

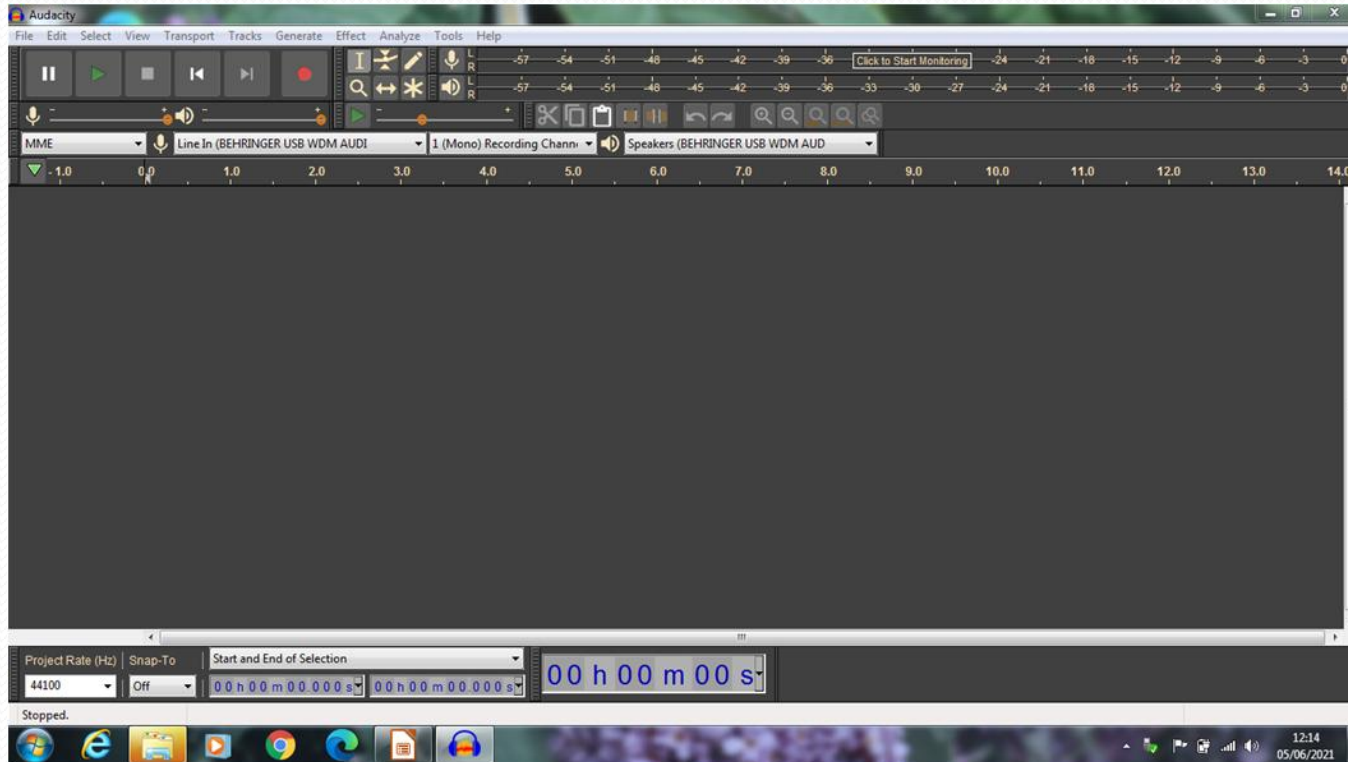
Sound On

Userguide for editing Cleanfeed recorded sessions

This guide is based on using Audacity v3.x which is a free Open Source audio editing suite.

The illustrations use the Audacity dark theme, but that is purely a personal choice, and other colour themes will work as well.

The Audacity screen



The audio compression and addition of the music is undertaken using a Macro

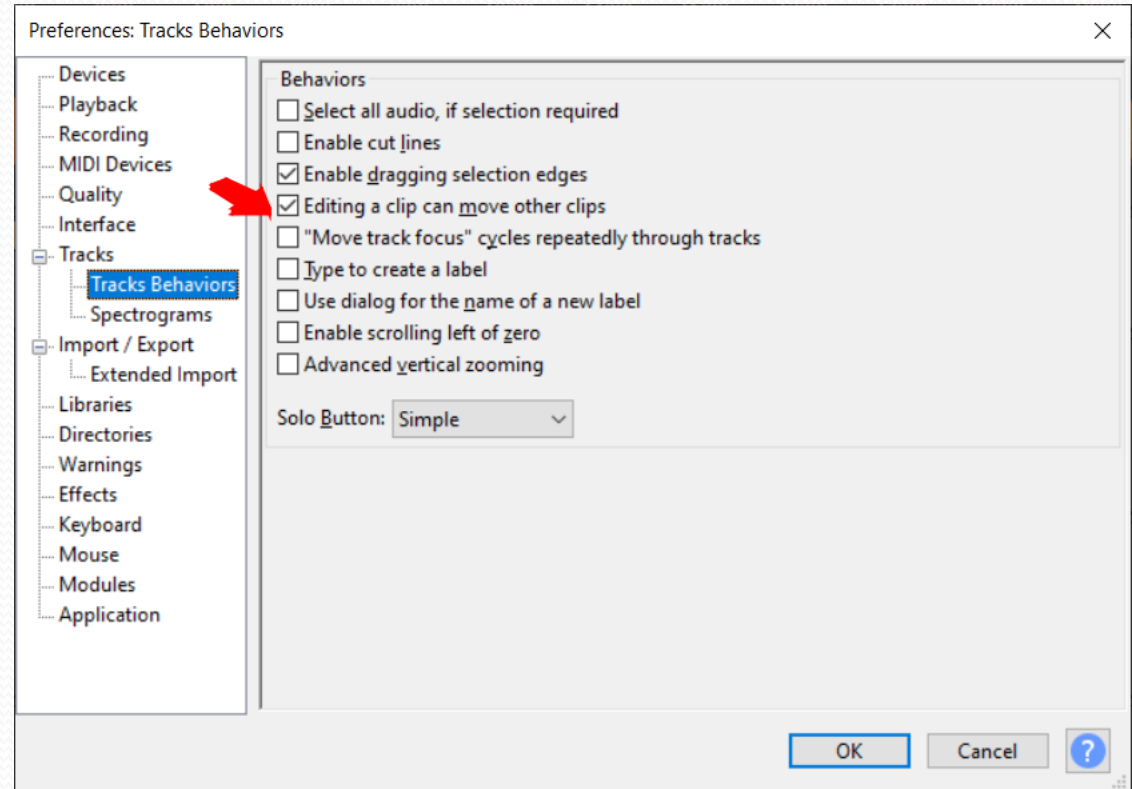
- These three audio files are needed and should be placed in a suitable directory
 - Intro-mono.wav
 - Outro-mono.wav
 - Silence.wav
- The Macro is in the file “SoundOnMusic.txt”. This will need to be edited to point to the location of the above audio files. This can either be done using e.g. Notepad before import, or can be edited within Audacity after import.
- To import the macro go to Tools/Macros/Import, and select the macro file
- To edit within Audacity go to Tools/Macros, select the macro and edit its properties

An Important setting in Audacity

Check preferences

– Edit menu/Preferences
or Ctrl+P

- The “Editing a clip can move other clips” must be enabled for the macro to work

