

DMS Vocal Booth - Recording with Audition

Step-by-step guide for beginning and exporting a recording with Adobe Audition.

1

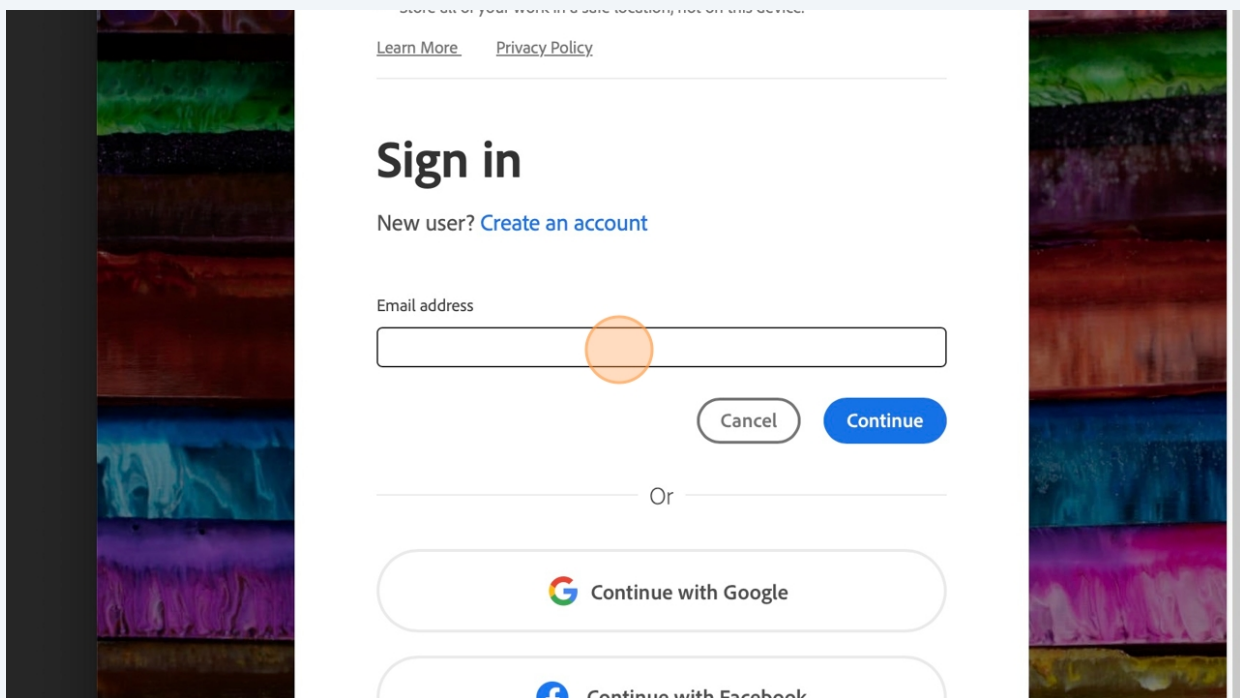
To record, first log into the Mac station with the credentials posted on the monitor.



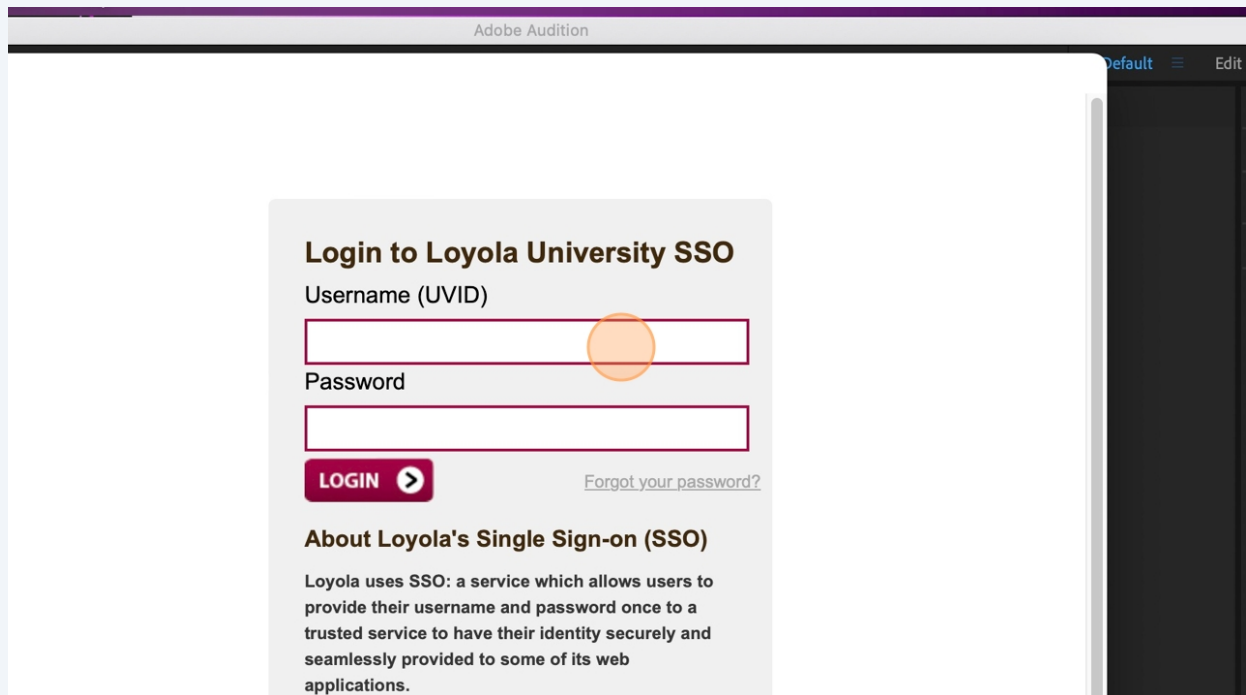
2 Open Adobe Audition



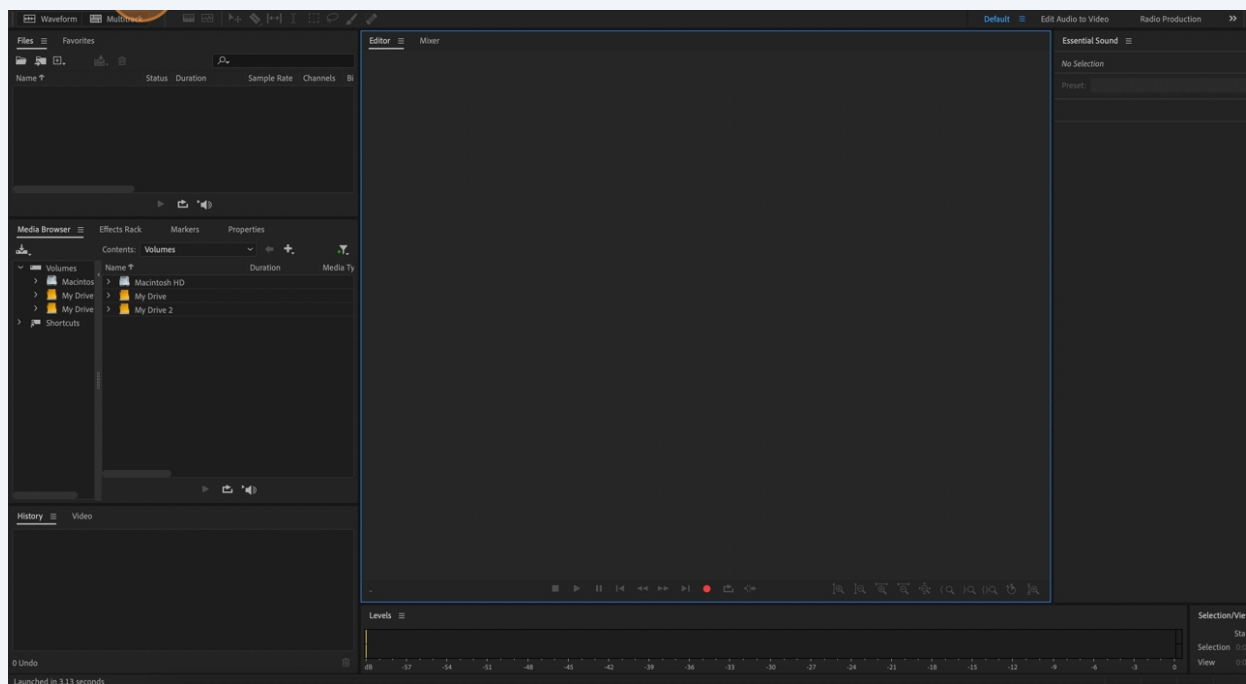
3 Enter your Loyola email address. This will occur each time you use Audition or any Adobe software.



