

Arizona Talking Book Library

Post Production Manual

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Introduction

Once a book recording is complete and all edits have been made, the recording is ready for post-production. This includes setting the navigation markers and entering the metadata. The navigation markers allow a patron to jump between portions of the book, such as from chapter to chapter. The metadata is the information about the book that will appear in BARD (Braille and Audio Reading Download).

For post-production work, you will need

- The script for the book
- Director's navigation marker sheet
- Copy of the book
- Book subject (ask Studio Manager if subject is not on script)

General Volunteer Information

1. All Library Volunteers should sign in at the computer on the front desk using their assigned Volgistics number. When they leave the Library, they should sign out. If the volunteer forgets their Volgistics number, there is a list next to the computer.
2. Evening volunteers will need to ring the bell at the Library door to gain entry after 5 pm.
3. The only personal equipment Volunteers are permitted to connect any to the Library computer is personal headphones. If you need to move files from one computer to another, ask the Studio Manager for a stick drive.
4. The Studio Manager coordinates the Studio schedule with the Volunteer schedule.
5. Most Studio Volunteers will be assigned the same day and time on a recurring basis. They will also be scheduled on a specific booth or station.
6. The preferred method of communication between the Studio Manager and the Volunteers is by email.

7. If a Volunteer is unable to be at the library at the scheduled time, they should email (preferred) or call the Studio Manager as soon as possible.

Arizona Talking Book Library
Library, Archives and Public Records
A division of Arizona Secretary of State Michele Reagan

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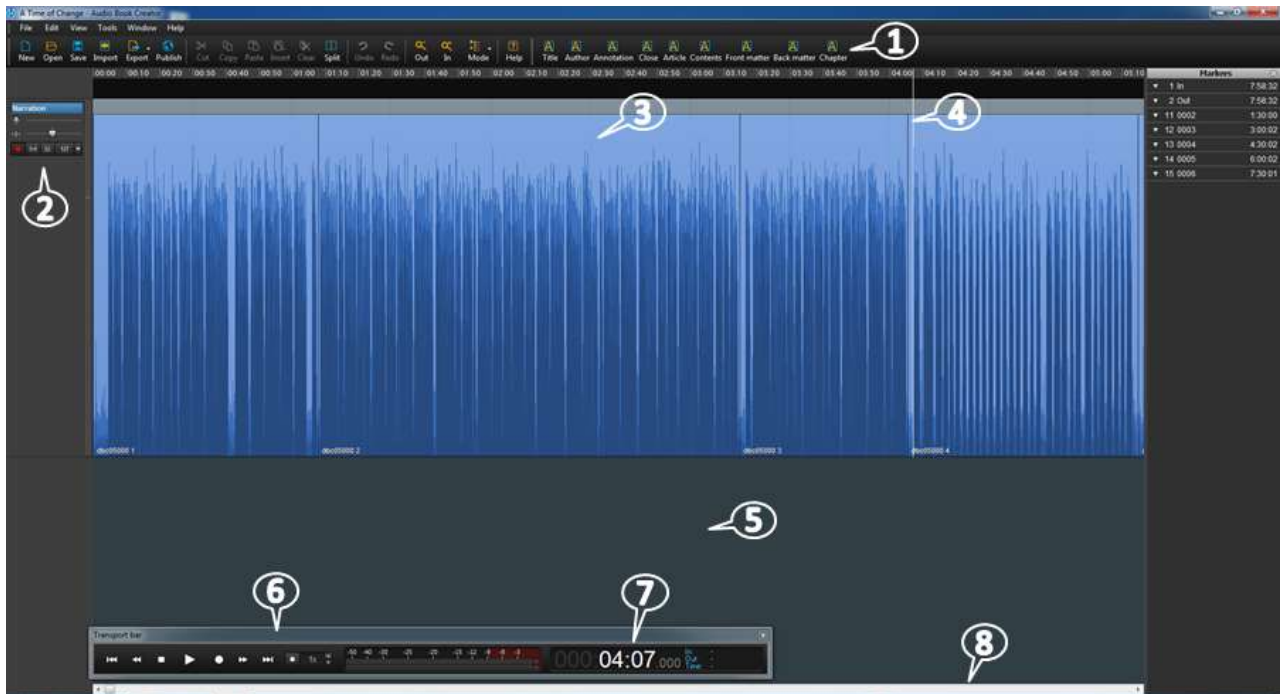
* Preferred method of contact is by email.

