

# WAVsplitter

## User Manual

**Build 682**

*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.*



## Definitions

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.

- Source File:** The audio file recorded outside of WAVsplitter containing all the audio files to be produced for the project.
- Individual File:** Each of the final audio files that have to be delivered to the client.
- Prompt:** Each section of the *Source File* corresponding to an *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 or Word 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 the project (*Script*, *Source File*, *Individual Files*, 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 Files* to be delivered to the client.



## Answers to FAQs

Problem	Possible Solution	See...
I cannot find my audio files.	They are saved in the <i>Project Folder</i> containing the <i>Source File</i> and <i>Script</i> you imported.	
When I select <i>Load Working Files</i> , no audio file is visible.	Make sure the correct file type is selected in <i>Preferences</i> .	Section 1, <a href="#">Format Script</a>
I cannot export the <i>Individual Audio Files</i> .	You need to register, but it's free.	Section 16.3.2.1, <a href="#">Register</a>
My <i>Script</i> does not import correctly.	The <i>Script</i> needs to be properly formatted.	<a href="#">Annex I</a>  Watch the <a href="#">YouTube tutorial</a> 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 License 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, <a href="#">Resample/Convert Format</a>
What about us Mac users?	Use <i>VMware</i> , <i>Parallels</i> , or <i>Boot Camp</i> . There is no Mac version nor any plan to develop one.	<a href="#">Annex II</a>

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 script	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	
	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	Set all parameters	CTRL+F1
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	

### 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



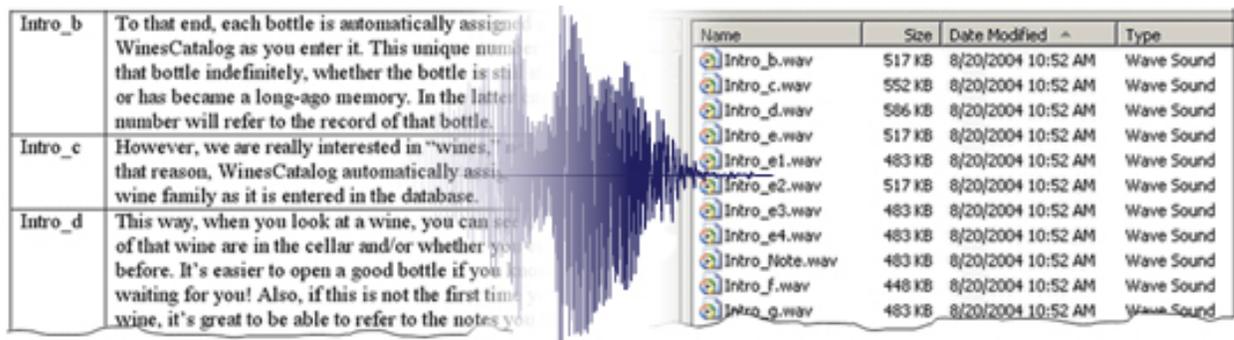
## Introduction

WAVsplitter is a program intended for studios and independent narrators who need to 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, naming each one 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*.
- d. Create a dedicated *Project Folder* containing the *Source File* and the *Script*.
- e. Check the parameters in the *Preferences* window.
- f. Import the *Source File* and the *Script* into WAVsplitter.
- g. Insert any missing *Pauses* so that the number of required *Prompts* is equal to the number of identified *Prompts*.
- h. Export the individual *Prompts* named automatically and precisely to produce the *Individual Files* to be delivered to the client.
- i. Process the *Individual Files* (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 three main windows:

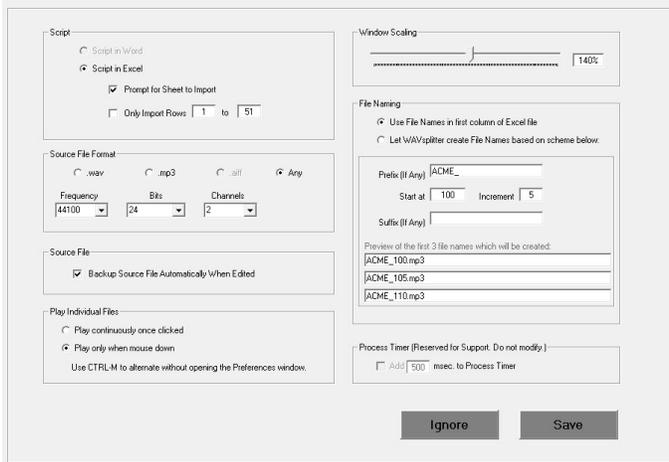
- *Preferences*
- *WAVsplitter*
- *Batch Processor*

Notes:

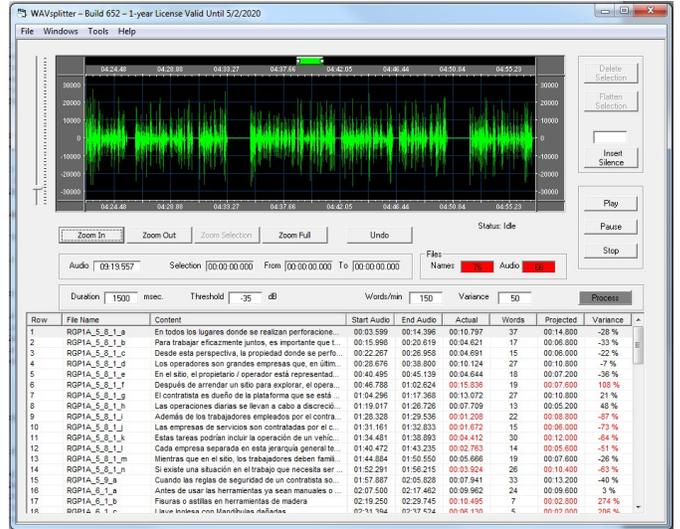
- The *Batch Processor* can be used as a stand-alone application to set silences, normalize, and audio resample and convert. It is not limited to WAVsplitter files.
- *Rename Wizard* makes it possible to rename files almost any way you want. It is useable for all file types on the computer, not only audio files.