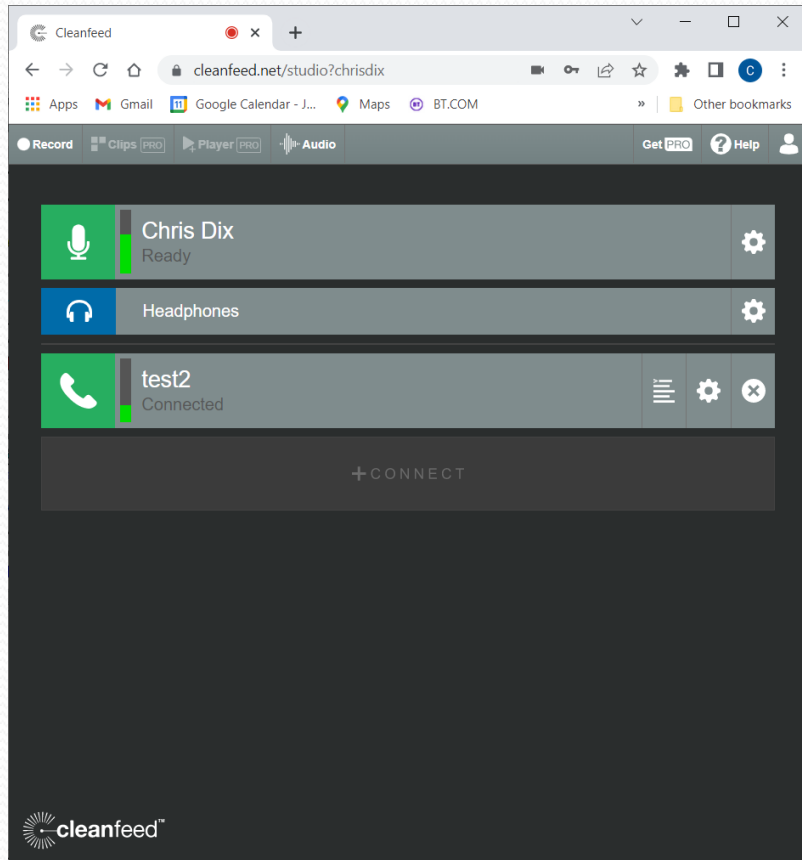


Online recording of Sound On

Register for a FREE account with cleanfeed.net

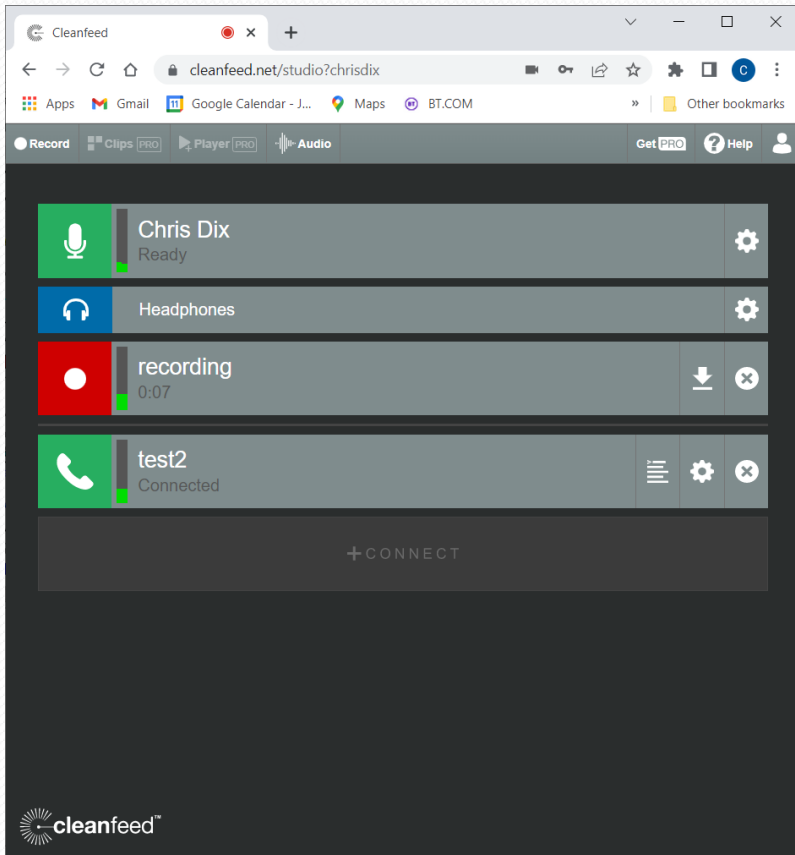
- only the 'recorder' needs to do this
- this provides the interface to invite readers and control the recording session
- the sessions are recorded in the 'cloud'
- be sure to regularly download the recording during the session in case of connection failures
- the downloads will be .WAV files

The Cleanfeed recorder interface



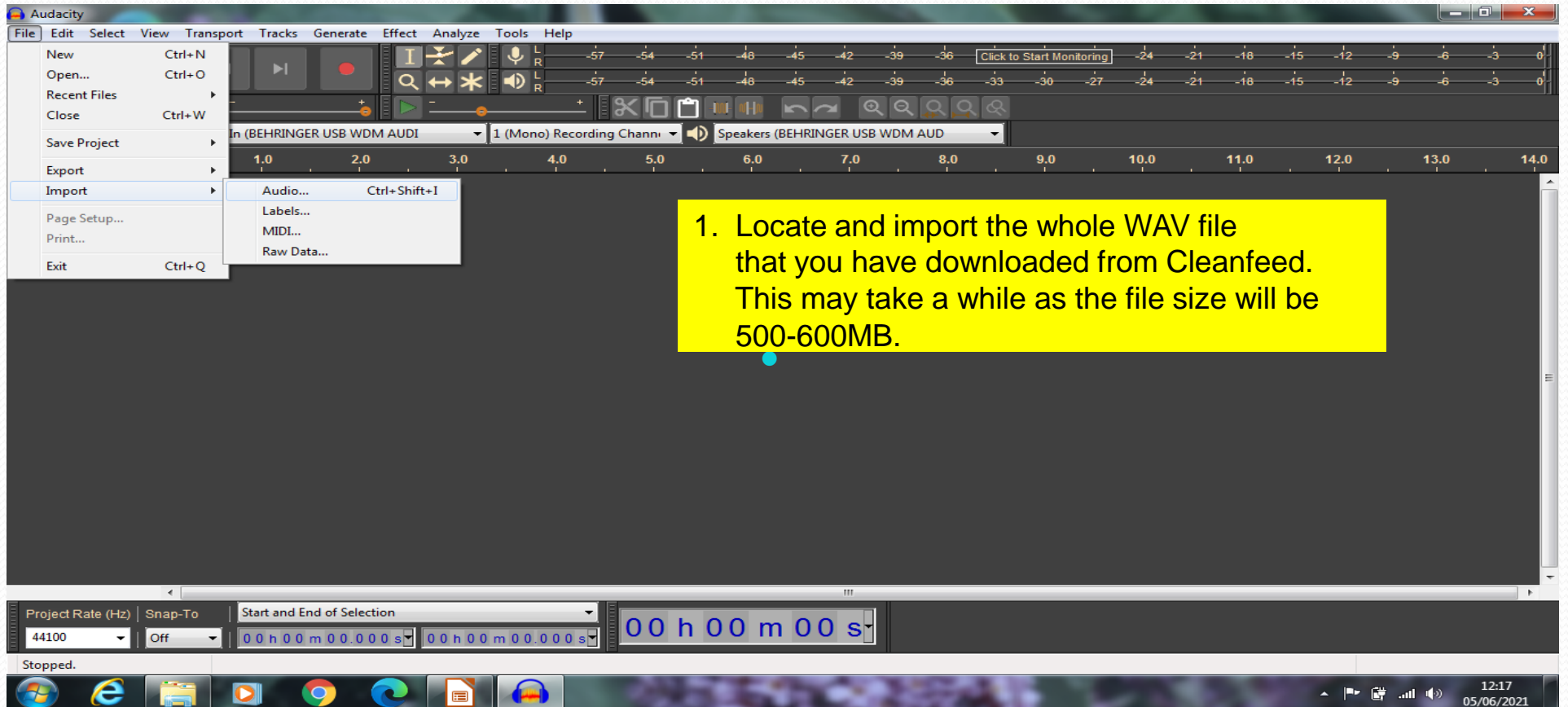
- Invite readers beforehand using the +CONNECT button (e.g. the night before)
Invitation links are valid for 24hr only
- The recorder's channel will appear at the top with mic symbol – click to mute/unmute – green background = live
- Readers will appear below in order of connection with a phone symbol
- Recorder can mute/unmute each channel – click to mute/unmute – green background = live