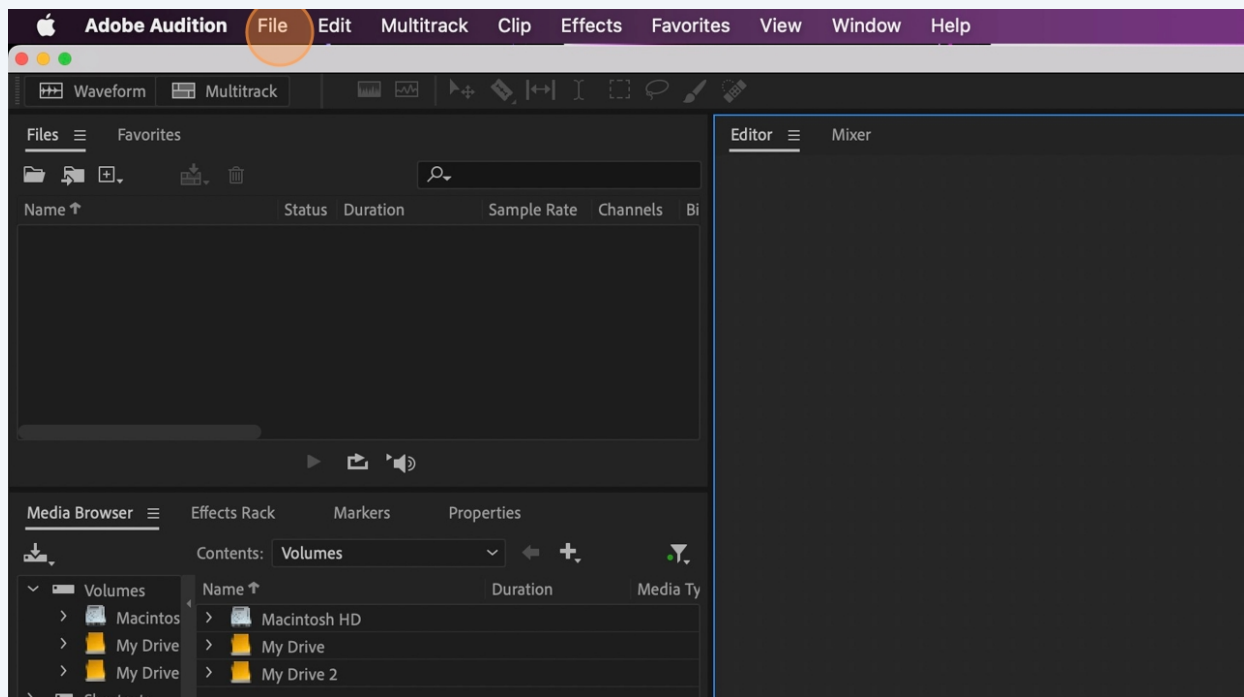
4 Sign in with your LUC credentials.



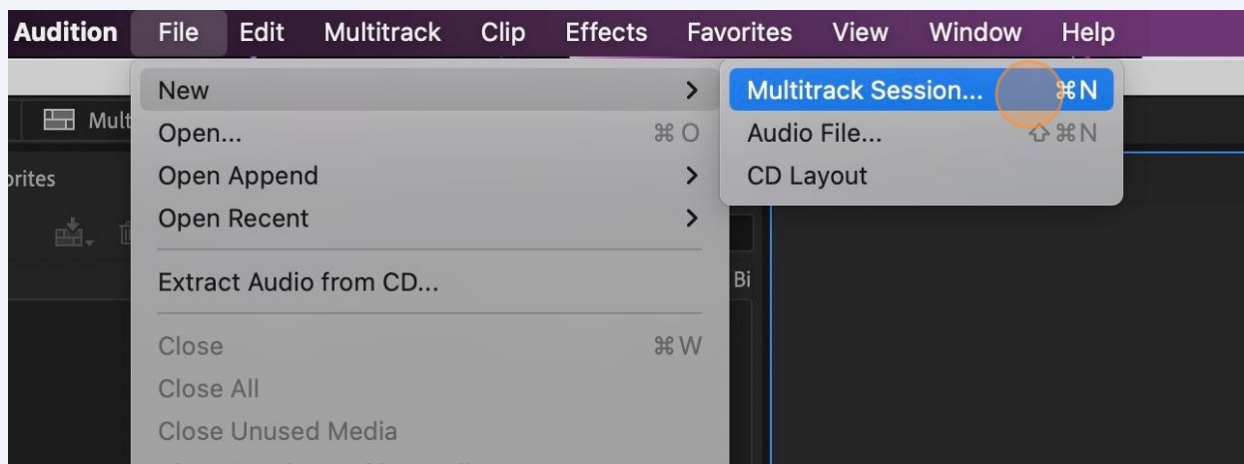
5 Once logged in, Audition will open as an empty workspace.



