ADOA – Arizona Strategic Enterprise Technology Office

Website Audio Best Practices

Business Group/Application: Agency Platform

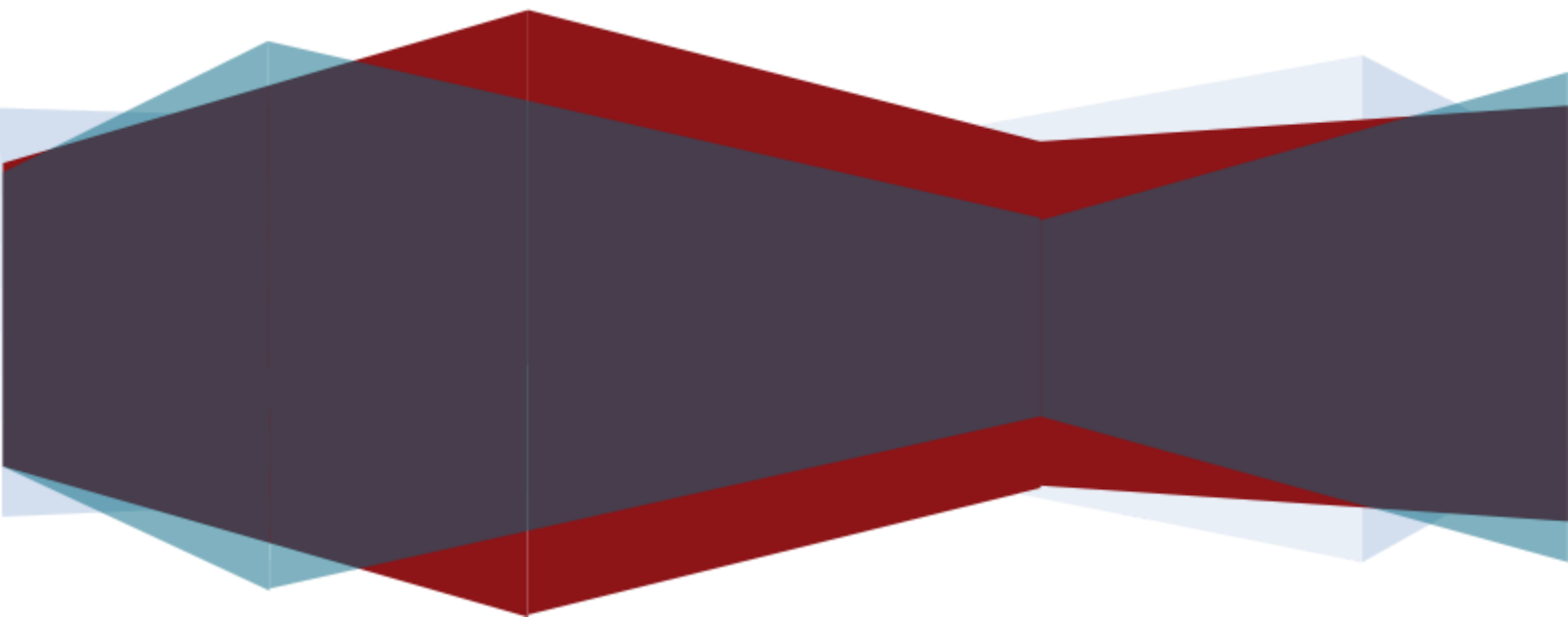**Digital Government Program**

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1   Document Information

1.1   Version History

Version	Date	Reviewed By	Description of changes
1.0	11/21/2018	Ralph Bolvin	Initial Version

1.2   Document Properties

Item	Details
Title	Website Audio Best Practices
Alignment	World-class IT Organization
Program Owner	Digital Government Team
Business Group/Application	Agency Platform
Document Owner	Developer
Process Frequency	As Needed
Key Words for Search	Agency Platform, Audio Conversion, VSDC

