

# Sound On Recording Manual

## In-studio Recordings

Issue 5.5 – 02 February 2026

This version is for recording at the IP-City Centre office, and includes procedures for uploading the edition for online listening

**NB: Significant updates and changes are indicated by RED text.**

### A major upgrade

Technology moves on, and the old **Audition V3** software is no longer fit for purpose, and suffered slow response in starting, less the fault of the PC, but more that the software doesn't run well in the later Windows versions.

#### ***The Software***

We will be using **Audacity** from now on. It looks very similar in many respects, but of course there are differences which you will need to get used to. (It is free software, safe, and is used by millions, so that you can download it onto your own computer to gain familiarity if you wish. Download from [https://www.audacityteam.org/.](https://www.audacityteam.org/))<sup>1</sup>

The main difference is in the way the markers, now called labels, are inserted. As the name suggests, the labels can contain any text, and you may wish to use them for that purpose, or just add numbers, or leave blank. It's up to you. But each time a label is inserted, the focus switches to the label to allow text to be inserted, and this needs a carriage return (enter) key or mouse click to close it, ready for the next label. Therefore two keystrokes are needed for each marker label instead of just one in the previous Audition software. This is explained fully in section 5.

The labels go into a separate 'track' below the main recording.

The good point with labels is that you can add extra labels with appropriate text to mark the edit points for coughing fits, fluffs, etc. (I usually put an X or # in the label name for quick reference to ad hoc edit points). Just remember to strip them out before creating the master stick.

The post-processing is now more automated so there are fewer options boxes to navigate. The final export to the master stick is slightly different, again with fewer screens and pop-ups.

#### ***The Computer***

Again time moves on and the new computer is running Windows 11 with separate admin and user accounts each of which is secured with a PIN. Recordings will use the user account named Studiotech, and a six digit PIN to unlock it. Everything else should be very familiar.

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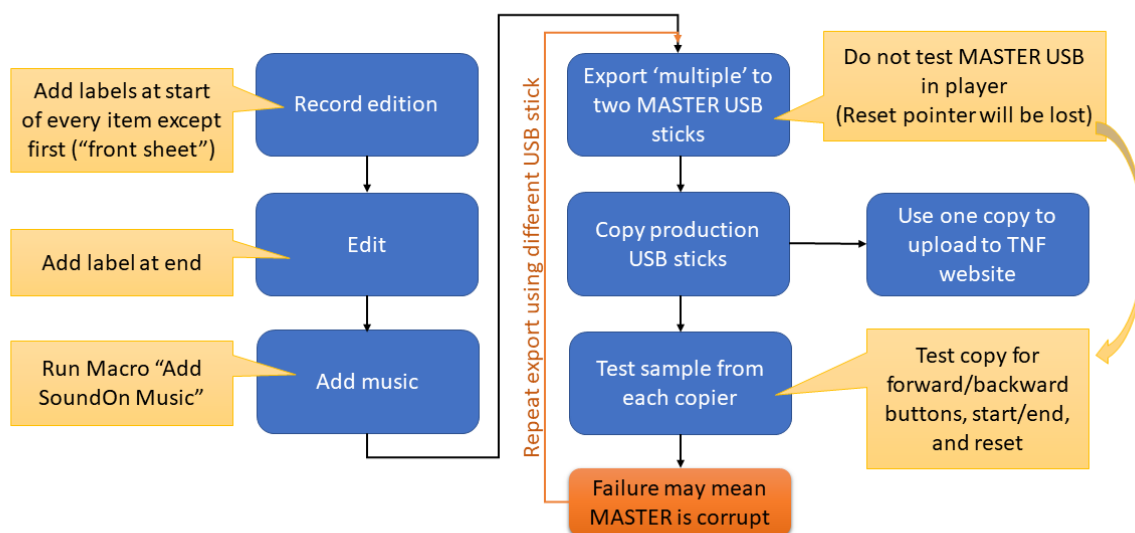
<sup>1</sup> Audacity undergoes frequent updates resulting in changes to menus and operations. Sound On uses a specific version which works well for its purposes, and will update the software only infrequently. The version you download at home will have some differences, although the underlying functions remain the same.

# 1. Quick Start Guide

Please read the manual, at least once, as a reminder!

1. Switch on at wall socket (the mixer should now be powered). Power on the computer.
2. Open Audacity
3. Record news articles, saving at each changeover, Sect. 5.
4. Process data using the Macro <Add SoundOn Music>, Sect. 6.
5. Export Multiple to create the MASTER USB stick. Repeat this to create a second MASTER USB stick, one for each duplicator.
6. Upload contents to the TNF website as detailed in section 7 using one MASTER stick.
7. Mark the master sticks with the date of recording and leave next to the duplicators for copy & pack team.
8. Close down and power off computer. Switch off at wall socket.

## In studio recording process



## a) **Setting up the studio**

**NB keep mains and microphone cables apart or you may get hum!!**

The recording equipment is mounted on a wheeled platform, Fig 1, and is permanently connected. It should be wheeled out carefully, so as not to snag the cables, and positioned facing the table so as to maintain maximum spacing between the recorder (person) and the two readers, Fig 2. Always roll it left towards the racking when moving around the room to avoid stepping over cables (i.e. avoid trip hazard).



Figure 1: Recording platform

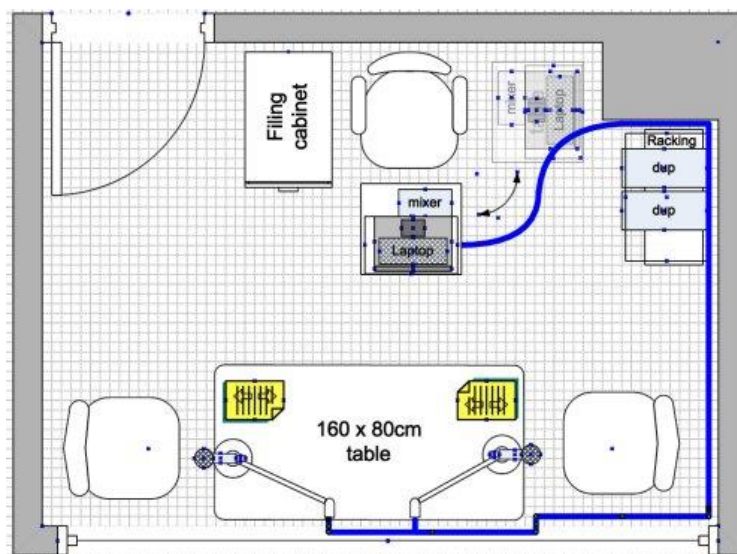


Figure 2: Studio plan view

### **Microphone positioning**

The microphones are directional and have their maximum sensitivity on axis. Make sure that the mics are angled to point towards the readers mouths, and are in front or slightly to one side. Readers may not be aware, so recorders please adjust the mic positions for them.