The Cleanfeed recording



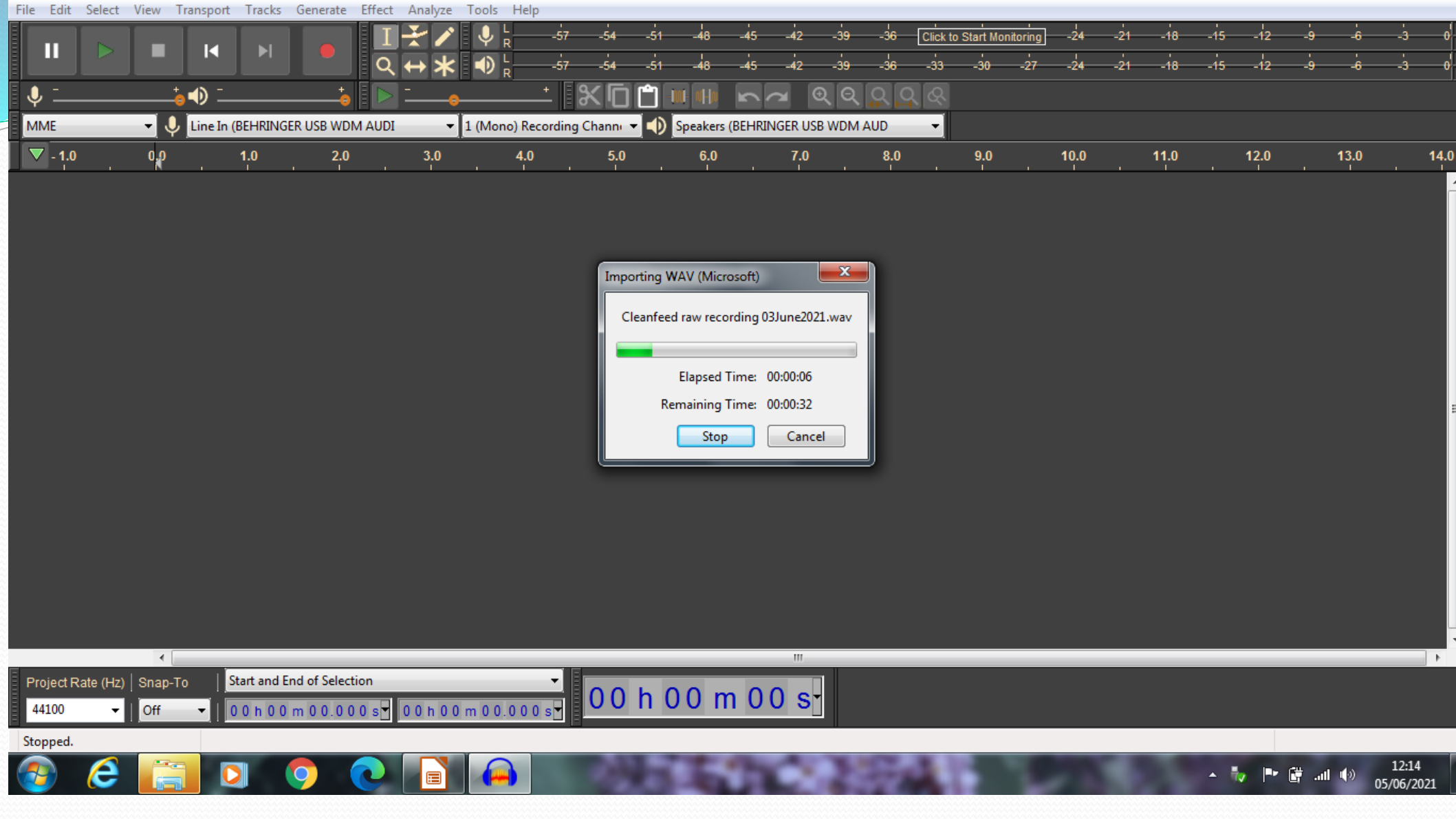
- Click top left “Record” to start recording – red background = record
- Click on record bar to pause/restart
- Click on down arrow (recording bar) to download;
do this anytime during recording
suggestion is every 3 articles
- Mute all channels except for active reader
- Remember to do a final download at the end – this is the one you want!

Use File/Import Audio (or Ctrl+Shift+I) to import the WAV file




The screenshot shows the Audacity software interface. The 'File' menu is open, and the 'Import' option is highlighted. The 'Import' submenu is also open, showing options: 'Audio...' (with the keyboard shortcut 'Ctrl+Shift+I'), 'Labels...', 'MIDI...', and 'Raw Data...'. The main workspace shows a track labeled '1 (Mono) Recording Chann...' with a volume level of -36. The timeline at the bottom shows a project rate of 44100 Hz and a selection of 00 h 00 m 00 s.

1. Locate and import the whole WAV file that you have downloaded from Cleanfeed. This may take a while as the file size will be 500-600MB.



Importing WAV (Microsoft) ✕

Cleanfeed raw recording 03June2021.wav



Elapsed Time: 00:00:06

Remaining Time: 00:00:32

Stop Cancel

Project Rate (Hz) Snap-To Start and End of Selection

44100 Off 00 h 00 m 00.000 s 00 h 00 m 00.000 s 00 h 00 m 00 s

Stopped.

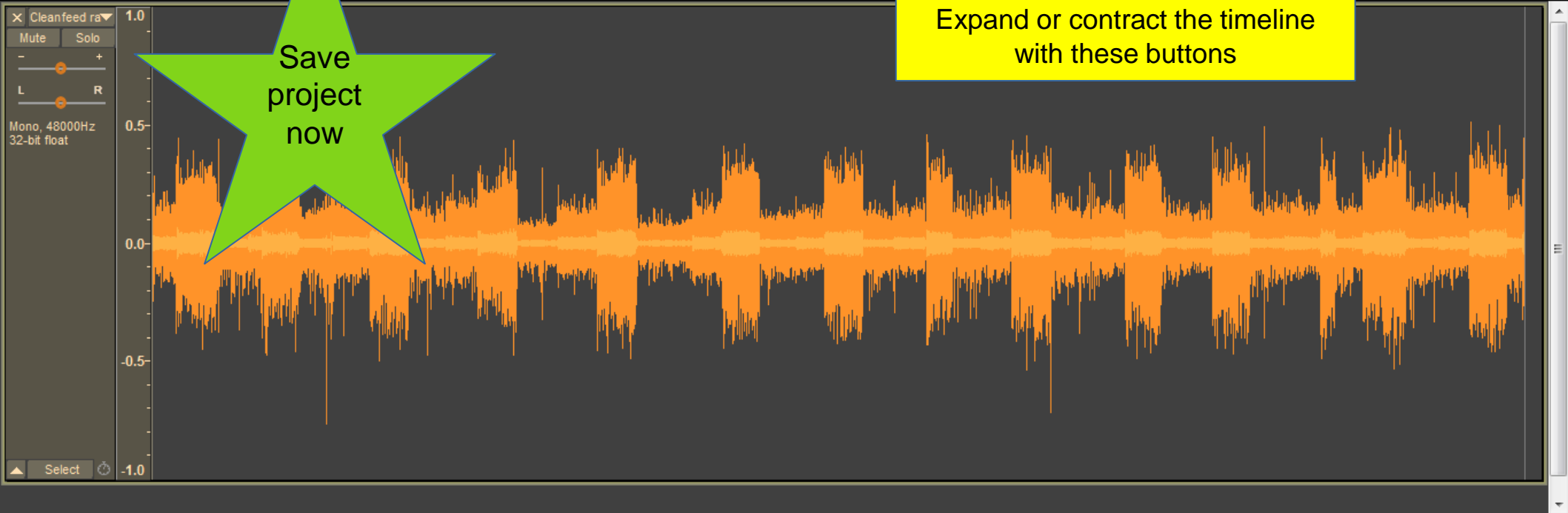
Transport controls: Play, Stop, Previous, Next, Record. Tools: Zoom, Pan, Solo, Mute, Copy, Paste, Undo, Redo, Find. Level meters for L and R channels with numerical scales from -57 to 0.

Input/Output selection: MME, Line In (BEHRINGER USB WDM AUDIO), 1 (Mono) Recording Channel, Speakers (BEHRINGER USB WDM AUDIO). A 'Click to Start Monitoring' button is visible.

