

Instructions for editing sound recordings to add tracks

The following instructions describe the process of editing a digital audio file to divide it into tracks. The indexed tracks allow researchers to listen to only the portions of an interview that is of interest to them. The process begins with a CD produced using a TASCAM CD RW 402 CD Recorder/Duplicator. It describes the importing of this recording into a software editing program, the editing of the recording, and the burning of the recording onto a CD.

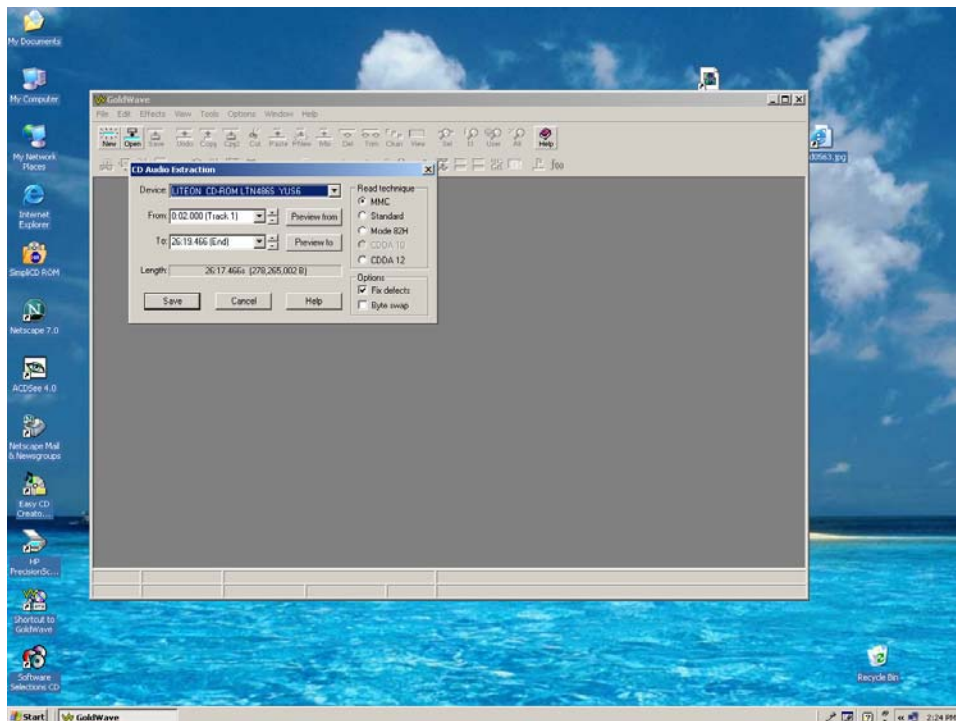
It should be noted that the software we used (GoldWave and Roxio) are not the only products that can be used for this work. There are other audio recording and CD burning software products on the market. It should also be noted that there are many editing features available that we did not use – such as removing noise and static.

Editing CD's

1. Import the audio cd file into GoldWave – this will convert it to a .wav file

Open the GoldWave software from the desktop (bottom left)

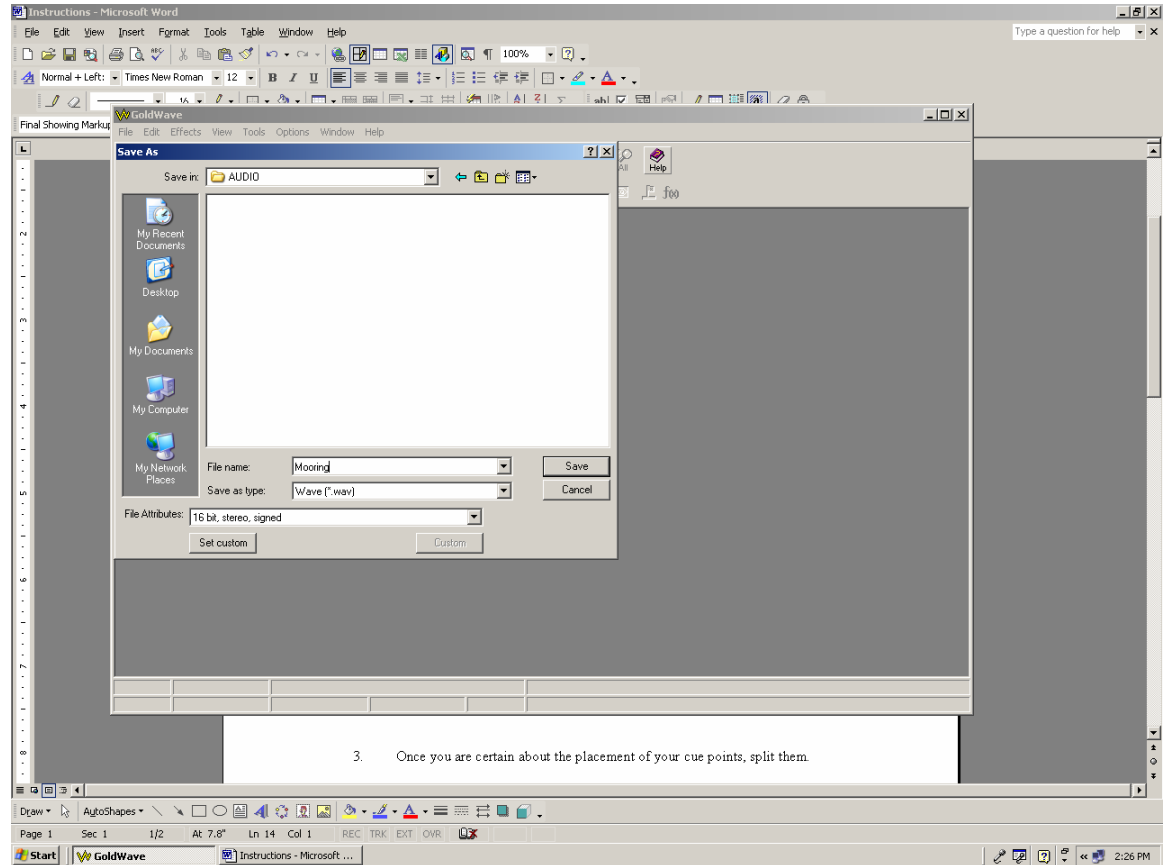
Use the **Tools | CD Audio Extraction** command from the toolbar – you will get the following screen:



