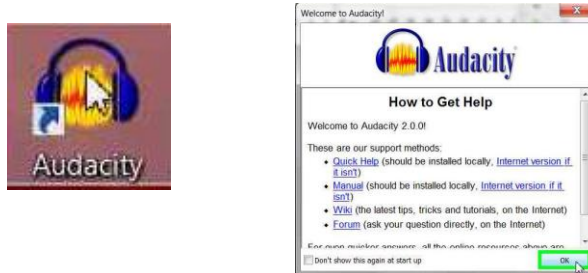


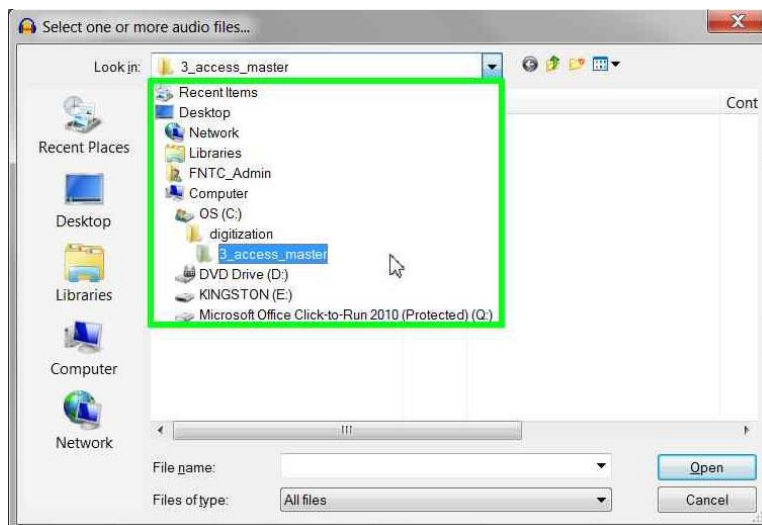
## D1.5a Create Access Master Files

### Step 1. Open the file in Audacity

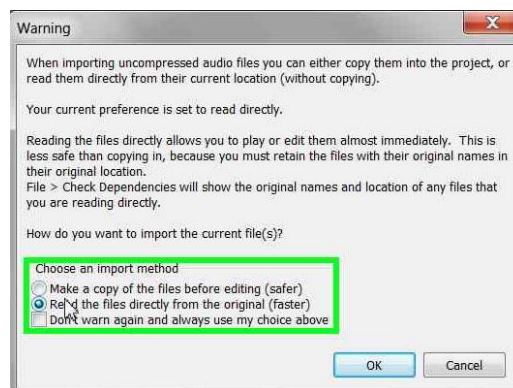
- a) Double-click on the Audacity program icon. Wait for Audacity to fully load. Click “ok” to dismiss “Welcome to Audacity screen if it pops up.



- b) Click on the “file” tab and then select “open” (or click control-o.)  
c) Browse to the current audio file. Click on it to select it and then click on the “Open” button to open it.

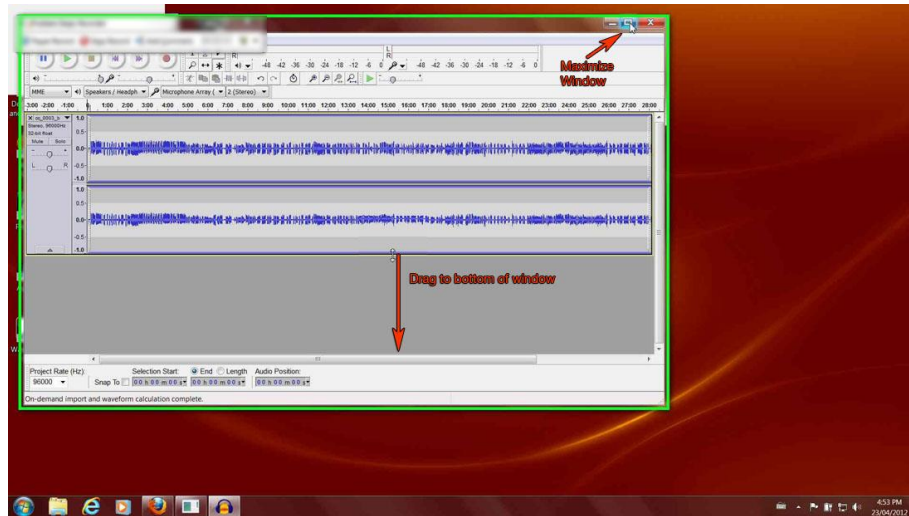


At this point Audacity will present a warning prompt, asking whether to “Make a copy of the file...” or “Read the file directly...” Select “Read the file directly...” and press OK. The file should open and the waveform of the audio should display in the Audacity editing window.