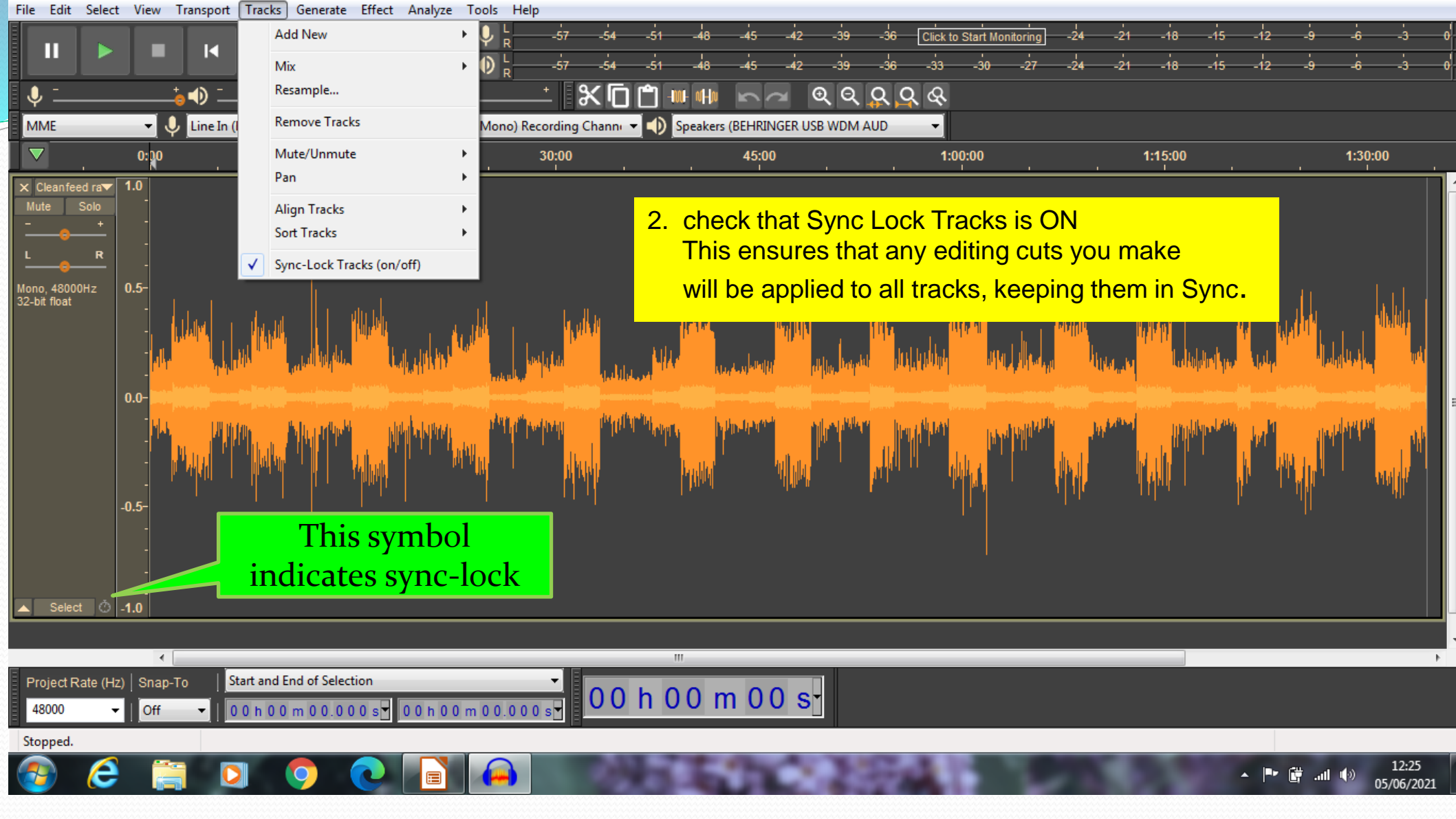
Timeline: 0:00, 15:00, 30:00, 45:00, 1:15:00, 1:30:00

Save project now

Expand or contract the timeline with these buttons



Project Rate (Hz): 48000. Snap-To: Off. Start and End of Selection: 00 h 00 m 00.000 s. A large digital display shows 00 h 00 m 00 s.



2. check that Sync Lock Tracks is ON
This ensures that any editing cuts you make
will be applied to all tracks, keeping them in Sync.

This symbol
indicates sync-lock

Editing and adding markers – key points

1. Trim the start of the track, but do not add a marker.
2. Make sure that “Sync-Lock Tracks” is ON. Markers will go onto a separate track, and this will ensure that any timeline edits are applied to all tracks.
3. Expand the timeline to see the gaps between items
4. Add markers in each gap. It is useful to number each item to correspond with the script – it makes location of edit points easier.
5. Continue to the end and place a final marker at the end.

Audio transport controls including play, stop, and record buttons. A level meter shows signal levels for L and R channels. A 'Click to Start Monitoring' button is visible.

Input/Output selection: MME, Line In (BEHRINGER USB WDM AUDI), 1 (Mono) Recording Chann, Speakers (BEHRINGER USB WDM AUD)

Timeline with time markers at 1:30, 1:45, 2:00, 2:15, 2:30, 2:45, and 3:00.

3. Now start to add the cue markers. It is helpful to label them with the item numbers. Note that the markers go into a separate track. Do not put a cue marker at the start yet.

Tip: you can use any text in the marker names as they will not be used when creating the mp3 files. Item numbers are useful.

Position cursor and left click, then Ctrl+B to enter a cue marker which will be placed in a separate track. Enter the number of the item for quick reference

Project Rate (Hz) 48000, Snap-To Off, Start and End of Selection, 00 h 01 m 32.594 s

Stopped. Click and drag to select audio

Transport controls: Play, Stop, Previous, Next, Record. Mixer: L, R channels with level meters. A 'Click to Start Monitoring' button is visible. Volume and solo controls are present.

MME | Line In (BEHRINGER USB WDM AUDI) | 1 (Mono) Recording Chann | Speakers (BEHRINGER USB WDM AUD)

Timeline: 22:00 | 1:23:00 | 1:24:00 | 1:25:00 | 1:26:00 | 1:27:00 | 1:28:00 | 1:29:00 | 1:30:00 | 1:31:00 | 1:32:00 | 1:33:00 | 1:34:00



Label Track: 37 | 38 | 39 | 40 | end sheet | outro

Project Rate (Hz): 48000 | Snap-To: Off | Start and End of Selection: 00 h 00 m 00.000 s | 00 h 00 m 00.000 s

Stopped. Click and drag to select audio

Transport controls: Play, Stop, Previous, Next, Record. Mixer: L, R channels with level meters. A 'Click to Start Monitoring' button is visible.

Input/Output: MME, Line In (BEHRINGER USB WDM AUDI), 1 (Mono) Recording Chann, Speakers (BEHRINGER USB WDM AUD)

Timeline: 0:00, 15:00, 30:00, 1:30:00

5. Perform any other editing you need to do at this stage. Because the tracks are Sync'd, they will stay aligned.



Now is the time to adjust the level of some tracks if you have a 'quiet' reader using the normalise or amplify effects. Select each item between markers and apply the effect (this one is not too bad).

