Can8
Loading audio from a cassette.

Step 1: Digitize the audio.
Connect a cassette player to the audio input on your computer.
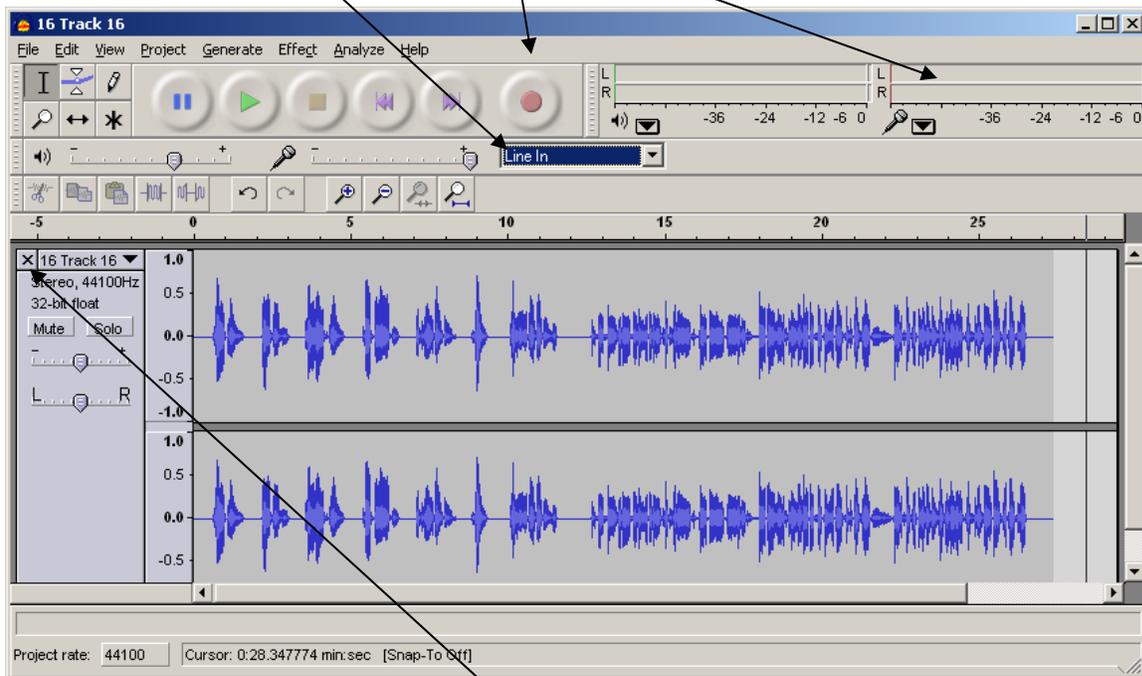Launch Audacity audio recording software.
*Free download of Audacity 1.2.4b from http://audacity.sourceforge.net/
Select Line In.
Play the cassette and press record in Audacity to capture the audio you want.
You may need to adjust the input level.