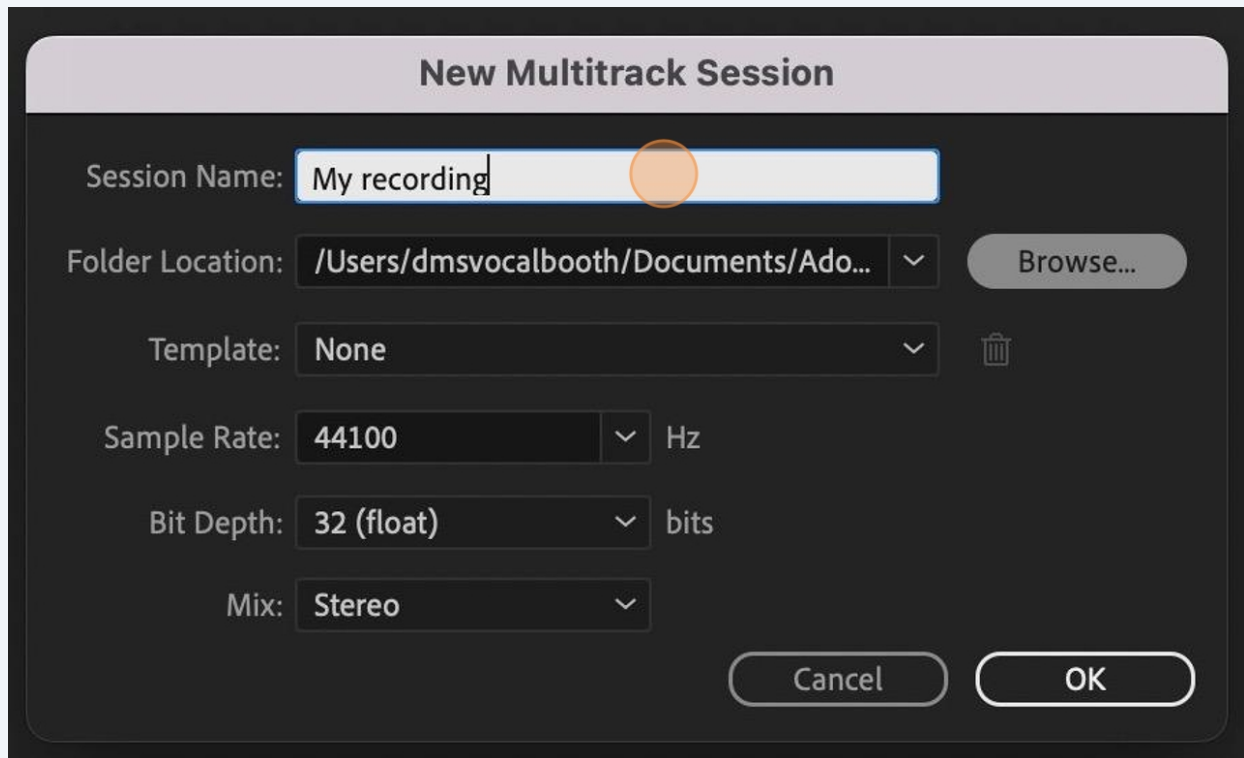
6 Click "File"



7 Select "File > New > Multitrack Session" to create a new recording.

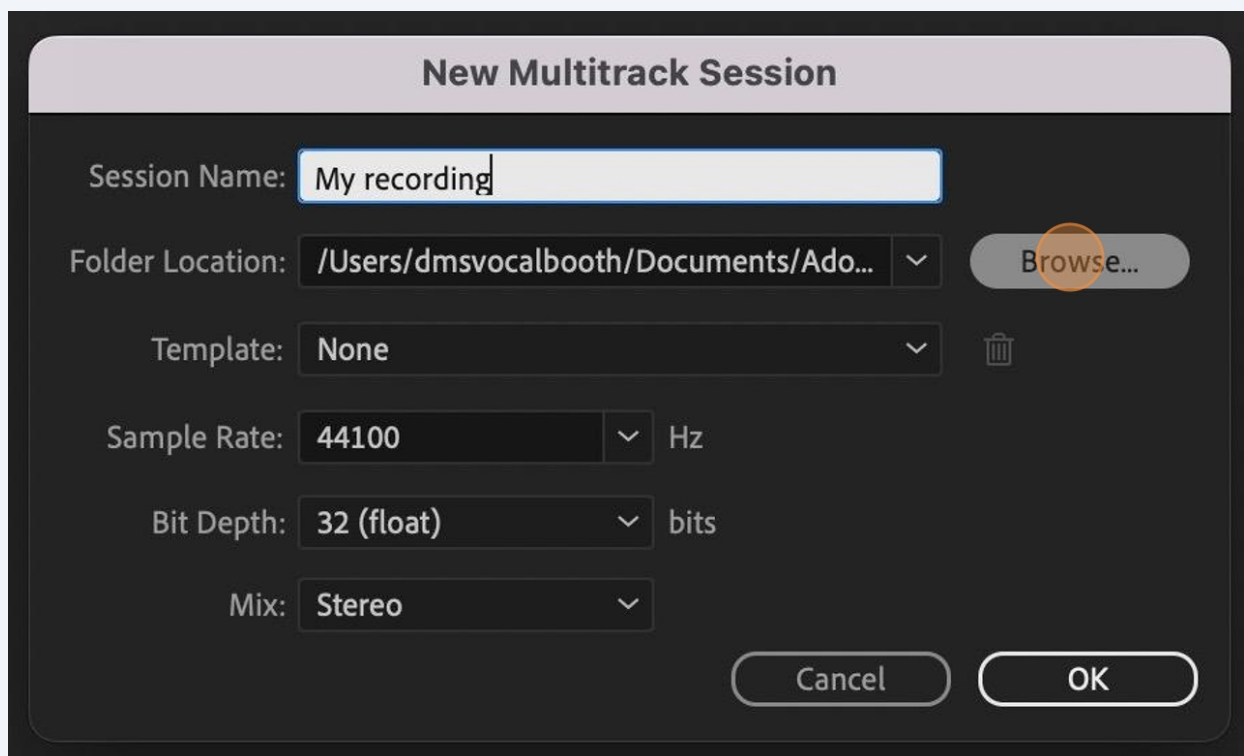


- 8 Change the name of your file.



The screenshot shows the 'New Multitrack Session' dialog box. The 'Session Name' field is highlighted with an orange circle and contains the text 'My recording'. Other fields include 'Folder Location' (set to '/Users/dmsvocalbooth/Documents/Ado...'), 'Template' (set to 'None'), 'Sample Rate' (set to '44100' Hz), 'Bit Depth' (set to '32 (float)' bits), and 'Mix' (set to 'Stereo'). There are 'Cancel' and 'OK' buttons at the bottom right, and a 'Browse...' button next to the 'Folder Location' field.

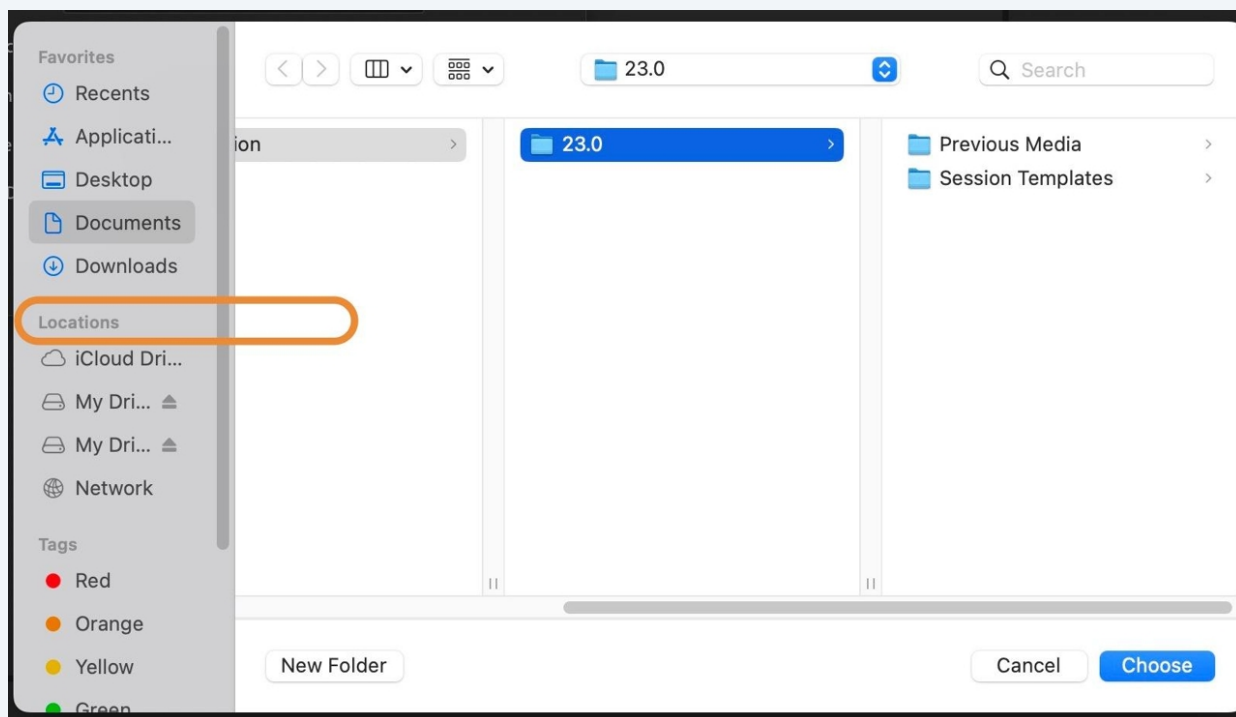
- 9 Select "Browse" to change where your project file saves, if you wish to change it from the default. (This is not your final recording file.)