2   Introduction

The Arizona Department of Administration – Arizona Strategic Enterprise Management (ADOA-ASET) has a standard process for converting and optimizing audio files prior to uploading audio files to an ADOA managed website. The file serving infrastructure for an Agency Platform website is not optimized to store and deliver very large files. The bigger the file, the slower the transfer. Files over 50MB will experience a noticeable performance degradation due to our caching infrastructure configuration. An Agency Platform website cannot be used to host files over 256MB, no matter how the file is uploaded. This restriction can be especially problematic when hosting audio or video files, such as from public meetings. To avoid these restrictions and performance issues, follow the processes, steps, and procedures outlined in this document.

3   Document Scope

- This document provides an overview of the work-flow process of converting and optimizing audio files.
- It defines the best practices to follow prior to upload to an Agency Platform website.
- It recommends supporting tools and recommendations.
- It identifies the scope of support and related guidelines and best practices.
- Audio file creation process is outside the scope of this document.

4   Tools to Use

- [VSDC Free Audio Converter](#)

VSDC is a free audio converter that can be download and installed. If you do not have the permissions to install this yourself you will need to put in a ticket to the [Service Desk](#) to have it installed.

5 Process

The below table provides the high-level flow of activities associated with this process.

Step	Action	Done
	Convert and Optimize Audio Files	
1	Open VSDC and you will see the basic interface.	☐
2	Select "To MP3" as the target file format in the top left corner.	☐
3	Click "Add files" to select the file you want to convert.	☐
4	Navigate to your file, select it and click "open".	☐
5	Select Mobile profile.	☐
6	Select the Output Directory by clicking the browse button to the right of the Output Directory path.	☐
7	Click "Convert Files".	☐
8	Click "Ok" when you receive the notification that the conversion is complete.	☐
	Uploading Audio Files to a Site	
9	Log into your Agency Platform website at /user	☐
10	Navigate to where you would add your meeting agenda/minutes. For most users it will be something like Content>Add content>Agendas/Minutes	☐
11	When creating the page you will see a field labeled Audio. This is where you will add the audio file of your meeting.	☐
12	Click the Browse button and to be taken to the Media Browser screen, you will see the "Upload a new file" screen. Click "Choose File"	

13	Navigate to your mp3 of the board meeting. Select it and click "Open"	
14	Click "Upload" to load the file to your website. Once that is finished click the "Next" button.	
15	Click "Save" to save your changes and publish your page.	