Ideal spacing is 4 to 6 inches from the readers mouth, which will reduce the pickup of background noise in the room (particularly from the air conditioning). However, use common sense with this, as some readers may be uncomfortable being too close, and other may have difficulty in keeping a consistent distance from the mic, and some readers have louder voices than others.

## b) **Setting up to record**

This section assumes a continuous recording. Editing tips are given in Section 9 in case of fluffs.

- 1) **Check** all connectors are pushed fully home in their sockets on the laptop and mixing desks.
- 2) **Turn on the wall socket** feeding the recording platform. **The mixing desk should be now be on** (if not, switch on using the switch on the back of the mixer).
- 3) **Switch on laptop** by opening up and pressing and releasing the power switch in the top left-hand corner. The computer is running Windows 11 and will open with a splash screen which Microsoft changes regularly. Tap the space bar (or any key) to bring up the login selection screen.
- 4) Select the user account **Studiotech** and enter the PIN (label on laptop). **N.B. WiFi should be enabled. Please leave this enabled and do not select airplane mode.**

- 5) **Ensure that the headphones are plugged into the headphone socket on the mixing desk.** The volume can be adjusted using the 'Monitor' knob if necessary.
- 6) **Check the mixing desk** and ensure that the following controls are set up:  
Most of these settings should not need to be changed. If you do change any settings, e.g. equalisations, please return them to their normal setting for the next user.

- ☐ The LOW CUT filter button should be on (depressed).
- ☐ The compression filter knob should be around mid-position.
- ☐ The EQ (tone) controls can be adjusted as necessary during the sound check, but the mid-position (0) is a good starting place.
- ☐ The AUX controls can be ignored.
- ☐ The PAN control should be set to mid-position (although we record in mono anyway so it doesn't really matter).
- ☐ The amber MUTE lamp should not be illuminated; if it is, press the mute button to release.
- ☐ The master sliders should be set to between 0dB. Avoid using the maximum level as this adds additional noise.
- ☐ The red button labelled 2-TR/USB in the SOURCE box (above the ALT 3-4 slider), should be on (depressed). This for **Playback only** now. \*
- ☐ **The black button labelled MAIN MIX in the SOURCE box should be on (depressed). This will feed the audio from the mixer direct to the headphones for monitoring.**
- ☐ The red button labelled 2-TR/USB TO MAIN below the PHONES/CTRL ROOM knob should be off.
- ☐ The PHONES/CTRL ROOM knob should be adjusted for comfortable volume in the headphones. Avoid setting it too high to protect your hearing.
- ☐ For convenience, the mic cable connectors and mic channels are colour coded red and blue.



NOTE: These controls should all be preset, so you should not need to alter anything. But the setup is included in case you run into difficulties.

**c) Prepare two master USB sticks:**

**Insert a USB memory stick** (labelled 'Master') into the **USB hub on the right-hand side of the recording platform**. Depending on the existing contents of the memory stick, one of three things may happen:

- There will be no discernible activity.
- A dialogue box may appear requesting what action to take. Click on the 'Take no action' option, then click the 'OK' button.
- a blank Explorer window may automatically open, which may be closed in the usual way by clicking on the cross in the top right-hand corner.

**Re-format the memory stick** by double-clicking on the icon labelled 'Format USB Drive.bat' on the desktop. Press the Enter or Return key on the keyboard when prompted. The window will close when completed. (This assumes that the stick is recognised as the D: drive, which it should be).

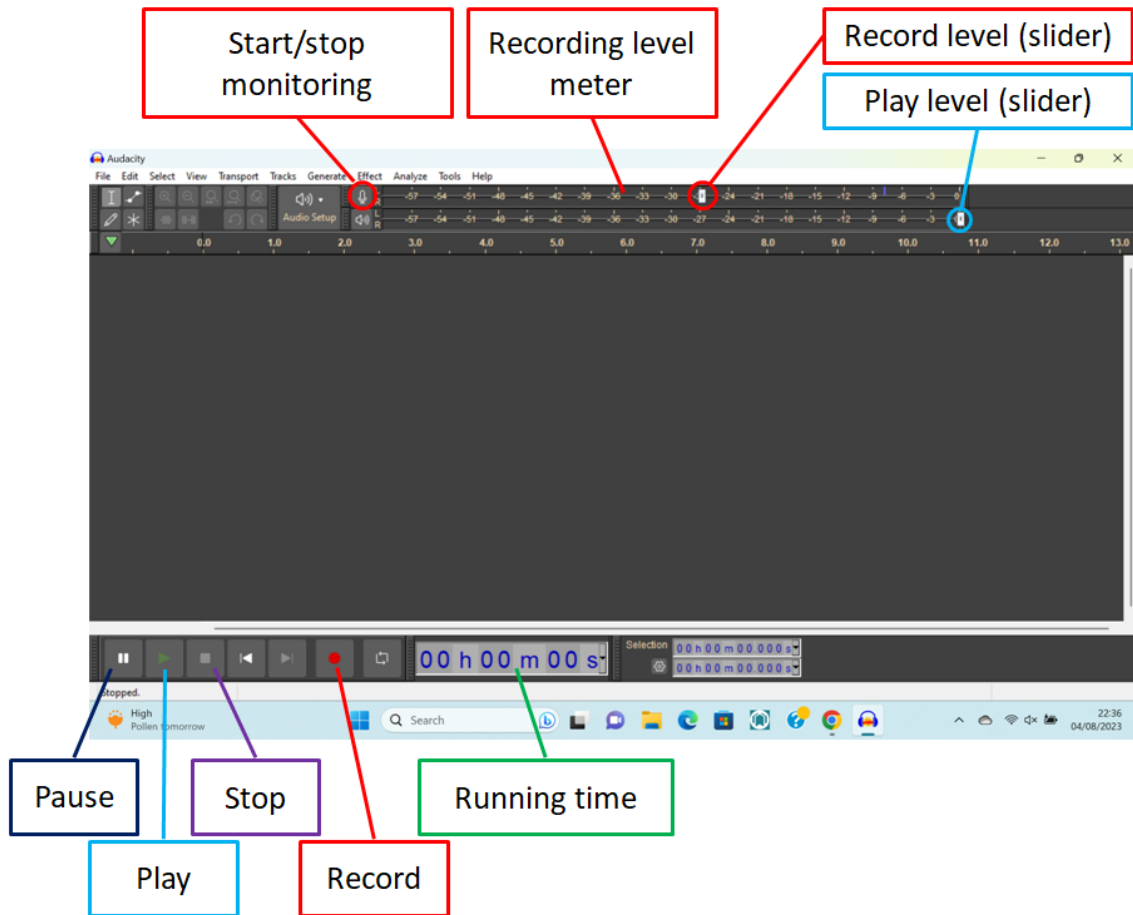
If this batch file doesn't work (it assumes the USB stick is drive D:), use Windows explorer to locate the USB drive, RIGHT CLICK on it and use the Format option to prepare the stick.