The screenshot shows the 'New Multitrack Session' dialog box. The 'Browse...' button next to the 'Folder Location' field is highlighted with an orange circle. The 'Session Name' field contains 'My recording'. Other fields include 'Folder Location' (set to '/Users/dmsvocalbooth/Documents/Ado...'), 'Template' (set to 'None'), 'Sample Rate' (set to '44100' Hz), 'Bit Depth' (set to '32 (float)' bits), and 'Mix' (set to 'Stereo'). There are 'Cancel' and 'OK' buttons at the bottom right.

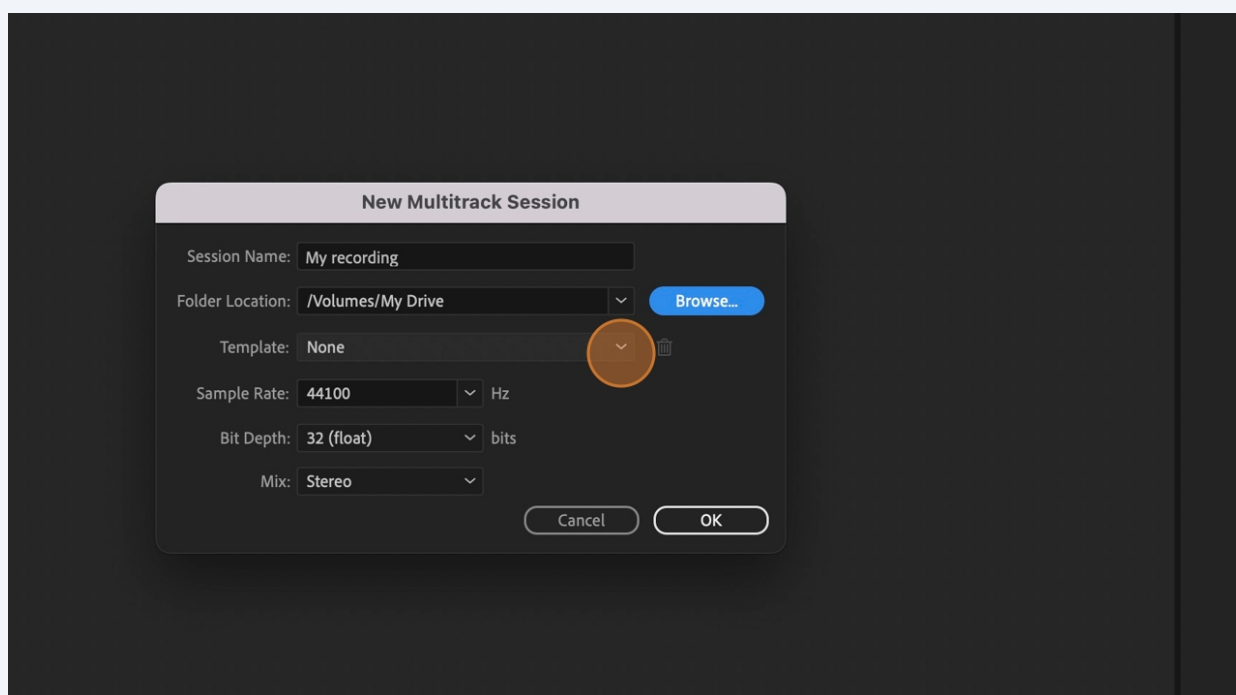
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If you are saving to an external drive, you will find your drive under "Locations", to the left of the saving screen. Any files saved internally will be lost when the computer reboots.



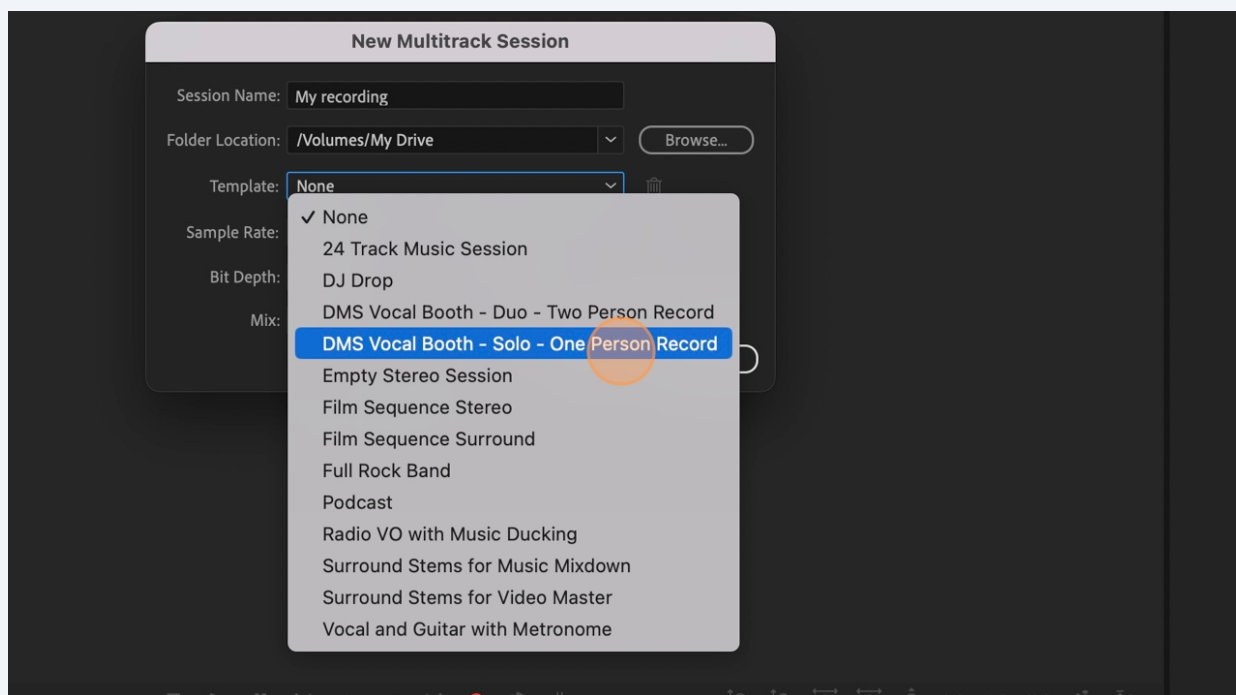
11

After choosing where your files will save, select your template from the dropdown menu.