6   Convert and Optimize Audio Files

1. Open the Converting VSDC Free Audio Converter and you will see the basic interface.
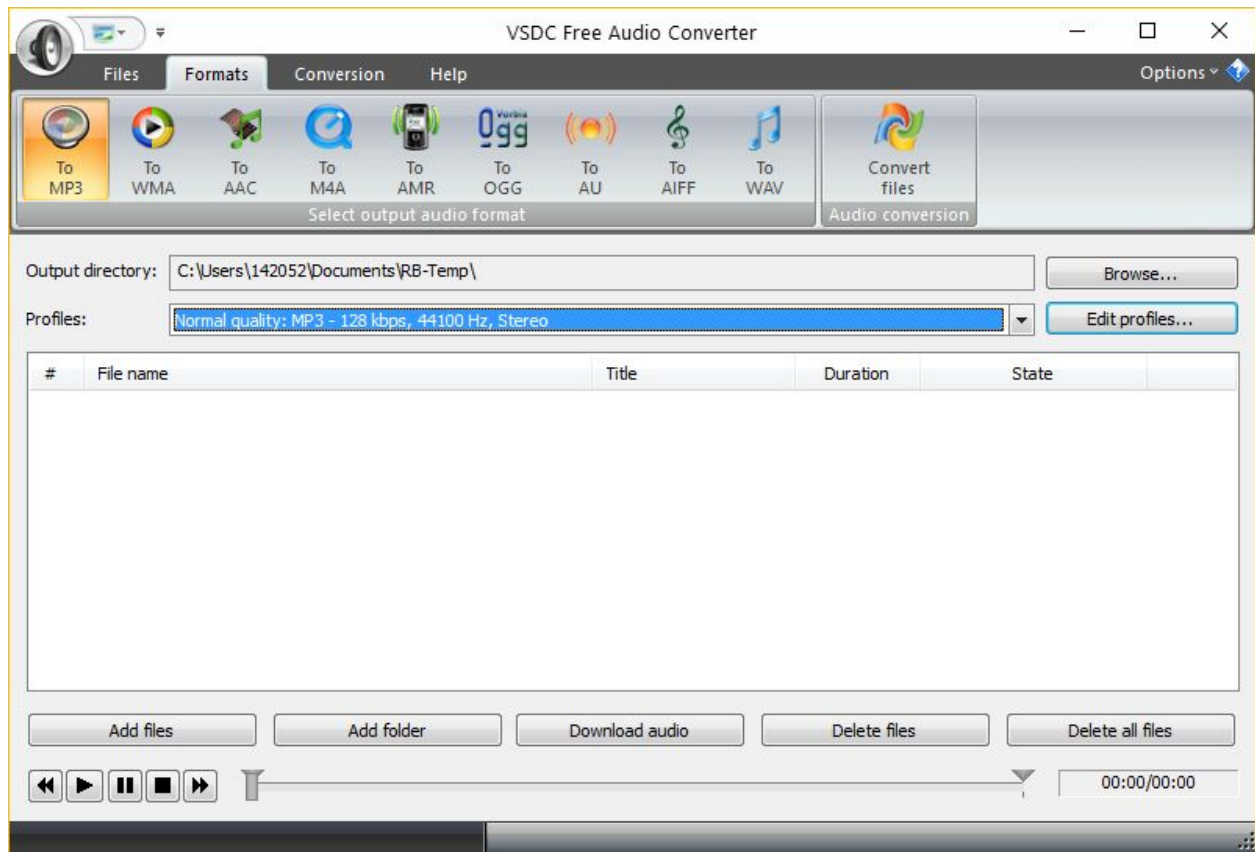
2. You want to make sure the "To MP3" is selected in the top left corner. This is what we will be converting the audio file to or compressing the current file.