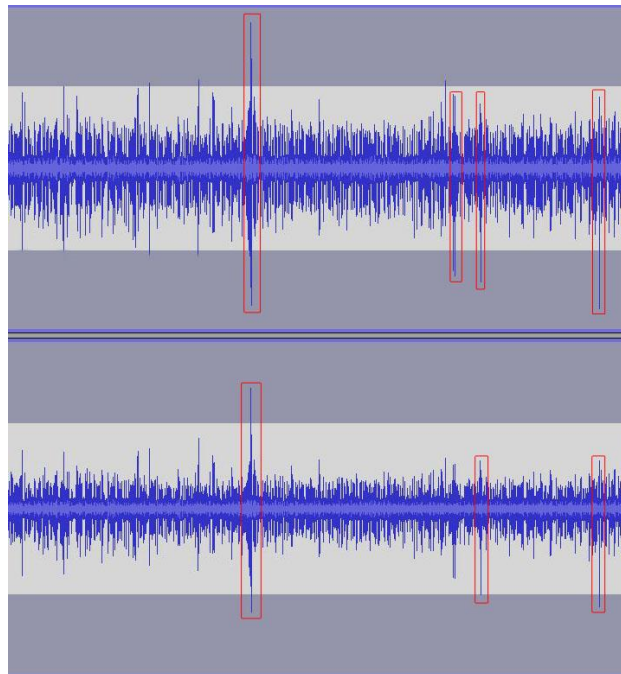
## Step 2. Adjust your viewing window to best see the waveform

- Maximize the Audacity application window (if not already maximized.)
- Left click and hold the bottom of the audio file window (cursor becomes vertical line with arrows at top and bottom.) Drag the bottom edge of the window downward to the bottom of the Audacity program window. Pressing control-F on the keyboard can also perform this.

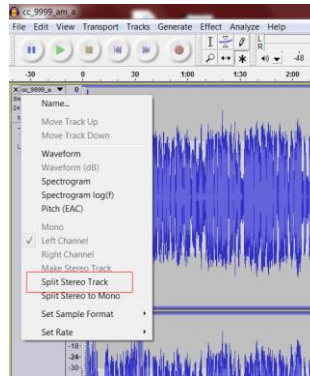


## Step 3. Reduce the level of high transient noises if necessary and efficient.

- Visually scan the waveform looking for very tall, very thin peaks.



- If there are many (more than ten) of these peaks then it will not be time efficient to manually decrease their levels. Go to step 5 below.
- Click on the small triangle beside the audio filename to open the drop down menu for that track. Select "Split stereo track."

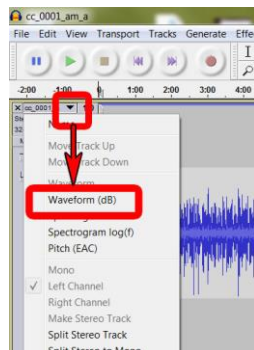
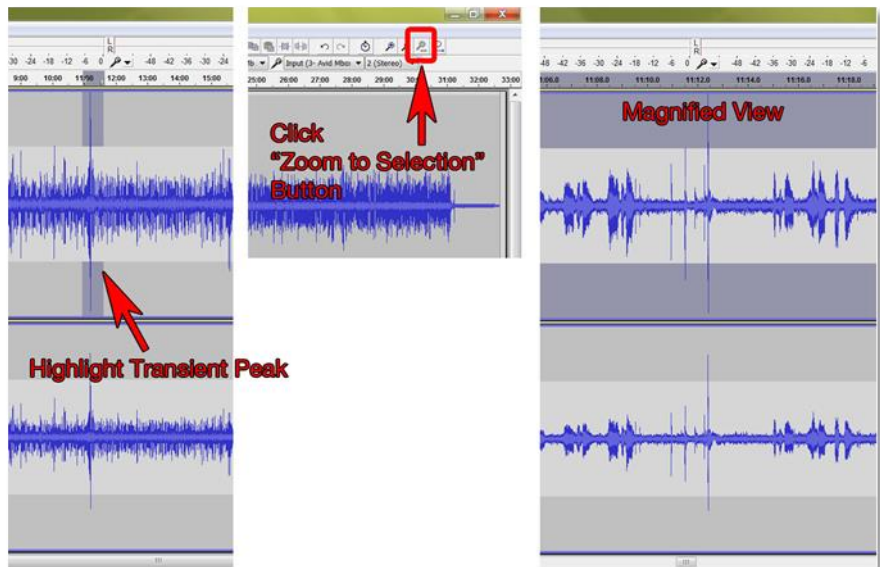