**Note:** If you have not already 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.

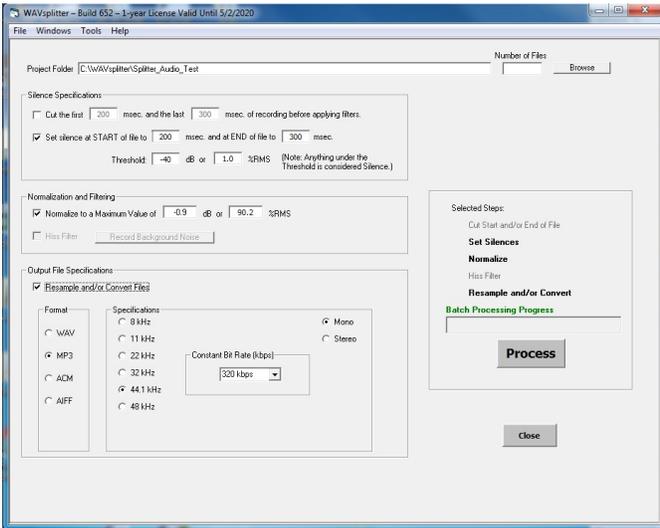




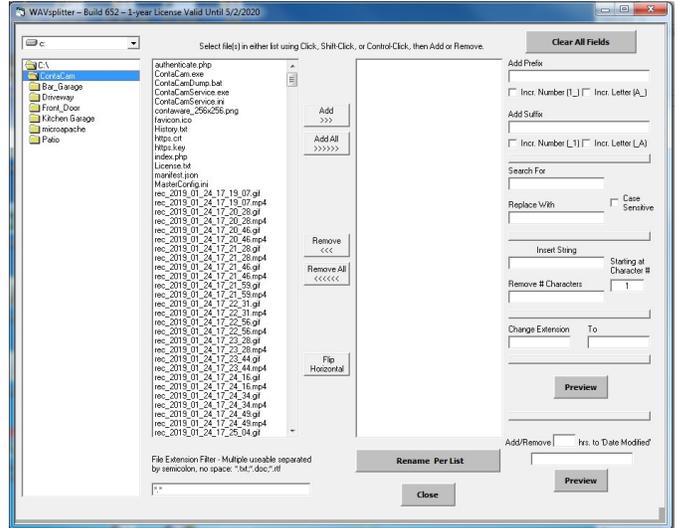
Preferences window



WAVsplitter window



Batch Processor window



Rename Wizard window



# 1. Format Script

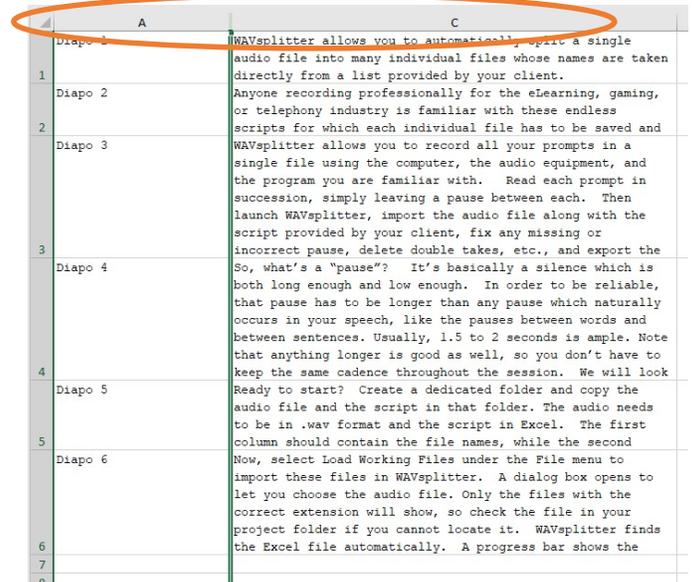
In order to import the *Script* in WAVsplitter, it needs to be formatted correctly.

The Script can be in Excel or Word.

For each row of the *Script*:

- The first column corresponds to the *File Name*
- The second column corresponds to the *Content*, i.e., the text to be read.

**Caution:** Make sure there are no hidden column(s). If the left 2 columns are not labelled A and B (or 1 and 2) in Excel for instance, there are hidden columns which must be moved/removed. Any column past B (or 2) is ignored.



	A	C
1	Diapo 1	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	Diapo 2	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
3	Diapo 3	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
4	Diapo 4	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
5	Diapo 5	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
6	Diapo 6	Now, select Load Working Files under the File menu to import these files in WAVsplitter. A dialog box opens to let you choose the audio file. Only the files with the correct extension will show, so check the file in your project folder if you cannot locate it. WAVsplitter finds the Excel file automatically. A progress bar shows the
7		
8		

Note: The format can be .xls/.doc or .xlsx/.docx. See Note 3 below.

Notes:

1. See *Preferences* to select the sheet to import if the Excel contains several.
2. See *Preferences* to ignore the first row of an Excel file if it's a header.
3. If you have no specific file names, WAVsplitter can name the files automatically. See *Preferences*. In this case, the *Script* should contain a single column (*Content*).
4. If you have problem importing an .xlsx/.docx file, save it as .xls/.doc (older format using *Save As* in the File menu). Ignore any warning regarding possible loss of content. This loss concerns formatting which is not used by WAVsplitter.

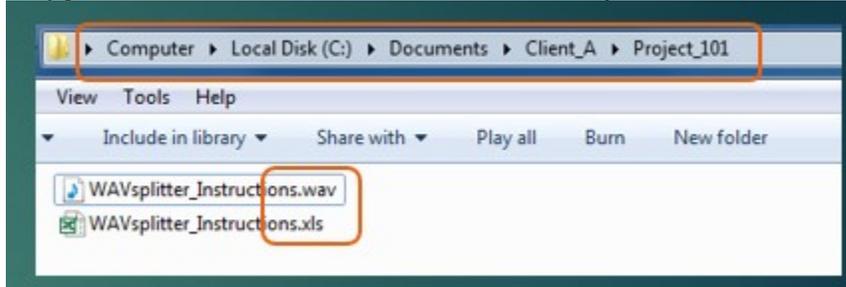
This [video](#) gives a few tricks for script formatting.