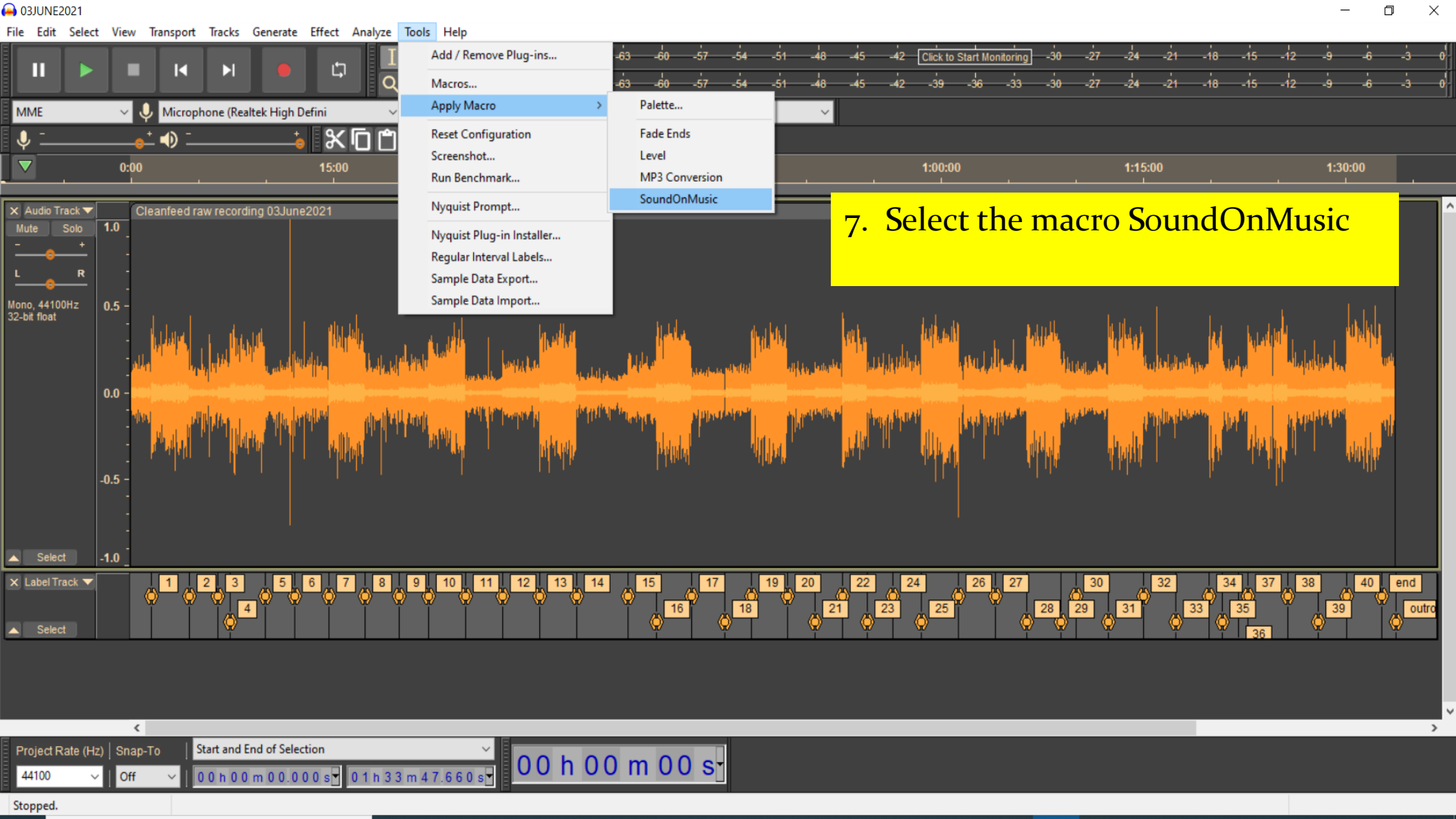
Label Track: A series of numbered markers (1-17) are placed along the timeline. An 'Open menu...' button is visible.

Project Rate (Hz): 48000. Snap-To: Off. Start and End of Selection: 00 h 00 m 00.000 s.

Stopped. Open menu...

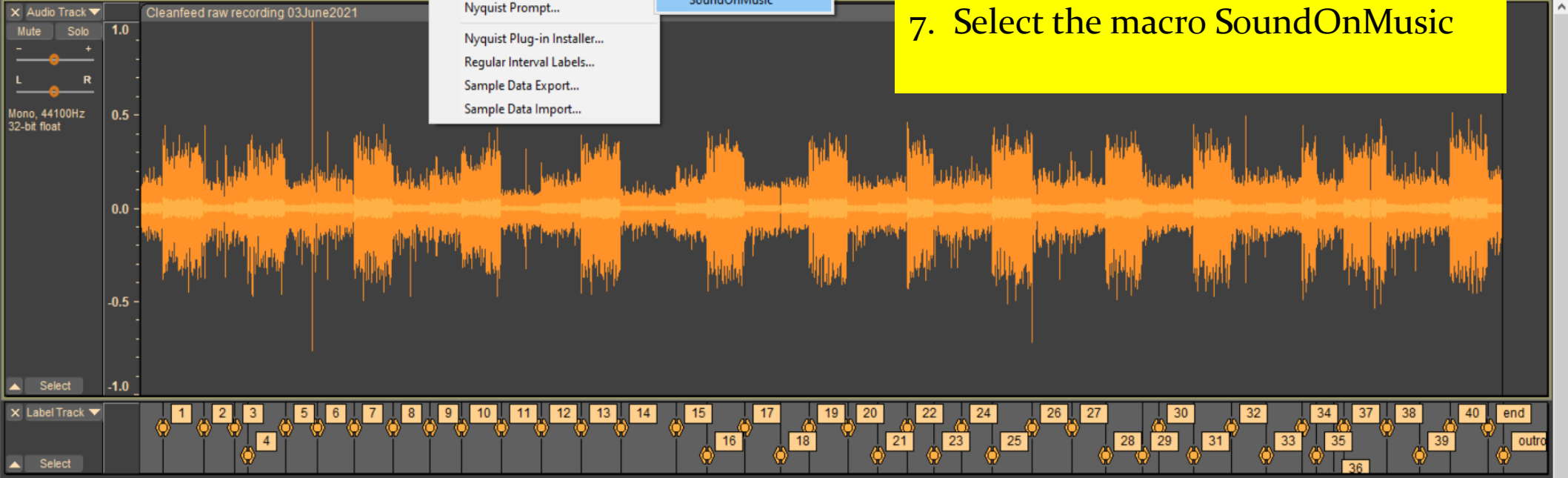
6. Now show the whole audio track by clicking on the 'Full width' button.

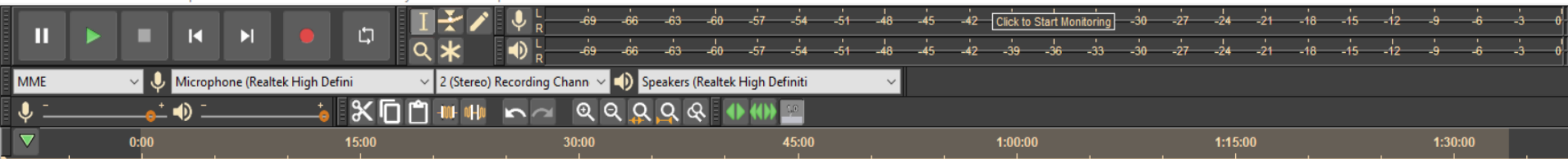
The screenshot displays the Audacity audio editing software interface. At the top, a yellow banner contains the instruction: "6. Now show the whole audio track by clicking on the 'Full width' button." A yellow arrow points from this banner to the 'Full width' button in the toolbar. The main window shows a mono audio waveform with a peak level of 1.0. The interface includes a menu bar (File, Edit, Select, View, Transport, Tracks, Generate, Effect, Analyze, Tools, Help), a toolbar with various editing tools, and a transport control section. The bottom status bar shows the project rate (48000 Hz), snap-to (Off), and a time display of 00 h 00 m 00 s. The Windows taskbar at the bottom shows the system tray with the date 05/06/2021 and time 12:37.



- Add / Remove Plug-ins...
- Macros...
- Apply Macro >
 - Palette...
 - Fade Ends
 - Level
 - MP3 Conversion
 - SoundOnMusic
- Reset Configuration
- Screenshot...
- Run Benchmark...
- Nyquist Prompt...
- Nyquist Plug-in Installer...
- Regular Interval Labels...
- Sample Data Export...
- Sample Data Import...

