

Xerte Guide: Adding audio

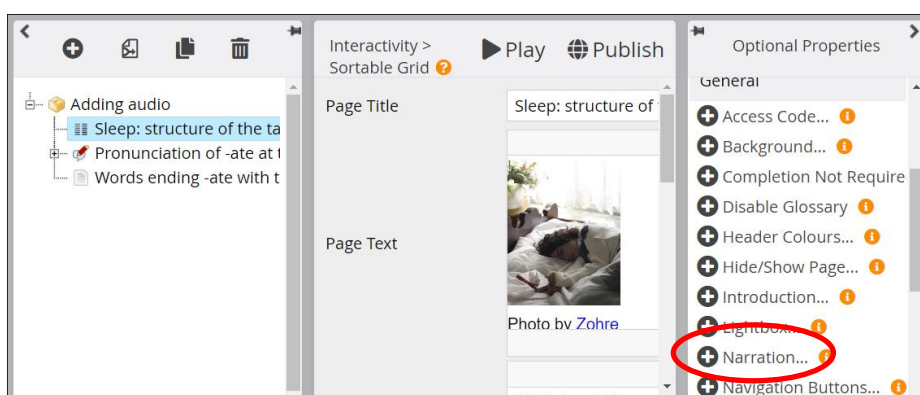
Xerte is an excellent tool for authoring **listening** or **pronunciation** tasks. You can add audio on almost every page, and you can sync sections of audio to sections of written text.

One of the problems of working with audio is that you often need to record, edit and upload a lot of audio files to create tasks where the audio is synched with written text. However, Xerte has a range of options for working quickly and effectively with audio. The options you choose will depend on whether or not you already have an audio file you want to use, whether or not you need to edit it, and how you want to integrate the audio with written text.

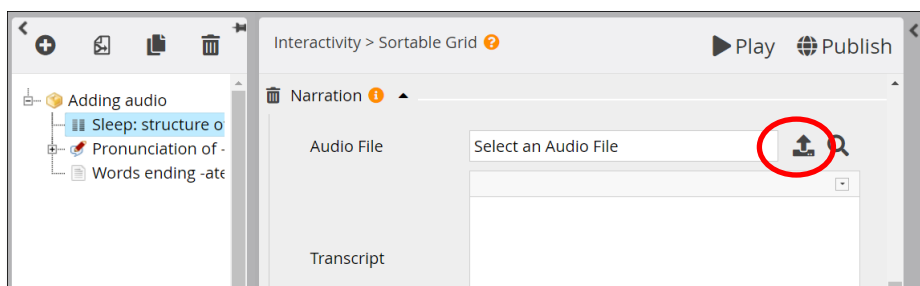
Narration (Optional property)

If you already have an audio file, this is the easiest way to add audio to a page.

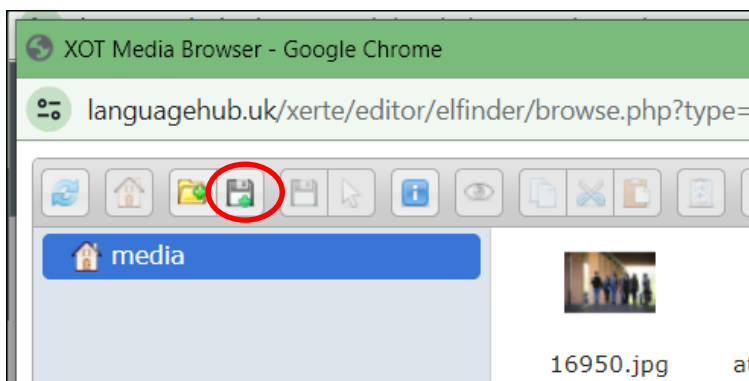
1. On the page where you want the audio to be located, add **Narration** from the Optional Properties.