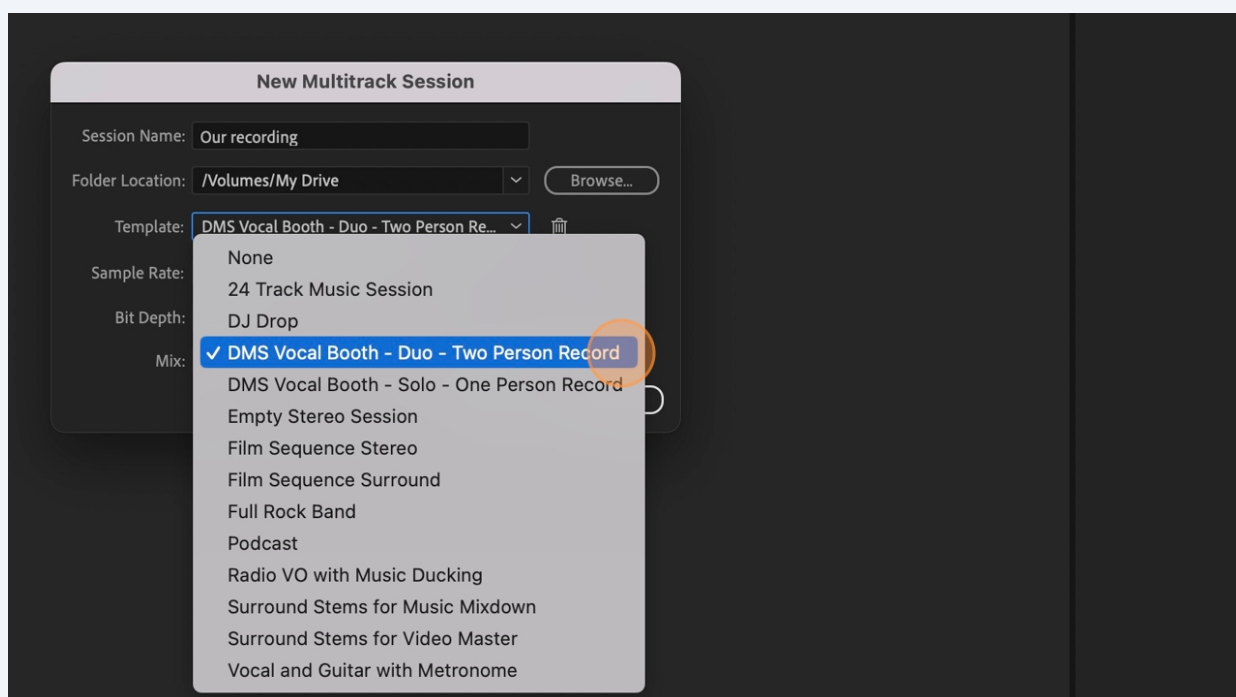
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Click "DMS Vocal Booth - Solo - One Person Record" if only one person will be speaking. This will arm the microphone closest to the computer.



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Click "DMS Vocal Booth - Duo - Two Person Record" if two people will be speaking. This arms both microphones for recording.



- 14 Verify your file name, save location, and selected template before clicking "OK".

New Multitrack Session

Session Name:

Folder Location: ▼ Browse...

Template: ▼ 🗑️

Sample Rate: ▼ Hz

Bit Depth: ▼ bits

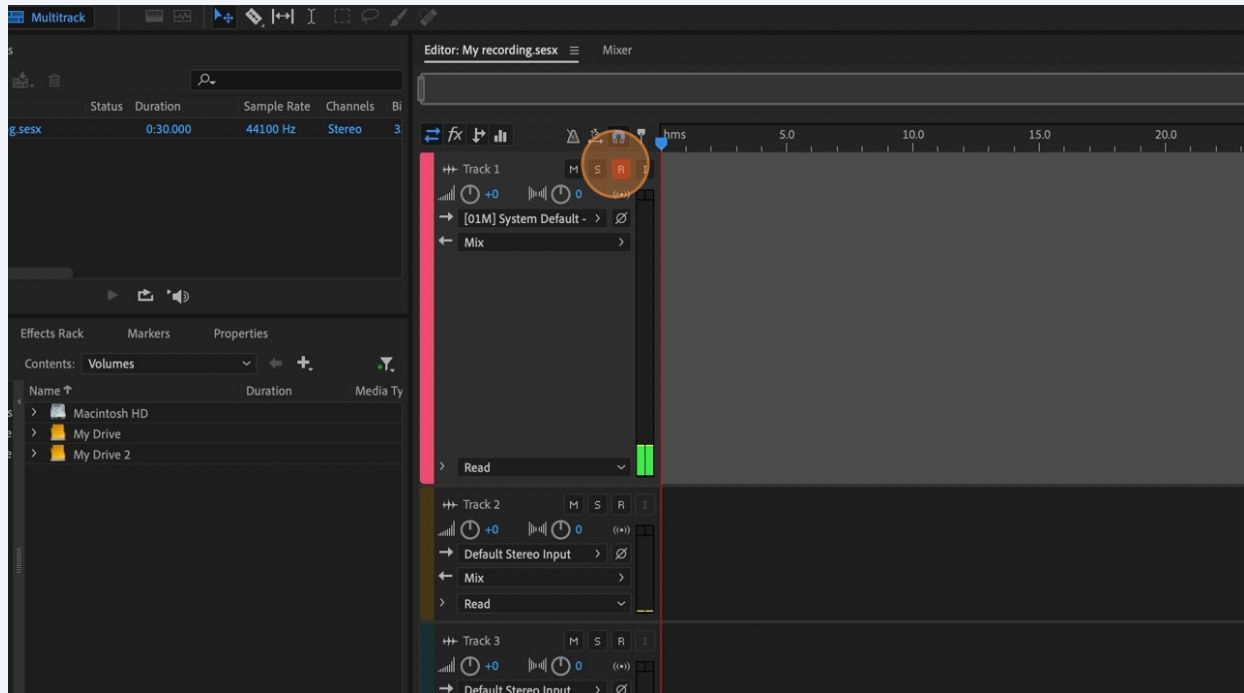
Mix: ▼

Cancel OK

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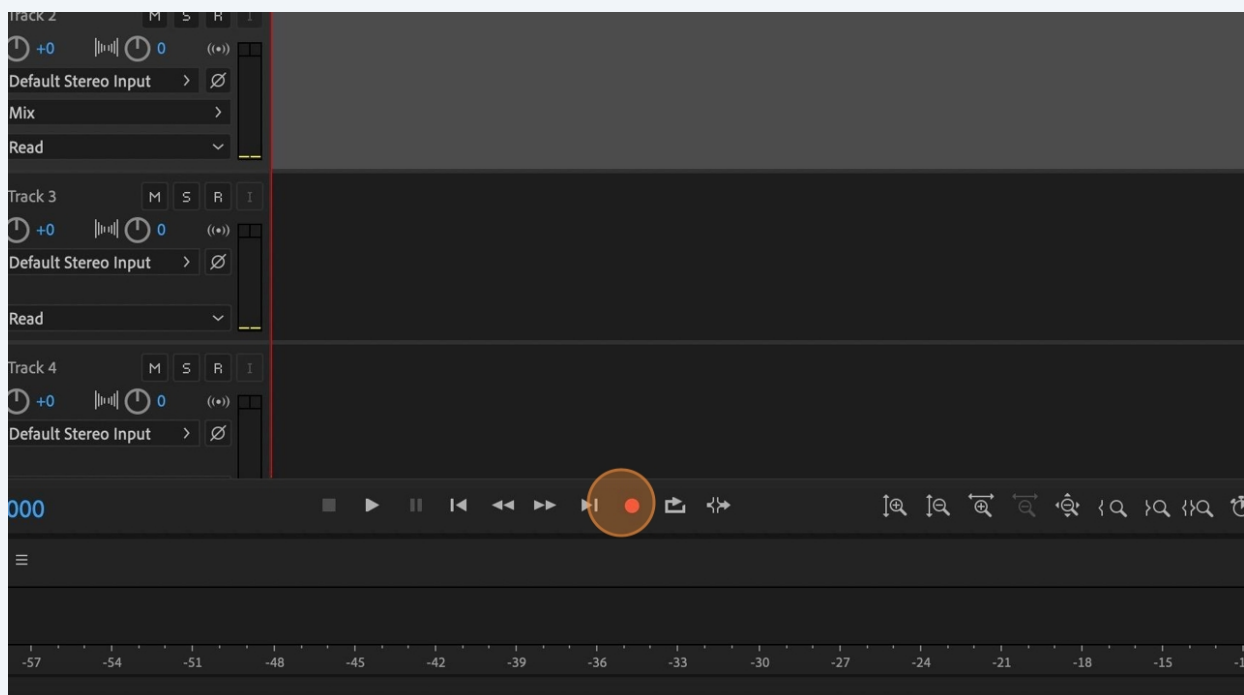
Your window will now have multiple tracks added, with Track 1 ready to record from Mic 1, as indicated by the red R.