7. Select the macro SoundOnMusic



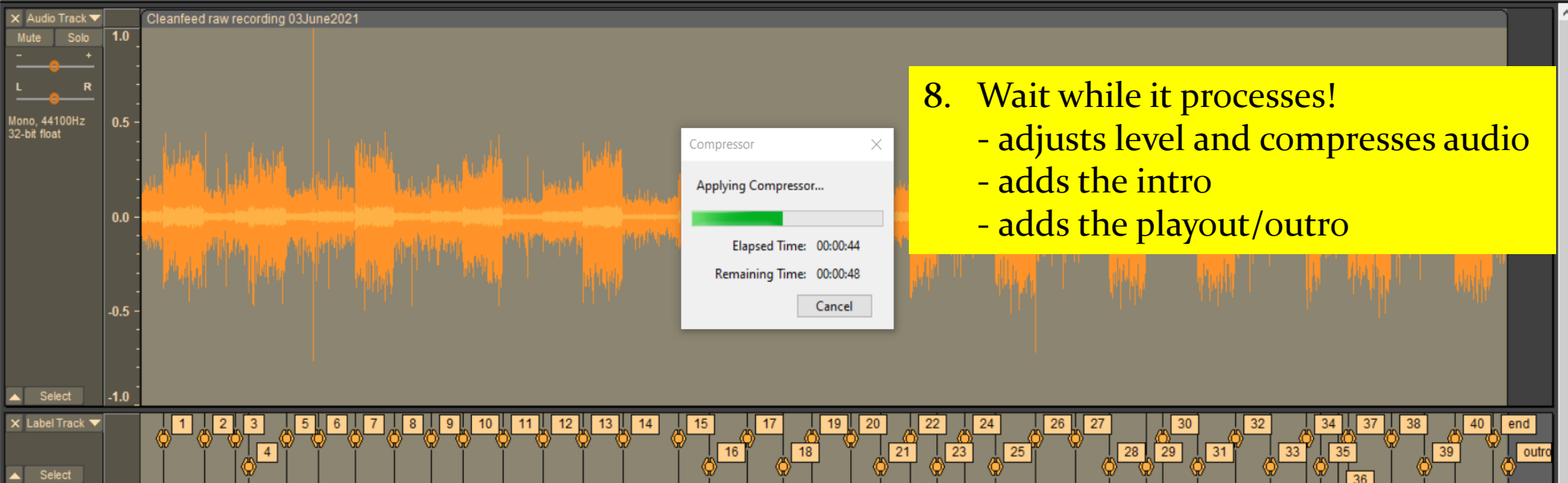


0:00 15:00 30:00 45:00 1:00:00 1:15:00 1:30:00

MME Microphone (Realtek High Defini) 2 (Stereo) Recording Chann Speakers (Realtek High Definiti)

Click to Start Monitoring

0:00 15:00 30:00 45:00 1:00:00 1:15:00 1:30:00



Cleanfeed raw recording 03June2021

Mute Solo 1.0

L R

Mono, 44100Hz
32-bit float

0.5

0.0

-0.5

-1.0

Select

Compressor

Applying Compressor...

Elapsed Time: 00:00:44

Remaining Time: 00:00:48

Cancel

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 end outro

8. Wait while it processes!

- adjusts level and compresses audio
- adds the intro
- adds the playout/outro

Click to Start Monitoring

MME Microsoft Sound Mapper - Input 2 (Stereo) Recording Chann Microsoft Sound Mapper - Output

0:00 15:00 30:00 45:00 1:00:00 1:15:00 1:30:00

Cleanfeed raw recording 03June2021

Label Track

Outro-mono

Silence

Intro-mono

Save now

This is the final result. All components are in separate tracks. They will all be rendered into the final mp3 files

Play the beginning and end to satisfy yourself that it is correct.

Project Rate (Hz) 48000 Snap-To Off Start and End of Selection 00 h 00 m 00.000 s

Export and generate a MASTER stick and/or create a ZIP archive file

There are two possible processes depending on who is going to copy the production sticks from the MASTER USB stick.

1. If you will also be doing the copying in the studio, then you will need to create the MASTER USB stick (or preferable two, one for each duplicator machine).
2. If someone else is to do the copying, then you need to generate a MASTER ZIP file and upload it to Dropbox. The person copying will then generate the MASTER USB from this.

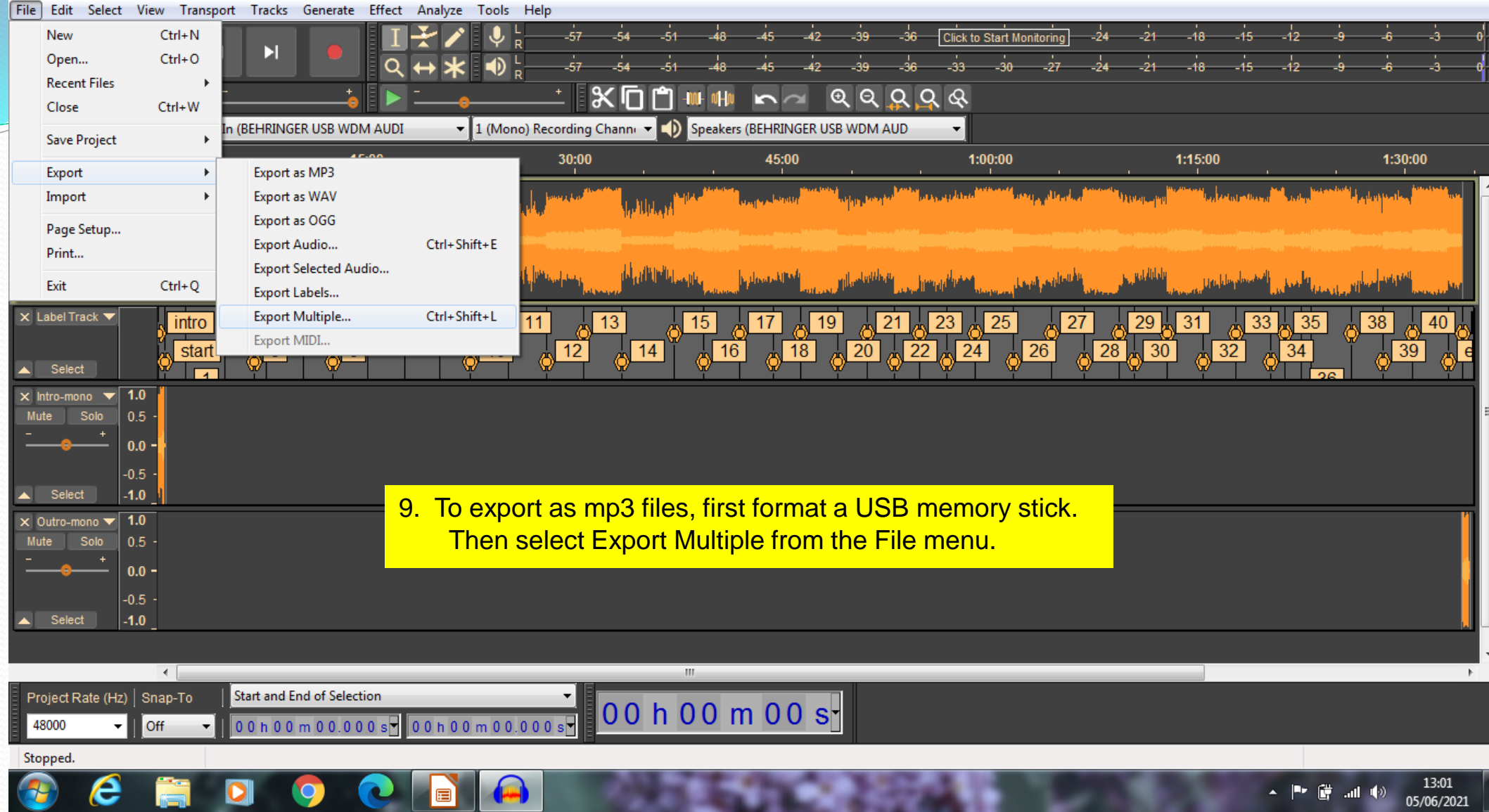
The export process from Audacity is the same for both.

