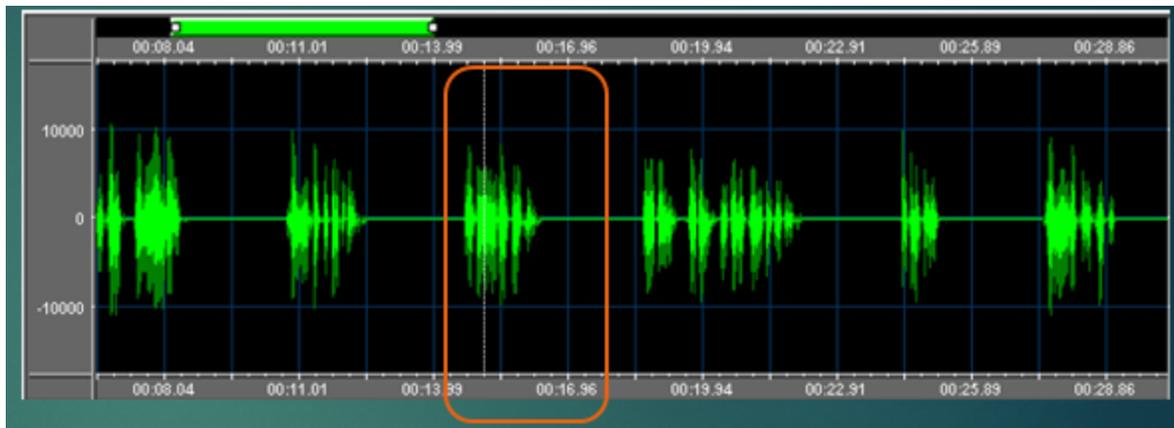
Note: This mouse down/up feature makes it possible to check *Prompt*s very quickly throughout the *Script*/table. Use CTRL-M (or the Preferences window) to toggle this function so the audio keeps playing once the mouse is released.

Note: Look at the Names and Audio counters.
Green means that WAVsplitter has detected the correct numbers of files, while red indicates one or several errors.

9. Finding Errors

If these counts are different or if the audio of a *Prompt* does not correspond to the *Content*, the error need to be fixed. Common causes are double takes and incorrect pauses, either too short (less than the *Duration*) or too loud (above the *Threshold*).

Let's look at the last column of the table labeled Variance. Variance is the percentage difference between the Actual and the Projected durations of the audio for a given *Prompt*. Since the words per minute is a rough measurement, we can expect a difference, but a reasonable one. A 50% variance is usually reasonable. In the table, any variance greater than the default Variance will turn the last 3 rows red for easy detection.
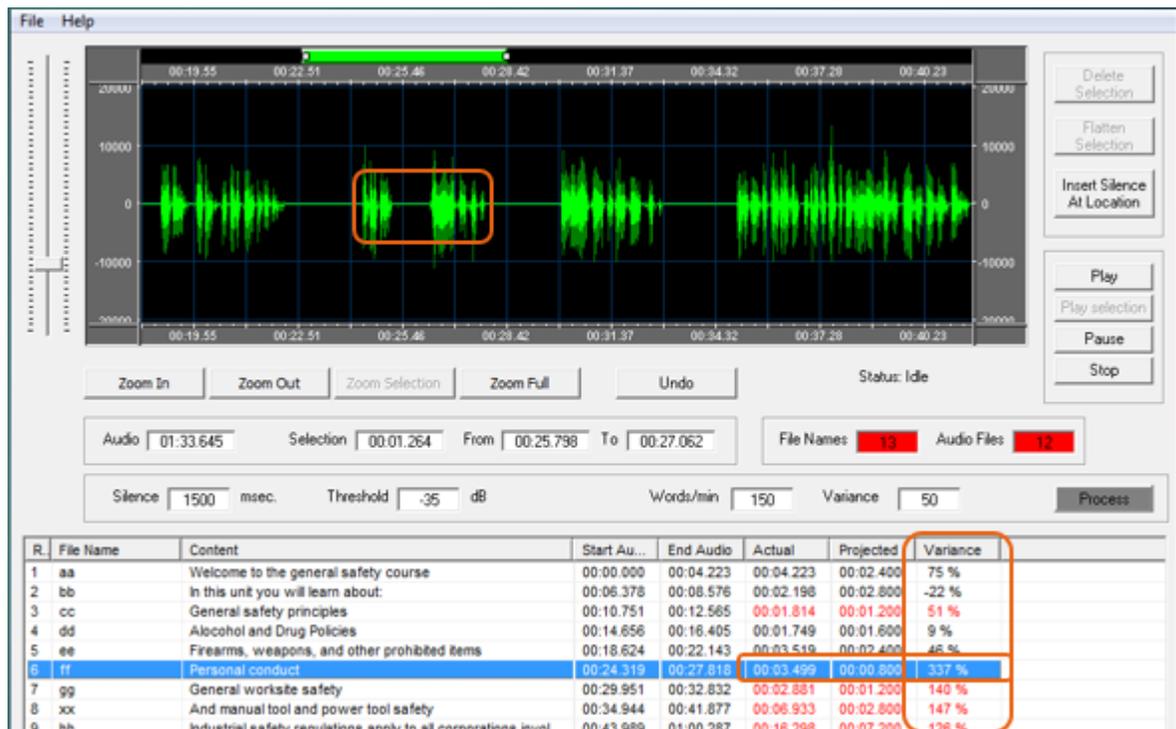
Simply go down the Variance column to find the values which are way off (red). Here Row 6 shows a 337% variance: the "detected" prompt is 3.5 seconds although it should be less than 1 second.

Click on the next row. You should hear the *Content* of Row 7, but you hear the *Content* of Row 8. Why? Because the pause between prompts 6 and 7 is too short, so both audios for 6 and 7 were interpreted as a single prompt.

Note: All prompts after 6 will be incorrect, so the pause between 6 and 7 needs to be fixed first.