To discard a track, just click the close X at the top left of the track.
Press stop when you have everything you want.
Click and drag to trim the beginning and end of the captured file.
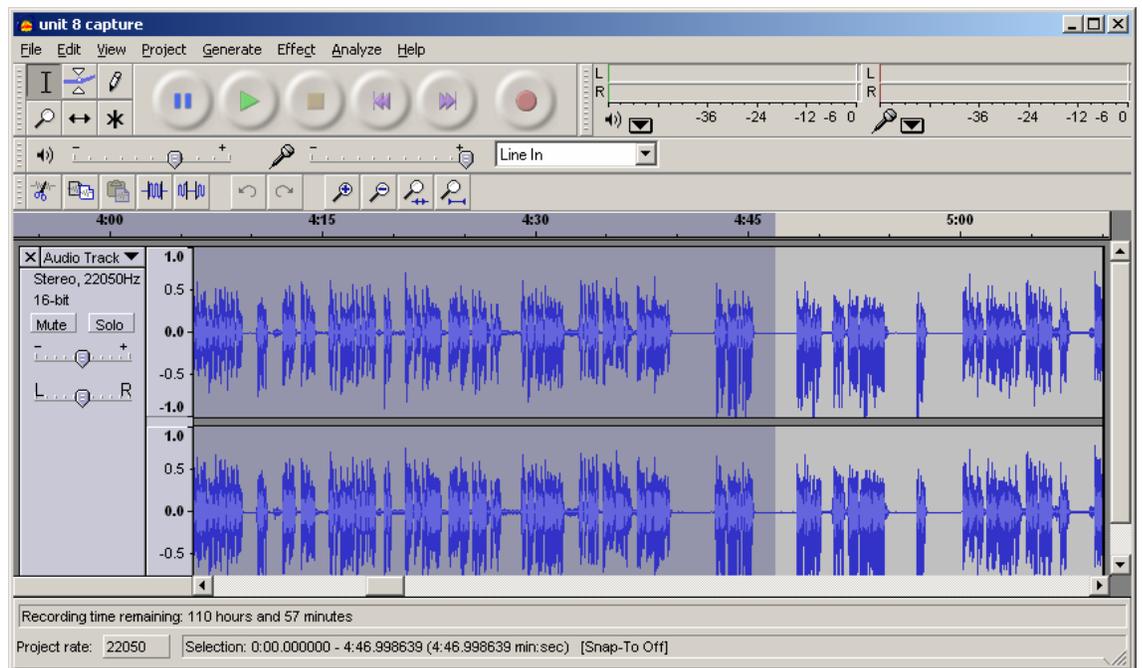Save the project.

Step 2: Cut the audio into separate tracks.

Place your cursor at the end of the first track. Pull down Edit to Select to Start to Cursor.

Once that section is highlighted, pull down File to Export Selection as WAV and give the file a name.

Once it's finished saving, delete the selection and repeat the process for the next track. (*Don't worry about deleting – remember we saved the original project – just don't re-save this working version of the project under the same file name). When you're done, proceed to Step 3: Importing Audio into Can8.
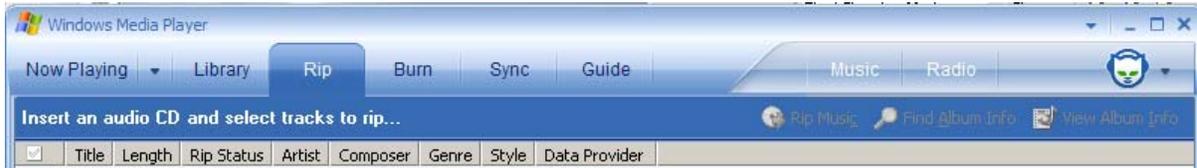
Can8
Loading audio from a CD.
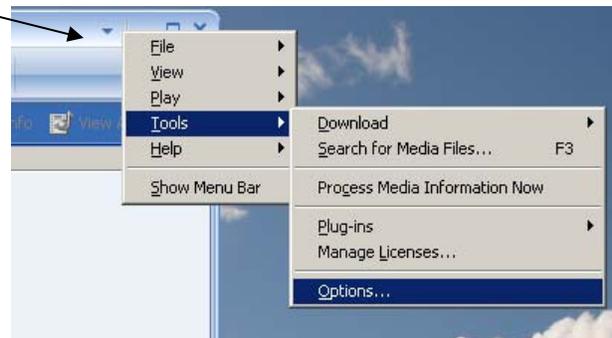
Step 1: Pull the audio off the CD.
Decide where you want to save your files.
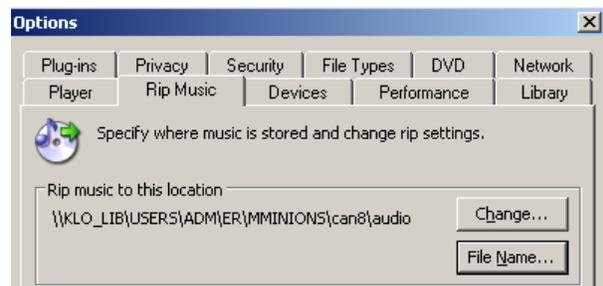Open Windows Media Player (Start / All Programs / Windows Media Player)
Click on the Rip tab along the top

Click on the Access Application Menu
triangle (top right) and pull down
Tools to Options.

