Digitizing and Editing Audio Cassette in Audacity
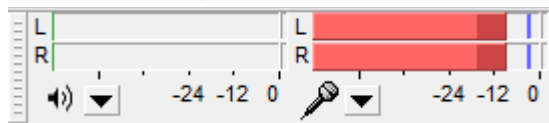
Part I) Digitization

Setting up
- Open Audacity
- Check settings in Audacity (these are example, make sure your settings are appropriate for your audio project)
    - Recording device: **Aux (SoundBlaster ZxR DBpro)**
    - Recording channels: **2 (Stereo) Record**
    - Playback device: **Microsoft sound mapper – output**
    - The quality default on these machines is set to a Sample Rate of 96000 Hz and a Sample Format of 24-bit. (If you would like to set these defaults on your own computer at your institution, go to the **Edit** menu, then **Preferences**, then select **Quality)**
- Adjust recording volume level if needed

The maximum peak should be around -6.0dB

- Load tape in tape deck, side A

Digitizing
- Click the 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 – from the **File menu** select **Save Project As**
    - Save to appropriate folder

Part II) Opening Already Recorded Files

Transferring Files

- Plug in USB connecting recorder and computer
- Open the appropriate removable drive in My Computer when it loads
- Transfer the audio files you would like to save to an appropriate folder (right click and copy and paste files, or drag and drop)

Setting up

- Open Audacity
- From the menu, go to File, choose Import, and select Audio
- Open the audio file you would like to work on

Listening

- Listen to selections of the recording, spot check quality of recording
- Check recording volume, note if any areas will need to be adjusted for volume
- Look out for any other areas you might want to edit (cut out, silence, separate tracks), noting timestamp

Part III) Editing

1) Save and Export

- Save your .aup file to the Audacity Project folder (THIS IS YOUR PROJECT FILE)
  - From the menu, go to **File** and select **Save Project As**
  - Give a filename and save to the **Tribal Stewardship Cohort Program Projects**>**Day 2**>**Sample Audacity Project** on your Desktop.
  - Note: this step is usually not required in most workflows. There is no need to save project files unless you will continue editing the file.

- Export your audio file as a .wav (THIS IS YOUR ARCHIVAL MASTER)
  - From the menu, go to **File** and select **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 save to the appropriate folder on your computer
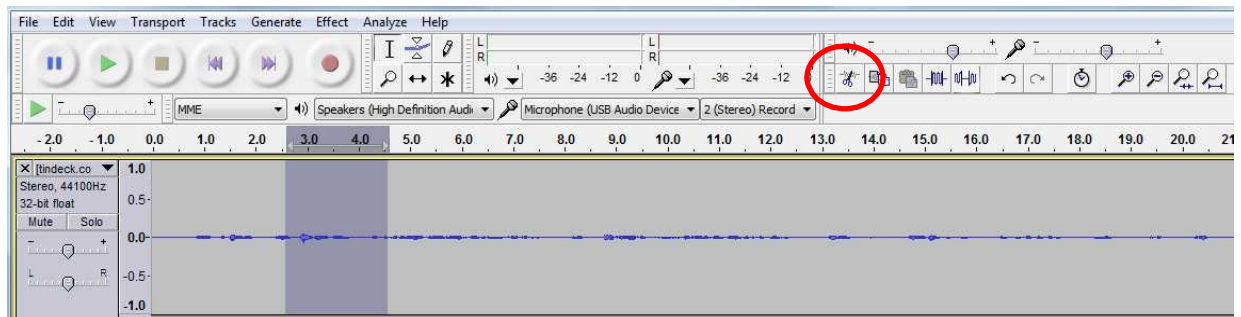 - You can add simple metadata at this point, if desired

- Export your audio file as an .mp3 (THIS IS YOUR ACCESS COPY)
  - From the menu, go to **File** and select **Export Audio**
  - Select mp3 Files under **Save as type**
  - Click **Options**
  - Change quality to **192 kbps,** click OK
  - Give a filename and save .mp3 file to the appropriate folder on your computer
  - You can add simple metadata at this point, if desired.

2) Zooming in and Out
- Click on the **+** or **-** magnifying glass icons on the right side of the screen

3) Cutting Audio
- Select/highlight segment of audio that needs to be cut
- Click the **Cut** icon
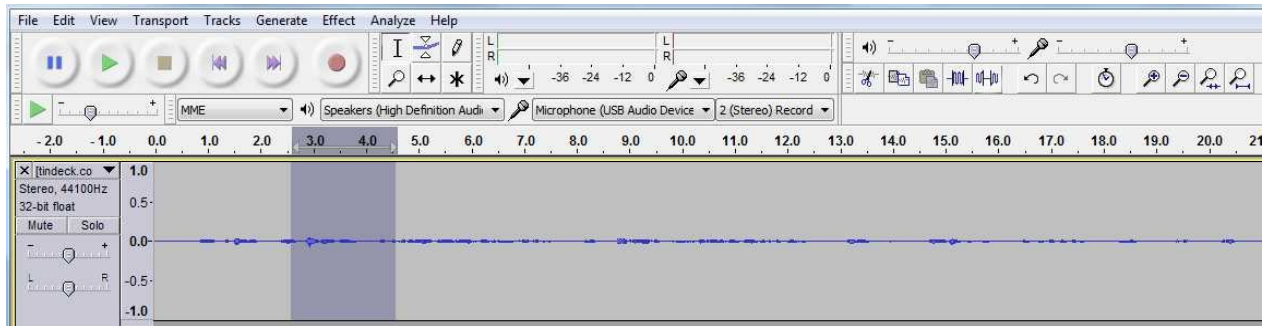- Save Project

4) Silence Audio
- Select/highlight segment of audio that needs to be silenced
- Click the **Silence** icon
- Save Project

5) Separating a Track into Multiple Tracks
- 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
- Repeat as needed
- 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
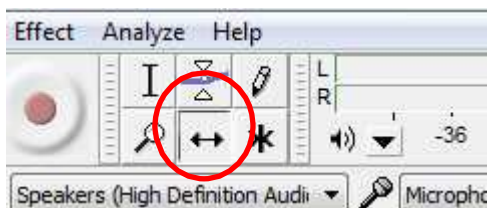 - Click Export

6) 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.

7) Combining Two Tracks

- From the menu, go to **File,** choose **Import**, and select **Audio**
- Select multiple tracks to import (hold down Ctrl while clicking multiple)
- Select **Time Shift tool**

- Drag track to line up with end of last track (in whatever order you are trying to achieve)
- From the menu, go to **File** and select **Export** as a .wav or .mp3
- When finished, switch back to Selection Tool