

# Encoding and Publishing MP3 Files for WILL Online

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We have an automatic encoding system for audio files which does three vital things:

- Encodes edited wav files to the correct mp3 format for the web
- Saves all the wav files in one place for preservation and future reuse
- Saves time and effort for all concerned

Here's how to use it:

1. Edit your finished wav file using Audition.
2. Drag and drop the wav file into the Watch folder on your desktop. The encoding automation will encode the wav to an mp3 file within about a minute.
3. Create your entry in the CMS.
4. Upload the mp3 file from the folder called tempencoded on your desktop.

After the mp3 file uploads into your CMS entry, you can safely delete any original wav files from your computer. All wav files you drop into the Watch folder are saved in a secure network location. If you need the files again, finding them is easy.

## A Note on File Names:

We use a standard file naming system at Illinois Public Media for all media files, including audio, video, and photos. Please name all wav files based on this naming convention before dropping them into the Watch folder.

## Troubleshooting:

If a wav file dropped into the Watch folder doesn't encode, it's likely a problem with the wav file itself. This can happen in Audition if the Save settings are something other than the standard wav file format which is 44100 sampling rate, 16 bit depth.

On very rare occasions, the Watch folder system may be stacked up with encoding jobs. Or like anything involving computers, it can crash but this has been very rare.

In any situation where things aren't working, please send a support request to [will-help@illinois.edu](mailto:will-help@illinois.edu). If the matter is urgent and you don't get a quick response, email [jackb@illinois.edu](mailto:jackb@illinois.edu) or call Jack Brighton on his cell at 217-898-5052.