Select the Rip Music tab and choose
the location on your computer to save
the audio files. Select MP3 as the file
format and click OK.

Place the
audio CD in
your
computer's CD
drive.

Select the
tracks you
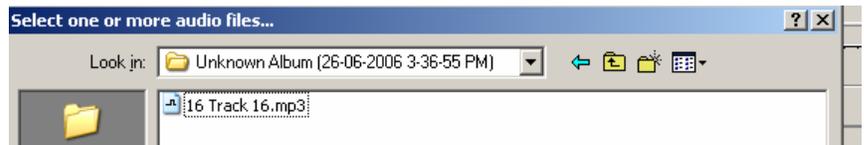want and click
Rip Music.

Can8
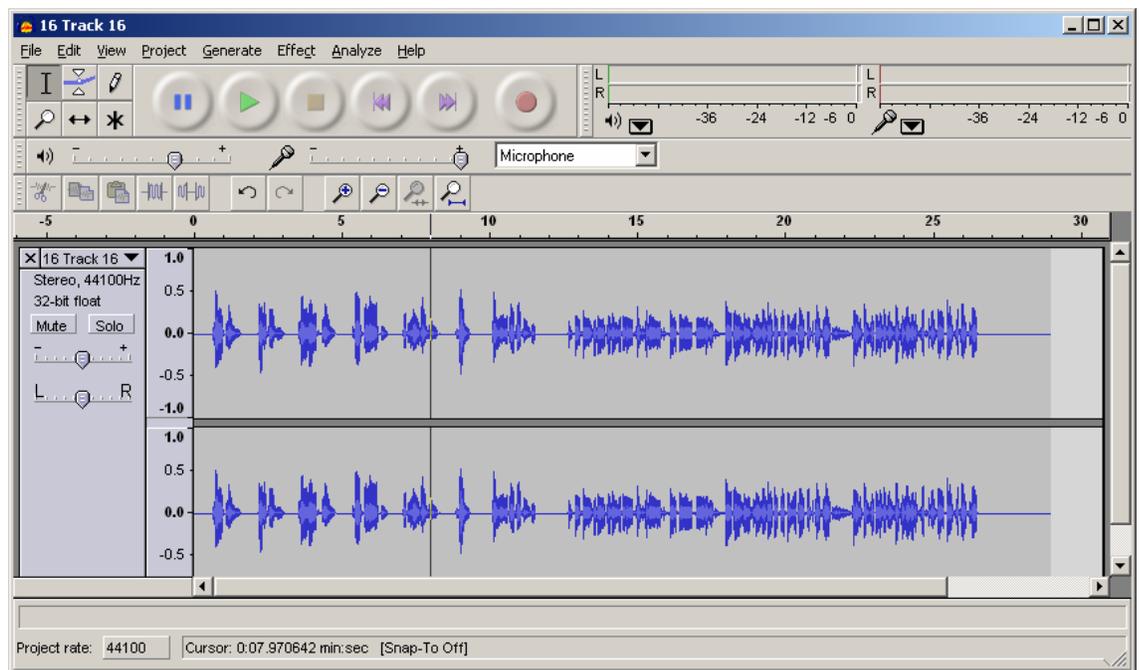**Loading audio from a CD.**

Step 2: Convert the files to .WAV format.
Launch Audacity audio recording software.
*Free download of Audacity 1.2.4b from http://audacity.sourceforge.net/
Pull down File to Open
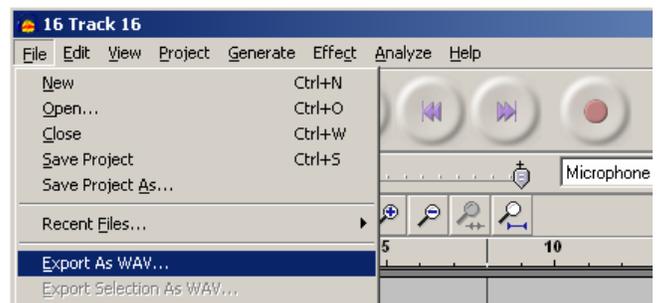and find the .mp3 files
you ripped from the CD.