**Format TWO master sticks so that you have one for each of the USB duplicating machines.**

**If a stick fails the formatting, please place it in the tray for rejected USB sticks.**

## d) Audacity

Start Audacity by double-clicking on the icon labelled 'Audacity'. The opening screen display is shown below.



Audacity looks similar to Audition, but there are a number of differences, and one or two things to note and check before you start. It should be set up and appear as above, but experience tells us that occasionally settings can get changed. Please don't 'customise' the layout, even if you are used to using Audacity with a different layout.

- Audacity includes volume level meters and level controls for both recording and playback. The level meters are at the top, and the volume sliders (indicated above) share the same screen space. They should appear as above by default, but can be moved using the mouse, so it's just worth checking they are in the right place. Mouseover the recording level slider and it should say 55%.
- In the Menu bar, click on Tracks and make sure that "Sync-Lock Tracks (on/off)" is ticked. You can't see it yet, but there will be several tracks in the display by the time the recording is finished, and this ensures that they are all locked together.
- The recording level meter is the top one with a microphone symbol at the left. Clicking on this symbol reveals a drop down menu with 'Start Monitoring' as the top option. This is equivalent to the F10 function in Audition and is used for the sound check (below).
- What to expect: Audacity will create two tracks while you record, one for the audio, and a separate one for the labels (markers).

## **e) Sound check**

Click on the microphone icon left of the record level meter at the top of the screen, and select '**Start monitoring**'. This allows a sound level check using the level meter in the 'Levels' window at the top of the screen without starting a recording.

Ask each reader to read a couple of sentences to verify correct microphone position and determine approximate slider input level on the mixing desk. Aim to have voice levels averaging between the -14dB and the -12dB marks on the level meters, without needing the slider on the mixing desk to be on maximum to give some control. If necessary, move the microphone closer, put the main mix sliders higher, or increase the microphone gain knob.

**Tip:** The first time you use this system, start a recording for the sound check, and try adding a couple of labels. You can quickly delete these tracks before starting the real recording. At the top-left of each track there is a small square with a cross in it. When you've finished, just click on these to delete the test tracks.

There is no need to stop the monitoring function before recording. It will reset automatically when you start the recording.

## 2. The Recording

### a) *Start recording*

- To **start recording**, either click on the red 'Record' button in the 'Transport' window on the bottom left-hand side, or use the keyboard short-cut of pressing the "R" key. A waveform will start to appear on the screen, and the level meter at the top of the screen can be used to judge the recording level.  
(Note: we record the talking newspaper in mono so that only the very top 'L' channel of the recording meter will be active.)
- **Cue the reader** with the opening script. (Note: introductory music will be added in post processing).
- **Aim to have voice levels averaging around the -12dB mark.** (Note: It is very important that levels do not exceed the 0dB mark, as this will cause clipping and sound horrible; you will not hear this during recording, but you will during playback.) Don't make rapid changes to the level as this will be noticeable to the listeners. Try to avoid having one reader very much louder/quieter than another, and for consistency between all four readers. Very loud levels, e.g. coughs or bangs, are best removed from the recording (see Editing section below). A small red line to the right of the level meter will illuminate if clipping occurs; you should aim to never see this during recording, and may need to re-record a section if you do.
- **Readers should alternate articles between them.** It is usual to 'close' the microphone of the reader who is not reading (by moving the slider on the mixing desk for that channel to the bottom), and 'open' it again (by moving the slider back to the appropriate position) just before they start. Once the second reader has started reading, the microphone for the first reader can then be closed. Tip: do this with one hand only, to avoid closing the microphone of the reader who is still speaking before they have finished. Please avoid using the mute buttons to turn microphones on and off, to avoid excessive wear.

## **b) Insert labels**

**NB this process has changed.**

Labels are inserted to mark the start of each of the news article being read, and are used to break the recording into separate items on the USB memory sticks.

**There are two ways to enter labels in Audacity, and each has been assigned to key for quick entry.**

### **Method 1: Synchronous with recording using the # key (equivalent to the old F8 key)**

This is the same as the method used before in Audition except that you will need two keystrokes to complete it.

At the changeover of readers, **press the <#> (hash) key** – it is on the right just above the <CR/Enter> key and has a small tactile marker on it for quick location. A label will be added to the label track in that instant, and the focus will be moved to the label's tag to allow text to be added.

**You do not NEED to enter text, but MUST press 'Enter' to close the tag and return focus to the recording track before you can add another label.** The # and Enter keys are next to each other, so this should make the process straightforward.

Alternatively, you can click with the mouse anywhere on the recording track to return focus there.

We do suggest that you add a number for reference later, if you need to locate an item for editing. You have time to enter a number or two and press <CR/Enter>. Even if the label scrolls off the left hand end, it is still there, and can be completed.

NB You can use any text in the label tags, as this is not used when generating the output files. Don't worry if you get the number sequence wrong. These are purely to help you navigate back through the recording if you need to edit it later.

### **Method 2: Asynchronous using mouse and cursor**

In the recording timeline, the recording point and cursor are independent. Therefore the cursor can be placed on the scrolling waveform with a mouse click at any time in the last few seconds of the recording (until it scrolls off the left hand side of the screen). This can be useful to place a label if you have missed a cue, or need to mark a point for editing (e.g. a cough or fluff).

Just click on the point on the waveform where you want to add a label. A thin vertical line will appear which tracks with the scrolling waveform. Then press the <^> accent key on the top-left marked with a small tactile marker. A label will be added at that point, and the focus will move to the label's tag for text entry.

Then, as above, you can add text and finish by pressing <CR/Enter> (or mouse click on recording track).

### **Tips**

1. Use numbers to identify the start of the news items (if you get the numbers wrong it doesn't matter. They are purely for your own reference).
2. To mark an ad hoc edit point: press <#> twice + <CR/Enter>. The second # is text and will go into the label tag. Or you can use other characters, e.g. 'xxx'. These are just so you can see them easily when you come to edit later.

## **c) Stop Recording**

- **To stop voice recording:**  
Click on the square 'Stop' button in the 'Transport' window, or press the <Space bar>.

## d) **To continue (restart) a recording**

- Click on the 'Record' button in the 'Transport' window, or press the 'R' key. **NB recording will restart at the END of the previous recording, irrespective of the cursor position.**

**Caution:** Audacity operates differently to the previous Audition software.

- the record point (right hand end of waveform) and cursor are independent in Audacity.
- recording **always** resumes at the **end** of the previous block, irrespective of cursor position.