Use the pull down menu to select the “from” and “to” points to make sure you get all the tracks

Select “save”

Save in C: documents and settings/lcodd/AUDIO



Give the file a name – this is just a working title – last name of interviewee is fine.

Then choose SAVE. It will take a while for the conversion to take place.

This CD can now be stored with the rest of the finished Preservation CDs, in numerical order.

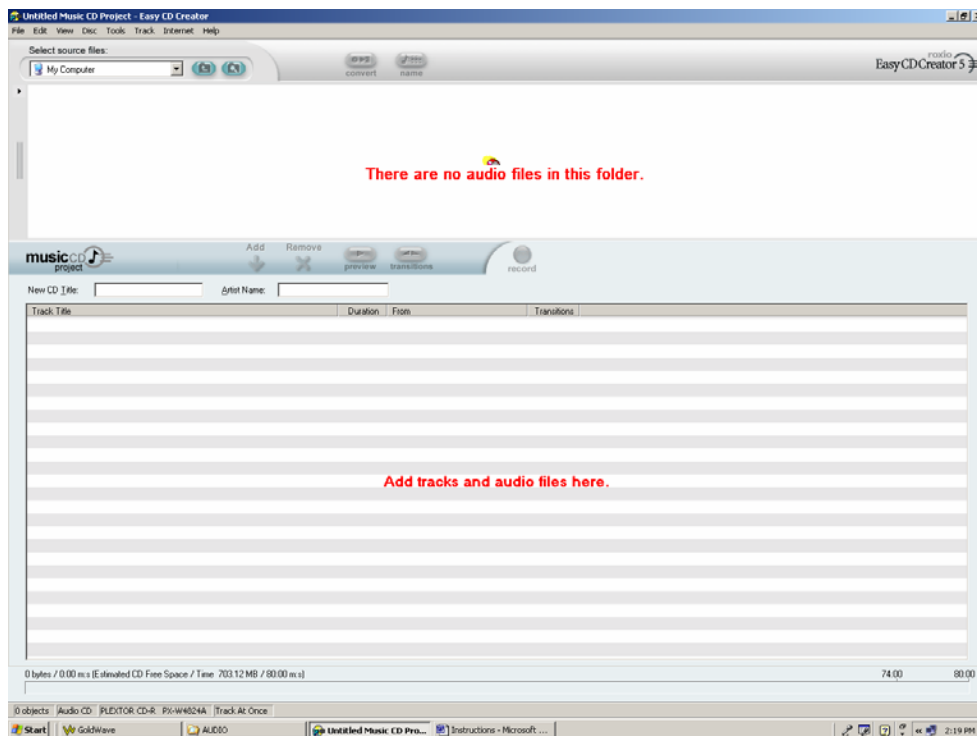
2. Select “cue points” using the GoldWave software. You may want to create a “dummy” cue point at the beginning of the file that you can then erase. This will help keep the tracks in numeric order.

To do this, click on the screen with the sound waves to select a “break” in the sound. Use the “play” button (the small green triangle in the Device Controls

window) to play the sound and double-check that this is where you want the break.