## 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:



The *Script* can be in .xls/.doc or .xlsx/.docx format. However, on some systems, .xlsx/.docx is not recognized. In this case, save the script as .xls/.doc (older format using *Save As* in the File menu). Ignore any warning regarding possible loss of content. This loss concerns formatting which is not used by WAVsplitter.

Note: The Project folder must contain only one Script since it is imported automatically.

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

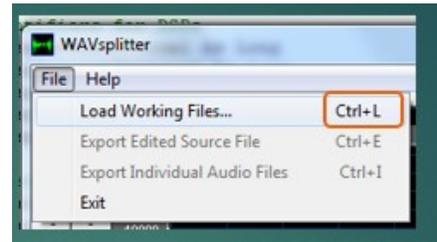
Note: If you use several formats, select “Any” in *Preferences*.

WAVsplitter will create a *BU\_Source\_Files* and a *RAW\_Export\_Files* folders automatically as explained below.



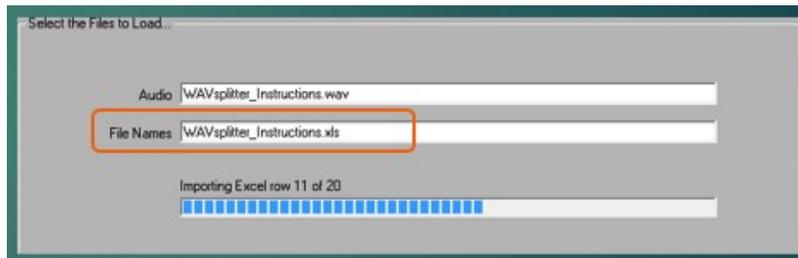
### 3. Load Working Files

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, .mp3, or .aiff, will show, so make sure the correct format is selected in the *Preferences* window. Alternatively, if you use both formats, select “Any” in *Preferences*.



WAVsplitter finds and imports the *Script* automatically.

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

See the *Preferences* window to import only a section 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 *Preferences* 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 or 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.

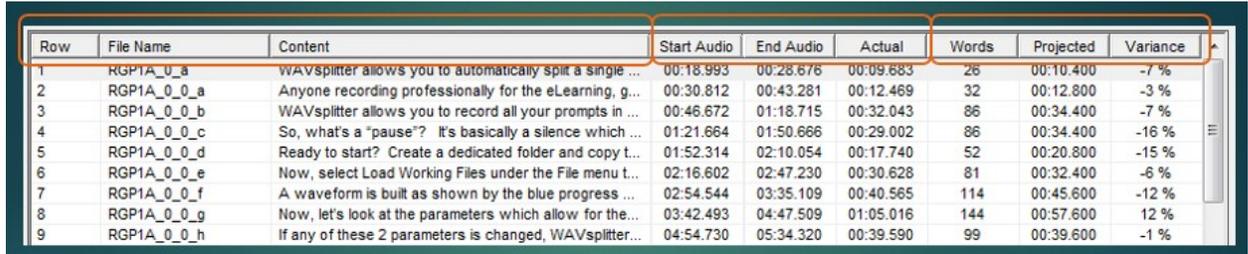


However this can be fixed easily as indicated below.

## 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.

Note: Use the *Expand Content* button (located on the right directly above the table) to display the full *Content* of the selected row.

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 s...	01:15.813	01:26.710	00:10.026	24	00:12.000	-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 *Prompts*, 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 *Prompts* 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.

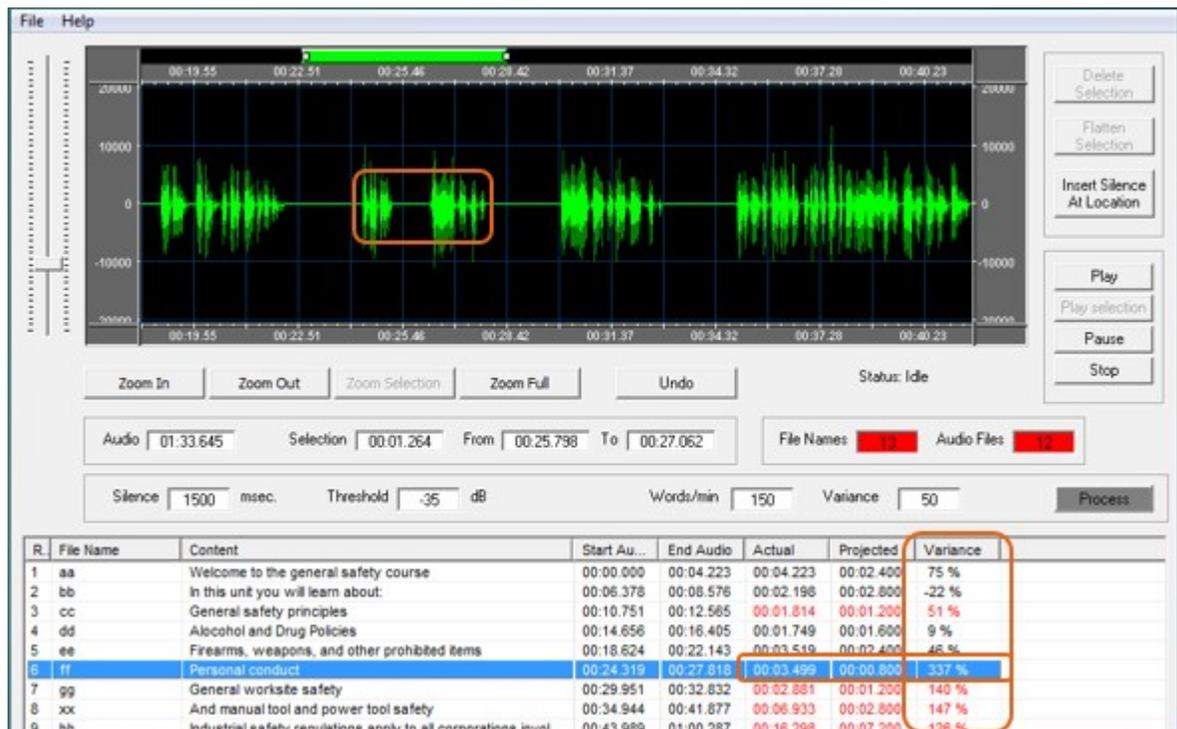
**Note:** Look at the Names and Audio counters. Green means that WAVsplitter has detected the correct numbers of files, while red indicates one or several errors.