2. The **Narration** property will appear in the central editing pane. Click on the **Import media** button.

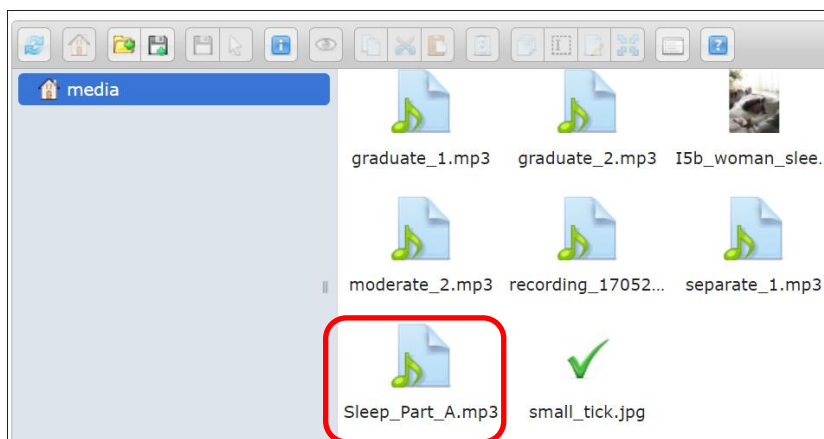


3. This will take you into the **Media Browser**, where you will need to upload the audio file by clicking on the **Upload Files** button. Browse to the file and add it here. It is better to work with MP3 files.

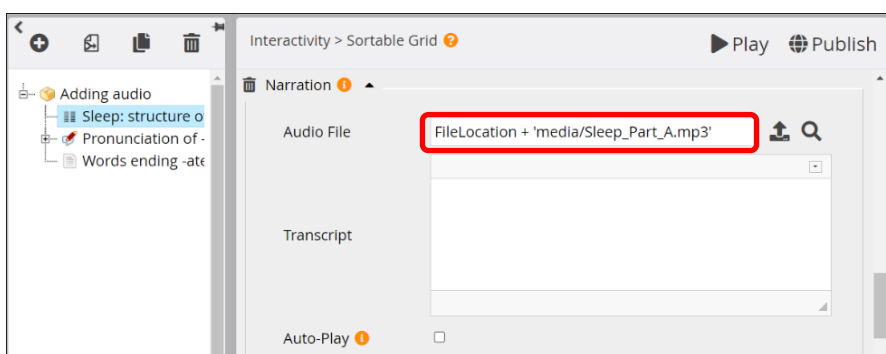


4. Your audio file will appear with all the other media (images, audio, PDFs).

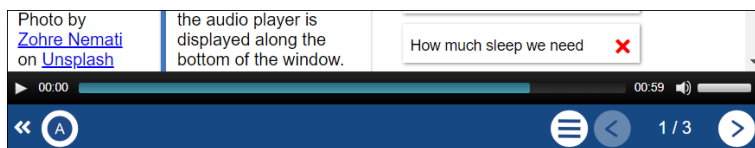
Double-click on it to add it to the page.



5. The audio file will then appear in the **Narration** property.



When you add audio through the Narration optional property, it displays as an audio player bar across the bottom of the page.

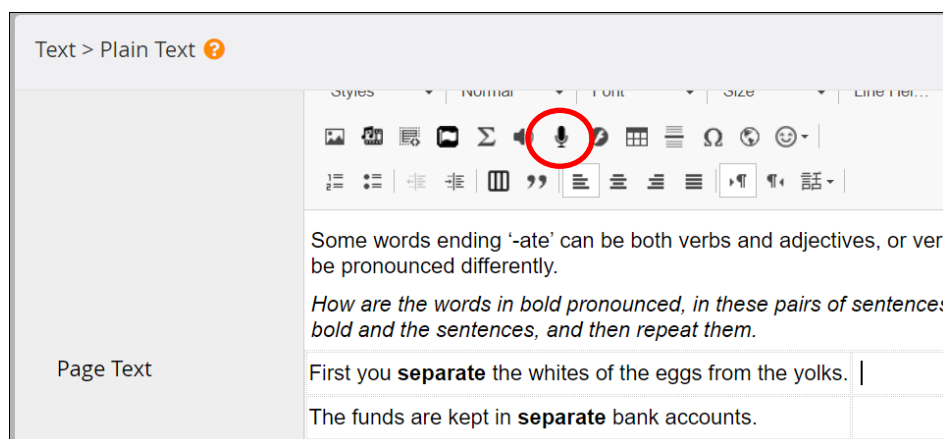


Here's a link to [the XOT page used for this example](#).