10. Fixing Errors

To fix an incorrect pause, click on the waveform between the 2 incorrectly spaced audio segments. A yellow line appears at that location. Click the *Insert Silence* button on the right. WAVsplitter inserts the minimum *Duration* value so we are sure the new pause is long enough.
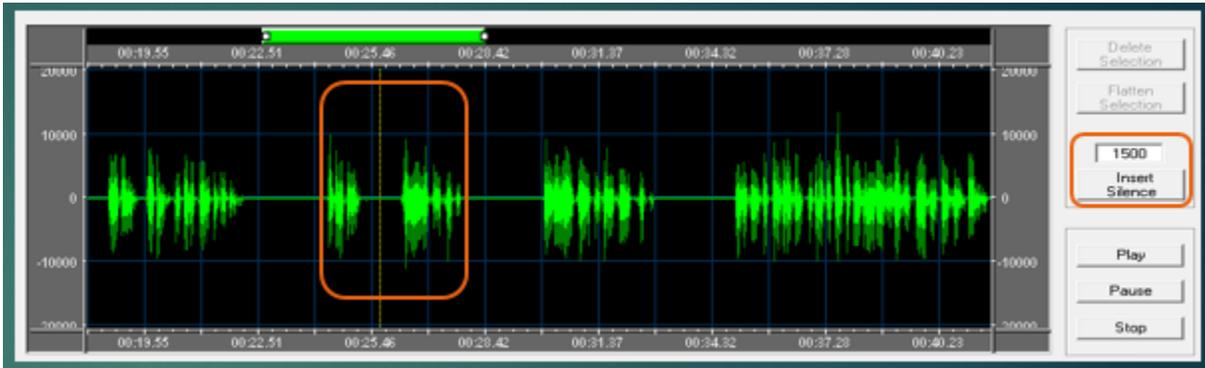
Once the waveform has regenerated and the table has been recalculated, you can see that the error is gone!

Repeat the process going down the Variance column to fix the remaining errors until the file counts match.

An error may be caused by 2 other problems, namely noise or extra audio.
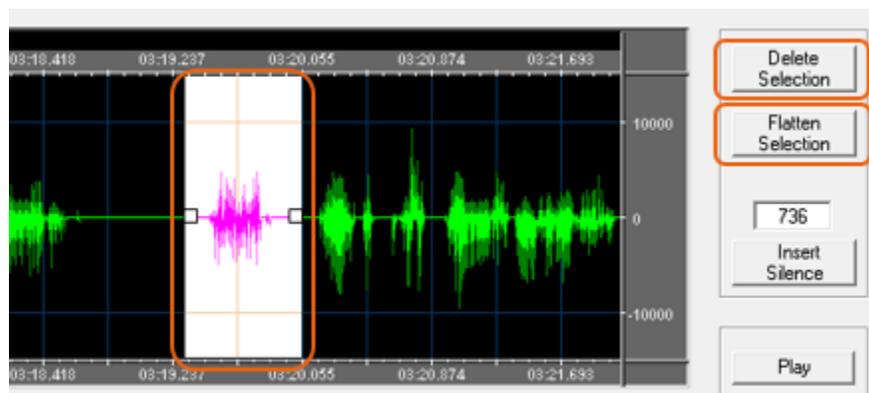
If the pause if long enough but interrupted by a noise, which is anything above the *Threshold*, like a cough or a page turn, simply select it by dragging the cursor over it, then click on the *Flatten Selection* button.

If you have a double take, select it by dragging the cursor over the unwanted audio, then click on the *Delete Selection* button.

When using either of these 2 buttons, make sure the resulting pause is still long enough. Use the *Insert Silence* button as required.

11. Exporting the *Individual Files*

Once all errors have been resolved, select *Export Individual Audio Files* from the File menu, or press CTRL-I.
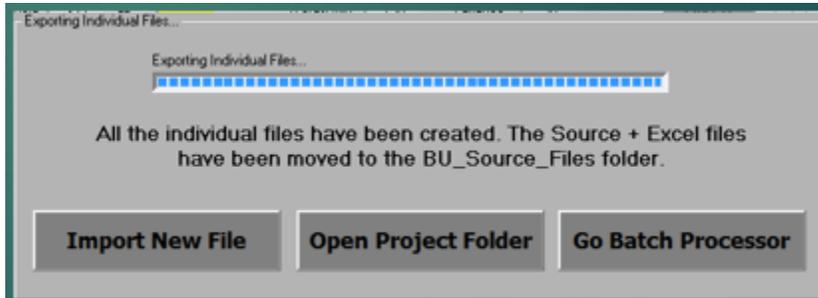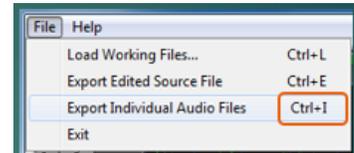
A dialog box opens with a status bar showing the progress of the export.

Once all the files have been created, three options are available:
- Start a new session
- Open the *Project folder* --->
- Open the *Batch Processor* to process the *Individual Files*

12. Preference Window

Import Rows ☑ Only Import Specified Rows from Excel File `161` to `236`	If the *Script* is very long, it is advisable to create several shorter *Source File*s. 10-15 minutes is usually appropriate. Select this option to specify the rows to import.
Source File ☑ Backup Source File Automatically When Edited	When this option is selected, the *Source File* is backed up in a *BU_Source_Files* folder created at the beginning of the project after each edit. If space is a problem, deselect this option and use CTRL-S to backup manually.
Play Individual Files ○ Play continuously once clicked ● Play only when mouse down Use CTRL-M to alternate without opening the Preferences window.	While clicking on a row in the table triggers the play of the corresponding *Prompt*, this option makes it possible to stop or not the audio when the mouse is released. Toggle this option with CTRL-M regardless of this setting.
Exported Files ☑ Add `50` msec. to Head and Tail of Exported Files	This option adds a silence of the specified length at the beginning and at the end of each *Individual File* when they are exported.
Source File Format ● .wav ○ .mp3	Select whether the *Source File* is in .wav or .mp3 format. The exported *Individual File*s will be in the same format. Only the *Source File* with this extension will show in the dialog box when importing the *Source File*.
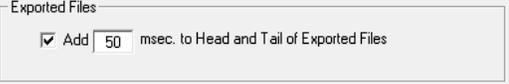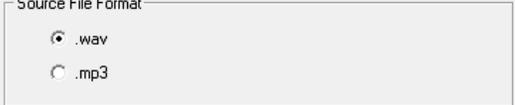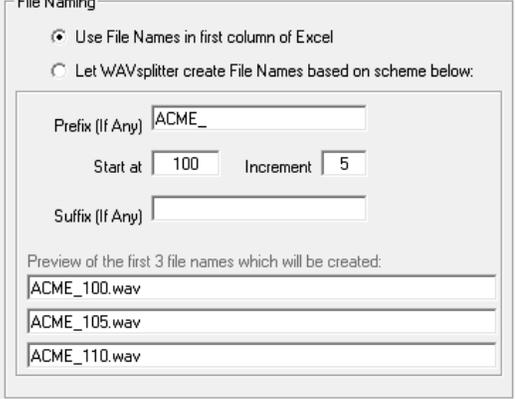
File Naming
 ● Use File Names in first column of Excel
 ○ Let WAVsplitter create File Names based on scheme below:
 Prefix (If Any) `ACME_`
 Start at `100` Increment `5`
 Suffix (If Any) `         `
 Preview of the first 3 file names which will be created:
 `ACME_100.wav`
 `ACME_105.wav`
 `ACME_110.wav`
	If the client does not specify *File Name*s for the exported *Individual File*s, WAVsplitter can create them automatically. The first option assumes the Excel file contains 2 columns (*File Name* and *Content*), while the second option assumes it contains only one column (*Content*). The Preview shows the first 3 *File Name*s which will be created based on the 4 parameters. The extension is the one selected above.

