



Digitizing and Editing Audio Cassettes in Audacity SHN Post-Conference Workshop - ATALM 2016 Part 3: Audio Digitization

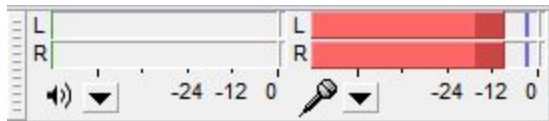
Part I) Digitization

Setting up

- Open Audacity
- Check settings in Audacity
 - Recording device: Microphone Array (USB PnP Audio)
 - Recording channels: 2 (Stereo) Record
 - Playback device: Microsoft sound mapper - output
- Adjust recording volume level if needed




The maximum peak should be around -6.0dB





- Load tape in tape deck, side A

Digitizing

- Press red Record button in Audacity 
- Press Play on the **tape deck**
- Check recording volume level
 - If levels need to be adjusted: adjust, rewind, and start over

Wrapping up

- Stop Audacity recording 
- Stop tape and rewind (best practice is to flip over and play at normal speed)
- Listen to selections of the recording, spot check quality of recording 
- Save Audacity .aup file - **File>Save Project As**
 - Save to **SHN Audio** folder on **Desktop**

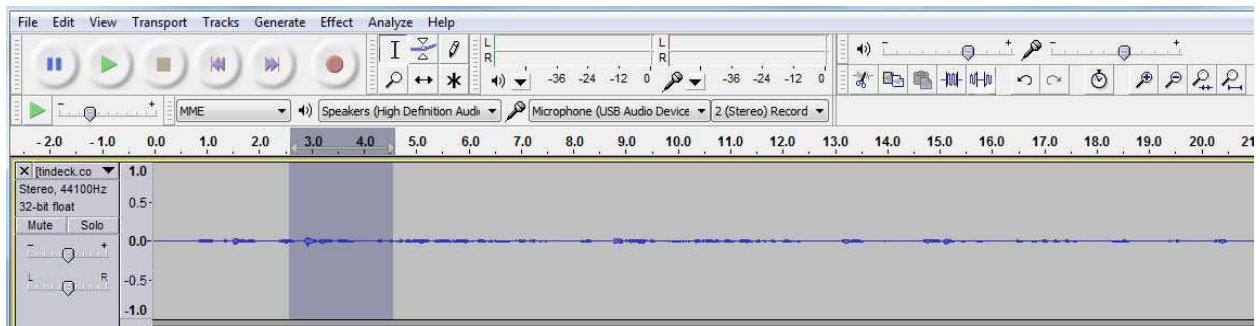
Part II) Editing

1) Save and Export

- Save your Audacity Project .aup file (optional).
 - **File>Save Project**
 - Give a filename and save to the **SHN Audio** folder on your Desktop.
- Export your audio file as a .wav (preservation master)
 - **File>Export Audio**
 - Select **Other uncompressed files** under **Save as type**
 - Click **Options**
 - Select **WAV(Microsoft)**, and select **Signed 24bit PCM**, click OK
 - Give a filename and save .wav file to the **SHN Audio** folder on your Desktop.
 - You can add track-level metadata at this point, if desired.
- Export your audio file as an .mp3 (access copy)
 - **File>Export Audio**
 - Select mp3 Files under **Save as type**
 - Click **Options**
 - Change quality to **96kbps**, click OK
 - Give a filename and save .mp3 file to the **SHN Audio** folder on your Desktop.
 - You can add track-level metadata at this point, if desired.

