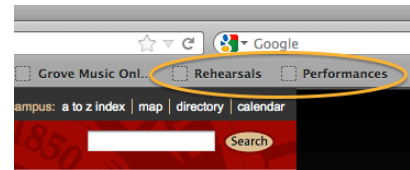


## Digital Audio Quick Start

All school of music ensembles and degree seeking recitals are saved to a server that can be accessed using a browser (Safari, Chrome, or Firefox), but only from a campus machine using an ethernet ip. After launching the browser (in the dock), click on the bookmark Performances. (You may have to resize the window to see the link, or click on the double arrow; ">>". If there is no bookmark, type <https://da.music.utah.edu/som/Performances>.) Click on the year then scroll to the files which are ordered by date, room, time, and performer/ensemble initials.

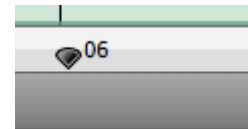


### To Download, Listen, Edit

Click once on the link to listen, but it is just as fast and more flexible to download and open the file using QuickTime or Amadeus. Right click on the link and choose "Save Link As..." or "Download Linked File As..." Choose the Desktop (or your own flash drive) in the subsequent dialog. After download, locate the file and right click, then choose "Open With", then either QuickTime Player to just listen, or Amadeus Pro to listen and edit. In Amadeus Pro you can select, cut, copy, and save sections of the file.

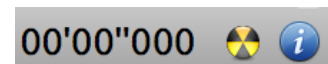
### Navigation, Editing, Renaming Markers

Double click to play back (between the two wave forms). The space bar will also start and stop playback. Click once on a marker (small grey triangle) to rename it. Drag to move or delete. Click in this grey area to add markers. The lower window shows left and right channels of the sound file. Use '+' and '-' to zoom in and out, click drag to select. (You must click between the two wave forms. If not, you will select just one channel.) Option - arrow moves to the next marker, command - arrow selects to the next/previous marker. Add red markers to exclude sections from a CD.



### Burn a CD

Click on the burn icon in the upper left hand corner. If you've dropped red markers for end points, in the next dialog be sure Start color is black and End color is red. Insert a CD and click ok.



### Extract Tracks or Save as Mp3, m4a, wav

After editing, choose Sound/Split According to Markers. Click on the Format pull-down menu and choose the format you need. Use aif for CD quality, but large files, wav for CD quality Windows apps. For smaller files such as email attachments or web sites use Mp3 for very good quality Mac and Windows compatibility, m4a for high quality Mac only.