Preference Window (Cont'd)

|	
Script Formatting ○ One File per Row ○ Files Split Over Several Rows	==Not Ready Yet== ==This option specifies whether the *Script* is formatted as one file per row or with the files split over several rows.==
Process Timer (Temporary Fix) ☐ Add 500 msec. to Process Timer (reserved for Support)	On a few computers, the table is not regenerated correctly when importing the *Script* or changing the parameters in the WAVsplitter window. In this case, it displays a lot of "00:00:00" instead of the correct values. Click on the *Process* button above the Variance column to display the correct values. Try various values like 500, 1000, or 2000 to see if the problem disappears. Let us know if you experience this problem since it only affects random computers. This option will be deleted once the problem has been fixed.
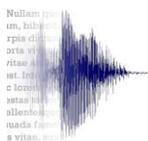
13. Batch Processing

Note: This utility can be used with any audio file, not only those created by WAVsplitter.

This utility makes it possible to batch process files as follows:
- Cut beginning and/or end of each file by a specific duration
- Set a specific silence at the beginning and/or end of each file
- Normalize the files
- Resample the files
- Convert the files to a different format.

Choose *Batch Processor* in the *Windows* menu or simply press CTRL-B to open the *Bach Processor* window.
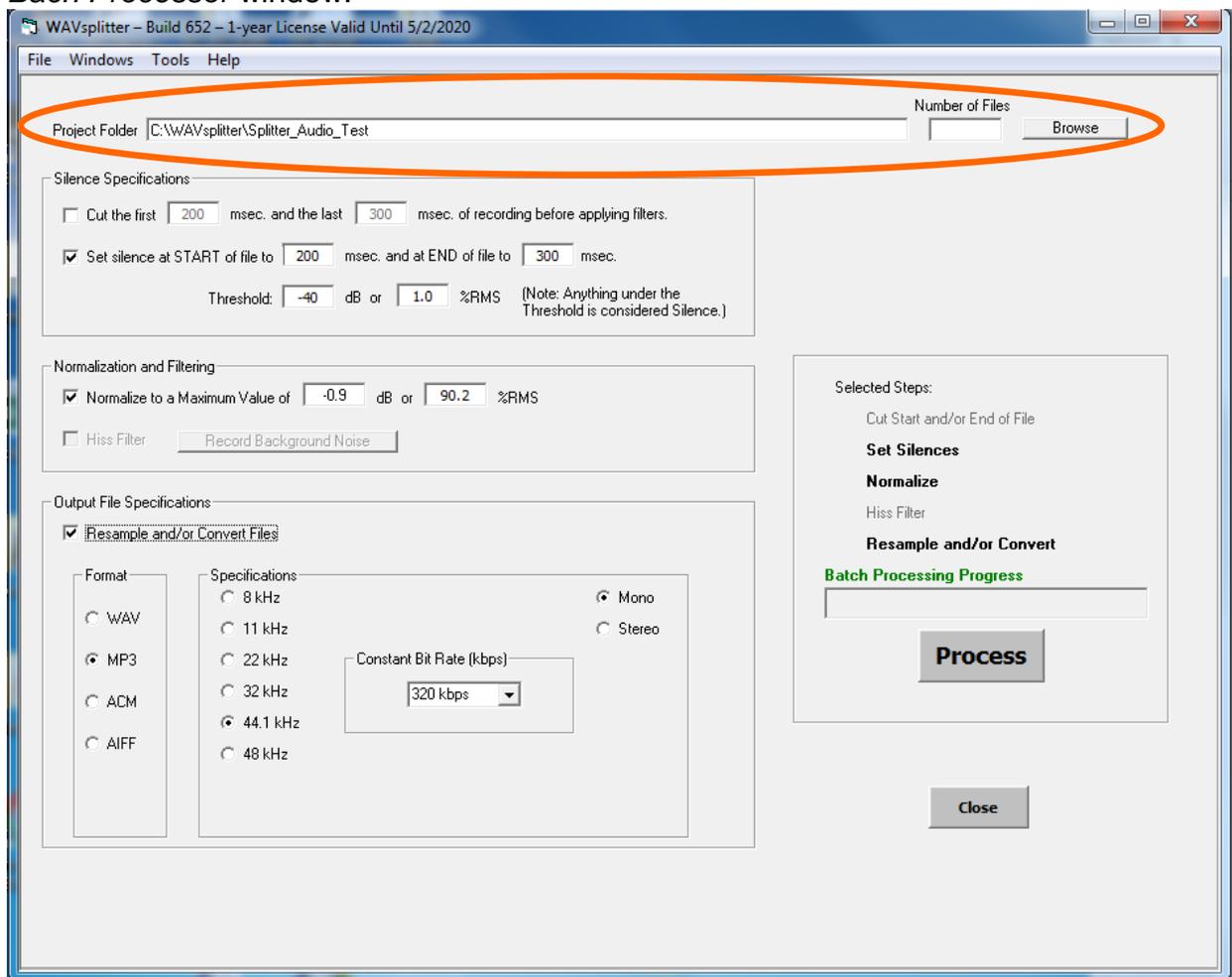
By default, the path points to the *Project Folder* where all the *Individual Files* which have been produced by WAVsplitter are stored.
To use this utility independently of WAVsplitter, use the Browse button to locate the folder of interest.
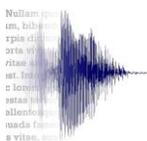
Before processing the files, WAVsplitter creates a *RAW_WAV_Files* folder inside the *Project Folder* and moves all the WAV files in this back-up folder. The processed files are then saved back in the *Project Folder*. This way, all the final (processed) files are located in the *Project Folder*, while all the original files are backed-up in the *RAW_WAV_Files* folder.