## 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

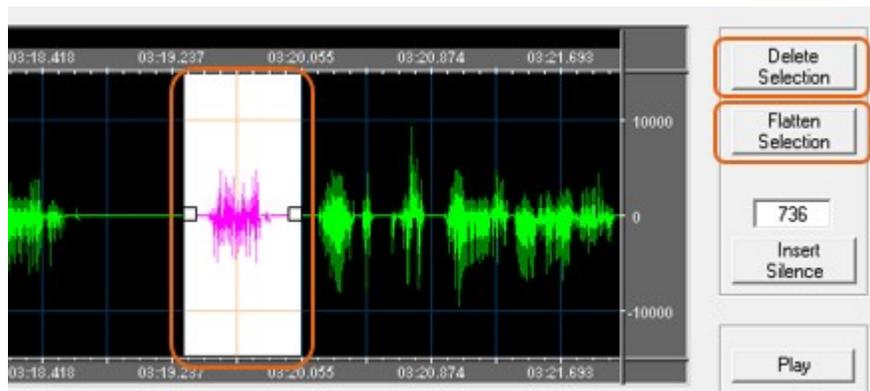
To fix an incorrect pause, click on the waveform between the 2 incorrectly spaced audio segments. A yellow line appears at that location. Click the *Insert Silence* button on the right. WAVsplitter inserts the minimum *Duration* value so we are sure the new pause is long enough.



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 is 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.

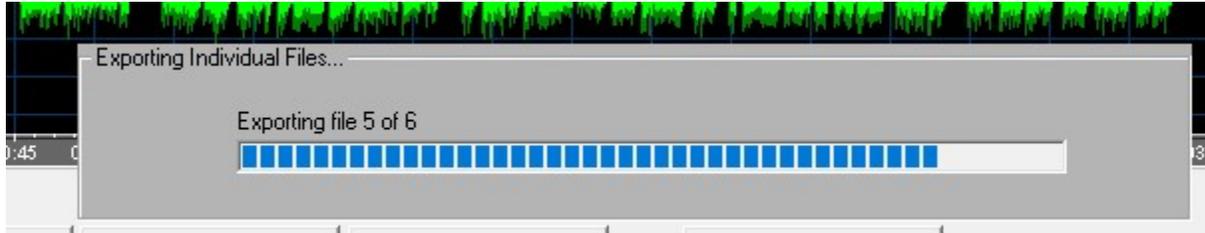
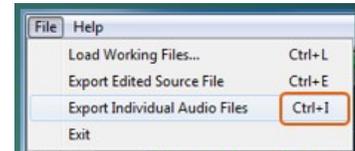
When using either of these 2 buttons, make sure the resulting pause is still long enough. Use the *Insert Silence* button as required.



## 11. Exporting the *Individual Files*

Once all errors have been resolved, select *Export Individual Audio Files* from the File menu, or press CTRL-I.

Note: You must have Registered to use this function.

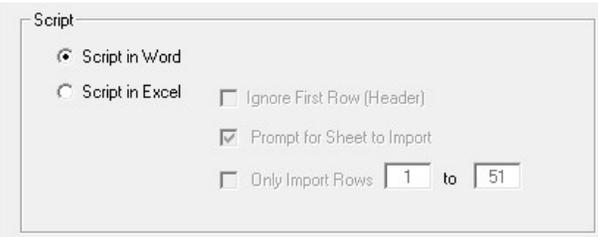


A dialog box opens with a status bar showing the progress of the export.

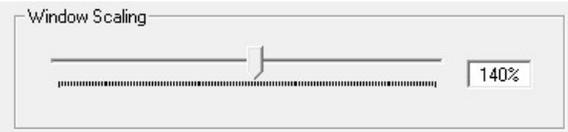
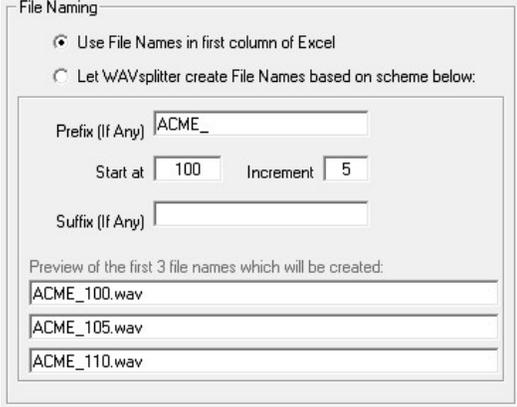
Once all the files have been created, the *Batch Processor* opens to process the *Individual Files* for delivery to the client. See Section 13, Batch Processing.