You'll get a waveform view of the file in Audacity.

Pull down File to Export as WAV.

Repeat for all your files.

Proceed to Step 3: Importing the Audio into Can8
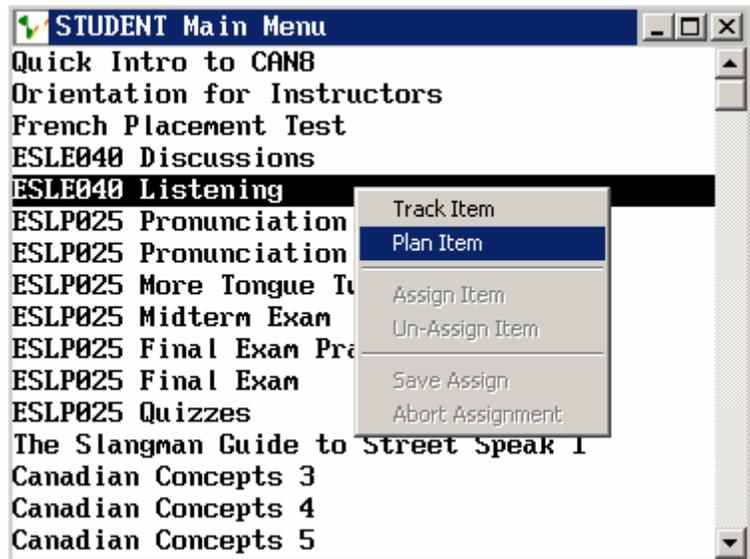
Step 3: Importing the Audio into Can8

Launch Can8 and log in.

The Instructor Menu should appear.
Click on Student Main Menu.

Scroll through the list to find you course you want to work on.

Right-click on that course and select Plan Item.
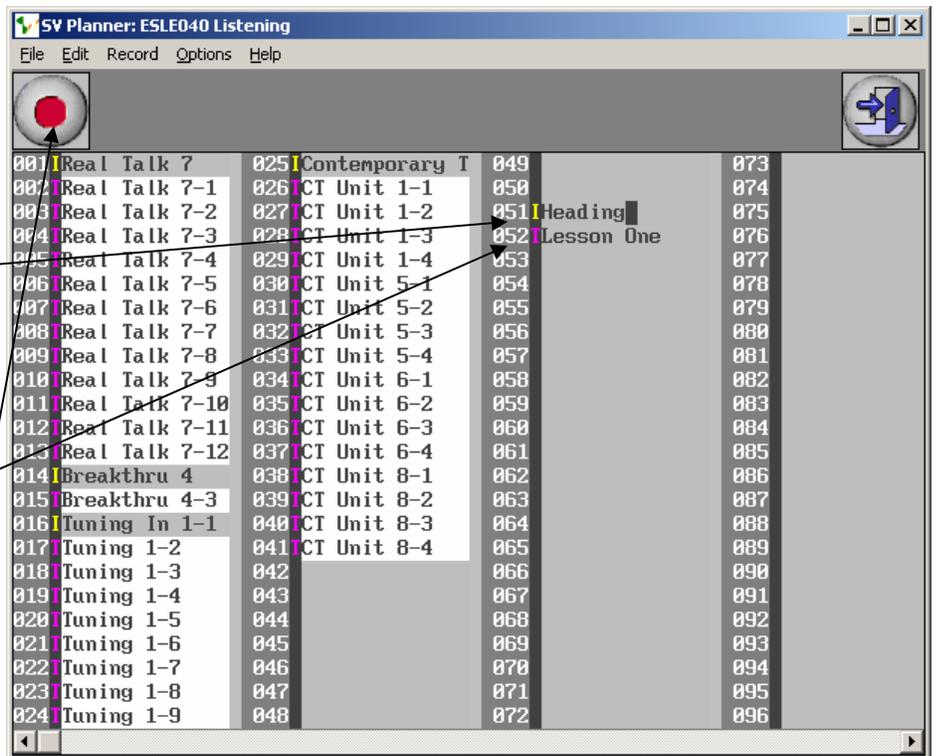
You'll see a grid of numbers.