## e) **How to over-write part of a recording**

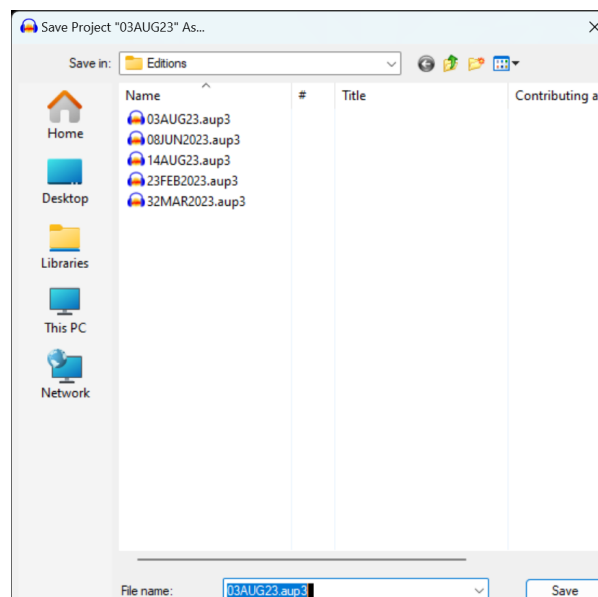
Previously in Adobe Audition it was possible to select a recording point with the mouse, and then overwrite the recording following that point. It was a useful function during recording when a reader fluffs an entry, etc. Audacity does not do this as standard as it ALWAYS starts its recording at the end point. However, it CAN be achieved using a Macro triggered by a keyboard shortcut. So there are two approaches you can use.

- Manually: Delete the section of recording that needs replacing. Then start recording again. This is actually a quick and easy method. Just locate the position where you want to restart with the mouse. Then holding the left mouse button down, select all the audio to the end point, then click delete. Start recording again.
- Using the Macro: Locate the position where you want to restart with the mouse, then press **<Ctrl + Shift + R>** to run the Macro (called 'Overwrite'). This will do the same as above, with a single command. It will delete from the cursor position to the end of the recording, then restart recording automatically.

## f) **Save the recording**

At first reader change-over (after around 22 minutes). Click on the 'File' text in the top menu bar, then click 'Save As...' from the menu. This should open a dialogue box:

- Enter a file name using the format of "DayMonthYear", e.g. "01SEP2023" for 1<sup>st</sup> September 2023, without spaces or dashes **This is a small change from the previous instructions (which placed the year first). It is to make the naming more meaningful in online editions where the edition date is visible; no dashes please.**



- Check the following, as shown above:

'Save in' location is '> Music > Editions' (C:\Users\Studiotech\Music\Editions\)  
It will save in a .aup3 file type, which is Audacity native format (not WAV).

- **Save the recording at each subsequent reader change-over** by clicking on the 'File' text in the top menu bar, and selecting the 'Save' option, or use the <Ctrl> + S keyboard short-cut. Saving after each change-over helps to protect against catastrophic errors – at least you'll only have the last 22 minutes to repeat.
- **Aim for a total recording of around 90-100 minutes.** The exact time is no longer important, unlike with cassette tape.
- **Insert a final label** at the very end of the recording.
- **Save the recording** again.

Note about saving: Audacity saves the project, audio, labels and other settings, in its own format. Sometimes there will be a few seconds of processing when you save a project while it stores all the data. This may also occur when you shut down Audacity at the end of the session.

## ***Useful tips and shortcuts***

### **Stretching out the screen display and scrolling backwards and forwards.**

With Audacity you no longer need to reposition the record point at the end when restarting, as it always continues from the end. However there are some controls you may need. The timeline can be zoomed in, out using the magnifying glass icons at the top left, see Sect. 3. But there are a couple of useful alternatives worth knowing using the mouse scroll wheel.

- **<Ctrl> + scroll-wheel** to zoom in and out. This works both while recording and in playback mode to control the portion of time displayed on the screen. During recording, it can be used to set the scroll rate to suit your needs.
- **<Shift> + scroll-wheel** to scroll the display left and right (use this when editing to locate the edit points)

Note: you can zoom in/out in both recording and playback modes.

- **press <R>** to start recording, continuing from the end point
- **press <Ctrl + Shift + R>** to overwrite from current cursor position; **anything later will be deleted**
- **press <Spacebar>** to stop recording

When editing

- **press <Spacebar>** both to start and stop playback

Entering labels

- **press <#>** (on right, above <CR/Enter> key) to insert a label synchronous with the record point
- **press <.>** (on left, below <esc> key) to insert a label at the cursor position (asynchronous)  
Remember to complete the label tag with a <CR/Enter>, or mouse click in the audio track.

### 3. Undertake any editing needed

If you need to make any edits, now is the time. The interface is largely intuitive, but this section contains some tips for some of the common editing scenarios.

In Audacity you will notice that the recorded audio and labels are in separate tracks on the screen. As long as these are locked together (“Sync-Lock Tracks (on/off)” is ticked in the “Tracks” menu drop-down), then any edits will apply to all tracks, and the labels will stay in sync with the audio.

#### ***Common edits that need to be made***

Here are a few common edits that you may need to do at the end of a recording, but let common sense be your guide:

- delete coughs, fluffed words, etc.
- trim the end of the recording with its label to about a second from the ‘goodbye’ message.
- trim the start to about a second before the ‘start’ message.
- trim gaps at changeovers
- remove false starts, re-read paragraphs, if these have not been done during the recording process.

Remember to save the file regularly.

In the recording process, it was recommended that edit points should be added using extra labels with distinctive text tags (e.g. ‘##’ or ‘xx’) to help identify these points during the edit process. Be sure to remove these once the edits are complete.

To remove a label, delete any text in the label tag using the delete key (or clear with the backspace key).

Labels can be moved with the mouse by picking up the central circle (left click and hold) and dragging left or right.

#### ***Moving the playback point and expanding/contracting the display***



At the top left of the screen there are a set of magnifying glass icons; mouseover them and their function will be displayed. One of the most useful is the “Fit to project width (Ctrl + F)” which will display the whole recording.

Make sure the “Selection” tool is on (it should be by default).

But remember the two powerful controls that make moving around the recording much simpler using the mouse scroll wheel and either the Shift or Ctrl keys.

- Press <Ctrl> and use the scroll wheel to zoom in and out
- Press <Shift> and use the scroll wheel to move backwards and forwards in the time line

Clicking on the time line will place a vertical line at the selected playback point.

If a mistake happens when you edit, the undo function will get you back; <Ctrl> + Z, or click on the counter-clockwise icon, or use the undo function in the Edit menu.

#### ***Playback***

To listen back to a part of the recording, move the cursor to the desired start time (shown in the 'Time' window). The cursor will snap to the labels when close enough.

**To play**, press the <Space bar> on the keyboard (or click the 'Play' icon in the 'Transport' window).

**To stop**, press the <Space bar> again (or click the 'Stop' icon in the 'Transport' window).

*Note: the cursor will return to the start point again, and does not stay at the point at which you stopped the*

playback!