## 12. Preferences Window

	<ol style="list-style-type: none"> <li>1. If the first row of the <i>Script</i> contains a header, check “Ignore First Row.”</li> <li>2. If the Excel contains several sheets, check “Prompt for Sheet to Import.” If this is unchecked, WAVsplitter imports the first sheet.</li> <li>3. If the <i>Script</i> is very long, it is advisable to create several shorter <i>Source Files</i>. 10-15 minutes is usually appropriate. Select this option to specify the rows to import so you do not have to create several Excel files.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Select whether the <i>Source File</i> is in .wav, .mp3, or .aiff format. Only the audio file with this extension will show in the dialog box when importing the <i>Source File</i>.</li> <li>2. If you switch formats frequently, select “Any.”</li> <li>3. Select the numbers of channels in the <i>Source File</i>.</li> </ol>
	<p>When this option is selected, the <i>Source File</i> is backed up in a <i>BU_Source_Files</i> 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.</p>
	<p>While clicking on a row in the table triggers the play of the corresponding <i>Prompt</i>, this option makes it possible to stop or not the audio when the mouse is released.</p> <p>Toggle this option with CTRL-M regardless of this setting.</p>

## Preferences Window (Cont'd)

	<p>The whole program can be scaled to take advantage of a large screen. Slide to the desired value and click <b>Save</b>. The new setting will be effective at next launch.</p> <p>Note: 140% is a good start value for a 24" screen. Experiment to find the best fit for your screen.</p> <p>You must restart the program for this change to take effect.</p>
	<p>The first option assumes the <i>Script</i> contains 2 columns (<i>File Name</i> and <i>Content</i>), while the second option assumes it contains only one column (<i>Content</i>).</p> <p>Use the second option if the client does not specify <i>File Names</i> for the exported <i>Individual Files</i>, allowing WAVsplitter to create them automatically. Use the 4 parameters to create the file names. The Preview shows the first 3 <i>File Names</i> which will be created based on these 4 parameters.</p> <p>Note: The extension (.wav, .mp3, .aiff, etc.) will be the one selected in the <i>Batch Processor</i>.</p>
	<p>On a few computers, the table is not regenerated correctly when importing the <i>Script</i> 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 <i>Process</i> button above the <i>Variance</i> column to reprocess the table. Contact support if this needs to be changed.</p>

## 13. Batch Processing

Note: This utility can be used with any audio file, not only those created by WAVsplitter. Choose *Batch Processor* in the menu or simply press CTRL-B to open the *Bach Processor* window.

This window opens automatically once the *Individual Audio Files* have been exported.

In this section, it possible to batch process the individual 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 specific format.

The screenshot shows the 'Convert and Resample Recorded WAV Files' utility window. It features several sections for configuring batch processing:

- Project Folder:** A text field containing the path '\Raw\_Exported\_Files' and a 'Browse' button.
- BackupFolder:** A text field containing the path '\Raw\_Exported\_Files' and a 'Refresh' button.
- Number of Files:** A red display showing '0' and a 'Browse' button.
- Silence Specifications:** Includes checkboxes for 'Cut the first 0 msec. and the last 300 msec. of recording before applying filters.' and 'Set silence at START of file to 200 msec. and at END of file to 200 msec.'. A threshold is set to -40 dB or 1.0 %RMS.
- Normalization and Filtering:** Includes a checked checkbox for 'Normalize to a Maximum Value of -1.9 dB or 80.4 %RMS' and an unchecked checkbox for 'Hiss Filter' with a 'Record Background Noise' button.
- Output File Specifications:** Includes a 'Format' section with radio buttons for WAV, MP3 (selected), ACM, and AIFF. A 'Specifications' section includes radio buttons for 8 kHz, 11 kHz, 22 kHz, 32 kHz, 44.1 kHz (selected), and 48 kHz. A 'Constant Bit Rate (kbps)' dropdown is set to 320 kbps. Stereo is selected.
- Selected Steps:** A list of steps: 'Cut Start and/or End of File', 'Set Silences', 'Normalize', 'Hiss Filter', and 'Resample and/or Convert'. A 'Batch Processing Progress' bar is shown below.
- Buttons:** 'Process' and 'Close' buttons are located at the bottom right.

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 newly created 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:

- 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.
- Each file is temporarily renamed with a “ZZ\_TEMP\_” prefix in the *RAW\_WAV\_Files* folder as it is batch processed. If the batch process keeps stopping or crashing, open that folder and sort the files alphabetically to locate the ZZ\_TEMP\_ file. Try deleting this file from the batch since it is most likely corrupted.

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



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

Use this function to truncate the beginning and/or end of each audio file before applying the filters. People using excessively sensitive mics get an audible click at the beginning and/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.

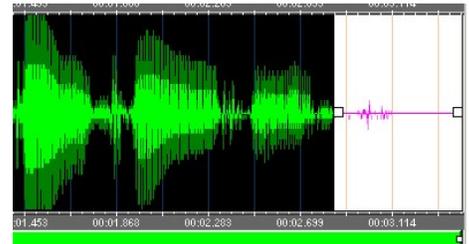
## 13.2 Set Silence

Set silence at START of file to  msec. and at END of file to  msec.

Threshold:  dB or  %RMS (Note: Anything under the Threshold is considered 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.

---

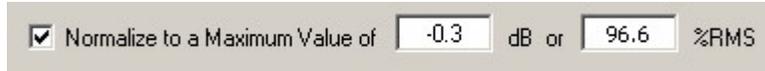
- Select the first option to set the silence at the start and at the end of the file. In the above example, silences are 200 msec. and 300 msec.

---

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.

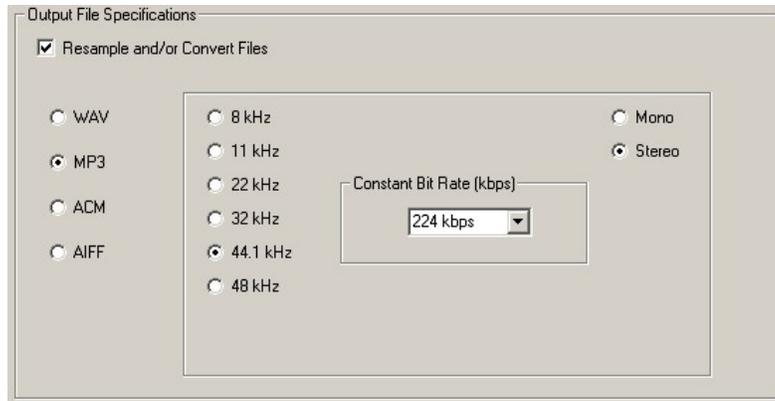
---

### 13.3 Normalize



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



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  $\mu$ -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\System32 folder. Lame.exe can be downloaded from the Internet ([http://www.free-codecs.com/download/lame\\_encoder.htm](http://www.free-codecs.com/download/lame_encoder.htm) for instance) and simply copied to both the C:\WAVsplitter\_v3 folder and the Windows\System32 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*.
  - 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.