Note: This option sets Audacity to edit the tracks separately so that peaks can be reduced without affecting the audio levels of the other track.

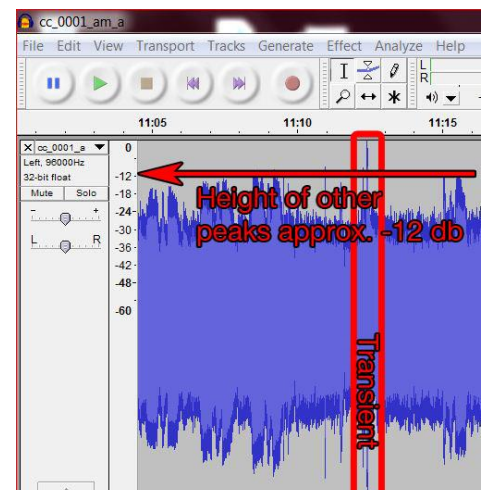
d. Roughly highlight the first transient peak that you want to reduce.

e. Click on the “Zoom to selection” button on the toolbar.

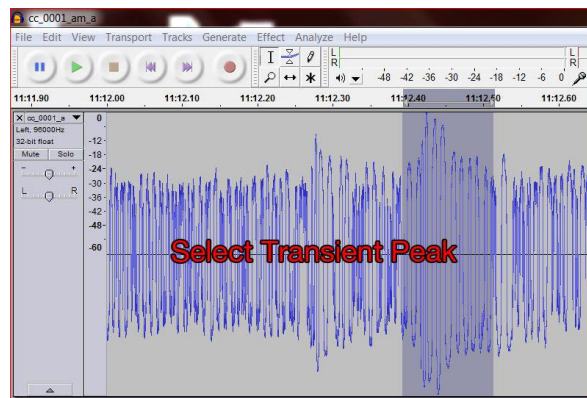
f. Click on the small triangle beside the audio filename to open the drop down menu for that track. Select “waveform (db)” (not “waveform”)



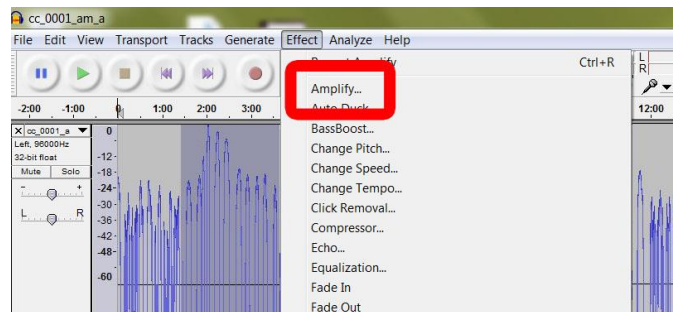
g. Determine level that peaks should be reduced to. Look at the height of the peaks surrounding the transient. Make a note of the corresponding number on the decibel meter to the left. In the example shown below that level would be -12 db.