Notes:	-	The *RAW_WAV_Files* folder must be empty before processing the files so as not to overwrite any original files.
	-	If you make a mistake in processing the files (say you convert them to MP3 while your client really wanted WAV), just delete the MP3 from the *Project Folder*, move the original WAVs located in the *RAW_WAV_Files* folder back into the *Project Folder*, and reprocess them according to the correct specs.

WAVsplitter can perform several operations in a single pass, then repeat these steps for all the files in the *Project Folder*:
- Cut beginning and/or end of the file
- Set silence at the start and/or end of the file;
- Normalize the file;
- Filter the file
- Resample and/or convert the format of the file.

13.1   Cut the Beginning and/or End of the File

☑ Cut the first [20] msec. and the last [300] msec. of recording before applying filters.

Note: This step is not required if the files have been processed by WAVsplitter.

Use this function to truncate the beginning an/or end of each audio file before applying the filters. People using excessively sensitive mics get an audible click at the beginning an/or end of their recordings. These clicks are difficult to remove without changing the silence threshold. For a given setup, the clicks will always be at the same 'distance' from the beginning and/or end of the files. Experiment to find the best values for your set-up. 20 msec and 300 msec for beginning and end, respectively, are good starting points.
- '0' will bypass the corresponding beginning or end cut.
- Uncheck to bypass both beginning and end cuts.

13.2 Set Silence

The Threshold is the level under which the sound is considered to be silence.

In this example, the white area shows some noise which can be considered silence if the threshold is high enough. A recording always contains the ambient so silence is never zero, but a level low enough to be considered zero. Experiment with what works for you. Common values are -26 dB to -40 dB.
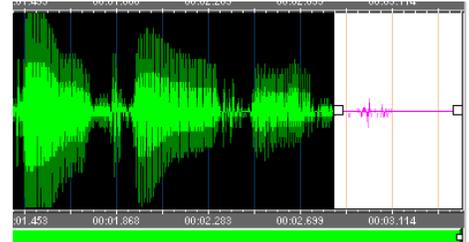

Note: The Threshold can be entered either in dB or in %RMS.
　　　　WAVsplitter calculates the other value.

- Select the first option to set the silence at the start and at the end of the file. In the above example, silences are 200 msec. and 300 msec.

Note: The values specified are expressed in milliseconds (500 msec. = 0.5 second). Once processed, the silence will be equal to the set value, regardless of whether it was originally longer than, equal to, or less than said set value.

13.3　Normalize

☑ Normalize to a Maximum Value of ⎡ -0.3 ⎤ dB or ⎡ 96.6 ⎤ %RMS
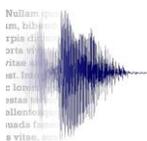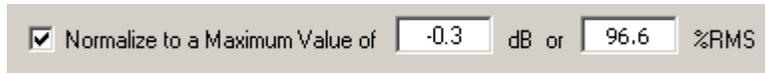
Check *Normalize to a Maximum Value*. The maximum can be expressed in dB or in %RMS. When you enter a value, WAVsplitter calculates the other value. Full scale is 0 dB or 100%. A common value is -0.3 dB or approximately 97%.

13.4　Resample/Convert Format

Output File Specifications
☑ Resample and/or Convert Files

○ WAV
◉ MP3
○ ACM
○ AIFF

○ 8 kHz
○ 11 kHz
○ 22 kHz
○ 32 kHz
◉ 44.1 kHz
○ 48 kHz

Constant Bit Rate (kbps)
[224 kbps ▼]

○ Mono
◉ Stereo
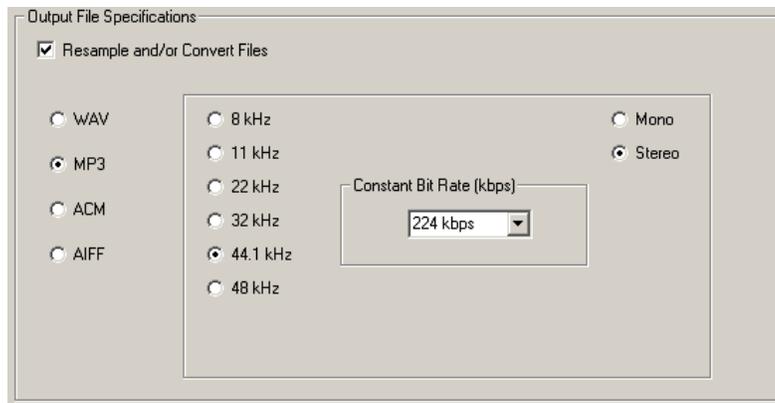
Check *Resample and/or Convert Files*.

Note: If *Resample and/or Convert Files* is unchecked, WAVsplitter recalls the parameters used to record the original sound files (as defined in the *Setup* window). In this case, the files retain their original properties.

Specify the parameters you need. Current options are resampled WAV, MP3 (above example), ACM (including µ-Law), and AIFF.

Note: In order to export to MP3, Lame.exe, an external freeware and open source command line encoder, must be present in both the C:\WAVsplitter_v3 folder and the Windows\Systems32 folder. Lame.exe can be downloaded from the Internet (http://www.free-codecs.com/download/lame_encoder.htm for instance) and simply copied to both the C:\WAVsplitter_v3 folder and the Windows\Systems32 folder.

If the file is down-mixed to a lower frequency, an anti-aliasing filter is applied.

Once all the parameters have been specified, click on the *Process* button. A progress bar will open to show the processing of the files.

Once complete, all the processed files are located in the *Project Folder*, ready for delivery.