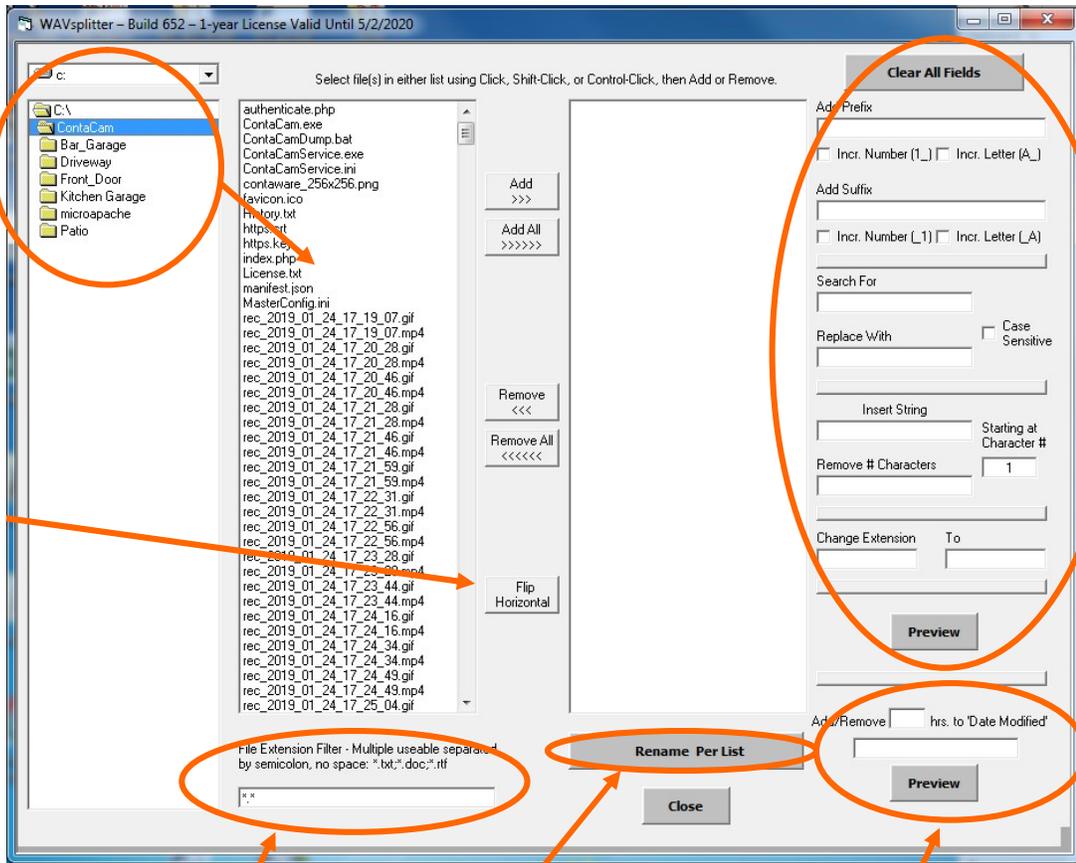
# 14. Rename Wizard

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.



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 not 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		

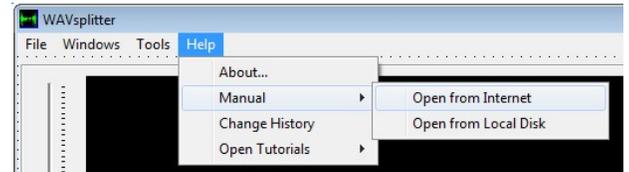


## 15. Help Menu

### 15.1 Open Manual

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

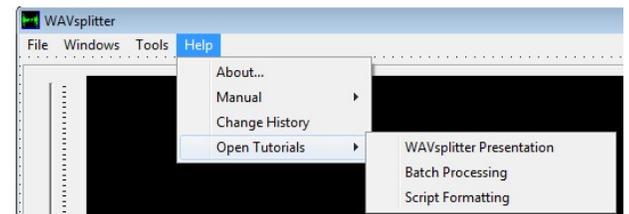
The manual on the local drive corresponds to the version of WAVsplitter you first installed. It is therefore preferable to open it from the web since this way you will always access the latest version.



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.