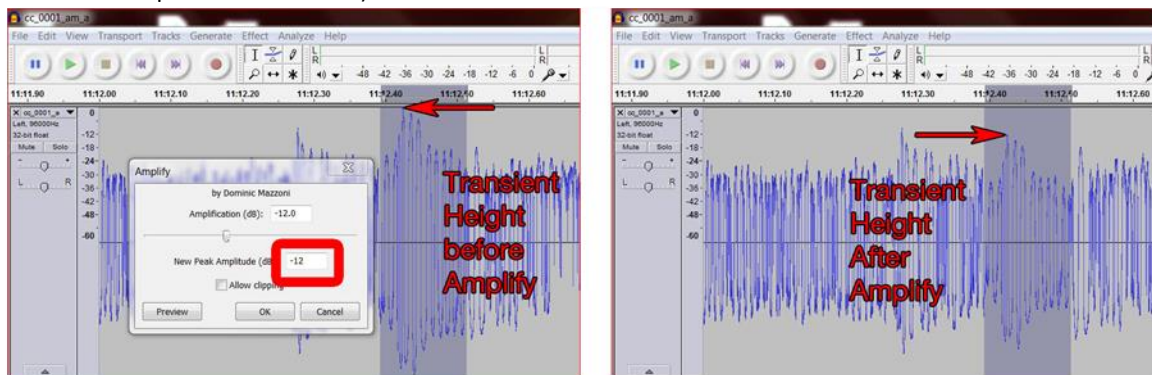
- h. Highlight the transient peak more accurately (waveform db view)



- i. **Note:** Examining the waveform on the decibel (db) scale is required in order to determine a target db level for transients. Transient peaks are not as pronounced in this view. It may be easier to select the transients if the view is switched back to simple waveform after determining the target level.
- i. Select "Effect -> Amplify" from the Audacity menu.



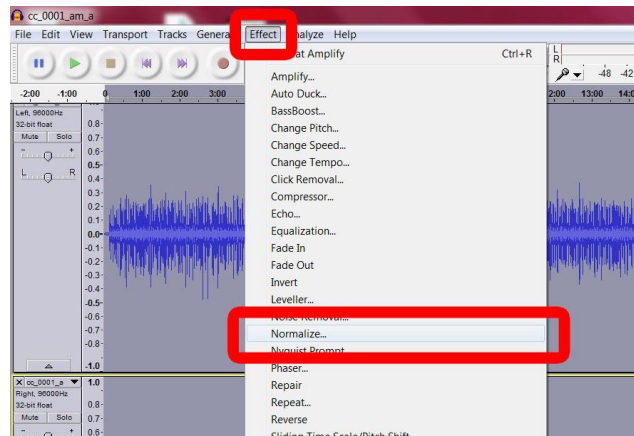
- j. In the box beside "New peak amplitude" enter the decibel level recorded in step 4f (In this example the value is -12)



- k. Click "OK"
- l. Repeat Step 4 until there are no more transient peaks, which are much louder than the surrounding audio.

**Step 4. Normalize the audio (Amplify the audio signal as much as possible without clipping.)**

a) Choose effects “normalize.”

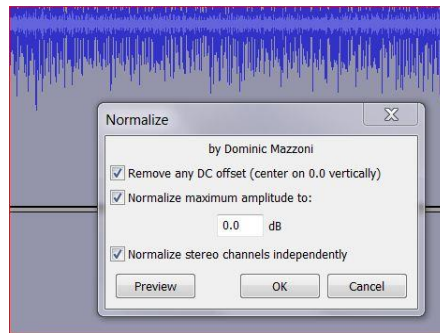


b) Select “remove any DC offset”

