

# How to... convert to MP3 with Dolphin EasyConverter

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This step-by-step guide will show you how to create an MP3 from a Microsoft Word document or text file.

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## Step 1: Start your conversion from here

To start the project choose 'New Project'. This will take you to the first stage of the Conversion Wizard.



## Step 2: Project information

Choose a name for your project.

**Choose a name for your project.**

Project name:

This section shows where the project will be saved. Use the 'Browse' button to change the location.

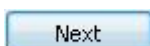
**Select a path to save your project to. Use the "Browse" button to change where the project is saved to.**

Project path:

Complete project path:

Choose 'Next' to continue.

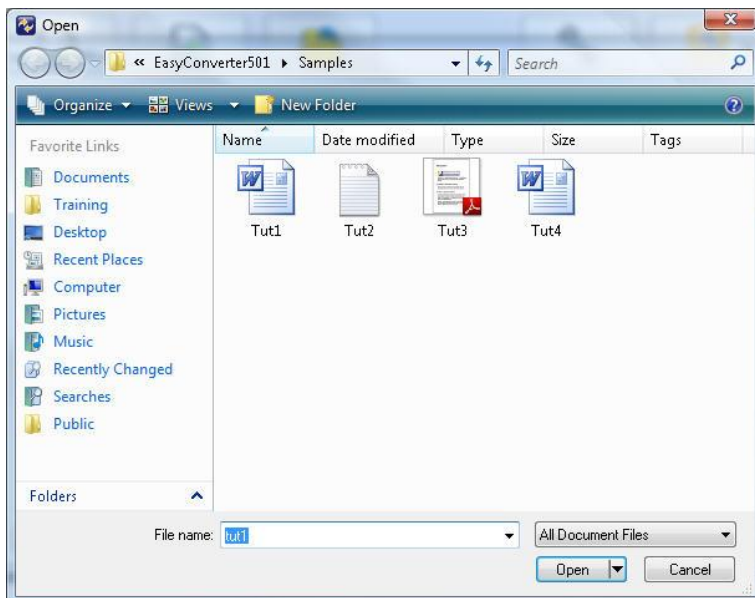


### Step 3: Choose your input document

Select 'Open a document' and then 'Browse'.



This will open Windows Explorer where you can select a document to use for your conversion.



Choose 'Next' to continue to the next stage of the conversion wizard.



## Step 4: Document settings

Choose 'Yes' to have EasyConverter automatically detect any headings in your document.

**Choose if you want EasyConverter to automatically detect the headings in your document.**

Use heading detection during conversion:

Yes

No

In the second set of radio buttons choose 'Yes' if you want to edit your document in Microsoft Word before converting it.

**Decide if you want to edit your document in Microsoft Word before converting.**

Edit the intermediate document in Microsoft Word during conversion:

Yes

No

Choose 'Next' to move onto the next stage of the conversion wizard.

Next

## Step 5: Choose your alternative format

Choose MP3 from the drop down list box at the top of the screen.

New output type:

Choose the voice and lexicon (if any) that you wish to use for the MP3.

**Choose your MP3 audio settings.**

MP3 audio settings:

Voice:

Lexicon:

Now choose if you want one MP3 for the whole document or have EasyConverter create a separate MP3 per heading.

**Choose to create one MP3 track for the whole document, or to create one MP3 track for each heading in the document.**

MP3 track splitting:

Create one MP3 for the whole document

Create one MP3 per heading

Select 'Next' to move onto the next stage of the conversion wizard.

## Step 6: Choose your output name for MP3

Choose a name for your conversion. By default this will be the name of your input document.

**Choose a name for your conversion.**

New output:

EasyConverter can add extra information to the end of your chosen file name. These differ depending on the output. If converting to MP3 you can choose to add 'MP3', the date the file was created, the voice or lexicon used. Uncheck the checkbox if you do not wish this extra information to be added.

Append selected item to the output name

- (MP3)
- (28-10-2009 1650)
- (Voice ScanSoft Daniel\_Full\_22kHz)
- (Lexicon test)

The final section on the page shows the location and name of the final output.

Output folder:

Select 'Next' to move onto the next stage of the conversion wizard.

## Step 7: Copy your alternative format

Your project will be saved automatically but you can choose to save a second copy to a different folder, CD/DVD or USB device. These options change depending on what type of output you have chosen.

Copy it to:

The following options will change depending on what option you chose in the previous list box. If you choose 'CD/DVD' then it will give you the option of which CD/DVD drive you would like to use.

CD/DVD burner:

Select 'Next' to move onto the next stage of the conversion wizard.

## Step 8: Start the conversion

Select 'Finish' to begin the conversion.

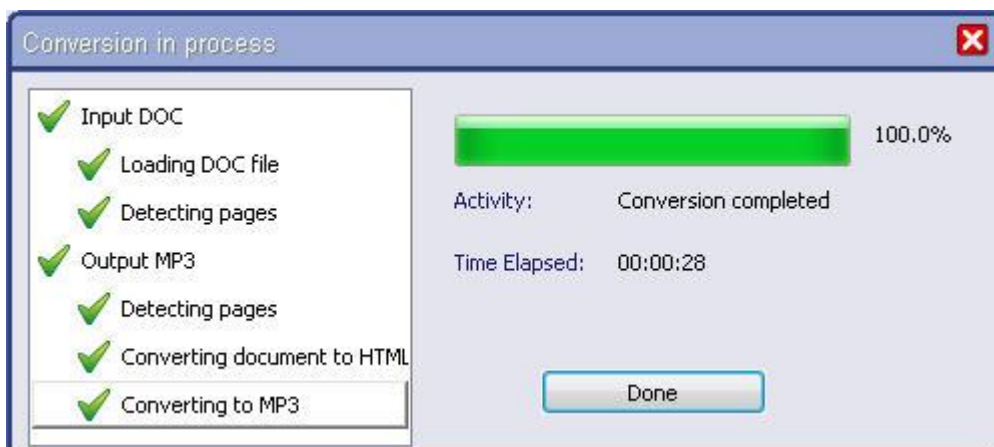


## Step 9: Intermediate document editor

If you chose to edit the document before converting then this is the stage when the intermediate document editor will open and your document will be opened in Microsoft Word.



After making any changes necessary select 'Save and return' to continue with the conversion. The 'Conversion in process' window will then appear. When it has reached 100% select 'Done' to complete the conversion and return to the EasyConverter main screen.



## Stage 10: Resulting alternative formats

Choose 'View output' to view your conversion. How this opens will differ depending on what the format is. A DTB will open in Dolphin EasyReader; a large print document will open in Microsoft Word.



A document that has been converted to MP3 will open in Windows Media Player.