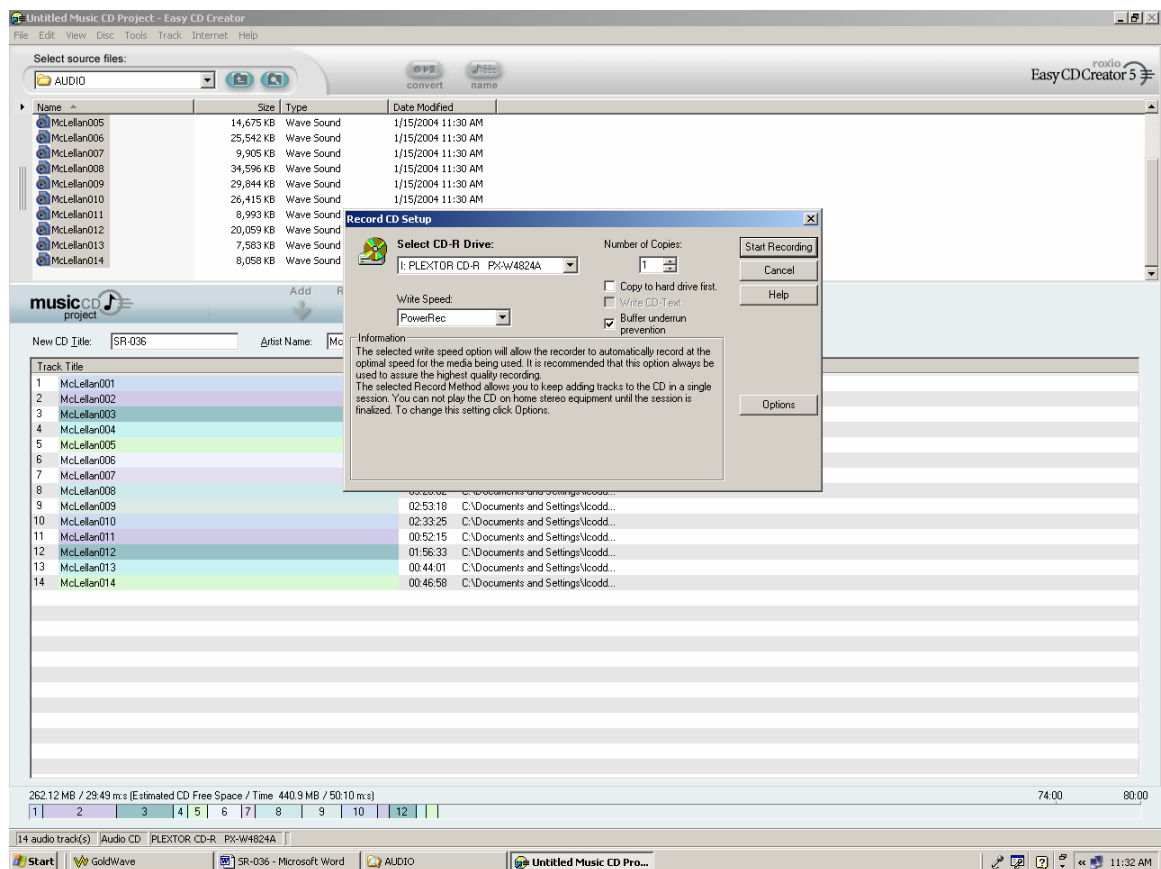
Once you have confirmed that this is where you want the break, select Cue Points from the Tools menu. Name the cue point the number of the track that is starting at this point, i.e. “Track 1”. Make sure the “Start Marker” radio button is selected. Press “Add” and then “OK”

3. Once you are certain about the placement of your cue points, choose Cue Points from the Tools menu. Then press the “Split file” button on the right hand side of the window. The “Base name” should be the name of the interviewee. Press “Begin.”
4. Open the AUDIO folder in Windows Explorer and listen to the beginning of each track to double check that they are correct. Delete any extra tracks, such as the beginning before the interview starts, or blank sections from track breaks on the CD. Rename the tracks to maintain proper sequence if any in the middle have been deleted.
5. Use the Roxio EasyCD Creator software to save the tracks to a gold CD. Open Roxio EasyCD Creator, and this window will open:



In the upper left hand corner, under “Select source files”, use the pull-down menu to go to C:\Documents and Settings\lcodd\AUDIO. Select the tracks which have been created by GoldWave and then click Add. The tracks will be listed on the bottom half of the screen. In the box marked New CD Title, type the number of the cassette, SR-xxx, and in Artist Name, type the interviewee’s name. With a blank CD in the burner drive, click the red Record button.

The following window will pop up:



Select Start Recording. A new window will pop up which shows the progress of the recording. When it is complete, the window will say CD Complete. The recording will take a few minutes. When the recording is complete, label the CD with a Sharpie pen, with “SR-xxx” and “Reference”. Store the CD in numerical order with the other Reference CDs.