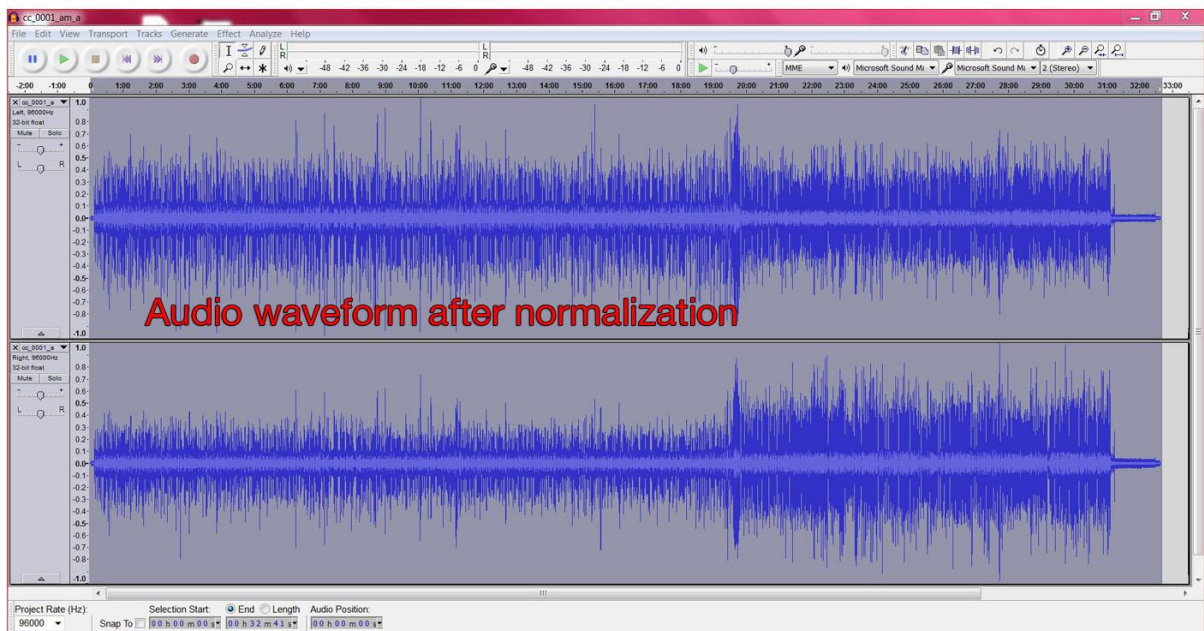
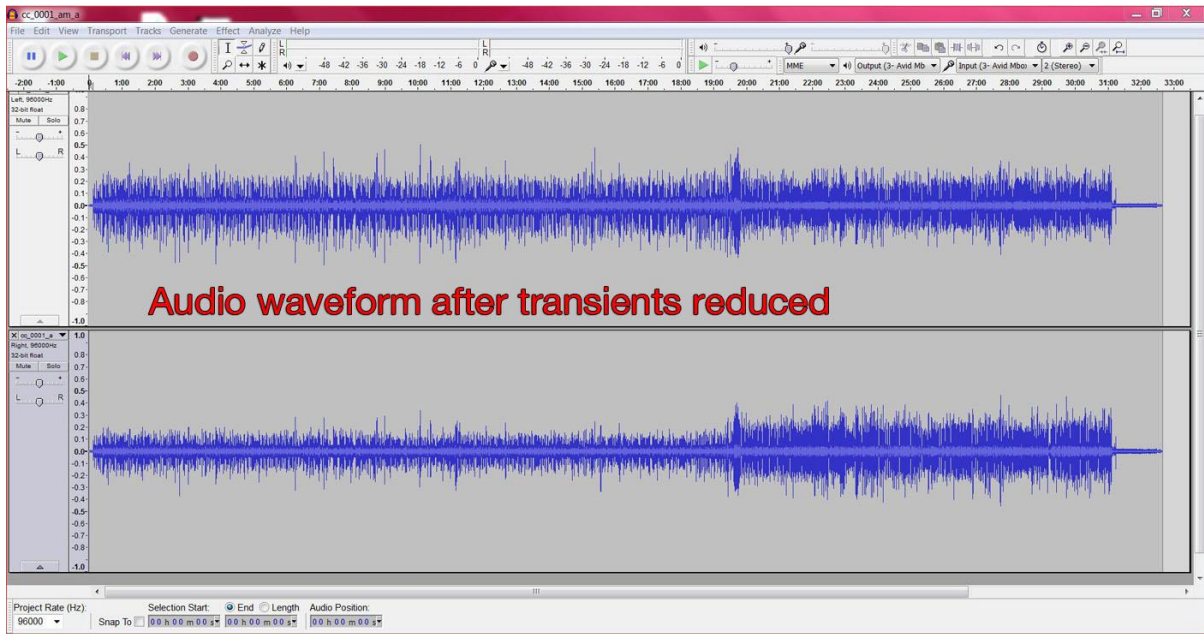
c) Select “normalize maximum amplitude to.” Enter 0.0(zero) into the data entry box.

d) Select “normalize stereo channels independently”

e) click “OK.”



