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USING ADOBE AUDITION IN THE WNHU PRODUCTION STUDIO

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Using Adobe Audition in the WNHU Production Studio

Headphones/Studio/PC

1. Headphones for you and your guest(s) can be found in the metal cabinet near the entrance to WNHU.
2. Be sure that you and/or your guest(s) have left food/beverages in the hall outside the studio or in the student lounge in the basement.
3. Turn on the PC using the small power button on the front panel. If the PC has been left on, restart to begin a fresh session.

Set up the board

1. Determine which microphone(s) you'll be using and turn the channel strip(s) on by pressing the "ON" button.
2. Above the "ON" button is the fader, which feeds audio from that source to the PC. Set the fader to the bold hash mark (which shows -10 dB), and speak conversationally into the mic. (A good rule of thumb is speak from about a fist length— approximately 4 to six inches — away from the mic.)
3. When you speak, the meters should peak around -12 dB, and not be in the red.
4. Using the "Headphones" knob, adjust the headphones so the levels are comfortable.

Using Audition to record a voiceover, an interview, or a show

Single Track Recording

1. Open Audition by clicking on the icon in the taskbar.
2. In the upper left hand corner, click on "Waveform". (This will bring up a dialog box that reads "New Audio File".)
3. In the dialog box, for "File Name", name your file, for "Sample Rate" set to 44100, for "Channels", select "Mono" for voiceovers and interviews or "Stereo" for show recordings with music, and for "Bit Depth", 32 (float).
4. Click "OK".
5. Click Red button in transport menu to begin recording. You should see a graphic representation of your input (in green) in the black Waveform display.
6. When you're finished recording, tap the spacebar. This will change the Waveform display to all white.
7. Turn off sources on the board and lower the faders.
8. Turn on PC source and move fader up to hashmark -10 dB.
9. Locate Monitor knob on the lower right corner of the board (with only PGM 1 selected).
 - a. Set volume to approximately halfway (as displayed in the small CONTROL ROOM window).

10. To play back your recording

- a. Press Play in transport bar (or press spacebar).
- b. Press Play again to stop (or press spacebar).

11. To delete blank space, scroll to beginning of audio clip, select the area from the beginning **before** your content begins

- a. Click, hold and drag to highlight the area before content begins.
- b. Delete the highlighted audio (press delete key on keyboard).
- c. To make your audio file sound more professional and natural, click on the half shaded-in square icon at the top left corner of your audio file, and drag it slightly to the right to fade into your audio content. Do the same thing, but from the top right corner, to fade out after your audio content.

12. Repeat the above steps, but at the end of the audio clip.

- a. Click, hold and drag from end of content to end of clip.
- b. Delete the highlighted audio (press delete key on keyboard).
- c. Click on the half shaded-in square icon at the top right corner of your audio file, and drag it slightly to the right to fade into your audio content. (This technique can also be used to fade your last song to get your recording to the proper length — eg., For a standard hourly segment of a WNHU show.)

13. To export

- a. Double click the audio clip (or press Ctrl-A).
- b. Go to File menu in toolbar and select Export > File, which opens a dialog box.
- c. Under “File Name”, name the file (201x-Date-Title).
- d. Under “Location”, click “Browse”, and choose “Desktop” .
- e. Under “Format”, choose “Wave PCM” or “MP3 Audio”. (WAV is broadcast quality, but medium to high quality MP3 setting creates a smaller file.)
- f. Click Okay.

14. To listen to your saved audio file, locate file on desktop

- a. Keep PC turned on with fader up (on the board).
- b. Double click your saved .wav file (this will open the Windows MediaPlayer and automatically play the file).

15. Options to move saved file off the computer

- a. Move to USB drive
 - i. Plug your USB drive into the computer.
 - ii. Under the home menu, locate your USB drive.
 - iii. Once you know where it is, locate the recorded file you need to save.
 - iv. Click and drag that file onto the USB drive.
 - v. Once it copies to the USB drive, close the USB drive and eject it.

- vi. Remove the USB drive from the computer, your file is now on it to be taken wherever you need it!
- b. Upload to WeTransfer
- i. Go to wetransfer.com.
 - ii. A box will be on the home page that asks for the email you are sending it to, your email, and a message.
 - iii. You can fill this out to send directly to operationsmanager@wnhu.org if you are sending a pre-recorded show, or fill it out to send to yourself so that you can access it anywhere.
 - iv. Hit transfer, and you will have it!
- c. Upload to Google Drive
- i. When logged into your gmail, go to top right corner (next to your personal icon) and click on icon that is 9 dots in a square shape.
 - ii. This will open a drop down menu. In this menu, click "Drive" .
 - iii. On the page this opens, click +New on the top left.
 - iv. Select file upload.
 - v. Find the file in the finder menu (my computer) that pops up.
 - vi. Click Open.
 - vii. This uploads your file to your google drive, where you can now access it anywhere as long as you have internet connection. You can also send it via email from this location.
- d. Upload to Outlook OneDrive
- i. Go to mycharger.newhaven.edu.
 - ii. Click on the mail icon (second icon in, looks like an envelope).
 - iii. A screen should open that says "Good morning/afternoon, <your name>".
 - iv. Under "Apps" on this screen, locate and open "OneDrive".
 - v. This will open a page with all your uploaded files.
 - vi. At the top of the page, click "Upload" in the menu (on the left, next to "New").
 - vii. Select the file in the finder menu (my computer) that pops up.
 - viii. Click Choose.
 - ix. This uploads your file to your OneDrive, where you can now access it anywhere as long as you have internet connection. You can also send it via email from this location.