Recording straight into Xerte

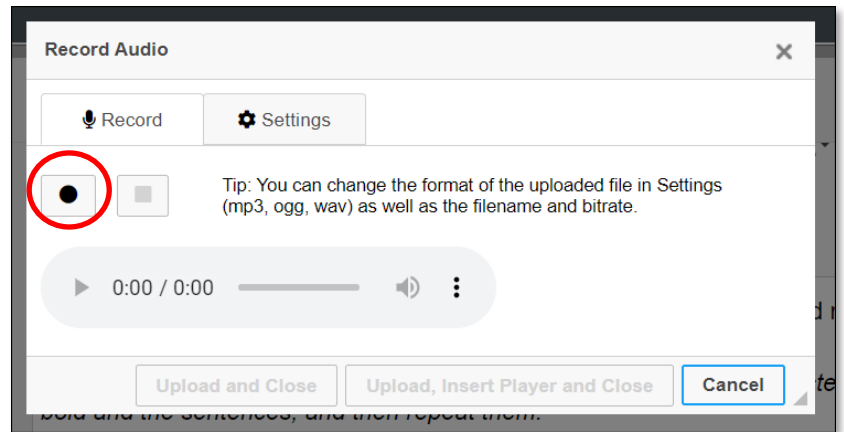
You can record an audio file straight into Xerte, with no need for uploading. If you do this a small audioplayer will appear at the point where your cursor is located when you start recording.

1. To do this position your cursor and click on the **microphone icon** in the Toolbar.



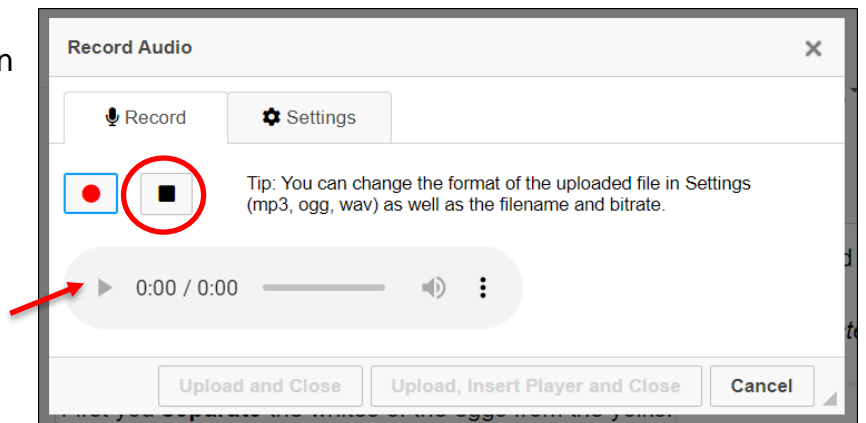
2. This brings up the Record Audio pop-up. Click on the **Record** icon to start recording.

You will probably get another pop-up asking you for permission for Xerte to access your device's microphone. You need to allow this.

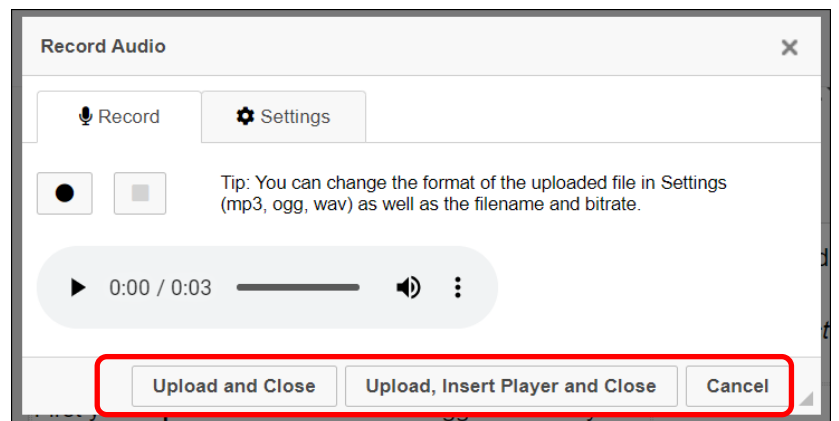


3. As you are recording, the Record icon will turn red. When you have finished click on the **Stop recording** icon.

You can check the recording with the play button.