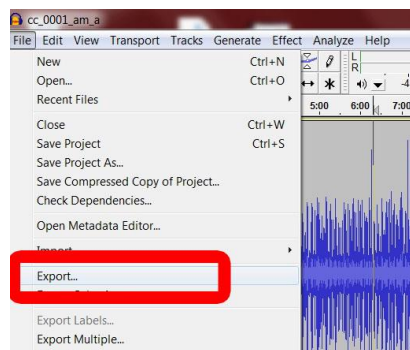




**Note:** If the highest audio levels are already close to, or at, the maximum level (0 db) then there will be little or no amplification to the audio signal.

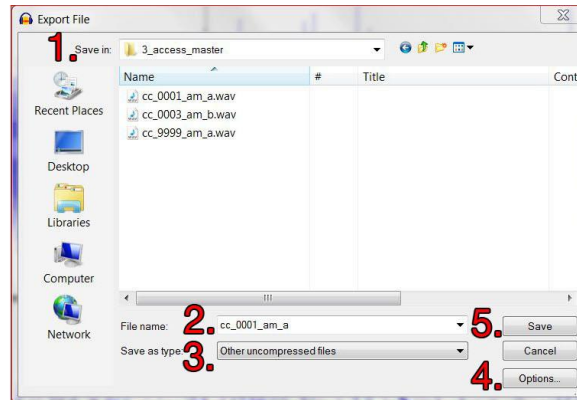
## Step 5. Save the final Access Master

- Click on "File->Export"

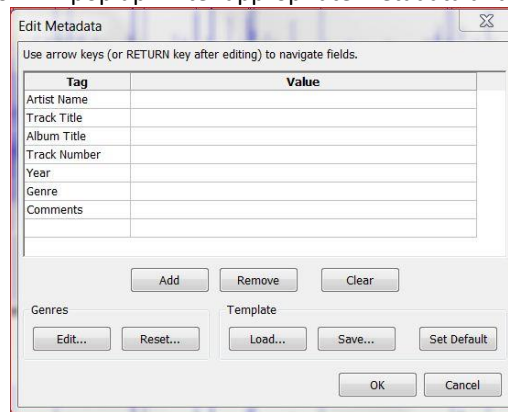


- b) Browse to “Access\_master” folder
- c) Ensure filename is correct.
- d) Select “other uncompressed files”
- e) Click on the “options” button.
- f) Select “(WAV)Microsoft” and “24bit signed PCM.” Click “OK”
- g) Click “Save” to write save Access Master file. Note: this process will over-write the digitized audio file

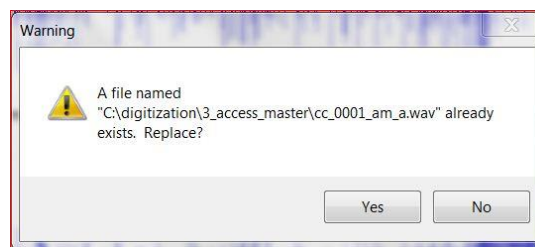
- 1. Set save folder**
- 2. Ensure filename is correct**
- 3. Set file format**
- 4. Set format options**
- 5. Click “Save”**



- h) A metadata entry box will pop up. Enter appropriate metadata and click “OK”



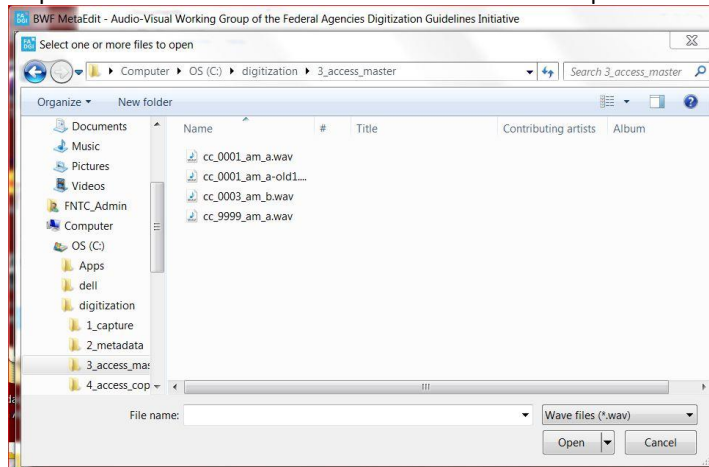
- i) A window will pop with a warning that the filename already exists in that folder. Click “Yes” to overwrite the file.