Notes: - The original unprocessed files are stored inside the *RAW_WAV_Files* folder inside the *Project Folder*.

- All the back-up takes are stored in the *BU_Takes* folder inside the *Project Folder*. These backup files are not batch processed.

- If the Lame encoder is not found, no MP3 files will be created and the *Project Folder* will be empty after processing.

All the selections and values are saved when the files are processed and recalled next time the *Batch Processor* window is opened

14.   Rename Wizard

Note: This utility can be used with any file on your computer, not only those created by WAVsplitter.

Select a Drive, navigate to a folder, then click on it to display all the files in the left column.

Display the 2 columns vertically or horizontally to accommodate many files or long file names.

See next page for an explanation of these features.

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Select file(s) in either list using Click, Shift-Click, or Control-Click, then Add or Remove.

Clear All Fields

C:\
ContaCam
Bar_Garage
Driveway
Front_Door
Kitchen Garage
microapache
Patio

authenticate.php
ContaCam.exe
ContaCamDump.bat
ContaCamService.exe
ContaCamService.ini
contaware_256x256.png
favicon.ico
History.txt
https.crt
https.key
index.php
License.txt
manifest.json
MasterConfig.ini
rec_2019_01_24_17_19_07.gif
rec_2019_01_24_17_19_07.mp4
rec_2019_01_24_17_20_28.gif
rec_2019_01_24_17_20_28.mp4
rec_2019_01_24_17_20_46.gif
rec_2019_01_24_17_20_46.mp4
rec_2019_01_24_17_21_28.gif
rec_2019_01_24_17_21_28.mp4
rec_2019_01_24_17_21_46.gif
rec_2019_01_24_17_21_46.mp4
rec_2019_01_24_17_21_59.gif
rec_2019_01_24_17_21_59.mp4
rec_2019_01_24_17_22_31.gif
rec_2019_01_24_17_22_31.mp4
rec_2019_01_24_17_22_56.gif
rec_2019_01_24_17_22_56.mp4
rec_2019_01_24_17_23_28.gif
rec_2019_01_24_17_23_28.mp4
rec_2019_01_24_17_23_44.gif
rec_2019_01_24_17_23_44.mp4
rec_2019_01_24_17_24_16.gif
rec_2019_01_24_17_24_16.mp4
rec_2019_01_24_17_24_34.gif
rec_2019_01_24_17_24_34.mp4
rec_2019_01_24_17_24_49.gif
rec_2019_01_24_17_24_49.mp4
rec_2019_01_24_17_25_04.gif

Add >>>

Add All >>>>>>

Remove <<<

Remove All <<<<<<

Flip Horizontal

Add Prefix

Incr. Number (1_)   Incr. Letter (A_)

Add Suffix

Incr. Number (_1)   Incr. Letter (_A)

Search For

Replace With   Case Sensitive

Insert String   Starting at Character #

Remove # Characters   1

Change Extension   To

Preview

Add./Remove [   ] hrs. to 'Date Modified'

Preview

File Extension Filter - Multiple useable separated by semicolon, no space: *.txt;*.doc;*.rtf

.

Rename Per List

Close

Restrict files to extension(s) and/or name content.

See next page for an explanation of this feature.

Displays date attributes of first file only, but all files are changed proportionally using their actual date/time. All changes in hours, use minus to backdate files.
Example:
To postpone date by 4 days, enter 96.
To backdate 4 days, enter -96.
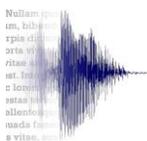
Options

Specify the change(s) you want to make using the options available, then click on **Preview**. The change(s) will be reflected in the right column.
Click on **Cancel** to ignore or **Rename** to proceed with the change(s).

Add Prefix – Enter a fixed prefix, or leave blank and check one of the 2 check boxes below to add an increasing number or letter in front of the file names. Examples: 1_xxx, 2_xxx, 3_xxx.

Add Suffix – Enter a fixed suffix, or leave blank and check one of the 2 check boxes below to add an increasing number or letter after the file names, before the extension.
Examples: xxx_A.ext, xxx_B.ext, xxx_C.ext.

Search For/Replace With – Search and replace any string in the file name, including extension. Can be made case sensitive.

Insert String – Insert any string starting at position xx.

Remove # Characters – Remove any number of characters starting at position xx.

Change Extension – This is <u>not</u> a file converter, it just renames the extension. It is case sensitive.

Rename Per List

1. Create an Excel file containing the current names and the corresponding desired names of a series of files:
   In this example, the file named "Current name A" will be renamed "New Name A, the file named "Current name B" will be renamed "New Name B," etc.
2. Place the Excel and the files to be renamed in a dedicated folder.
3. Click on *Rename Per List* and locate the Excel file using the regular Windows browsing technique.
4. Click on the Excel file.
5. WAVsplitter will create a Back-up folder, move the original files in this folder, then copy and rename each files according to the list in the Excel file and place them in the folder.

	A	B
1	Current name A	New Name A
2	Current name B	New Name B
3	Current name C	New Name C
4	Current name D	New Name D
5	Current name E	New Name E
6	Current name F	New Name F
7	Current name G	New Name G
8		

Sheet1
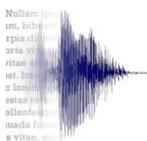
15. Help Menu

15.1 Open Manual

This manual is viewable from the *Help* menu, either from the local drive or preferably, directly from the WAVsplitter website.

The manual on the local drive corresponds to the version of WAVsplitter you first installed. It is therefore preferable to open it from the web since this way you will always access the latest version.
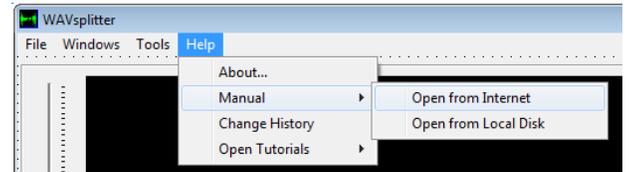
If you prefer to access it from your local drive, download an updated version as appropriate from the website and save it in the *WAVsplitter* folder.

