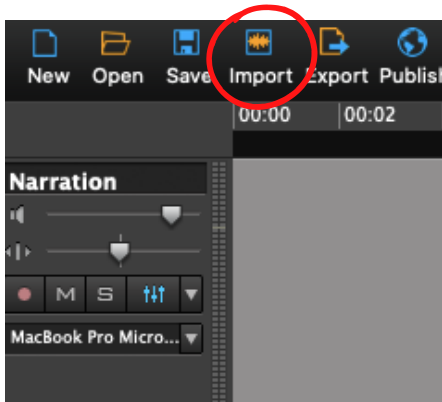# AUDIO EDITING WORKFLOW IN HINDENBURG
MOORE FREE LIBRARY - COMMUNITY MEMORY PROJECT

1. Open Hindenburg and import the full, unedited audio file from your interview; name your Project and save it to your computer hard drive.
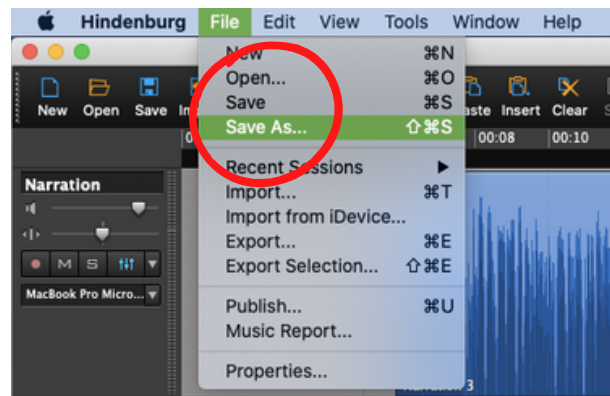
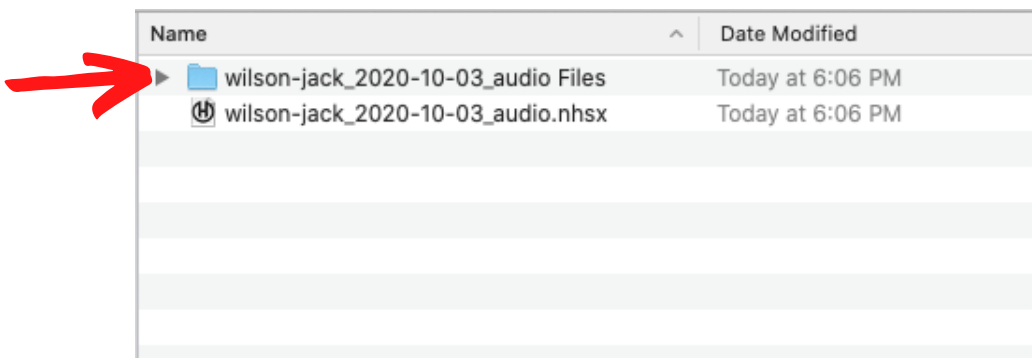- Import the audio; Use the Import icon in the top menu or under "File" select "Import."

- Once you've imported your audio, select "File" and "Save As"

Name your project using the same file naming convention as the interview:
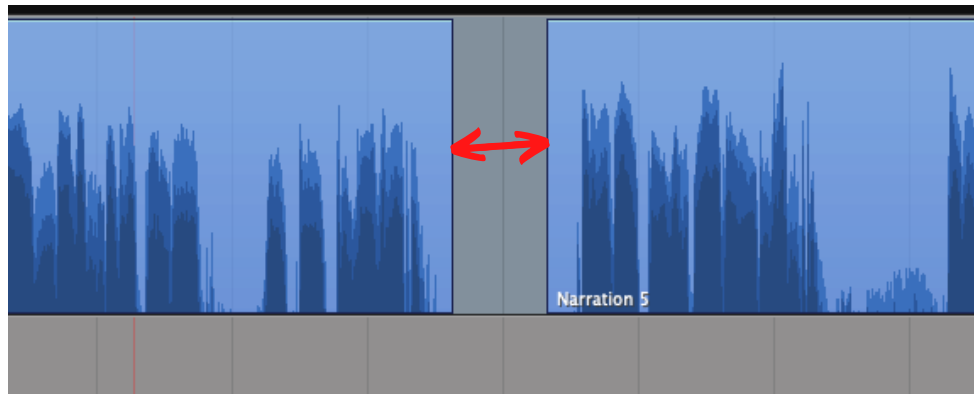
LastName-FirstName_YYYY-MM-DD_MediaType

- Save to a familiar location on your computer hard drive.