DO NOT CLICK THIS R or it will disarm Mic 1. If this button is clicked, click it again to bring Mic 1 back online.

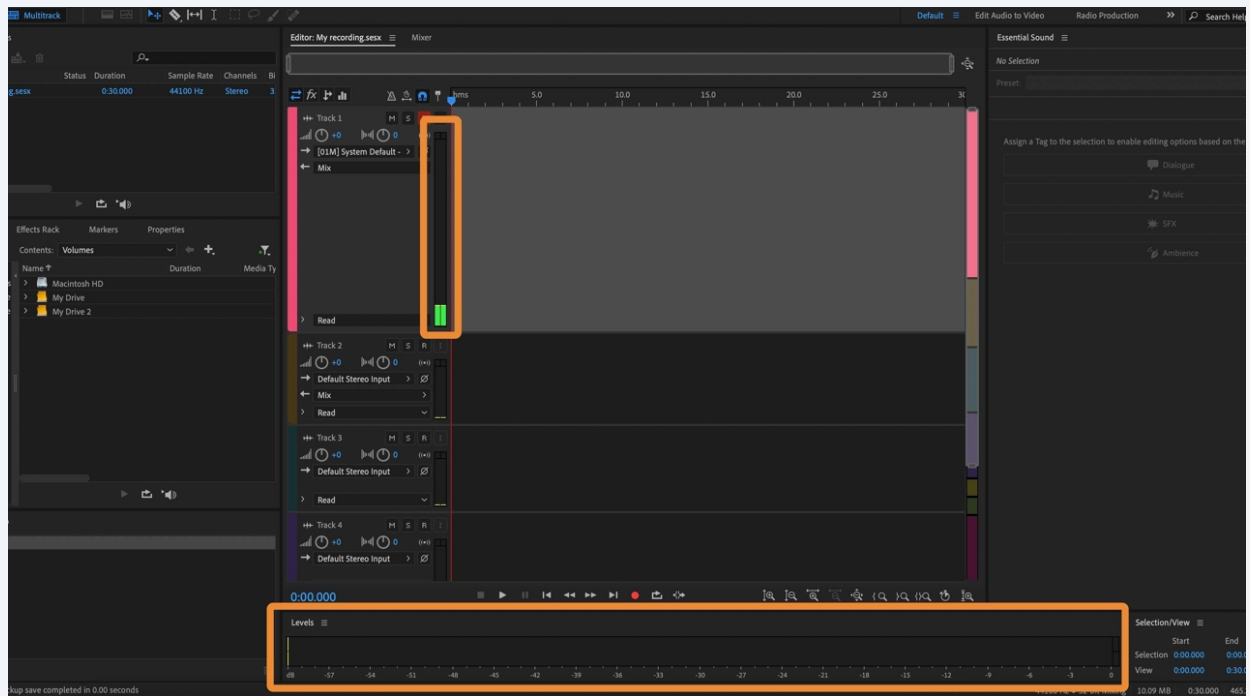


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Click "Adobe Audition"

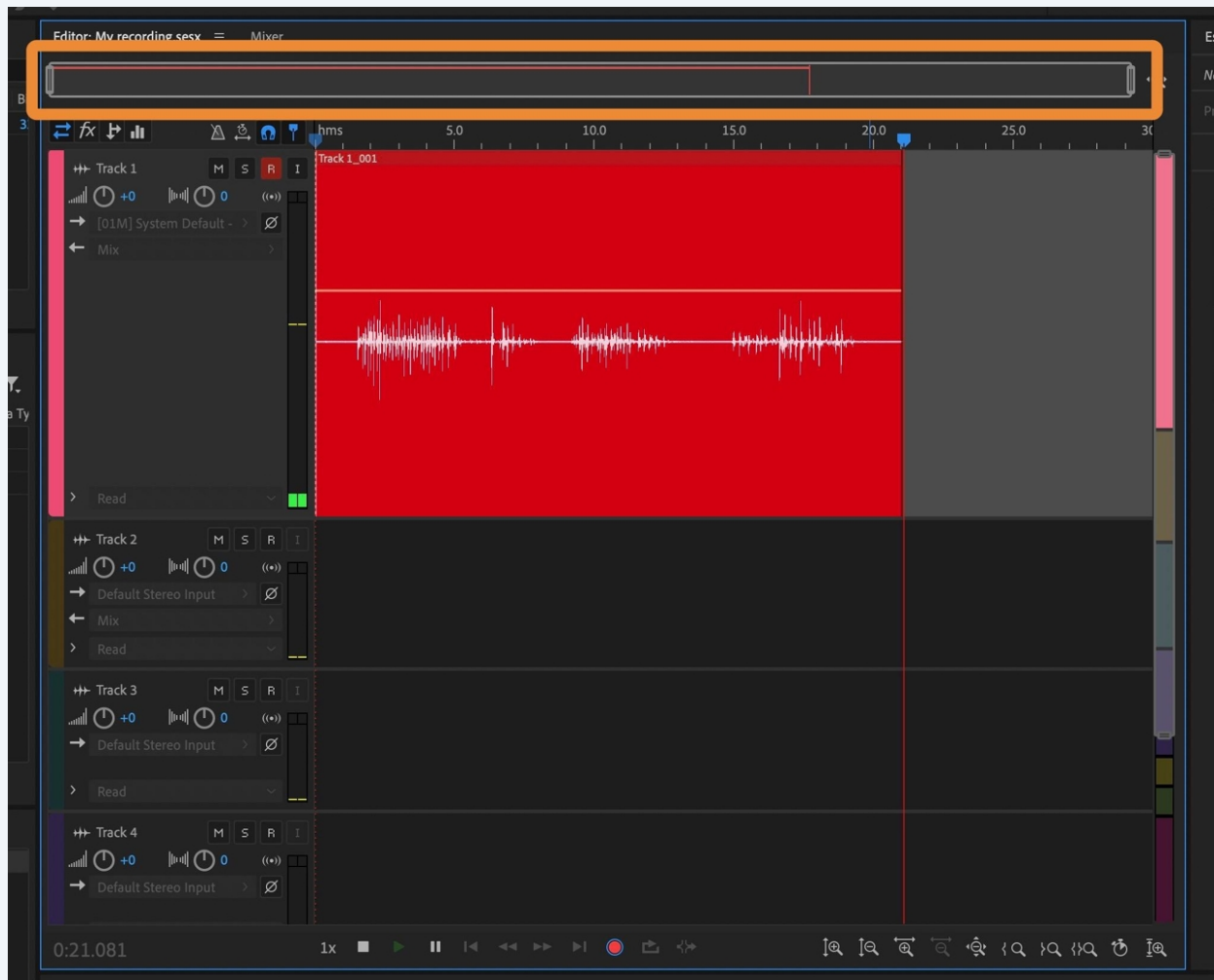


- 17 You can monitor your volume levels on you track and at the bottom of the screen.