15.2 Open Tutorials

Choose from the list of available tutorials. These tutorial are located on YouTube, so you need to be connected to the Internet.
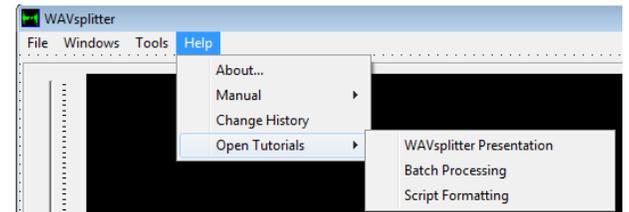
15.3 About

This screen shows the following information:
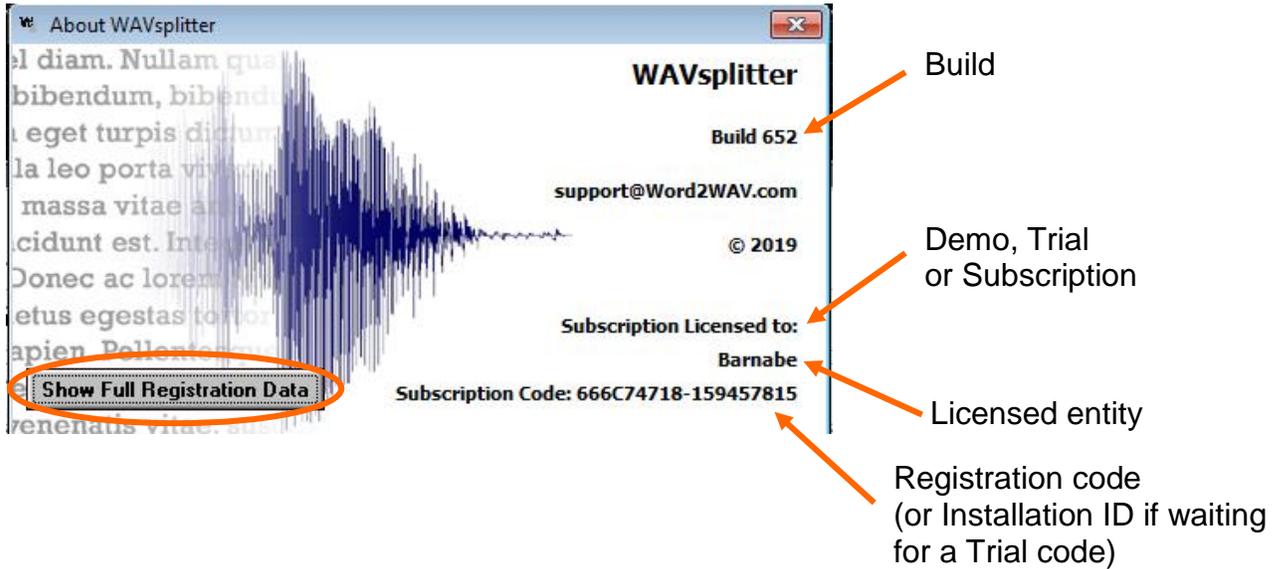
Make sure you include the Build and registration code when contacting us for support. You can just attach a screen grab to your email.

All information sent during the Registration process can be viewed by clicking "Show Full Registration Data" in the bottom left corner.

To renew your Subscription form one year to the other, click on "Renew Subscription" located in the middle right to enter your new Subscription code.

15.4 Register/Purchase

This menu only appears when you can register or purchase the software.
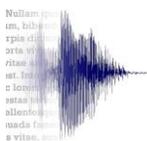
16. Program Installation
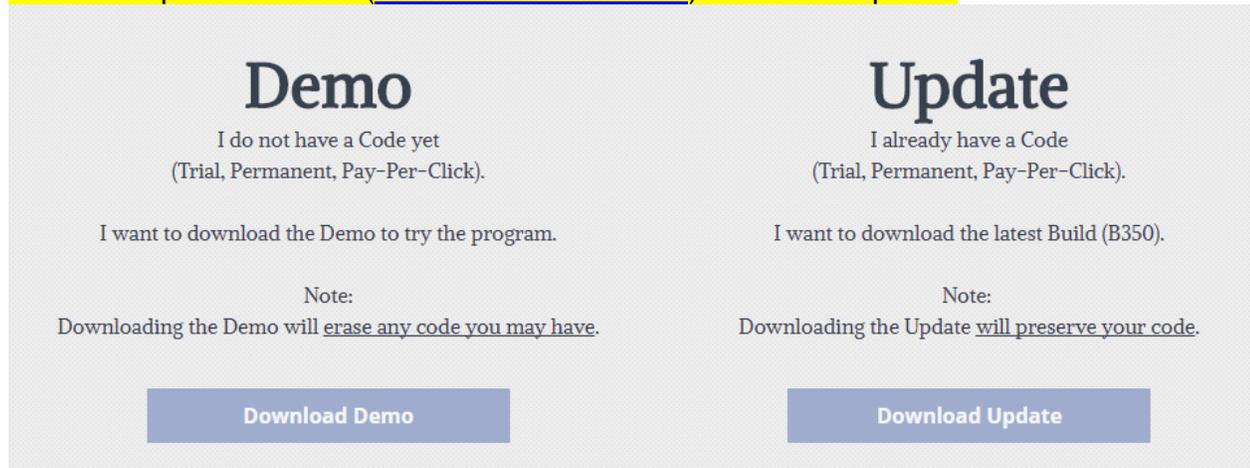
It is very important that you use the option which is right for you.

16.1 Download Demo

- **Use *Download Demo* only if you are downloading WAVsplitter for the first time!**

- **If you are a Registered user, use *Download Update*. See 13.2 below.**

WAVsplitter_Full_Instal.exe installs all the necessary components on the PC and creates a *WAVsplitter* folder in the C:\Program Files folder, containing the WAVsplitter program itself (WAVsplitter.exe) and a WAVsplitter.mdb database among other things. Since your Trial or Subscription code is saved in the WAVsplitter.mdb file, a new full install would erase it. If you have already registered, do NOT use this option. Use *Update* instead.

Note: You can change the *WAVsplitter* folder location at Install time only.

The full install is around 5.5 MB. Download it in any directory of your choice, then double click on the file (WAVsplitter_Full_Intall.exe) to launch the installer.

Just follow the prompts. All defaults should be OK.

A shortcut is created on the desktop.
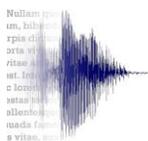
16.2 Download Update

Updates are posted regularly to fix bugs or implement changes and/or additions. Check *Change History* in the *Help* menu regularly to see if there are any updates of interest to you.