3. Click "Add files" to select the file you want to convert. This will open the the file explorer dialog box.

4. Navigate to your file, select it and click "open".

5. In profiles, select the lowest option which is Mobile. This will compress the file the most.
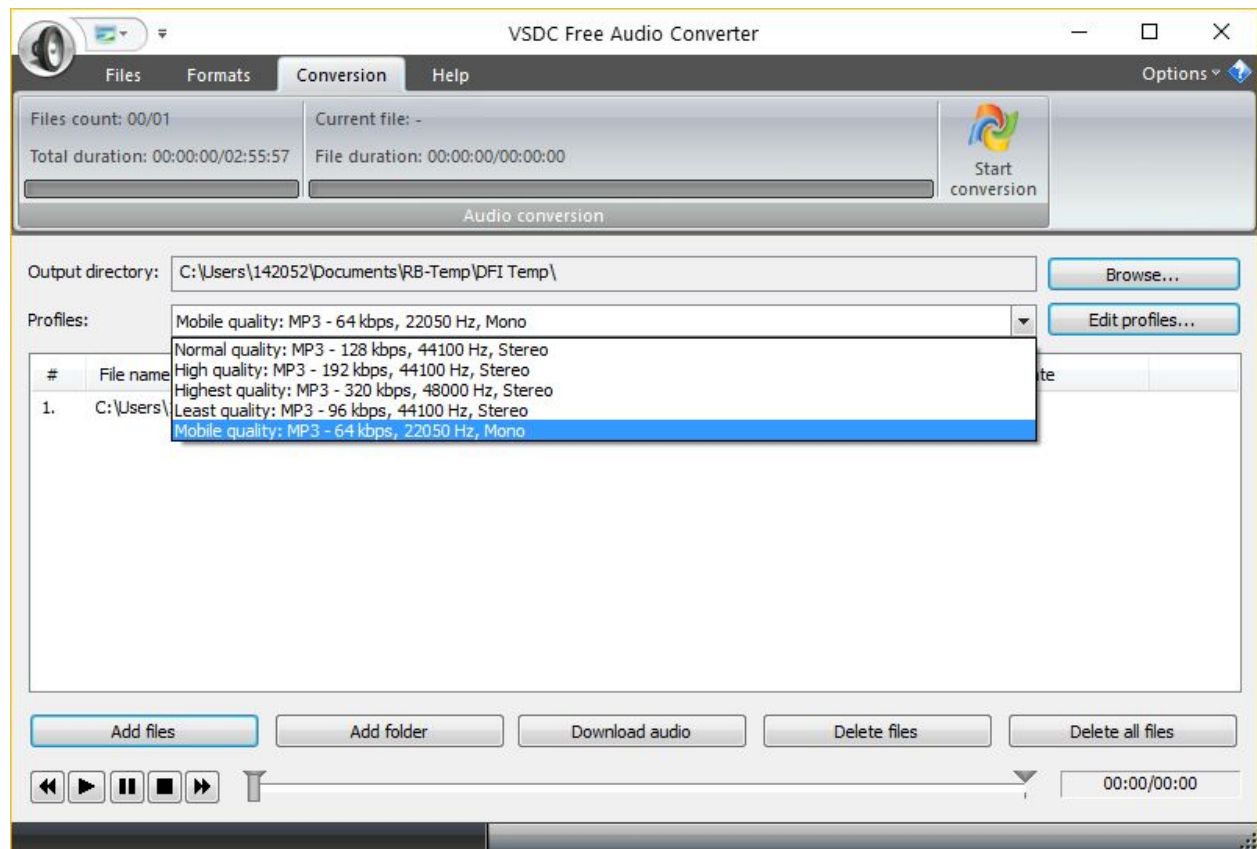
6. Click on the Browse button next to Output Directory. This is where the new file will be saved.
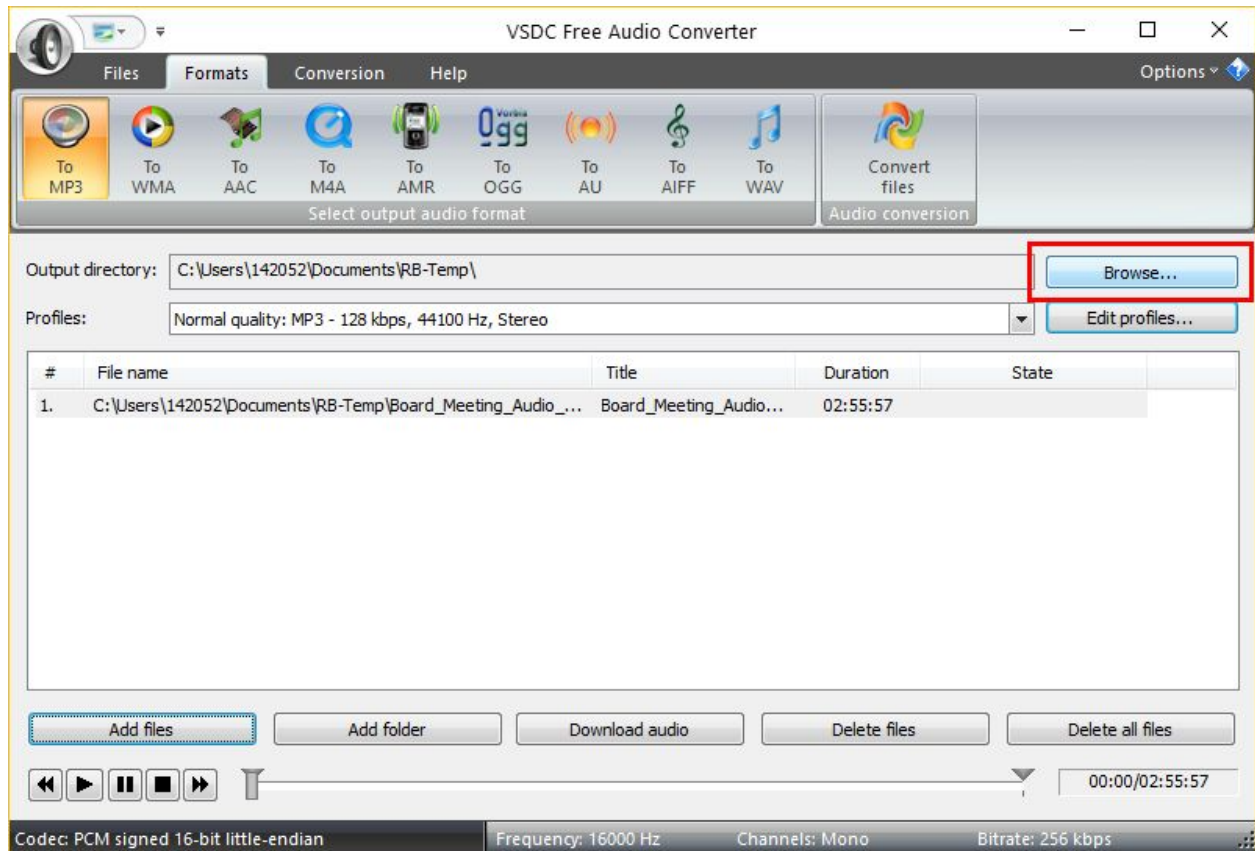
7.Click "Convert Files".