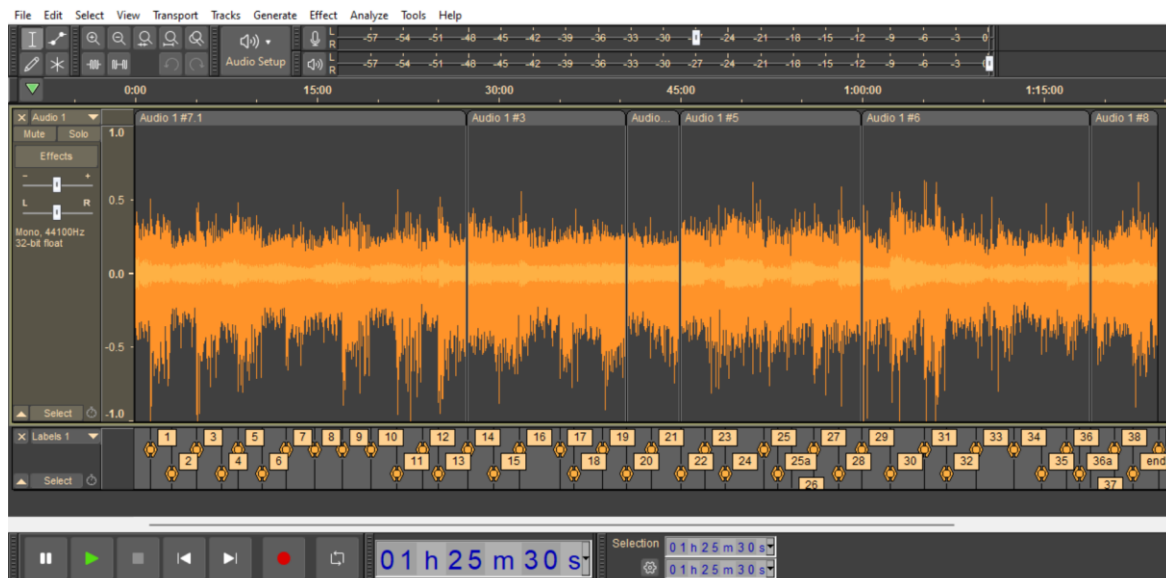
### Noting a place on playback and identifying cut points

If you want to identify a particular place in the recording during playback for editing, try one of the following techniques:

- To delete a small section e.g. for a cough which will be very clear on the audio display, just highlight the region with the mouse and left mouse button. And press the 'delete' key. You can use the undo function (c/cw arrow or Ctrl + Z) if it isn't right.
- Identify an area with a labelled region: highlight the region you think needs to be cut, and click on the 'cursor label' key (on the left), and the label will expand to include the whole of that selected section. You can listen to check, and adjust the cut by moving the start and finish points by pulling the arrows of the label left or right. Then select the section as before with the mouse, and delete it.
- Use extra labels to mark edit points. Find and selected the start point for you cut with the mouse, and add a label using the left hand "cursor label" key. Repeat for the end point of your edit. Then highlight the region between these two labels (the cursor will snap to the labels to make this easy), then press delete.
- To remove a label, click on the label's tag and press delete (and/or backspace) to remove it. (Note: if you have put any text into the tag, it all needs to be deleted to remove the label).

N.B. Make sure you remove any extra edit labels before you finish. Remember to save again.

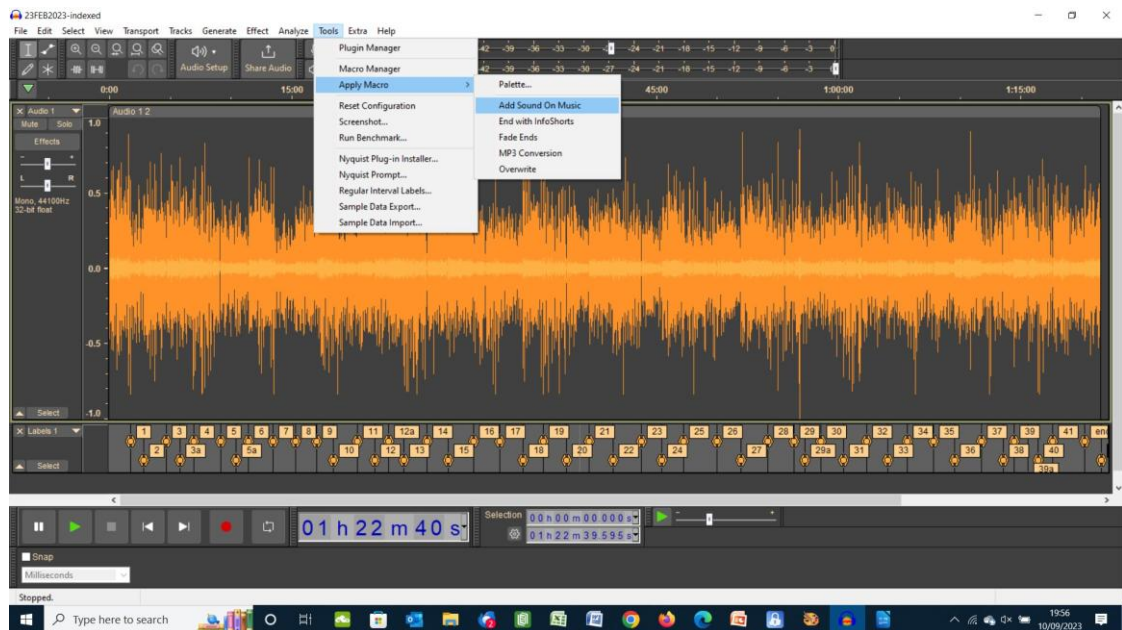
When you have finished editing, the display will look something like this (click on the 'Fit project to width' icon display the whole recording):



After recording and editing, the display will look something like this.

## 4. Post-recording processing

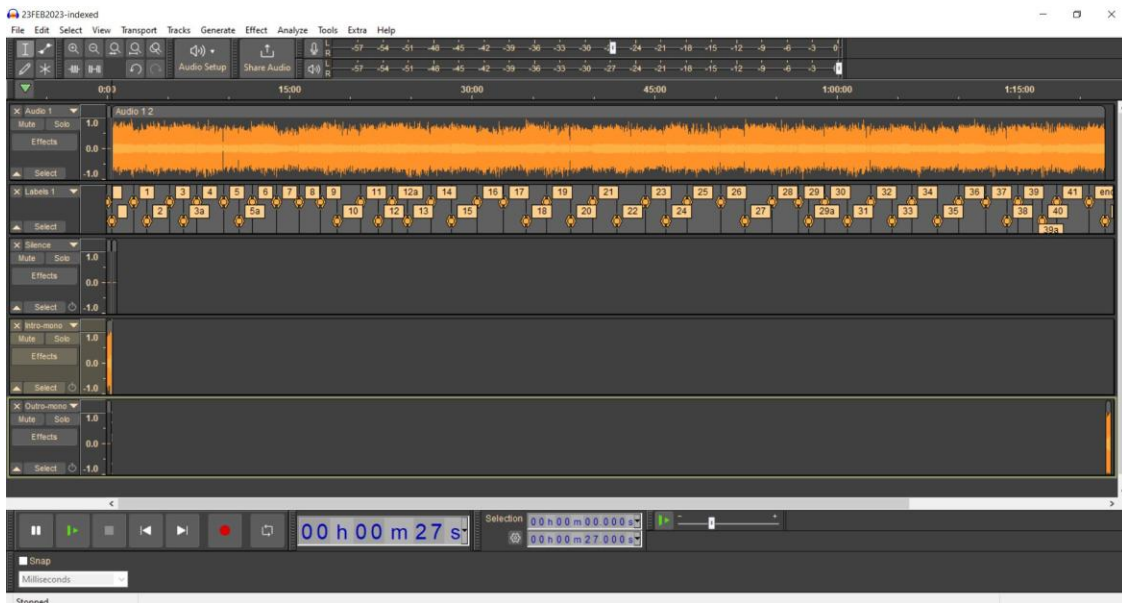
The post processing is now largely undertaken by a single macro routine.



