

Dear audio editing volunteers,

In this document you can find a few very basic guidelines on how to edit audio files for Amaravati Buddhist Monastery's Retreat Centre.

1) The audio files cannot be exported into the final version with too long gaps, or empty spaces between the last word that was said and the next that will be said (see screenshot attached).

2) Amplification. When editing, try to keep the sound volume of all tracks on the same level (see screenshot) which is 12db when working on audacity. It's very helpful when all tracks remain on the same volume level.

- Cut the beginning and the end to just a few seconds (3-4 sec).
- No chanting at the beginning and at the end.
- Sound volume needs to be usually increased (between -12db and -6db, it shouldn't go below -12db) which you can do by *Amplify* effect.
- The gaps need to be short. The max. Length for gaps in guided meditation can be shortened to max. 1 min, and when GM is paused for the period of meditation (i.e. 40 min) and then resumed, the gap can be even shorter (check 'Removing gaps' screenshot).

If the retreat is led by two teachers, like in the buddhist/christian retreats, in the field 'Artist' you can write **Ajahn Candasiri** (if she is giving a talk or GM) and **Brother Nicolas** (if he is speaking), and if they both talk in the same recording you can write **Ajahn Candasiri and Brother Nicolas**. You can use either audacity for the tagging as normally you will do when exporting the file in the end, or skip Audacity's tagging and use Mp3tag. For Mac users, you can use Tag Editor (Amvidia) which is easy-to-use and free app (with some limitations) or get paid version of Mp3tag for Mac.

If something is still not clear or you have some other unrelated questions, please don't hesitate and email [audio@amaravati.org](mailto:audio@amaravati.org).

All good wishes,

Audio editor,

Amaravati Buddhist Monastery