8. When Completed you will receive a notification
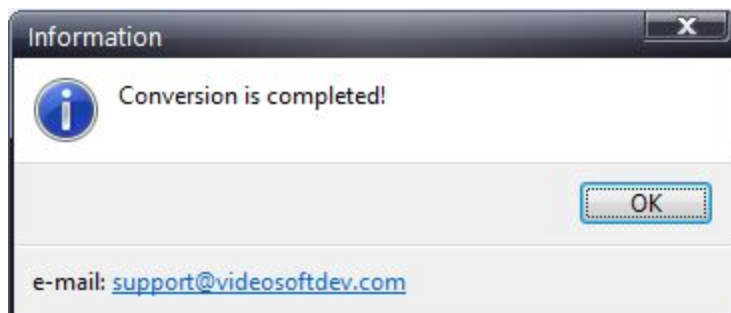
7 Adding the Audio to your website

Digital Government will configure your website on the Agency Platform to accept the audio files. You will add the audio the same way that you add your meeting notice and agenda.

If your website does not currently accept the audio files you will need to open a Service Desk ticket with Agency Platform to add this functionality to your website.

1. Log into your website.

User account

Log in | Request new password

Notice to Users:

You are accessing the State of Arizona local/wide area network and systems containing State of Arizona and U.S. Government information. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of, and are the property of, the State of Arizona.

The State of Arizona reserves the right to audit, inspect, and disclose all transactions and data sent over this medium in a manner consistent with state and federal laws. Users should have no expectation of privacy as to any communication on or information stored within the system. By using this system, you expressly consent to all such auditing, inspection and disclosure.

Only software approved, scanned for virus, and licensed for State of Arizona use will be permitted on this network. Data accessible via state systems cannot be used for personal or commercial use unless specifically authorized in writing by the State of Arizona. Any illegal or unauthorized use of State of Arizona equipment, systems, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

Log in using OpenID

What is OpenID?