Each update is identified by its Build number (e.g., Build 651).
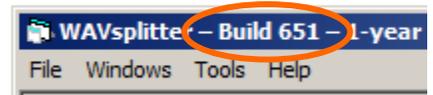
The current Build is displayed in the title of the WAVsplitter frame.

Use this *Update* option if you have already registered your copy of WAVsplitter, whether for a Trial or a Subscription. Simply download the file (WAVsplitter_Update.exe) and run it by double clicking on it to update the required files.
Again, do not use the full install if you are registered.

No other action is necessary. Verify that the Build in the title bar has been updated.
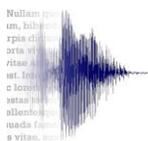
16.3 Steps Required to Use WAVsplitter

Step	Features
Download the Demo	As downloaded, all WAVsplitter functions are enabled, except *Export Individual Files*, *Batch Processor*, and *Rename Wizard*.
Register for a Free 30-Day Trial	Register to use a fully-functional Trial copy for 30 days – ABSOLUTELY FREE.
Purchase a 1-year Subscription	Requires payment of the subscription fee. No more nag screen for the duration of the subscription.

See below for more information on each step.

16.3.1 Demo Version

As downloaded, the *Export Individual Files* functionality is disabled. The *Batch Processor* and *Rename Wizard* utilities are also disabled. However, you can start testing most of WAVsplitter's functionality.

When you launch WAVsplitter, click on the yellow *Demo* button to use WAVsplitter in *Demo* mode and test its capabilities and features. You can complete all the steps of a project, except the last one, *Export Individual Files*.

Do not hesitate to e-mail us at support@Word2WAV.com with any questions or comments you may have during your evaluation. All requests to add or modify features will be taken into consideration, whether you are a registered user or not, although preference will obviously be given to paid users.

If you believe that WAVsplitter can save you significant time in the splitting and naming process, it is time to register for a 30-day trial to be able to complete a few projects at no cost.
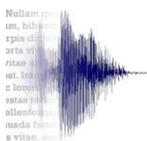
16.3.2   Trial Version

16.3.2.1   Register

Launch WAVsplitter and click on the green *Register* button to open the Registration dialog box.

Please fill the six fields, confirming your e-mail. The Trial code will be sent to that e-mail so make sure it is correct. Company name will be displayed in the *About* window after registration along with the Trial code you will receive.

All fields must be filled. WAVsplitter warrants that the information collected will be used strictly for the purpose of issuing a code and not communicated to any third party for any reason whatsoever.

Once all the fields have been filled and verified, click on *Process*. WAVsplitter will calculate your Installation ID and display it for reference.
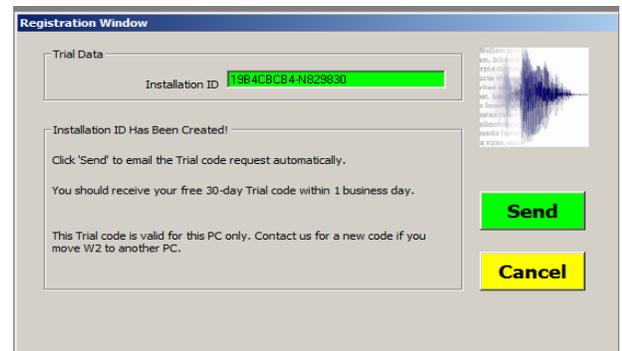
You must copy the information in the yellow block and email it to support@Word2WAV.com to complete the registration process.
Do NOT send a screen capture! Copy the data and paste them in your email.
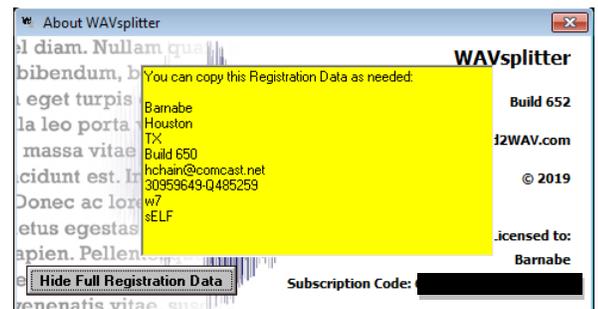

You can continue using WAVsplitter in Demo mode until you receive your Trial code. You can expect to receive it within one business day.

Once you are convinced that WAVsplitter can save you significant time in the splitting and naming process, it will be time to purchase a Subscription (see 16.3.3 below).

16.3.2.2 Log On

Launch WAVsplitter and paste the Trial code you received in the Registration cell. This number needs to be exactly as sent, so it is preferable to copy and paste than to retype.
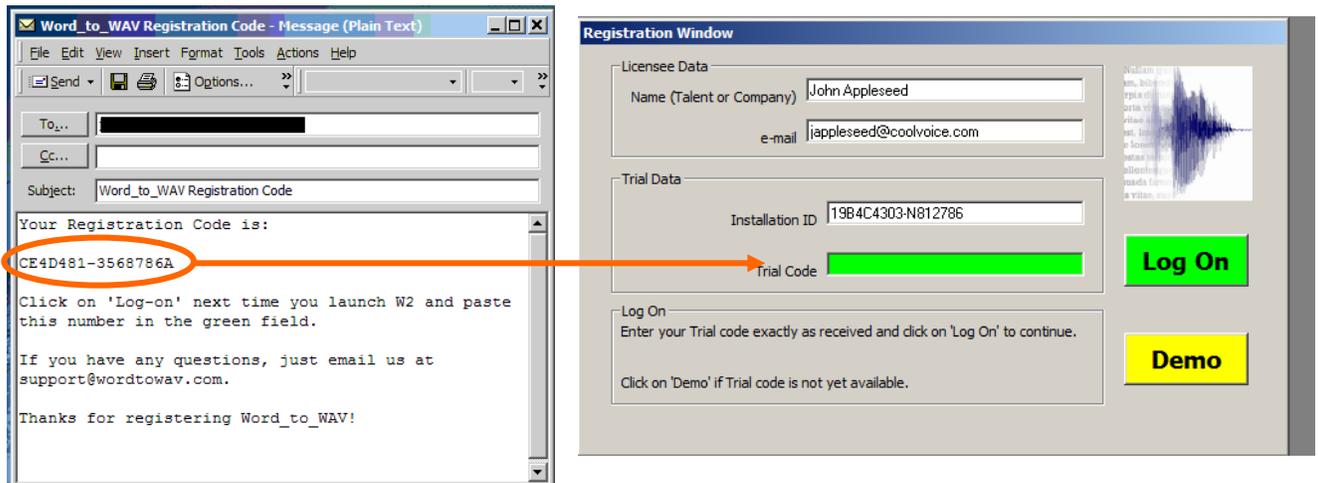
A dialog box will confirm that WAVsplitter has been registered on your PC. Click *Continue* to proceed.