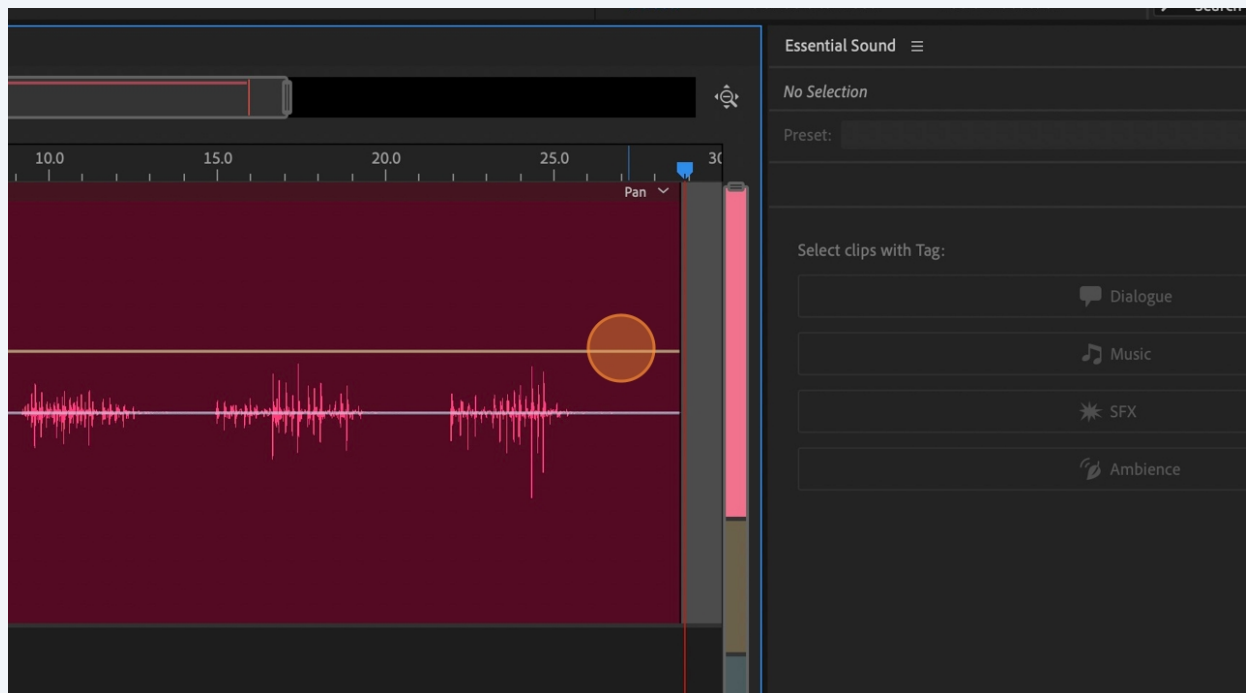
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The grey navigation bar, or the Zoom Navigator, can be used to navigate longer tracks, by shrinking and expanding the grey window or by dragging it left or right.



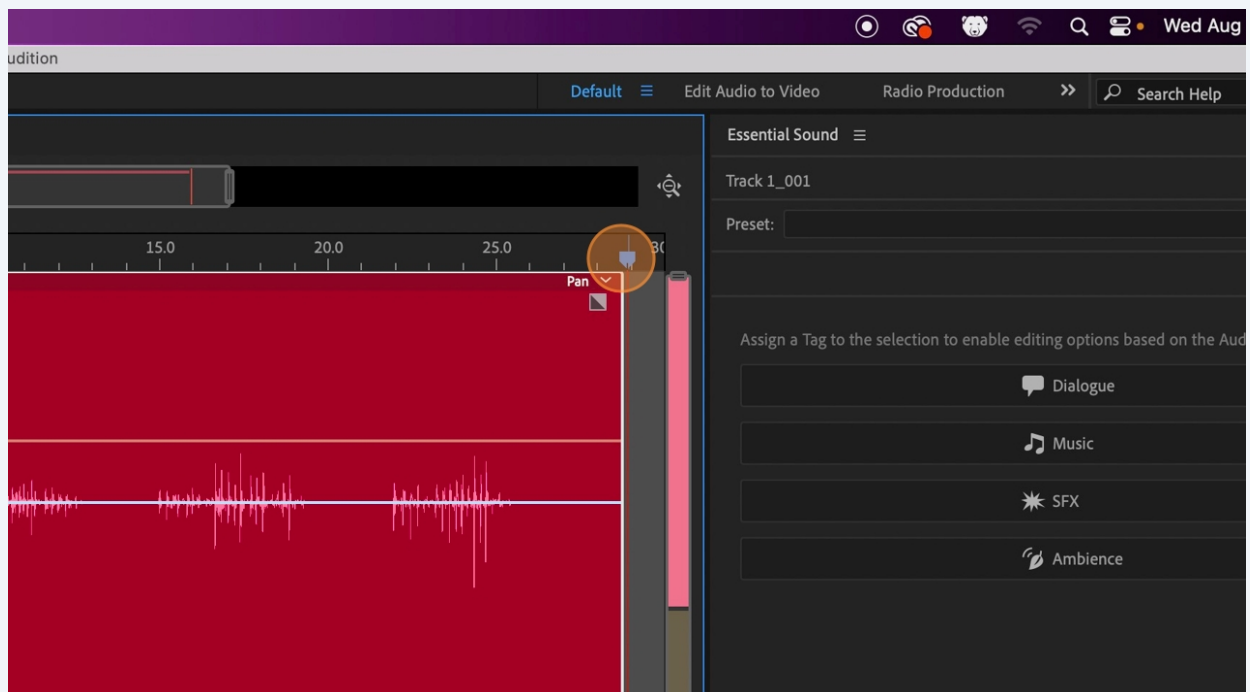
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The yellow bar across each clip can be raised or lowered to change the clip's volume. The blue/purple bar underneath will change the clip's balance between left and right speakers.