Username *

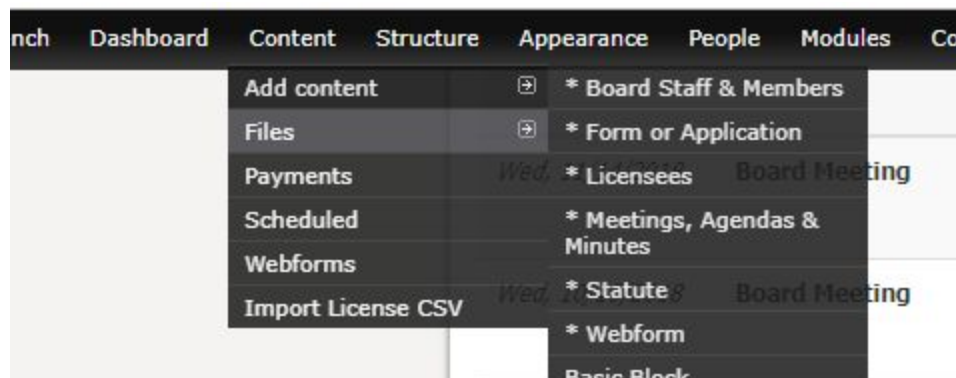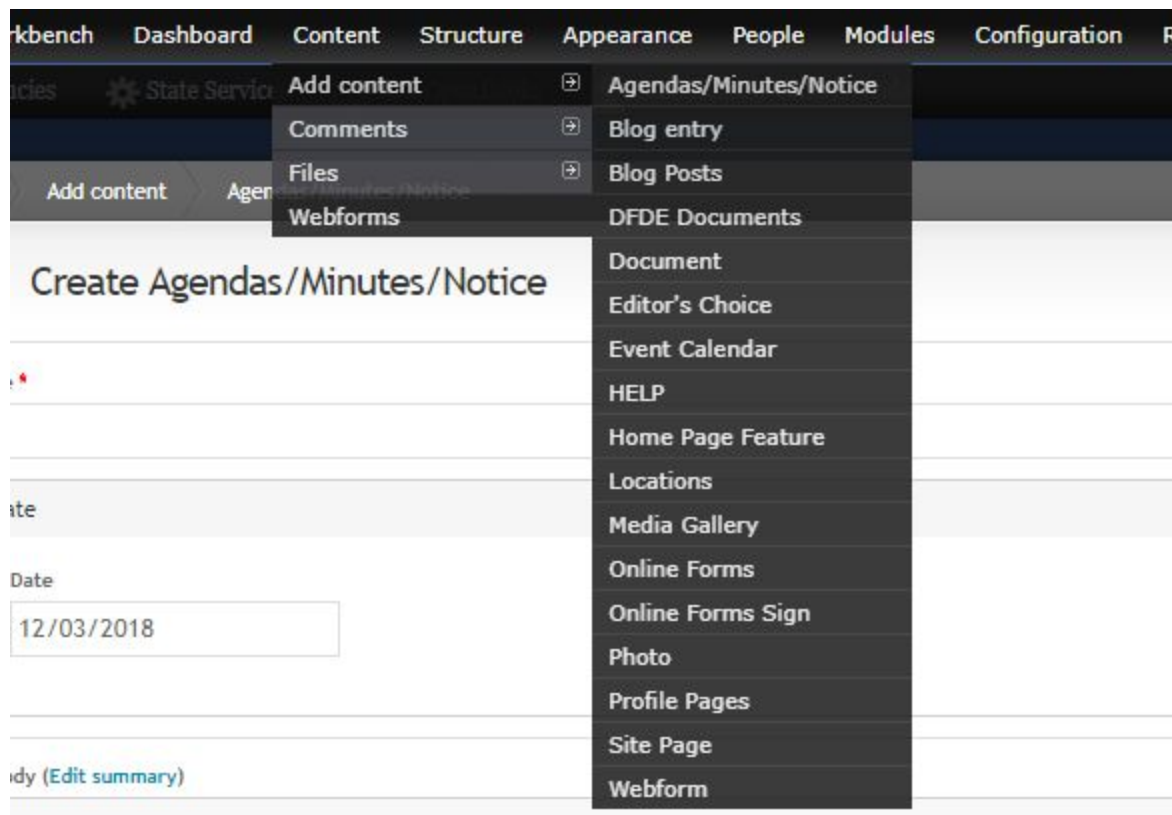Enter your Arizona Board of Funeral Directors & Embalmers username.