Creating a MASTER USB Stick

- Only use one of the selected 256MB MASTER USB sticks for this purpose if it to be used for copying with the duplicator machines (the MASTER must be smaller than the target sticks).
- The MP3 files are written directly from Audacity onto the MASTER stick. Doing this will ensure that they play in the correct order, both on the Master stick, and any copies.
- Do not use Windows file copy processes to transfer to a memory stick. Windows doesn't care which order it copies files as it uses its directory to sort them out. The players are not that clever and will play files in whatever order they were put onto the stick!

Creating a MASTER ZIP file

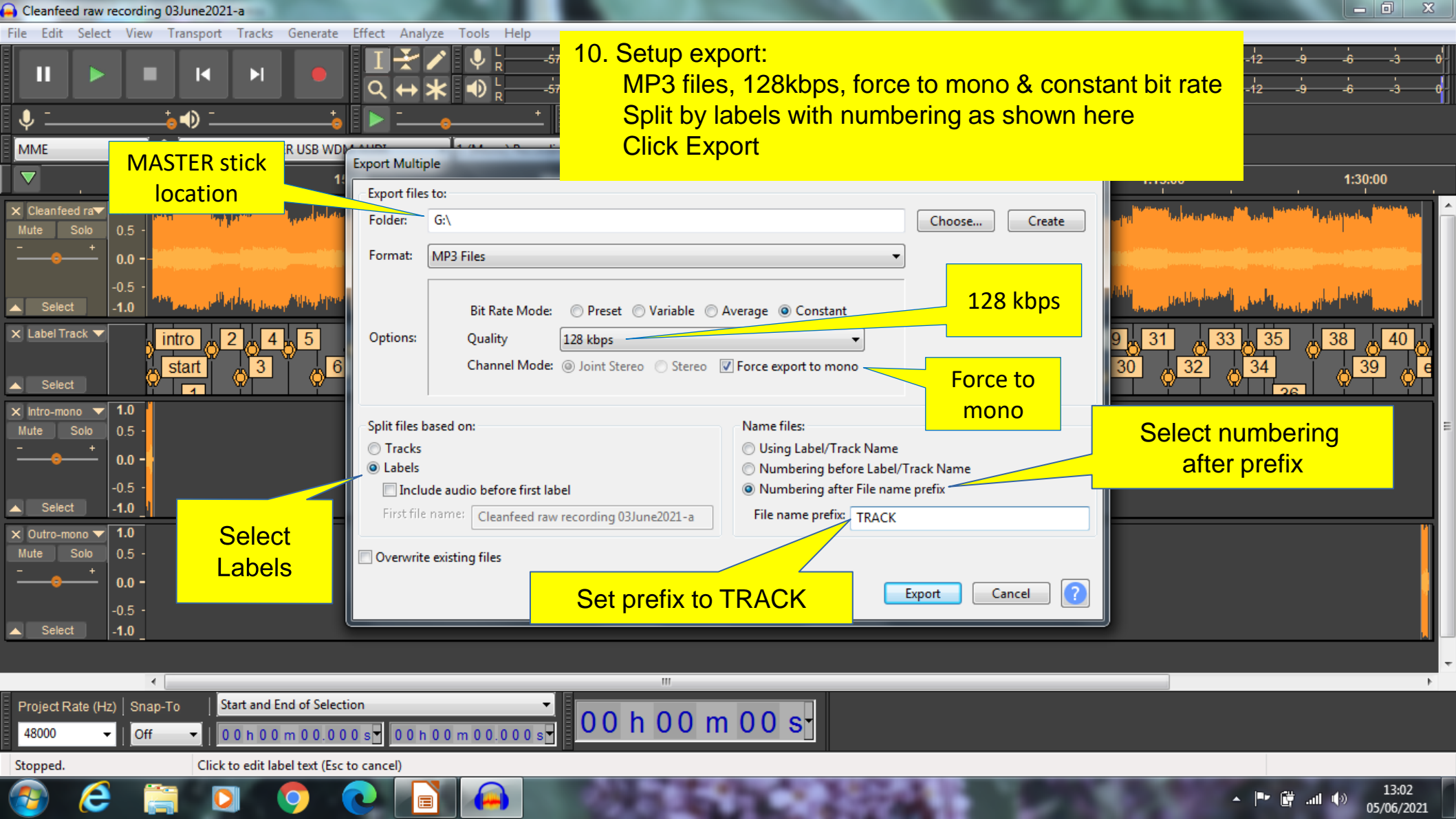
- You can write the files to a local folder on the hard drive, or to any size of USB drive, and then create the ZIP there. Personally, I've always used a USB stick, and the process assumes this. If you use a local folder, ignore the bit about formatting the USB.
- Do not use Windows file copy processes to transfer to a memory stick. Windows doesn't care which order it copies files as it uses its directory to sort them out. The players are not that clever and will play files in whatever order they were put onto the stick!



- Export as MP3
- Export as WAV
- Export as OGG
- Export Audio... Ctrl+Shift+E
- Export Selected Audio...
- Export Labels...
- Export Multiple... Ctrl+Shift+L
- Export MIDI...

9. To export as mp3 files, first format a USB memory stick. Then select Export Multiple from the File menu.

Project Rate (Hz) Snap-To Start and End of Selection
 48000 Off 00 h 00 m 00.000 s 00 h 00 m 00.000 s 00 h 00 m 00 s



10. Setup export:
MP3 files, 128kbps, force to mono & constant bit rate
Split by labels with numbering as shown here
Click Export