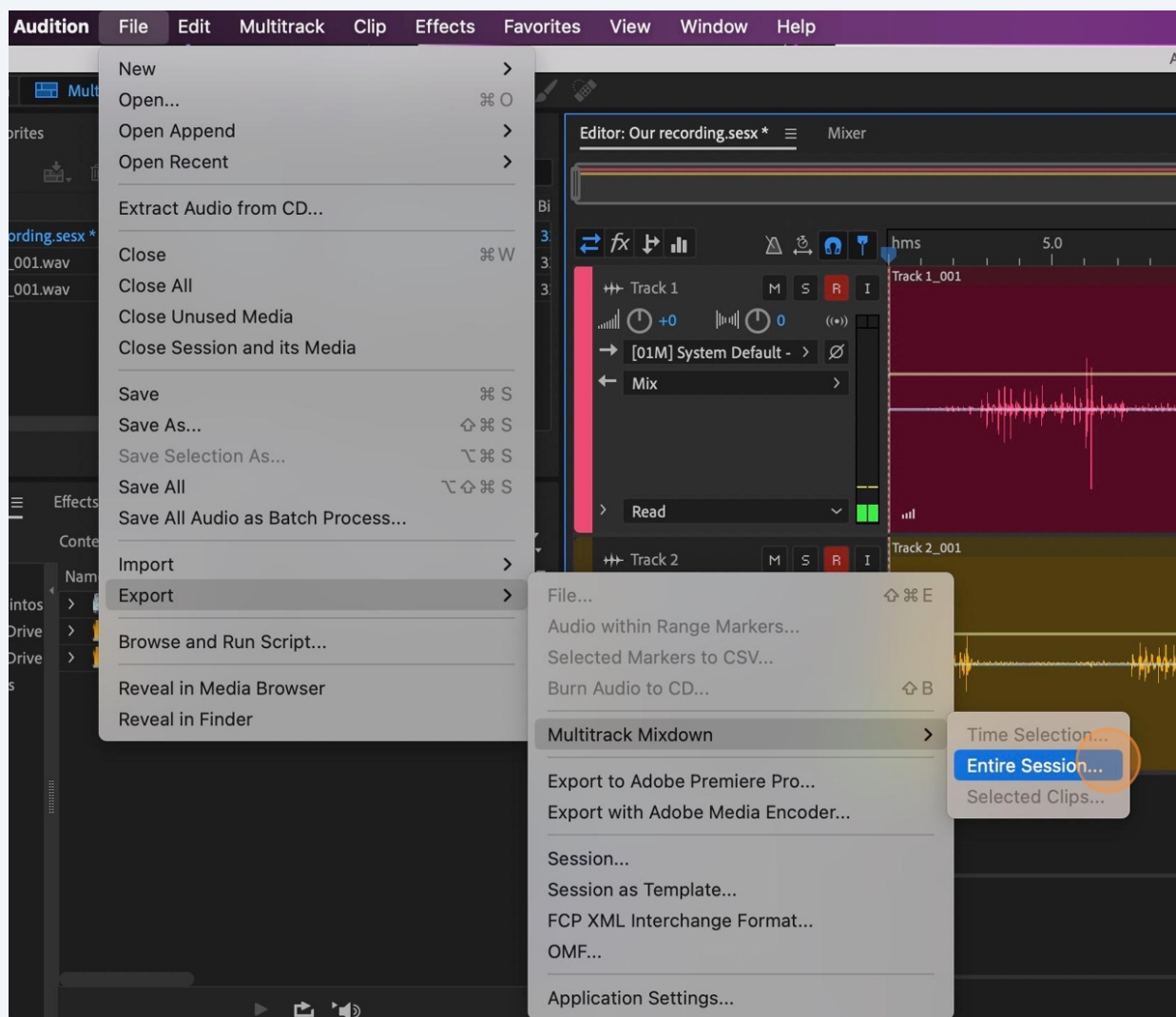
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The playback selection bar can be used to travel through the track and select when the recording or playback will begin.



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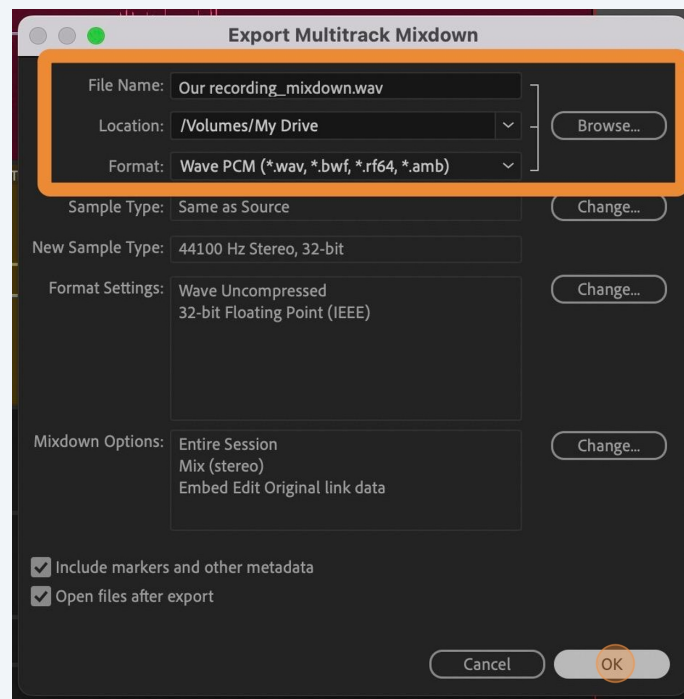
When you're finish recording and ready to export, select "File > Export > Multitrack Mixdown > Entire Session"



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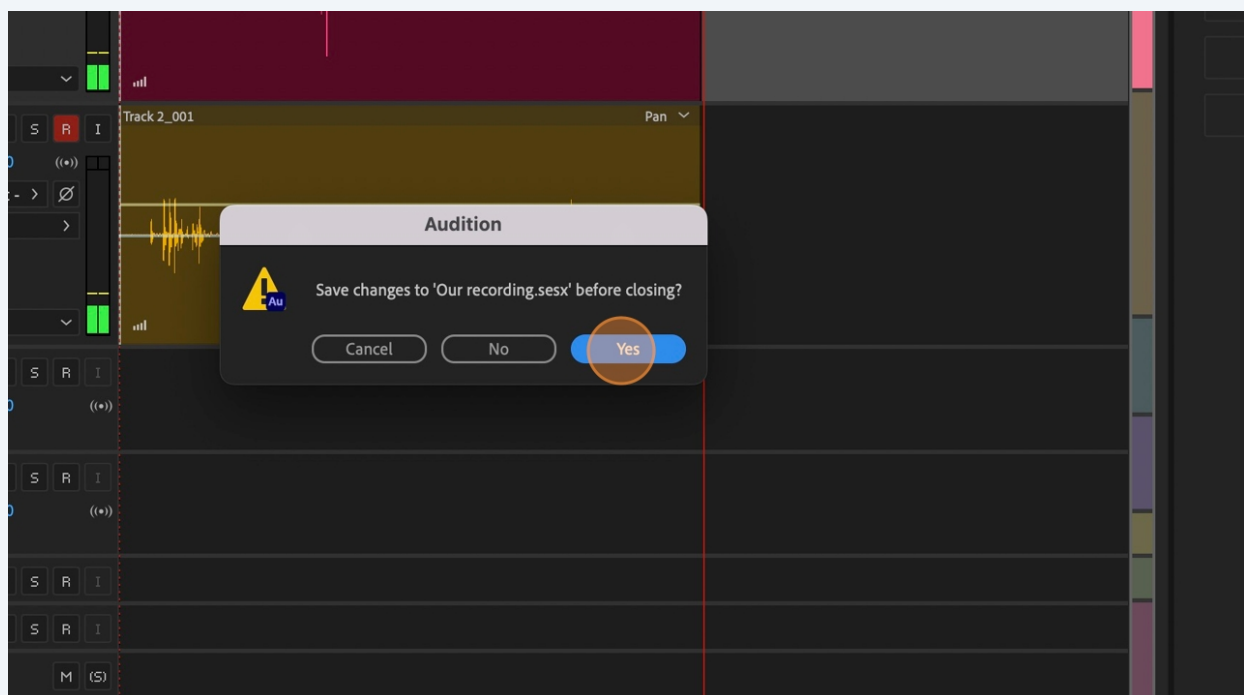
This will be your final recording file. Take time to review the name and saving location for this file- save externally to avoid losing your work! You can also change the format of your file, if needed.

After confirming, click OK to complete exporting the file.



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You may now close Audition, but you will be asked to save any changes to your project when doing so.



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And you're done! Make sure to save your files externally if you haven't yet, and eject your devices before logging off.