From the 'Tools' menu, select 'Apply Macro' and 'Add Sound On Music'. It will take a few minutes to apply normalisation, audio compression and add the top and tail music. Multiple tracks will be added to the display and will finish looking like the picture below. Wait until it completes with the addition of the three lower tracks. This takes a several seconds after the compression is complete, so just be patient.

The backup laptop (Acer) will take considerably longer, but just wait and it will complete.

Save the recording again.



The Audacity display after the Sound On music has been added using the Macro

You may wish to verify that music has been added at beginning and end, and that it overlaps speech correctly, by playing a small section.

## 5. USB Master stick generation

We now recommend that you generate TWO master sticks, one for each of the duplicating machines. This is more reliable than using a copied stick as a sub-master.

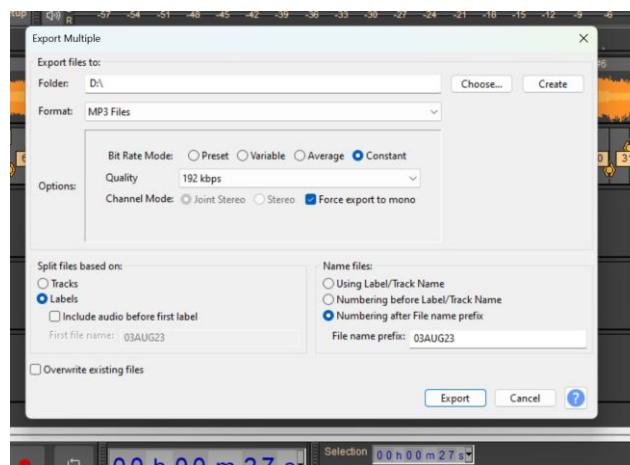
Also, please **DO NOT** test the master sticks in a player prior to duplication. Some of the players place bookmarks on the sticks to store the current play position, and if the master stick is not reinitialised, this will be copied onto all the other sticks.

Instead, test some of the copied sticks, and remember to set them back to the beginning of the recording.

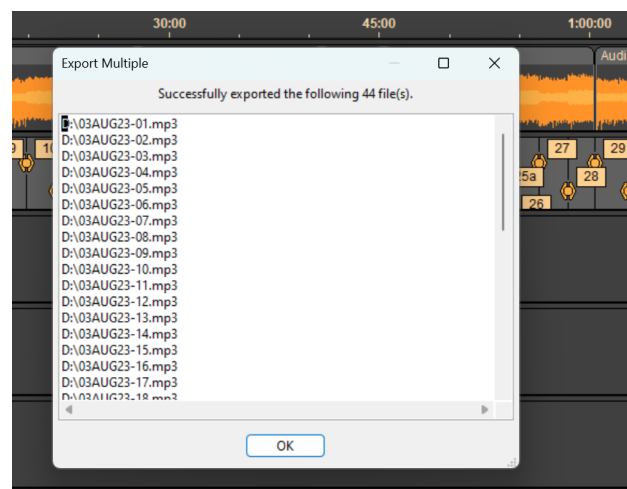
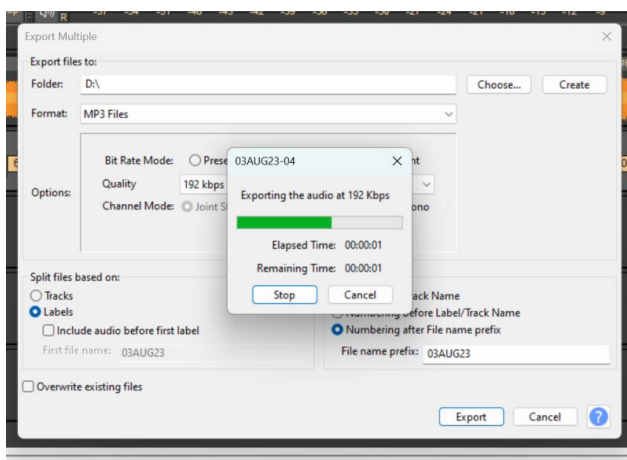
If you are not doing the copying, the test of the upload to BWBF in the next section will be a validation of the sticks content.

This process is much simpler than before. <sup>2</sup>

1. Plug the first freshly formatted master stick into the USB extension hub.
2. Go the main menu under “File”, and select “Export” and then “Export Multiple” (also <Ctrl + Shift + L>).



3. On the left hand side, **you will need to set “Split files based on” = Labels**. The rest should look like this picture (Export files to = [D:\](#) ; Bit rate = constant; Force export to mono; Numbering after filename prefix).
4. Click on “Export”. Files will be written to the master stick., finishing with a list of the files as below.



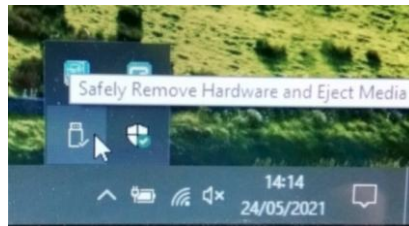
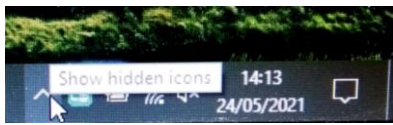
Just check you have a full set of files, normally there will be 5 more than the number of articles read, e.g. 45

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<sup>2</sup> The latest version of Audacity does this slightly differently (simpler). When we do update, we'll let you know.

files for 40 articles (intro music + front sheet + 40 items + end sheet + playout music).

**Now remove the Master USB stick as follows:**



**Click the chevron icon** in the system tray at the bottom right-hand corner of the screen (if necessary, click the left arrow button first to reveal it). Then Click on the media icon.

**Click on “Eject Udisk”** to stop access to the memory stick. An information box saying 'Safe to remove hardware' should appear, but don't worry if it doesn't! Windows sometimes has problems with this process and won't shut down the usb disk. If it complains, just remove the stick, and Windows will sort itself out!