Getting Started

1. Post production volunteers work solo at either a booth or review station. They are assigned a specific day and time to come in each week.
2. Check with the Studio Manager or Duplication Technician for the book that you will edit.
3. Pull the Director's copy of the book from the bookshelf.
4. If the computer isn't already on, power it on by pressing the button on the computer tower.
5. Turn on the monitor by pressing the button on the bottom right corner of the monitor screen.

Hindenburg Audio Book Creator

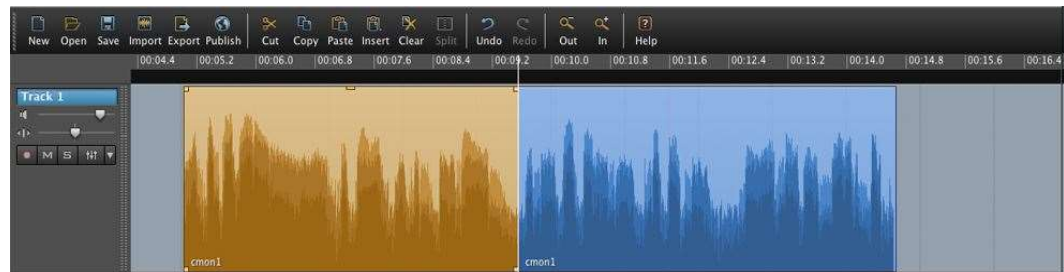
1. Hindenburg Audio Book Creator is the name of the software used in the Studio for recording, reviewing, and editing the audio books. The software is also referred to as HABC.
2. The workspace of HABC is the area that contains the sound waves or audio imprints. There are no “sides”, just one long continuous file. Audio levels should remain even throughout the production. The Workspace is shown in the image with the key areas numbered and described below.



- (1) **BOOK BAR** - The book bar is used in the workspace to set navigational markers. The markers will appear in the manuscript screen.
- (2) **NARRATION WINDOW** – The small window on the left of the screen is the narration window. This is where the audio file is armed or disarmed. A file needs to be armed before recording starts.
- (3) **REGION** - The Workspace is made up of regions. Each region is a large horizontal band defined by black lines at its beginning and end. As you record in HABC, you'll notice that the audio is divided into clips, or regions, as you stop or make edits (think of any gaps or space between regions as silence). These regions can be edited and manipulated independent of one another.

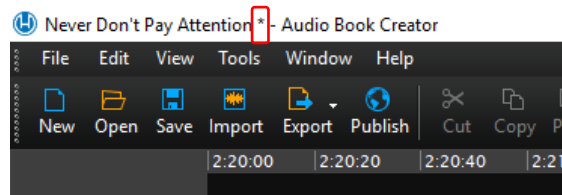
In HABC, the region will be blue. When you select an entire region, it will be a golden color. When you select a portion of a region, it will be a darker shade of blue.

Each Region represents a wave file or audio imprint. Projects can contain hundreds of wave files. Regions are created every time a correction is made by the director. If you click on the Region, it turns a golden color – consider this a “danger zone”. This means the Region is about to be manipulated: audio levels changed, the Region moved, etc. You typically don’t want to manipulate Regions! To get out of the “danger zone”, click in the Black Ribbon area (below the workspace).



Two separate regions on a single track. The region on the left is selected.

If a Region is accidentally manipulated, use the Undo feature to remove the change. If you are worried that the changes haven’t been removed, just click “No” when asked whether changes should be saved when closing out of HABC. As a last resort, files are backed up on the server and can be recovered. An asterisk (*) after the file name at the top means you have changed something in the file.