Password *

Enter the password that accompanies your username.

Log in using OpenID
Cancel OpenID login

→ Log in

2. Navigate to where you would add your meeting agenda/minutes. For most users it will be something like Content>Add content>Agendas/Minutes

3. When are are creating this page you will now see a new field labeled Audio. This is where you will add the audio file of your meeting.

Notice

Choose File | No file chosen   Upload

Agenda

Choose File | No file chosen   Upload

Audio

Browse

Minutes

Choose File | No file chosen   Upload   or

ATTACHMENT

Add a new file

| Choose File | No file chosen | | Upload |

Files must be less than **100 MB**.
Allowed file types: **txt pdf doc docx xls csv zip xlsx ppt pptx.**

ATTACHMENT

Add a new file

| Choose File | No file chosen | | Upload |

Files must be less than **100 MB**.
Allowed file types: **txt pdf doc docx xls csv zip xlsx ppt pptx.**

Related Terms

Audio

Browse

Audio 2

Browse

4. Click the Browse button and you will be taken to the Media Browser screen, you will see the "Upload a new file" screen. Click "Choose File"

Upload a new file *

| Choose File | No file chosen | | Upload |

Files must be less than **100 MB**.
Allowed file types: **mp3**.

▸ **CAPTCHA: NO CHALLENGE ENABLED**

Next

5. Now you can navigate to your mp3 of the board meeting. Select it and click "Open"
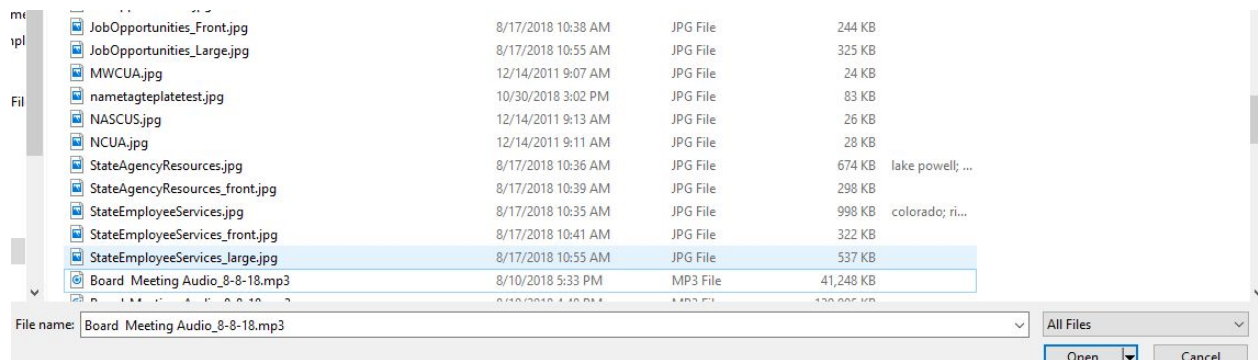
6. You will return to the Media Browser screen. Click "Upload" to load the file to your website.
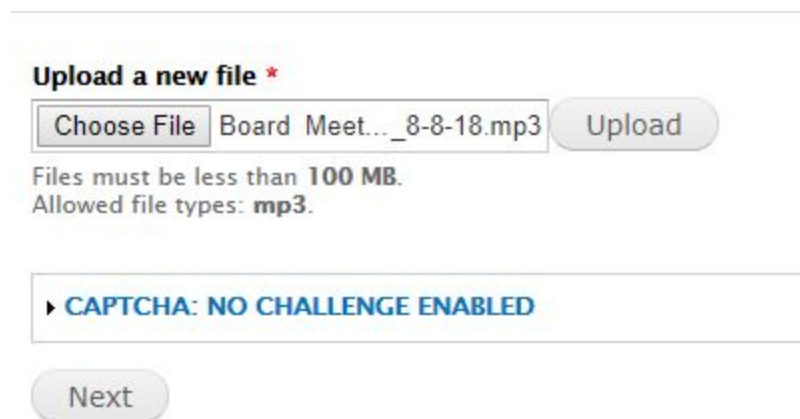
Once that is finished click the "Next" button.
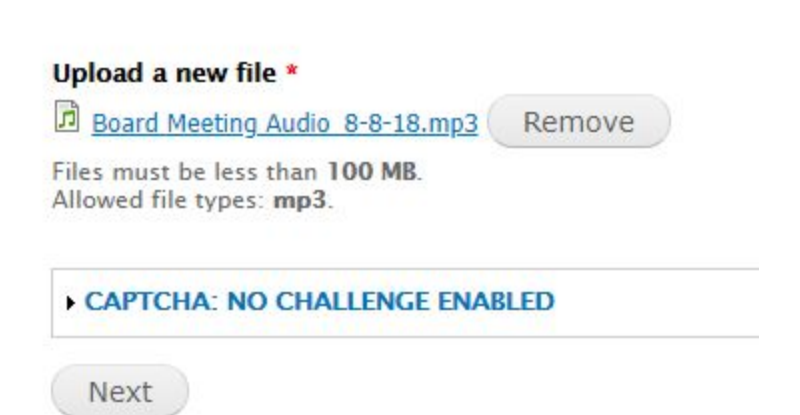
7. The audio file is now added to your page.