**Remove the memory stick from the computer.** Place the second master stick into the USB hub and repeat the process.

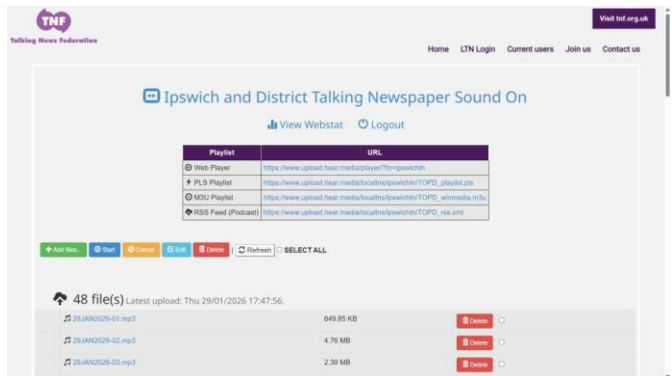
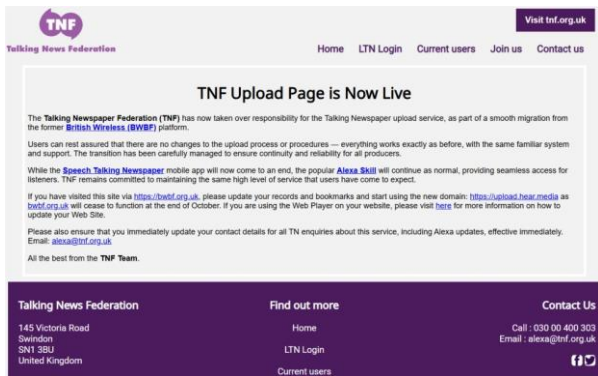
## 6. Upload to Talking Newspaper Federation streaming service

The Talking Newspaper Federation (TNF) has taken over the streaming service formerly run by the British Wireless for the Blind Fund. This is a hosted online streaming service for Talking Newspapers that enables visually impaired people to listen to their audio newspapers via the internet using a computer, a smartphone or a smart speaker via the Alexa service, and via telephone using a local call number.

This following process is for uploading the edition just recorded to the TNF website.

It is now recommended that the WiFi is left enabled, so the computer should already be connected to the internet.

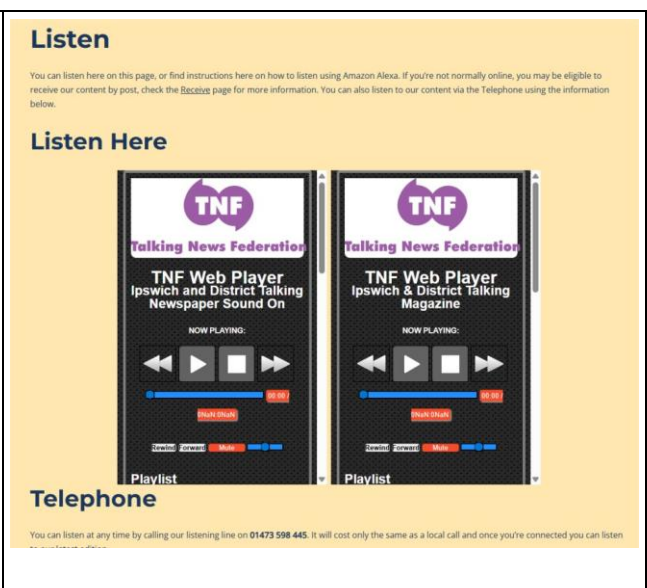
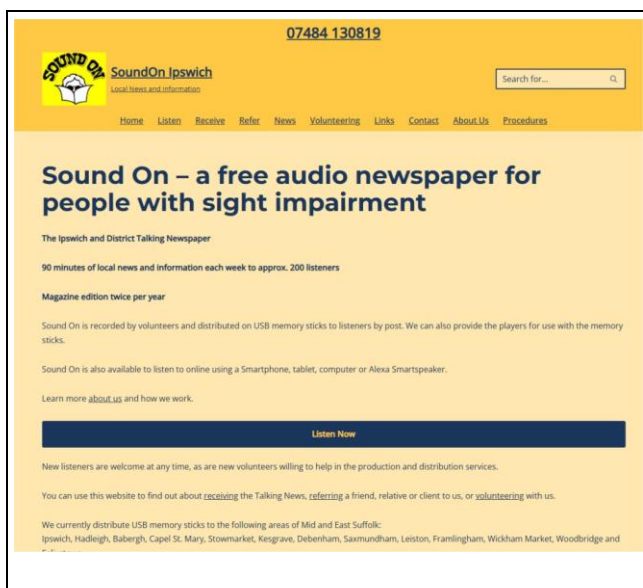
1. Plug a USB stick containing the new edition into the USB hub. **This can be a MASTER stick, but any of the copied sticks will work, and may be more convenient.**
2. Open the Chrome browser by clicking on its icon in the task bar at the bottom of the screen
3. Chrome will open at the Google home page. In the Bookmarks bar towards the top, click on the “TNF Upload” tab.
4. Then click on LTN Login; on the next page the login credentials will be already entered, so click on “Login”.
5. The next screen shows the existing edition which needs to be deleted and replaced by the new one.



6. Click on the 'Select All' checkbox. Then click the red button 'Delete'. The list of files will be cleared and the display will say 0 Files.
7. Now click on the green button 'Add files . . .'. This will open Windows Explorer, and should display the list of files on the master USB memory stick. If not, navigate to the USB stick.
8. Select all the files by clicking on any file and then pressing <Ctrl>A, and then click on Open. The window will disappear and the list of media will appear in the browser page. These are only the file names, they are not yet uploaded.
9. Now click on the blue 'Start' button to initiate the upload. The upload will take from few seconds to a few minutes depending on the internet speed available. The upload status including data rate and percentage complete will be displayed.
10. When it has completed, check that all the files are uploaded, they are in numerical order, so it should be a simple check. If any have failed, it will be clear. If a file has failed to upload correctly, delete it from the list on TNF, then repeat the upload process for just the failed file. (note: this is a very rare occurrence, so you probably won't come across it.)
11. Log out of the website.

There have been difficulties uploading at the studio using the IP City WiFi. Sometimes the upload may stall. If this happens, and a retry does not work, please take a USB stick (copy) home and upload from there.

Check the upload by going to the live service. Use the bookmark 'Sound On' to go to the live service. Click on Listen and the web players will appear for both the news edition and the magazine.



Check that the new edition plays. There are buttons to step forward and backward between items, and you can click on any item in the list below as well. Note that this will play via the mixer and headphones.

If all is well, close Chrome by clicking on the X in the top right corner.

## **7. Final shut down**

- 1. Turn off the computer** by clicking on the 'Windows' icon in the bottom left-hand corner, then clicking on the 'Power' option, and then the 'Shut down' option in the dialogue box. The computer will turn off automatically after a short time.
- 2. Turn off socket at wall.**

## 8. Troubleshooting

### 1) **Audio playback through computer speakers not mixing desk headphones**

This will happen if Audacity is opened without the mixer being powered and connected. Exit Audacity. Check the USB connection between mixer and computer, and that the mixer is powered on. Re-open Audacity. If necessary check the Audio settings below.