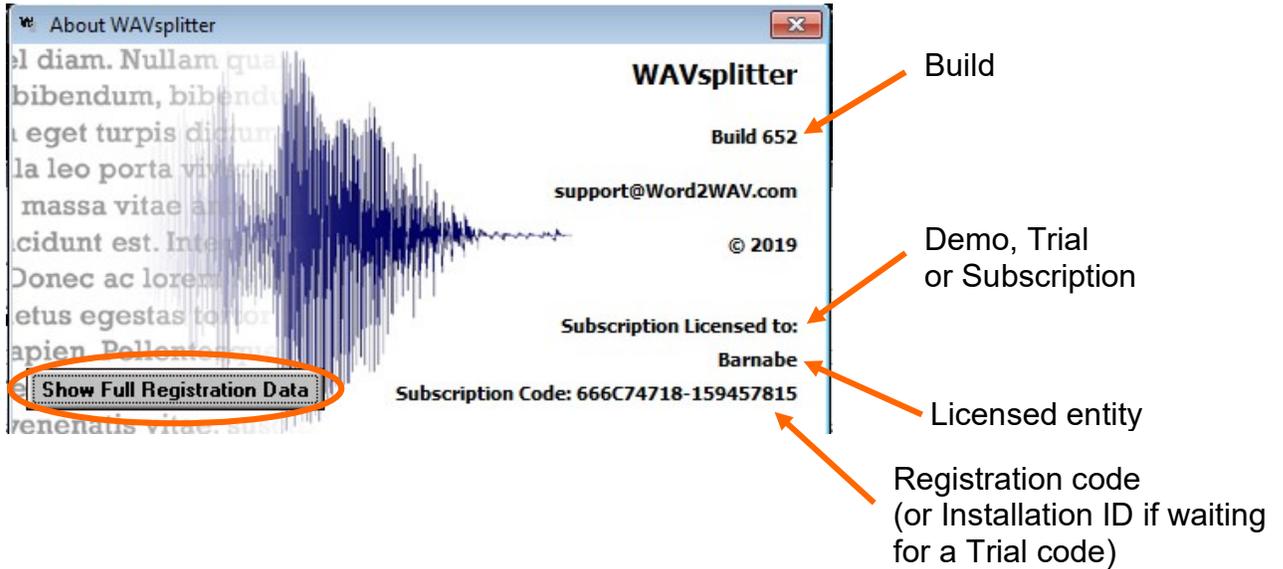
### 15.2 Open Tutorials

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:



The screenshot shows the 'About WAVsplitter' dialog box. On the left, there is a blue audio waveform. On the right, the following information is displayed:

- WAVsplitter**
- Build 652** (An arrow points from the text 'Build' to this line.)
- support@Word2WAV.com**
- © 2019** (An arrow points from the text 'Demo, Trial or Subscription' to this line.)
- Subscription Licensed to:**
- Barnabe** (An arrow points from the text 'Licensed entity' to this line.)
- Subscription Code: 666C74718-159457815** (An arrow points from the text 'Registration code (or Installation ID if waiting for a Trial code)' to this line.)

In the bottom left corner, there is a button labeled **Show Full Registration Data**, which is circled in orange.

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.



## 16. Program Installation

WAVsplitter can be downloaded from [www.word2wav.com](http://www.word2wav.com). Go to the Download page and look for WAVsplitter on the right side.

### WAVsplitter

1. Click here to download the Demo version, then unzip, and install on your computer.

You can use the program in Demo mode with script and audio of your choice. All WAVsplitter's features are functional, except Individual File Export, Batch Processor, and Rename Wizard. Simply register to unlock.

[Open the Manual](#) (included in the download below)

[Download WAVsplitter Demo](#)

[Click here](#) to update an existing version of WAVsplitter to latest Build (654).

[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 on the C:\ drive, containing the WAVsplitter program itself (WAVsplitter.exe) and a WAVsplitter.mdb database among other things. Since your Trial or License 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.

The full install is around 11 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.

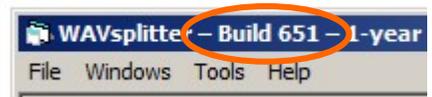
A shortcut is created on the desktop.



## 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 License. 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 when you launch the program.



## 16.3 Steps Required to Use WAVsplitter

Step	Features
Download the Demo	As downloaded, all WAVsplitter functions are enabled, except <i>Export Individual Files</i> , the <i>Batch Processor</i> , and the <i>Rename Wizard</i> .
Register for a Free 30-Day Trial	Register to use a fully-functional Trial copy for 30 days – ABSOLUTELY FREE.
Purchase a License	No more nag screen.

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](mailto: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.

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.



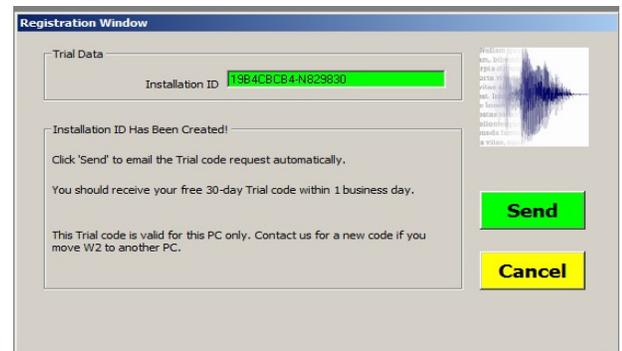
The Registration Window dialog box contains the following fields and buttons:

- Licensee Data:
  - Name (Talent or Company): John Applesseed
  - City: Houston
  - State or Country: TX
  - e-mail: jappleseed@coolvoice.com
  - Confirm e-mail: jappleseed@coolvoice.com
  - Operating System (XP, Vista, OS X, etc.): XP
  - Where did you learn about Word2WAV?: Webinar
- Buttons: Process (green), Cancel (yellow)

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. Click on *Send* to email the Registration information.



The Registration Window dialog box after processing shows:

- Trial Data:
  - Installation ID: 19B4C8CB4-N82983D
- Buttons: Send (green), Cancel (yellow)

Note: If the email does not go through, the window on the right will open. Email the information in the yellow block and email it to [support@word2wav.com](mailto:support@word2wav.com) to complete the registration process. **Do NOT send a screen capture! Copy the data and paste them in your email.**



The About WAVsplitter dialog box displays the following information:

- WAVsplitter Build 652
- j2WAV.com
- © 2019
- Licensed to: Barnabe
- Subscription Code: [Redacted]
- Registration Data (highlighted in yellow):
  - Barnabe
  - Houston
  - TX
  - Build 650
  - hchain@comcast.net
  - 30959649-Q485259
  - w7
  - sELF
- Buttons: Hide Full Registration Data