8. Click "Save" to save your changes and publish your page.

9. Your Meetings and Minutes page will be updated accordingly

Wed, 11/14/2018	Board Meeting	Notice & Agenda	🎵 Board Meeting 11-14-18.mp3 ➔
Wed, 10/10/2018	Board Meeting	Notice and Agenda, Minutes	🎵 Board Meeting 10-10-2018.mp3 ➔
Wed, 09/12/2018	Board Meeting	Notice and Agenda, Minutes	🎵 Board Meeting 9-12-2018.mp3 ➔
Wed, 08/08/2018	Board Meeting	Notice & Agenda, Minutes	🎵 Board Meeting Audio_8-8-18.mp3 ➔
Wed, 07/11/2018	Board Meeting	Notice and Agenda, Minutes	🎵 July Board Meeting (1).mp3 ➔
Wed, 06/13/2018	Board Meeting	Notice and Agenda, Minutes	🎵 Board Meeting 06-13-2018.mp3 ➔
Wed, 05/09/2018	Board Meeting	Notice and Agenda, Minutes	🎵 Board Meeting 5-9-18.mp3 ➔
Wed, 04/11/2018	Board Meeting	Notice and Agenda, Minutes	🎵 April 11, 2018 Open_Session.mp3 ➔

7 Best Practices

- Audio files on the Agency Platform website need to be in .mp3 format.
- If the audio recorder can be set to .mp3 format it should be. This will eliminate the need to convert the file and prevent a loss of quality in the recording.
- All other formats need to be converted to .mp3 with high compression to limit the file size.
- The highest format settings is the default Mobile setting of 64kps, 22050 Hz, Mono
- File should be named to so that it is easily identified
- Your Agency Platform website cannot be used to host files over 100MB.

8 Recommendations

- One tool to convert the audio file is VSDC Free Audio Converter. You will need to download and install the software. If you are unable to install the software you will need to open a ticket with the ADOA Service Desk to have this installed.
- If your file size is larger than 256MB after conversion, you must host your file outside your website. For additional information follow the Guide to Embedding Large Audio Files using Archive.org.