### 2) **No playback sound**

Check that the red 2TR/USB button in the Source box on the mixing desk is depressed. Then try 1.

### 3) **No voice sound in headphones from mics**

Check that the Main Mix button on the Source box of the mixer is on (depressed). This is the direct audio path from the mixer, and is not looped back from the computer.

### 4) **No voice sound in Audacity**

Check the Audio Setup in addendum a).

### End of Document

Version No.	Date	Change / Status	Author
5.0	22/08/2023	First issue of Audition based instructions	CD
5.1	31/08/2023	InfoSound InfoShorts import added Process validated in studio 07/09/2023	CD
5.2	10/09/2023	Macros revised and included as addenda, screenshots updated.	CD
5.3	14/10/2023	Text updates from feedback: Mike Whybray	CD
5.4	06/05/2024	InfoSound Section 5 take out (greyed out)	CD
5.5	02/02/2026	<ol style="list-style-type: none"><li>1. InfoSound Section 5 removed as no longer available</li><li>2. Revised for change from BWBF to TNF for streaming service</li><li>3. Streaming service now pointed to Sound On website</li></ol>	CD

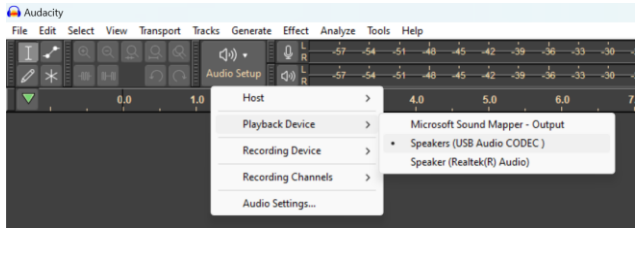
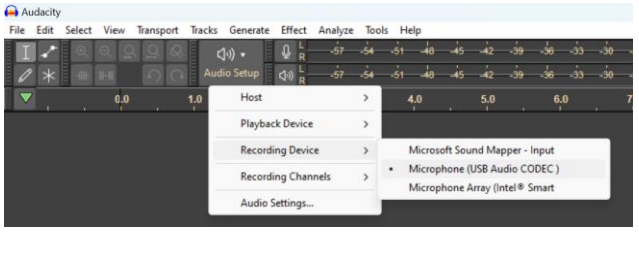
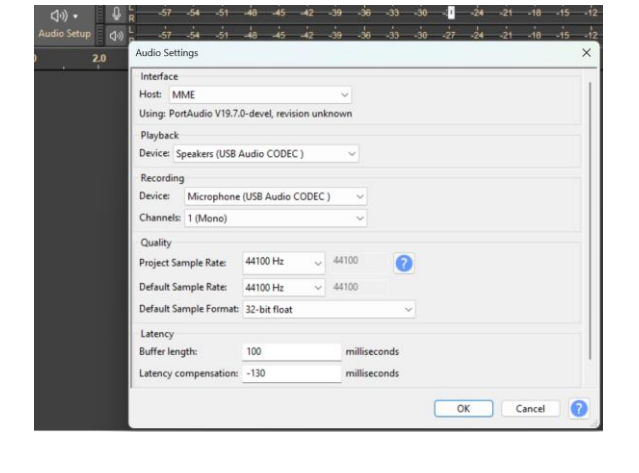
# Addenda

## a) *Audio Settings in Audacity*

These are all preset, so should not need changing. However in case of problems, it is worth checking these.

Audio setup – in case mixer isn't connecting to Audacity

This should set up automatically as long as the mixer is powered and connected to the computer before Audacity is opened.

Audio setup: Playback and Recording Devices	Set to USB Audio CODEC
	
<p>Audio settings:</p> <p>Channels = 1 (Mono)</p> <p>Sample rate = 44100 Hz</p>	

## b) Macros

Three macros are used and are shown below, but note that the Import commands need absolute file addresses, including the user account (therefore it needs tailoring to each computer used).

Manage Macros

Select Macro

- Macro
- Add Sound On Music
- End with InfoShorts
- Fade Ends
- MP3 Conversion
- Overwrite

Buttons: New, Remove, Rename..., Restore, Import..., Export...

Edit Steps

Num	Command	Parameters
01	Fit to Width (FitInWindow)	
02	Cursor to Project Start	
03	Select All	
04	Normalize	ApplyGain="1" PeakLevel="-1" RemoveDcOffset="1" StereoIndependent="0"
05	Compressor	AttackTime="0.2" NoiseFloor="-40" Normalize="1" Ratio="3" ReleaseTime="1" Threshold="-20" UsePeak="1"
06	Import2	Filename="D:/SOUNDON/Outro-mono.wav"
07	Select All	
08	Align End to End (Align_EndToEnd)	
09	Import2	Filename="D:/SOUNDON/Silence.wav"
10	Move Focus to Last Track	
11	Select Track Start to End	
12	Copy	
13	Select All	
14	Cursor to Project Start	
15	Paste	
16	Cursor to Project Start	
17	Add Label at Selection	
18	Select	End="27" Mode="Set" Start="27" Track="1" TrackCount="2"
19	Add Label at Selection	
20	Import2	Filename="D:/SOUNDON/Intro-mono.wav"
21	Move Focus to Last Track	
22	Move Focus to Previous Track	
23	Move Focus to Previous Track	
24	Move Focused Track to Bottom	
25	- END -	

Buttons: Insert, Edit..., Delete, Move Up, Move Down, Save

Shrink Apply Macro to: Project Files... Close ?

Manage Macros

Select Macro

- Macro
- Add Sound On Music
- End with InfoShorts
- Fade Ends
- MP3 Conversion
- Overwrite

Buttons: New, Remove, Rename..., Restore, Import..., Export...

Edit Steps

Num	Command	Parameters
01	Select Cursor to Track End	
02	Delete	
03	Record (Record1stChoice)	
04	- END -	

Buttons: Insert, Edit..., Delete, Move Up, Move Down, Save

Shrink Apply Macro to: Project Files... Close ?

Manage Macros

Select Macro

- Macro
- Add Sound On Music
- End with InfoShorts
- Fade Ends
- MP3 Conversion
- Overwrite

Buttons: New, Remove, Rename..., Restore, Import..., Export...

Edit Steps

Num	Command	Parameters
01	Move Focus to First Track	
02	Select All	
03	Cursor to Project End	
04	Add Label at Selection	
05	Move Focus to Last Track	
06	Move Focus to Previous Track	
07	Select Tracks	Mode="Set" Track="4" TrackCount="2"
08	Align End to End (Align_EndToEnd)	
09	- END -	

Buttons: Insert, Edit..., Delete, Move Up, Move Down, Save

Shrink Apply Macro to: Project Files... Close ?