MASTER stick location

128 kbps

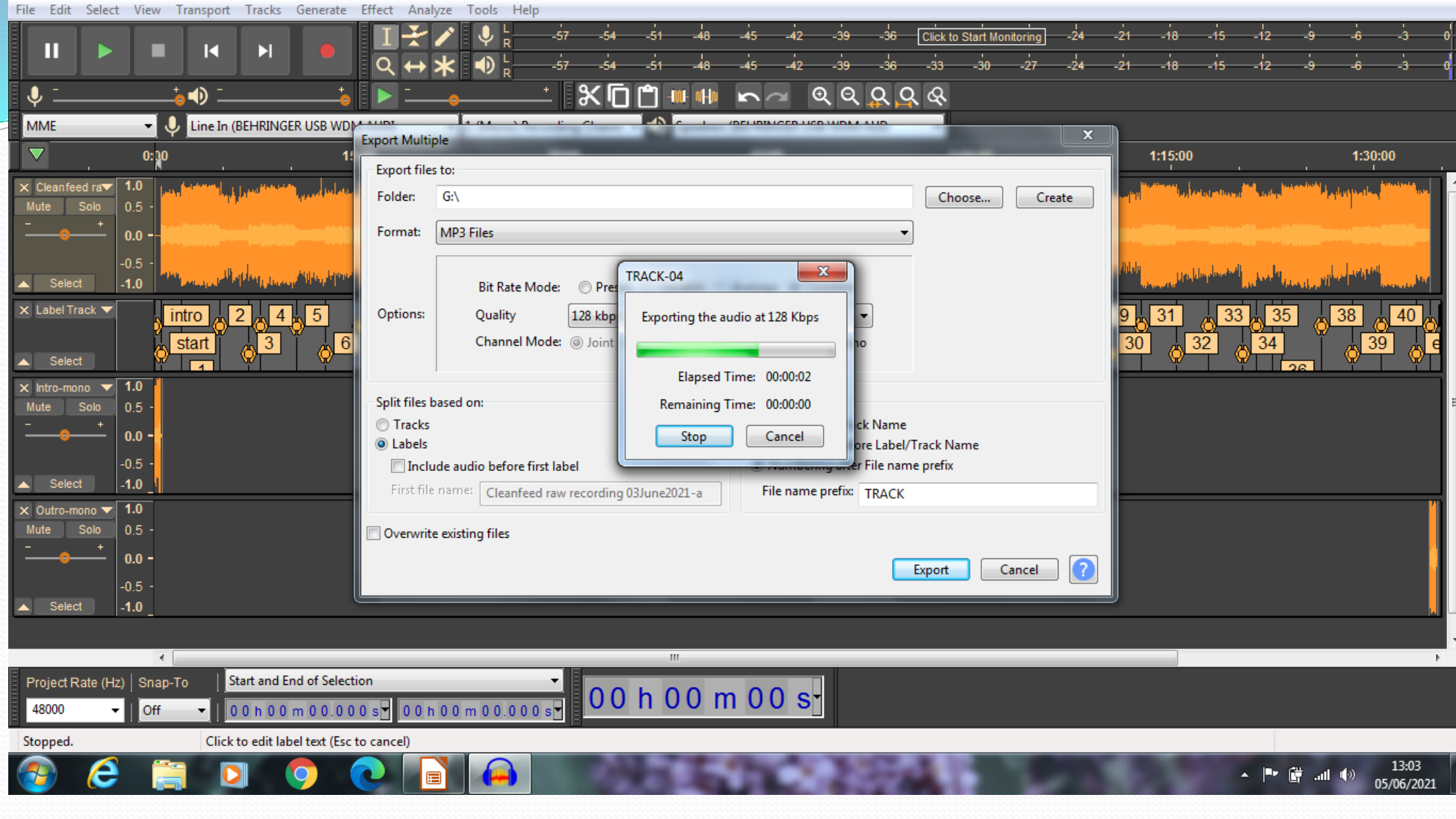
Force to mono

Select numbering after prefix

Select Labels

Set prefix to TRACK

Project Rate (Hz) 48000 Snap-To Off Start and End of Selection 00 h 00 m 00.000 s 00 h 00 m 00.000 s



Export Multiple

Export files to:

Folder: G:\ Choose... Create

Format: MP3 Files

Options:

Bit Rate Mode: Preset Custom

Quality: 128 kbps

Channel Mode: Joint Stereo

Split files based on:

Tracks

Labels

Include audio before first label

First file name: Cleanfeed raw recording 03June2021-a

File name prefix: TRACK

Overwrite existing files

Export Cancel ?

TRACK-04

Exporting the audio at 128 Kbps

Elapsed Time: 00:00:02

Remaining Time: 00:00:00

Stop Cancel

Cleanfeed raw

Mute Solo

1.0 0.5 0.0 -0.5 -1.0

Select

Label Track

intro 2 4 5

start 3 6

1 2 3 4 5 6

Select

Intro-mono

Mute Solo

1.0 0.5 0.0 -0.5 -1.0

Select

Outro-mono

Mute Solo

1.0 0.5 0.0 -0.5 -1.0

Select

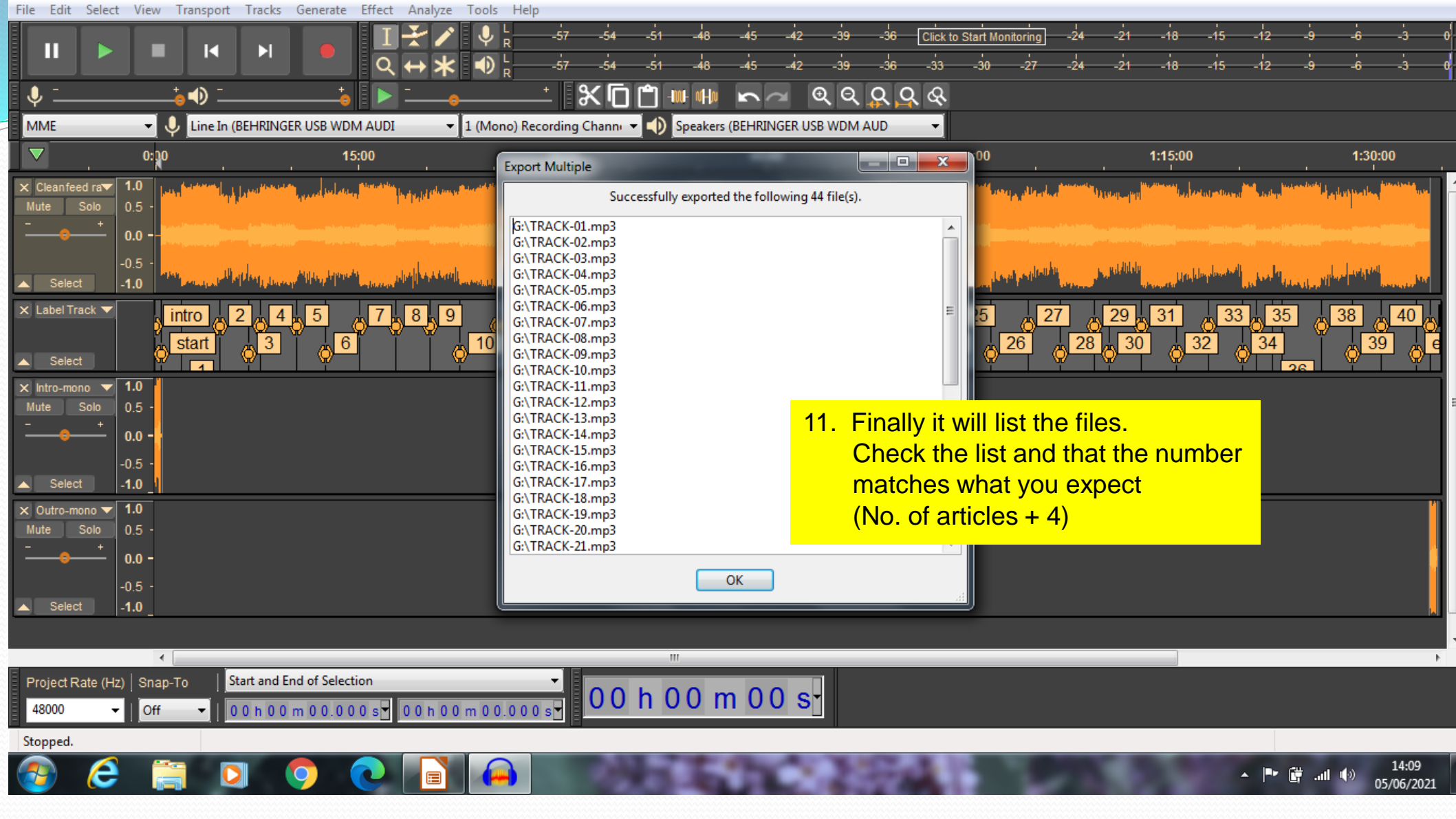
Project Rate (Hz) Snap-To Start and End of Selection

48000 Off 00 h 00 m 00.000 s 00 h 00 m 00.000 s

00 h 00 m 00 s

Stopped. Click to edit label text (Esc to cancel)





Export Multiple

Successfully exported the following 44 file(s).

- G:\TRACK-01.mp3
- G:\TRACK-02.mp3
- G:\TRACK-03.mp3
- G:\TRACK-04.mp3
- G:\TRACK-05.mp3
- G:\TRACK-06.mp3
- G:\TRACK-07.mp3
- G:\TRACK-08.mp3
- G:\TRACK-09.mp3
- G:\TRACK-10.mp3
- G:\TRACK-11.mp3
- G:\TRACK-12.mp3
- G:\TRACK-13.mp3
- G:\TRACK-14.mp3
- G:\TRACK-15.mp3
- G:\TRACK-16.mp3
- G:\TRACK-17.mp3
- G:\TRACK-18.mp3
- G:\TRACK-19.mp3
- G:\TRACK-20.mp3
- G:\TRACK-21.mp3

OK

11. Finally it will list the files.
Check the list and that the number
matches what you expect
(No. of articles + 4)

That has generated the MASTER stick

- If you are copying, you may wish to generate another MASTER for the second copier
- Now logon to TNF Upload website <https://upload.hear.media/>
- LTN Login – either for weekly newspaper OR magazine
- Upload new edition from the MASTER stick, or any copy

**See Section 7 of the Recording Instructions for IP City Centre
Upload to the Online Service**

Transfer via Dropbox

If someone else is going to do the copying, you will need to create a zip archive file and upload it to Dropbox

- Use a USB stick of ~500MB or more to export into from Audacity.
- Then select all files on the memory stick, right click and select Send to> Compressed Zip folder (or equivalent on Mac). The Zip folder will be created on the USB drive;
- Rename this with the edition date.
- Upload this file to the Sound On Shared folder on Dropbox.