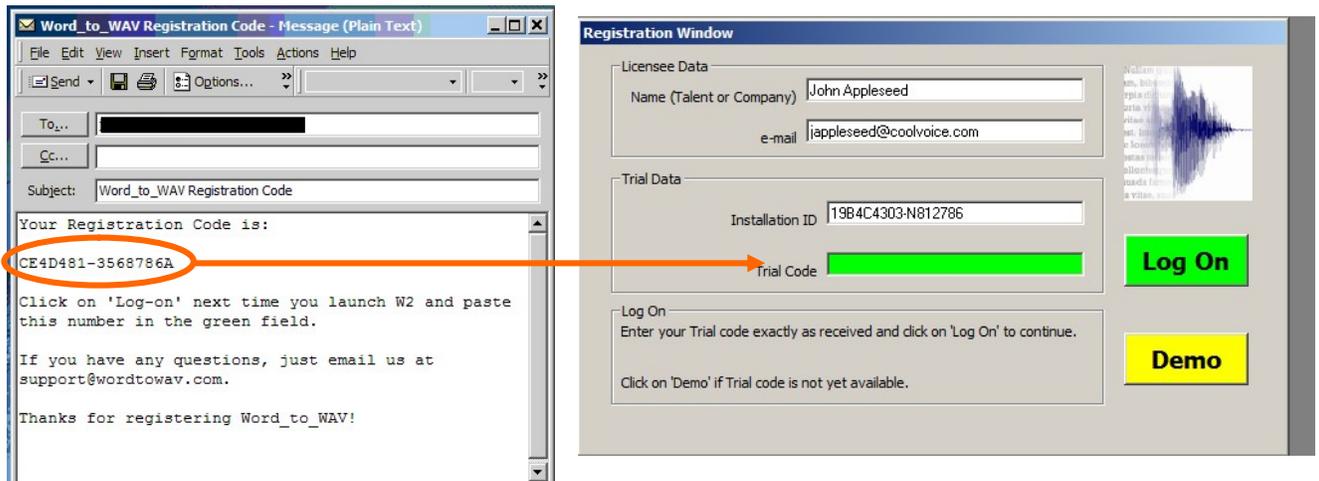
You can continue using WAVsplitter in Demo mode until you receive your Trial code. You can expect to receive it within one business day.

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



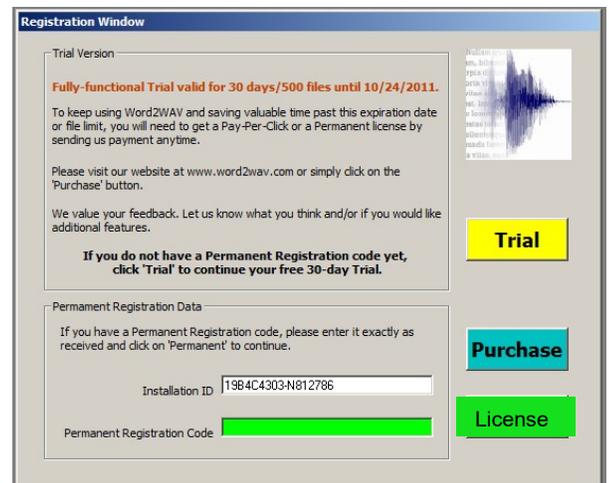
A dialog box will confirm that WAVsplitter has been registered on your PC. Click *Continue* to proceed.

### 16.3.3 License

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](http://www.word2wav.com) or just click on *Purchase*. Do not forget to indicate your Trial code.

If you have a License code, just copy it in the green field and click *License*. WAVsplitter will now launch without any nag screen.



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 License 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 License code. This will be provided to you at no charge. Just contact us as [support@word2wav.com](mailto: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](mailto:support@word2wav.com).

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Note: You must have the latest Build installed before contacting us for technical support. Please check the WAVsplitter website at [www.word2wav.com](http://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 Preferences 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

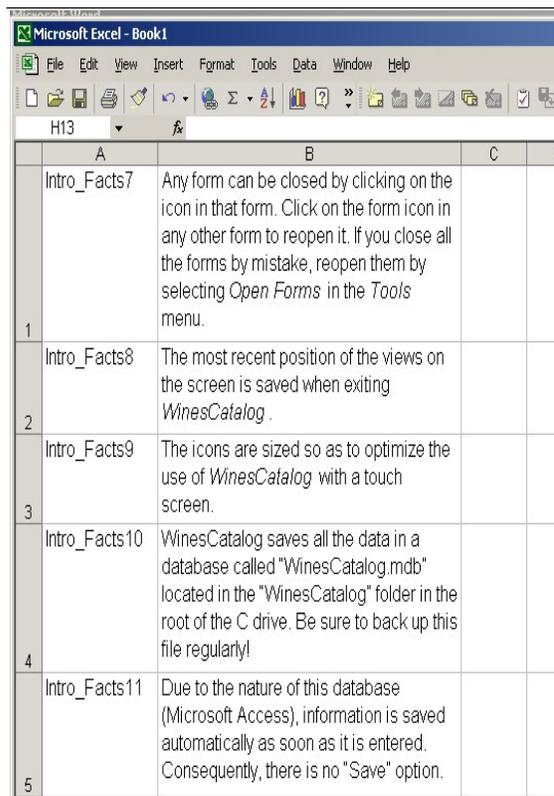
See [YouTube video](#) in addition to this annex.

### 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 screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D
1	Intro_Facts7	Any form can be closed by clicking on the icon in that form. Click on the form icon in any other form to reopen it. If you close all the forms by mistake, reopen them by selecting <i>Open Forms</i> in the <i>Tools</i> menu.		
2	Intro_Facts8	The most recent position of the views on the screen is saved when exiting <i>WinesCatalog</i> .		
3	Intro_Facts9	The icons are sized so as to optimize the use of <i>WinesCatalog</i> with a touch screen.		
4	Intro_Facts10	<i>WinesCatalog</i> saves all the data in a database called " <i>WinesCatalog.mdb</i> " located in the " <i>WinesCatalog</i> " folder in the root of the C drive. Be sure to back up this file regularly!		
5	Intro_Facts11	Due to the nature of this database (Microsoft Access), information is saved automatically as soon as it is entered. Consequently, there is no "Save" option.		



- 
- Notes:
- See [Automatic Naming](#) if the client does not provide specific names for the audio files.
  - Delete the first rows if they contain header or non-recordable items.
- 

- 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
- / \ : \* ? " < > |

- 
- 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.
- 



# 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](mailto:support@word2wav.com).



# Notes