

Transfers Processing Check List

Original Tape Number: _____

Project Name: _____

1L 2L 1R 2R

- _____ Load the original rip into CoolEdit/Audition/Audacity
- _____ Do speed correction (104 typical)
- _____ Create tracks for each episode
- _____ Verify episode titles and insert filename into track name
- _____ Batch export each episode as separate wave

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

- _____ Open each file in CoolEdit/Audition/Audacity
- _____ Clip the extra from the beginning and end
- _____ Verify episode title
- _____ Do speed correction (104 typical)
- _____ Normalize down to -4 dB
- _____ Check and adjust freq response w/graphic eq
- _____ Clip any big peaks with "fix single click now"
- _____ Run Noise Reduction
- _____ Run Dynamic Range Processing (inc. norm to -1dB)
- _____ Save
- _____ Export as 128k MP3

	<i>Num</i>	<i>Brdcst Date</i>	<i>Title</i>	<i>Station</i>	<i>Bit Depth</i>
Side 1 (A) Left:					
Side 2 (B) Left:					
Side 1 (A) Right:					
Side 2 (B) Right:					

Original Tape Number: _____