Click on an open number and the space right after it will flash.

Enter the letter 'I' and give it a title. This will be the heading for your lessons.

Click on the number immediately below your title and enter the letter 'T'.
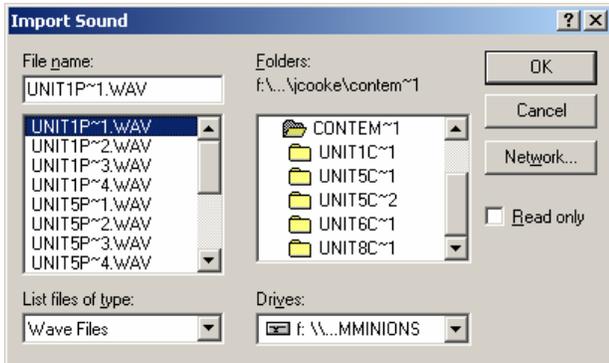
Enter a title for this lesson.

With your cursor somewhere on the title of the lesson, click the red record button in the top left corner.

Enter descriptive text in the white area of the screen.
Pull down File to Import to Sound and navigate to the audio track you saved in Step 2 above.

Once it's done loading, click the exit door (top right) to save your work.

Repeat as necessary for each track. You can create as many 'I' headings and 'T' lessons as you want (to a maximum of 240).
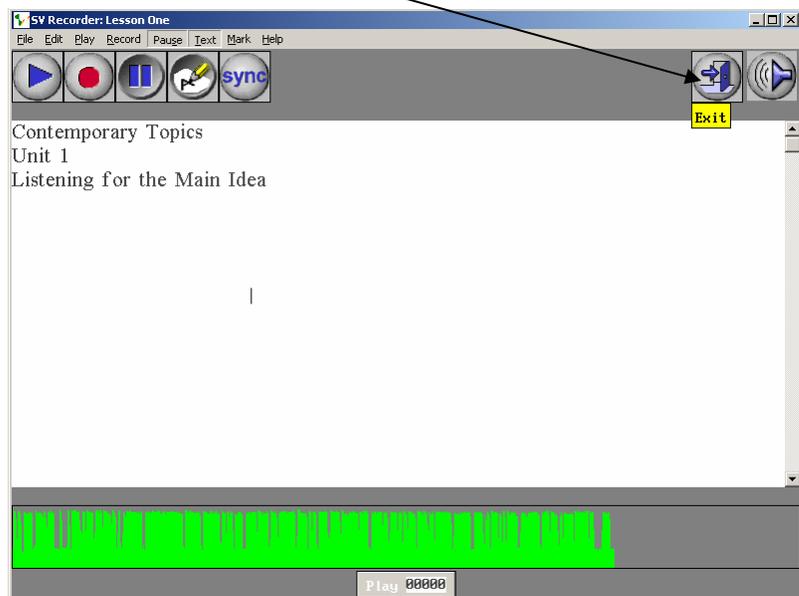When you're finished with that course, click the exit door (top right) to save your work.

Helpful Tips:
To delete an item from the planning grid:
Select the item with your cursor, pull down Edit to Cut. You can also Copy and Paste to move items around. Insert creates an empty space.

This is just one basic way to get pre-recorded audio files into Can8. In addition to 'T' teaching lesson, there are many other lesson types (Example, Verify, Simultaneous, Conversation, Ask & Answer)