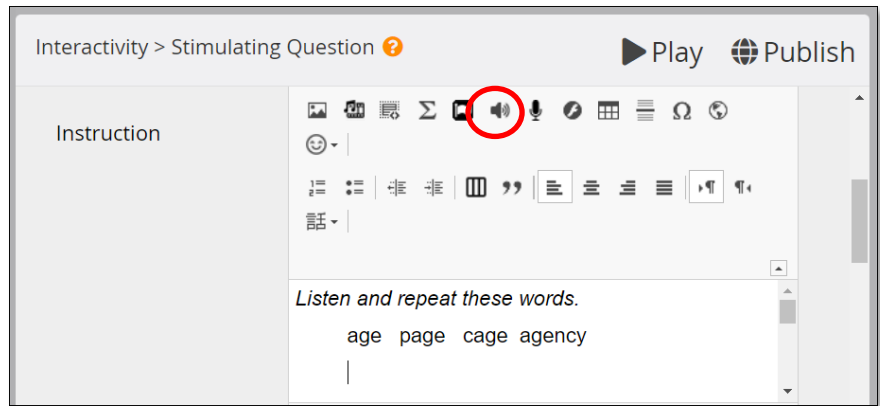
4. You then have the options to: **Upload and Close** (this saves the recording in the Media Browser to deploy anywhere in your project); **Upload, Insert Player and Close** (this inserts the audio player at the cursor position on the page) or **Cancel** (which deletes the recording so you can re-record).



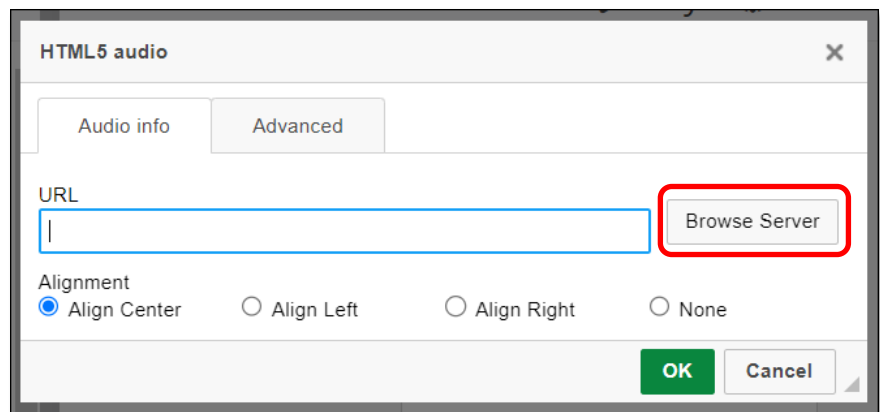
Here's a link to [the XOT page used for this example](#).

Inserting an audio file anywhere on a page

1. If you have recorded an audio file outside Xerte, you can insert it anywhere on almost any page, by using the **Insert HTML5 audio** icon in the Toolbar.

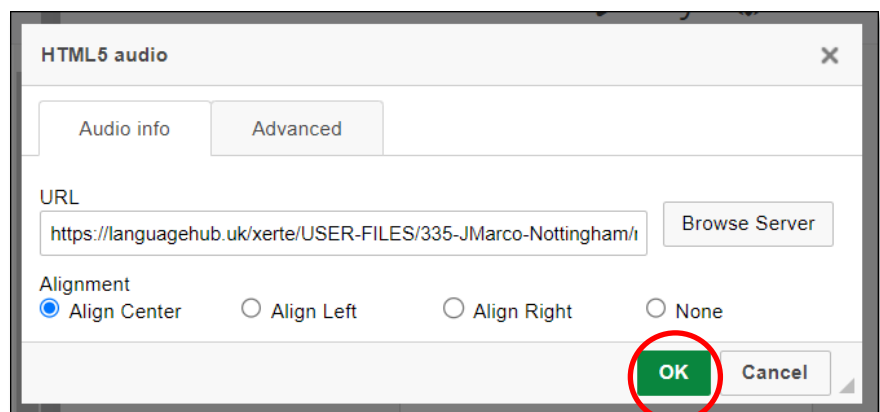


2. You will get this pop-up. Click on **Browse Server** to take you into Media Browser, then follow Steps 3 and 4 in pages 1 and 2 of this guide to upload an audio file and add it to the page.



3. Before you get to the page, you'll be presented with the same pop-up, but with the URL of the audio file added.

Click on **OK**.



Later, you may want to experiment with **Alignment** to make sure the audio player displays where you want it to. If you double-click on the audio player in the editing window, the pop-up above will re-appear.

Xerte tip

Once you have uploaded an audio file into the **Media Browser** for your Xerte project, you can add it on several different pages in that project.

Transcript Reader

Transcript Reader is a page type which presents an audio recording synced with different sections of written text. It is particularly useful for tasks focusing on aspects of pronunciation or sound/spelling relationships, and is dealt with in a separate Xerte Guide.