Posting Sound Files on Websites
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This handout is posted on http://www.tomrudolph.com/handouts.htm

Presentation for the North Penn Music Faculty

Monday, August 28, 2006
8:00 a.m. – 12:00 p.m.

A. Overview and Copyright Considerations

1. Determining the Objective/Purpose
   a. FOR STUDENTS:
      i. Home practice
      ii. Listening/reference outside of class
      iii. Group work in a computer lab with an internet connection
   b. FOR TEACHER USE
      i. Files to play in class/rehearsal
      ii. Files to share on a classroom website for parents and students
   c. Other……

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2. Copyright Consideration
   a. If the piece being posted is under copyright (that includes arrangements of Public Domain works), you should request permission of the publisher before posting materials. Sample legal notice:
      http://www.kendormusic.com/legal.htm
      If a website is password-protected then you could post materials that do not "avoid purchase." However, since the North Penn website is not currently password protected, postings must be made according to the copyright law.

      From: http://www.copyright.iupui.edu/postmaterials.htm

      You may post materials on your websites only if:

      1. You are the copyright owner of the material, or
      2. The copyright owner of the material grants permission, or
      3. The material is in the public domain, or

4. The use of the material is a "fair use" under the law, or
5. The material falls within another statutory exception.

Fair use issues: http://www.copyright.iupui.edu/fairuse.htm
And
http://www.menc.org/information/copyright/copyr.html

"For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria but in no case more than 10% of the whole work."

What can be posted without regard for copyright:

1. Original student compositions (with their permission)
2. Exercises that are not copyrighted
3. Chord progressions from songs that do not include words and/or melody line.
4. Portions of copyrighted works – less than 10% for educational use.
5. Public Domain pieces that are not arranged by someone and under copyright. Most of the files on www.classicalarchives.com can be used.
6. When in doubt, ask permission of the copyright holder. A good reference for copyright permission can be obtained at:

(Appendix at the end of the MENC document)
http://www.menc.org/information/copyright/copyr.html

B. Posting Files on the Web – recommendations:

1. When posting a file, be sure to list the name of the file, the filetype and the size of the file. You can get the size of any file by right-clicking on the file icon and choosing Properties (Get Info on Mac).

   A sample link should read:

   NameofSong (MIDI, 64K)

   Keep file names short and do not use anything but numbers and letters.

2. If possible, include a link to plug-ins or helpers that are needed to play the file.

   To get the Sibelius Scorch plugin
   http://www.sibelius.com/products/scorch/index.html

C. Posting Program-Specific Files

These are files that require the user to have the software program on their computer. This would include:

> Finale Files (list the version – for example, Finale 2006)
> FinaleNotepad
> SmartMusic Files
> Home Studio Files

Be sure to state the steps the students will need to take in order to open the file. Test it on your computer first.

D. Posting Generic Files that do not Require ownership of specific software.

1. Use MIDI files whenever possible. File size is very small. The downside is the sound quality cannot be controlled. It is determined on the user's end.
   a. Finale and other programs: Save as MIDI
   b. Be sure to keep the suffix: .mid
   c. Keep the file names simple

2. When posting audio files on the web, convert them to MP3 to reduce the file size. WAV and AIFF files are very large – 10MB per minute of music. MP3 is approximately $1/10^{th}$ that size.

3. Concerting WAV files to MP3:
   a. Use iTunes – free download from www.apple.com. See steps to convert files in iTunes at the bottom of this document.
   b. Use digital audio software such as Cubase or Home Studio.
   c. Download Audacity, the free program for Mac/Win
      http://audacity.sourceforge.net/
      You will have to download a plug-in to convert to MP3. Got to the Audacity website and click downloads.

4. Posting Scorch files via Sibelius.
   a. See Robin Hudson's Sibelius tips posted at:
      www.tomrudolph.com/handouts.htm
   b. Every file you create Sibelius creates an HTM and a Sibelius file. Both of these files must be in the same folder on the website. Link to the HTM file and upload the Sibelius file to the site.

5. Finale Users should consider posting Finale Notepad files. Students can download Finale Notepad for free and play all Finale files. They can control tempo playback and transpose to different keys.
6. Posting PDF Files
    a. Windows users (and Mac OS9 users) should get access to Acrobat. It is not a free program. There are some copies in the school district.
    b. Mac OSX users: Choose File > Print from ANY program and then click Save as PDF.

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Apple iTunes (Mac/Win)
To convert a song's file format:

1. Open iTunes Preferences.
   Windows: On the Edit menu, click Preferences.
   Mac: From the iTunes menu, choose Preferences.

2. Click the Advanced button, then click the Importing button at the top of the window.

3. From the Import Using pop-up menu, choose the encoding format that you want to convert the song to, then click OK to save the settings.

4. Select one or more songs in your library, then from the Advanced menu, choose one of the following (The menu item changes to show what's selected in your Importing preferences):

    * Convert Selection to MP3
    * Convert Selection to AAC
    * Convert Selection to AIFF
    * Convert Selection to WAV
    * Convert Selection to Apple Lossless

To convert all the songs in a folder or on a disk, hold down the Option key and from the Advanced menu, choose Convert Selection to. All the songs in the folder or on the disk will be converted except songs you purchased from the Music Store. (Purchased songs are encoded using a protected AAC format that prevents them from being converted.)

    c. The song in its original format and the newly converted song appear in your library.

To find the converted file location:
    Right click on the name of the file and choose Show Original.
    Copy or drag this file to your folder for posting on a website.