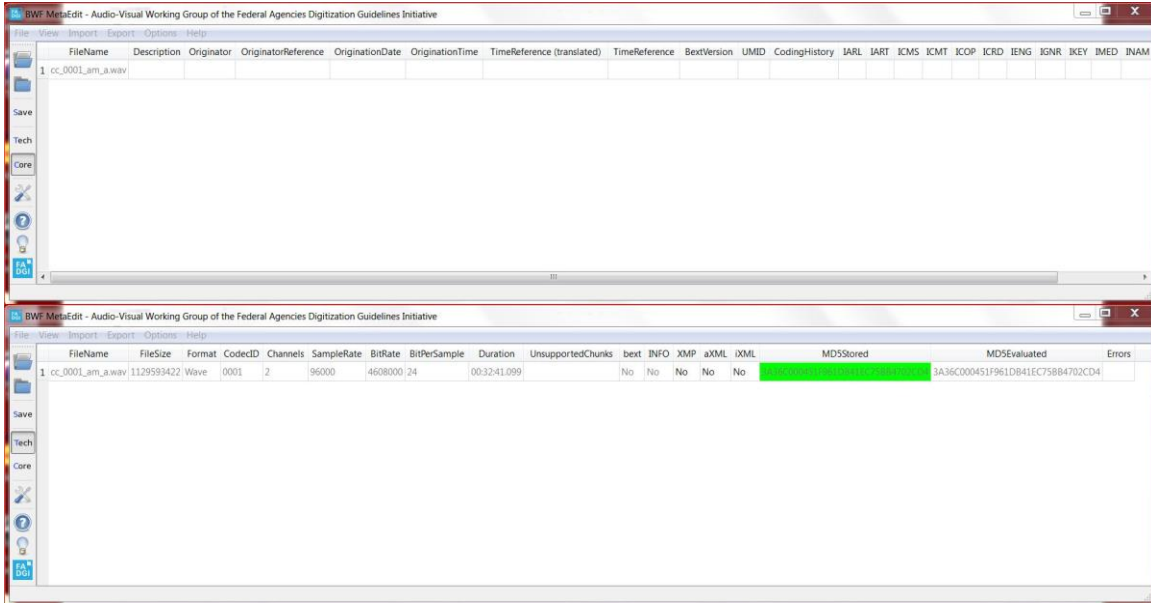
## Step 6. Apply appropriate metadata to the access master file.

- a. Double-click on the BWF MetaEdit icon to launch the application.

- b. Press control-F to bring up the open file box. Browse to the current file and click “Open.”

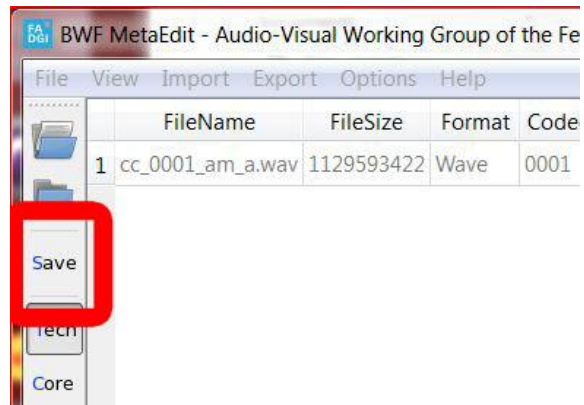


- c. Enter metadata and ensure that checksum has been created/embedded/tested.



- d. Click on the “Save button to save file the file as a broadcast wave with metadata and checksum embedded.





### Step 7. Set file status to “Access Master Created.”

Open tracking spreadsheet and type “create access copy” into the “next step” field for the current media item.