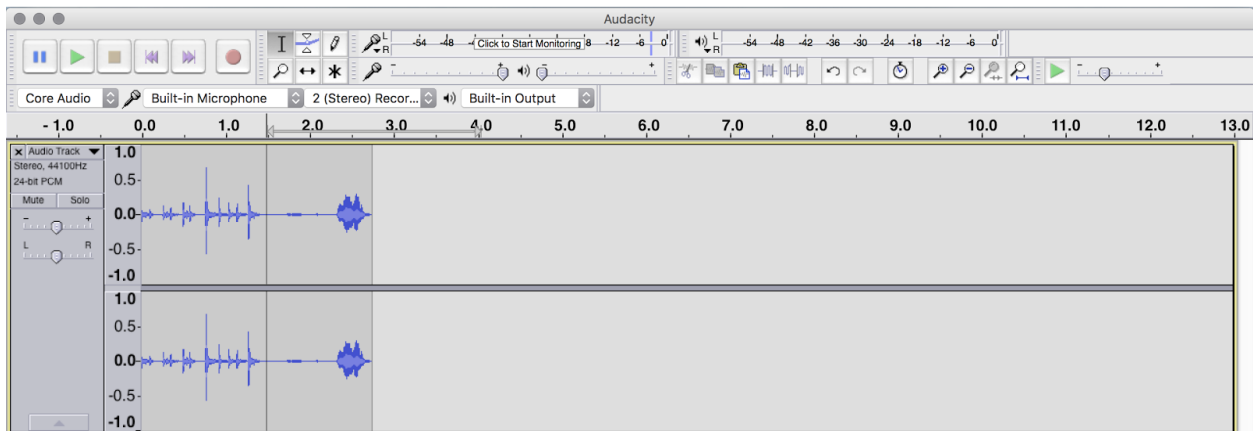
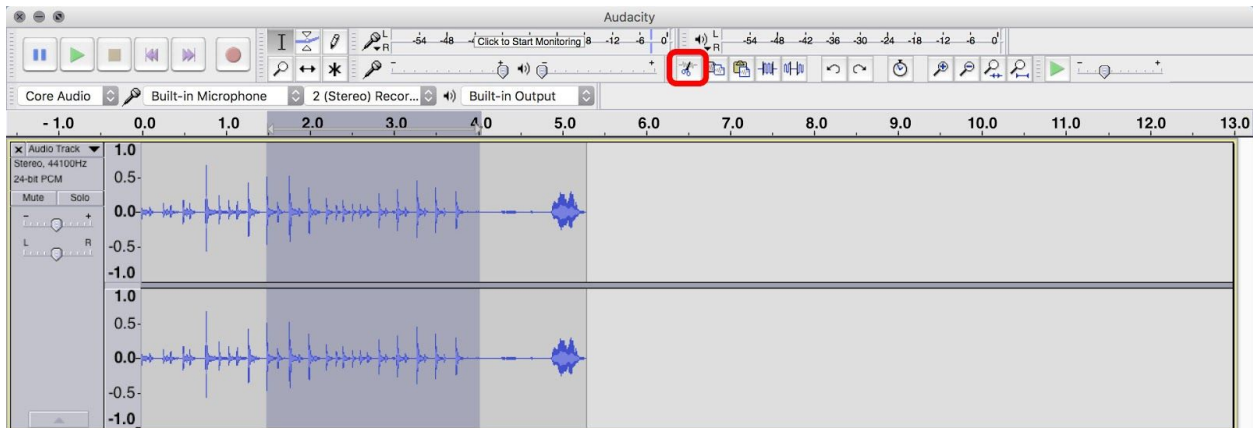
2) Export Selected Portion of Audio

- Useful to generate and export audio selections on the fly
- Select/highlight the audio segment to be exported
- **File>Export Selected Audio**
- Select mp3 Files under **Save as type**
- Click **Options**
- Change quality to **96kbps**, click OK
- Give a filename and save .mp3 file to the **SHN Audio** folder on your Desktop.
- You can add track-level metadata at this point, if desired.



3) Cutting Audio

- Useful for trimming excess silence from the beginning or end of a recording, or unwanted portions from the middle of a recording
- Select/highlight segment of audio that needs to be cut
- Press “cut” icon
- Save Project



4) Separating a Track into Multiple Tracks

- Useful for dividing one long recording into individual files
- Determine where you want the track to split, click there
- From the menu, go to **Tracks** and select **Add a Label at Selection** or Ctrl+B
- Once all tracks are labelled, from the menu, go to **File** and select **Export Multiple**
 - Choose destination
 - Name Files: Select “Using Label/Track Name”
 - Export as WAV or MP3, multiple tracks will be saved separately
 - Click Export

5) Crossfading Two Tracks

- Use the **Crossfade Tracks** effect to make a crossfade or smooth transition across two tracks
- Arrange both tracks so that a portion of the tracks overlap - this overlapping portion will have a volume reduction on both tracks.
- Select the overlapping region in both tracks
- **Effect>Crossfade Tracks...**
 - Use the default settings > **OK**
- **File > Export** as a .wav or .mp3