- NOTE: Hindenburg will automatically create a folder to store all the audio files associated with your project. Make sure not to delete or rename that folder; the software will need to reference it in order to access the audio files.
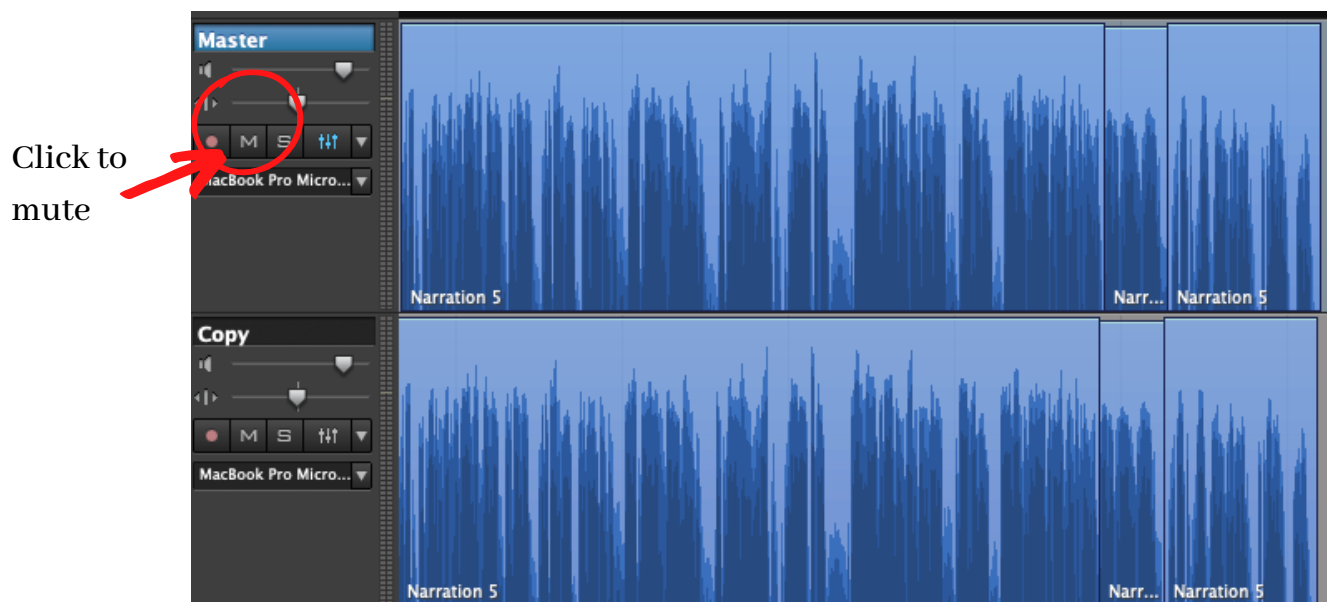
2. Review your audio. "Clean it up" by removing distracting audio (ums, ahs, side conversations); Divide into excerpts if you'd like.

- When cutting out "ums" and "ahs," highlight the section you want to cut, click "cut" (or use ctrl/command-x), making sure you don't leave any gaps in the audio.
- Listen back to the places where you've made cuts to make sure the interview still sounds natural.
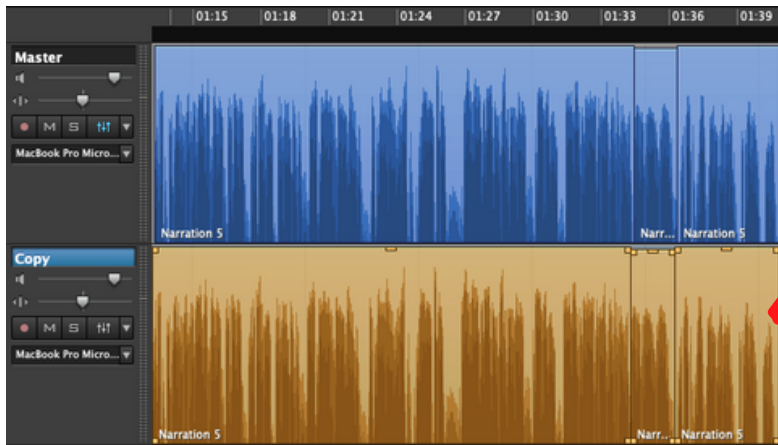

- If you'll be creating shorter excerpts from the longer interview, select the cleaned up audio in its entirety, copy it and paste on a new track below, leaving the top track as your master copy
- Double click the track title on the left to rename it.
- Mute the top, master track and if you'd like, divide the interview into excerpts, highlighting thematic content or interesting stories.
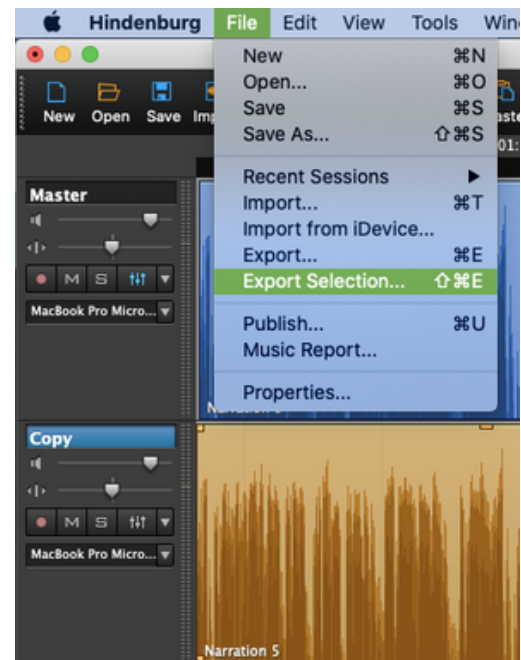
3. Export each excerpt as an individual file.

- When you've finished editing, you'll need to select each excerpt individually.
  - Make sure you don't have any extraneous clips on the track where you've created your exerpt.
  - <u>While holding down the shift key</u>, click and drag to make the selection, OR click within the track and <u>type Cmd/Ctrl-A</u>. The excerpt will appear highlighted in yellow.

Highlighted selection

- Then click "File" and "Export Selection." Use these specifications when exporting:
  - Format: Wave file (*.wav)
  - Encoding: Mono

- Name each excerpt using the same file naming convention as the original interview, adding the modifier "_ex-001," "_ex-002" etc, until all your excerpts have been exported.

Example: *wilson-jack_2020-10-03_audio_ex-001,*
wilson-jack_2020-10-03_audio_ex-002

4. Upload and store your excerpts in the Internet Archive and the Omeka Project Website.

- Upload each excerpt to the Internet Archive (see separate .pdf for instructions)
- Using the embed codes, add entries for each excerpt to the Omeka file for the original interview (see separate .pdf for full instructions.)