Creating MP3's

WordTalk Save Sound Files

WordTalk is a Free plug in that is installed on all Disability Services Computers. If you would like to find out more visit the Disability Services Alternative Text Request pages at

The audio file creation utility is pretty simple.
1. Open the Word Document that you want to create an Audio File with
2. Highlight the portion of the text that you want to create the audio file for
3. Click on the Save Sound Files icon in the WordTalk toolbar. (To the right of the P, S, and W icons. If you are in Word 2007, WordTalk is in the Add-Ons tab.)
4. Click the button Save As MP3
5. Enter a file Name and select a location to save to in the Save dialog box
6. Click Save
7. It will take a moment to create the file. Then it will notify you that the file was created successfully. Click OK to Finish

Kurzweil 1000

With the document that you want to create MP3's for:
1. Go to the File menu and select Utilities
2. In the Utilities Submenu select Create Audio Files.
3. For Range choose whether or not you want a specific page range or the entire document
4. If you choose Pages enter the page range in the From and To fields.
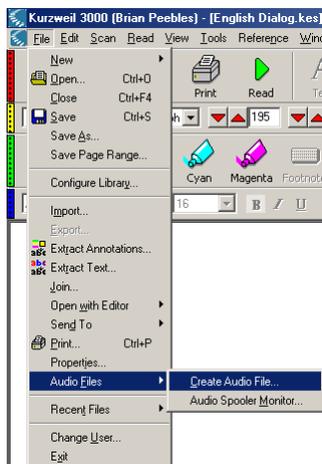
5. For Format select MP3
6. Choose how many pages you want per MP3 file. Remember the more pages per file the harder it will be to find where you left off if you leave your MP3's while listening. No more than 3 to 5 is recommended.
7. Set the Quality to High. This is because the MP3's that are created are 32 kbps and many MP3 players will play that as its minimum quality.
8. You can change the destination folder to where ever you whish to send the MP3's by typing it into the Destination Folder edit field or by clicking the browse button and selecting a location.
9. Click OK to start creating the audio files

It will take a little while for the MP3's to be created. You can check the progress in the Audio Spooler that is located in the Utilities submenu of the File menu.
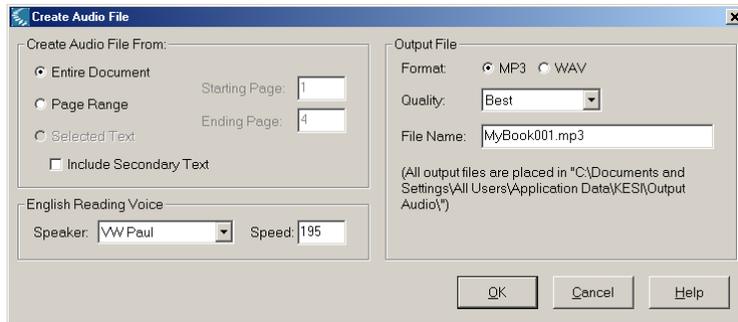

Kurzweil 3000

1. Open the File menu.
2. Select Audio Files and in the submenu click on Create Audio File

3. Under Create Audio Files From you select how much of your document you want to save in your file. If you wish to save the whole document into one file select Entire Document (not recommended for large documents). If you wish to only create a file from certain pages select Page Range and set the Starting Page and ending page to the page range which you would like in the file.

   Note: if you are creating audio files to correspond to a book **DO NOT** enter the page range from the book. Enter the page range from the Kurzweil document where the pages in the book are displayed.

4. Under English Reading Voice set your reading voice (Speaker) and the speed that it will read the document (Speed). The slower your speed the longer and larger the file will be. This dialog should show the default Speaker and Speed for your profile.
5. Under Output File leave the Format as MP3 and change the Quality to Best.
6. If you are creating multiple files from one document change the file name to give it an order like "MyBook001.mp3". Be sure to type before the ".mp3".
7. Click OK

To view the files in your Cue, minimize Kurzweil 3000 and open Kurzweil 3000 Pending Audio from the desktop. This will display all files waiting to be created.
Note: If you are not going to write the MP3 files to a CD immediately, Copy and Paste the files to a folder on the T: (THAWSPACE) drive or your flash drive before you leave the machine you are working at.

To access the files that are finished open Kurzweil 3000 Output Audio from the desktop.

Read & Write Gold

Read & Write Gold has a utility called Speech Maker. You can find this utility under the Play Options. If Play is on the Toolbar click the down arrow and go to speech maker. If it is not in the toolbar Click on the double right arrows to show the hidden features and go to the play menu. and go to the Speech Maker submenu.
Read & Write Gold has a great video tutorial that you can watch to learn how to use this feature. You can find it under the Speech Maker submenu in Read & Write Gold.

Writing to a CD

The following directions use the Kurzweil 3000 Output Audio folder as an example for selecting files to burn. You can select your mp3 or audio files from anywhere on the computer to complete this process.
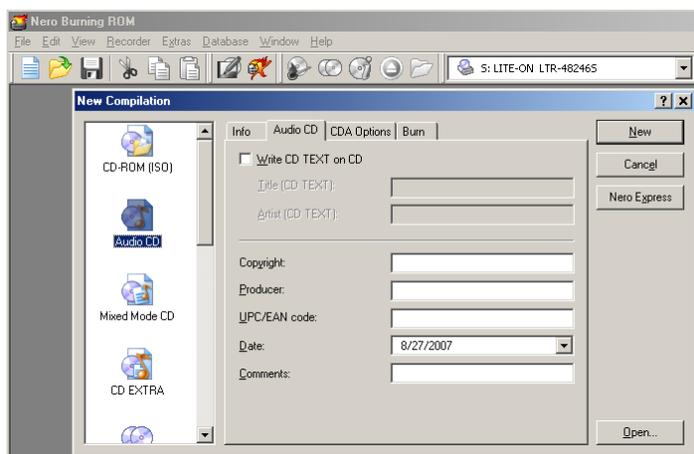
Create a Data CD

Data CD's hold more audio files than Audio CD's. You can play data CD's in CD/MP3 players, the RFB&D players from Disability Services, computers, and many DVD players.

1. Place a blank CD into the CD-R drive (second drive from the top).
2. Go to the desktop and double-click on Kurzweil Output Audio.
3. Select the MP3 files that you want on your CD.
4. Open the Edit menu and select Copy or hold Control and press C.
5. Close the window and open My Computer.
6. Open the CD-RW drive.
7. Open the Edit menu and select Paste.
8. When the files are copied over open the file menu and select Write these Files to CD.
9. Name the CD with the course number, book title or something else intuitive then click Next.
10. Select Make Data CD and click Next.
11. After the files have finished being written click Finish.
12. When finished place the CD's in the DVD drive and make sure that all necessary files are there.

Create Audio CD

Audio CD's play in all CD players. They only fit 74 to 80 minutes of audio per CD so be conscious of your file size and duration.

1. Open the Start Menu.
2. Select Programs.
3. Select Nero.
4. Select Nero 6 Ultra Edition.
5. Select Nero Burning Rom.
6. In the New Compilation dialog box click on Audio CD.
7. Click on the New button.

8. In the File Browser click on Desktop in the tree view.
9. Double-click on Kurzweil 3000 Output Audio in the folder view.
10. Drag and Drop files or copy and paste files in to the Track List on the left hand side. Place files into the Track List in the order you want them to appear on your CD.

11. When you are finished entering files open the Recorder menu and select Burn Compilation.
12. Check the box for Determine maximum write speed.
13. Click on the Burn button to start writing your CD.
14. When the CD is finished click OK then Done and close the program.