16.3.3 Subscription

Next time you launch WAVsplitter, you will be reminded that you are in a 30-day trial period.

Please visit our website at www.Word2WAV.com or just click on *Purchase* to send your payment. Do not forget to indicate your Trial code.

If you have a Subscription code, just copy it in the green field and click *Subscription*. WAVsplitter will launch without any nag screen as long as your subscription is valid.
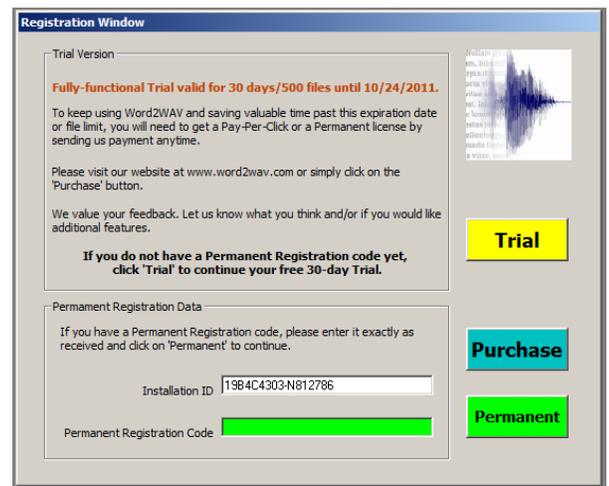
Otherwise, just click *Trial* to remain in the Trial mode until the Expiration date. Past that date, WAVsplitter will revert to the Demo mode.

IMPORTANT:
- The Trial and Subscription codes are saved in the WAVsplitter.mdb file located in the *WAVsplitter* folder.
  Do NOT rename or alter this WAVsplitter.mdb file in any way.
- The registration is valid for the PC sending the registration request ONLY. This is a single PC license. If you move WAVsplitter to another PC, reformat your drive, etc., you will need to get another Trial or Subscription code. This will be provided to you at no charge. Just contact us as support@Word2WAV.com.

17. Support

If you have any questions or comments about WAVsplitter, whether during your evaluation or actually using it, do not hesitate to e-mail us at support@Word2WAV.com.

Note: You must have the latest Build installed before contacting us for technical support. Please check the WAVsplitter website at www.Word2WAV.com for the latest Build.

All requests to add or modify features will be taken into consideration, whether you are a permanent user or not, although preference will be given to paid users. You can expect a confirmation within one business day.

Please indicate your name and phone number if desired so we can contact you to discuss the problem as needed.

Thanks for using WAVsplitter!
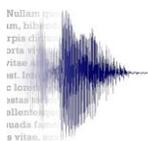
Annex I
Script Formatting

See YouTube video in addition to this annex.

General

For the purpose of this annex, a script is defined as a series of entries which need to be recorded as audio files. Since each unit will ultimately be saved as an audio file, this annex refers to each entry as a file.

Each file is typically (but not always) made up of a *File Name and* a *Content*.

Therefore, an ideal script would look like a 2-column table...

- The import process stops at the first empty row. If only a portion of the script is imported, check that there are no empty rows inserted in the script.
  Note: See *Files Split Over Several Rows* to ignore blank rows.
- The information must be in the leftmost rows (A and B). Delete all left rows which are not to be imported.
- The information must be in the first tab. Move the tab to the left most position as required.

Formatting Requirements

Unless you are using Auto Naming, the content of the left most column is used to name the audio files. Therefore, only valid Windows characters can be used in this column. Windows does not accept certain characters in the file names, in particular:

- Return / Line feed / Tab
- / \ : * ? " < > |

If an illegal character is used in a file name, WAVsplitter replaces it with a "+" sign when importing the script.

Note: Once the script has been imported, WAVsplitter lists all the formatting errors. You can then accept the substitutions or correct the script and reimport it.

In order to optimize display in the table, avoid Returns before the text in the Content cells.

Notes: - You may want to look at this link to learn a lot of tricks to reformat your script:
http://word.mvps.org/faqs/general/usingwildcards.htm

- The key element is to find a pattern in the source script and exploit it to reformat the text automatically.

Formatting Checks

When importing the script, WAVsplitter checks for the following errors:

- No file name,
- Empty content,
- Duplicate file name, and
- Illegal Windows characters in the file name

If any of these errors is detected, WAVsplitter will correct it as follows:

Error Description	Correction	Error Code
No file name	"NoFileName_x" is inserted, where x is incremented from 1 up	N
Empty content	"EmptyContent!" is inserted	E
Duplicate file name	The file name is used, and "_X2" is added to the second occurrence, then "_X3," etc.	D
Illegal Windows characters in the file name	The illegal character is replaced by the "+" sign	I

Once the script has been successfully imported, a confirmation message displays the total number of files imported. Check this number to make sure all the files were imported. If not, check the row following the last imported row to make sure it is not empty for instance since an empty row terminates the import process in Excel.

The confirmation message will also display the number of errors, if any. You will then have the opportunity to review these errors and decide whether to accept the substitutions or correct the script and reimport it.

Note: If you have any problem formatting your scripts, email us at support@Word2WAV.com and we will help you with that step. Once you have understood the requirements, it will become a routine task of only a few minutes.

Annex II
WAVsplitter on the Mac

Many narrators are using WAVsplitter on their Mac using *VMware* or *Parallels*.

Although VMware is reported more frequently, try both since each setup is different.

A third option is Boot Camp. We (the developers) are checking all new Builds on a Mac Mini running Boot Camp and Windows 7.

If you have specific questions, please contact us at support@Word2WAV.com.

Notes