

Department of Health Sciences Audio Submission Technical Guidance

All electronic audio submissions **MUST** be submitted in the **correct file type, no bigger than the specified file size** and **password protected** to ensure a successful upload to the University of York VLE.

Format: .MP3 or .WMA

FileSize: Less than 200MB

Password Protection: Please use winzip or 7zip to password protect the document.

Q. What format does the audio file need to be?

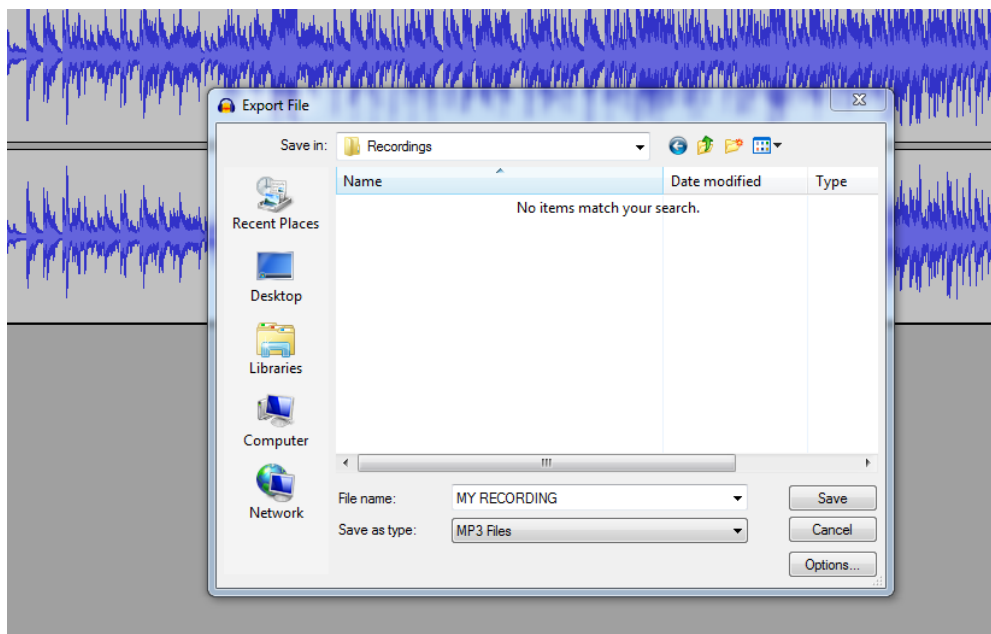
All submissions should be in .MP3 or .WMA format.

Q. I have created the file in another format, is there a way it can be converted to .MP3/.WMA format?

Yes, the software bundled with your recording device will usually have the facility to change the file type. Alternately, you can download a free software package, such as Audacity (<http://audacityteam.org/>), which will allow you to convert to one of the supported file types.

Q. How do I use Audacity to change the file format?

Once you have downloaded and installed Audacity, open Audacity and select the audio file you which to convert. Click File > Export and next to 'Save as type' select 'MP3 Files'



Q, Will my submission be secure?

Yes, to ensure extra security all submissions MUST be password protected using winzip or 7zip. The University of York VLE is secure and the upload process is encrypted.

Q. How to I password protect the file before I submit it?

The file can be password protected using either winzip or 7zip.

7zip can be download for free

<http://www.7-zip.org/>

Q. How do I use7zip to password protect my file?

Once you have downloaded and installed 7zip, open 7zip and browse for the audio file you wish to submit.

1. Open 7zip and browse for the audio file you wish to password protect.
2. Click Add.
3. Ensure *Archive format* is set to **zip**.
4. Ensure Encryption method is **AES-256**.
5. Enter a password of at least 8 characters.
6. Click OK.
7. A **zip** file of your audio will now be created, please use this file for the submission.