- (4) **PLAYHEAD** - The white line that appears wherever you click your cursor is the playhead. The white line is your “cursor” in the wav file; it indicates where you are in the wav file. One way to move your cursor to a new location is to simply click once in the black ribbon above the wav file.
- (5) **RIBBON** - The black horizontal band below the Workspace is the ribbon; this is the area you should click on to direct your Playhead.
- (6) **TRANSPORT BAR** - The transport bar is at the bottom of the ribbon and is used to navigate along the Workspace. It includes the Stop and Play


buttons as well as the audio level and Time Counter. The scale for the audio level is set on EBU for ease of use.

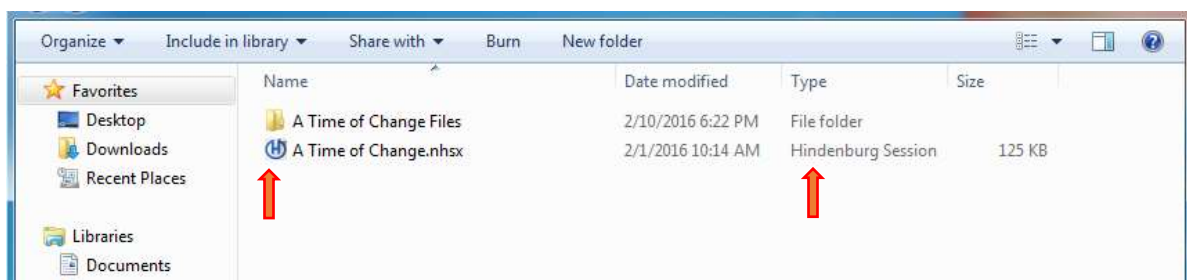
(7) TIME COUNTER - The time counter is where the timestamp for the Playhead is shown. It is part of the transport bar. The format is hours/ minutes/ seconds. There are thousandths of seconds after this, but we don't use this level of detail. To "go to" a certain timecode, click on the respective area you'd like to go to, input the time, and press "Enter" on the keyboard.

(8) NAVIGATIONAL SCROLL BAR - Under the Ribbon is a horizontal navigational scroll bar that can be used to navigate.

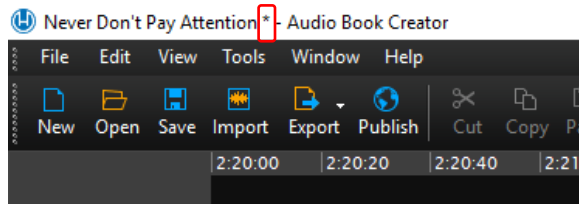
3. **Error! Reference source not found.** contains additional information about the terms used in HABC.
4. **Error! Reference source not found.** provides keyboard shortcuts that you may want to try.

Opening a File

1. Locate the folder where the book files are kept. Each book is in its own folder with the same name as the book. If you aren't sure of the location, ask the Studio Manager or Duplication Technician for assistance.
2. Double click on the folder of the book you'll be editing. In that folder, look for the file with the file type "Hindenburg Session". It will have a blue Hindenburg icon  in front of the file name. Double click to open it.



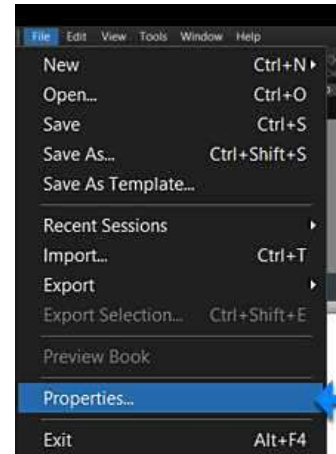
3. To end a session, click on File/ Save, and then give the program a few minutes to fully save before closing using the red x in the top right hand corner. If the file has not been saved, the file name in the upper left corner will have an asterisk (*) next to it. To be safe, it is best to always save before ending your session.



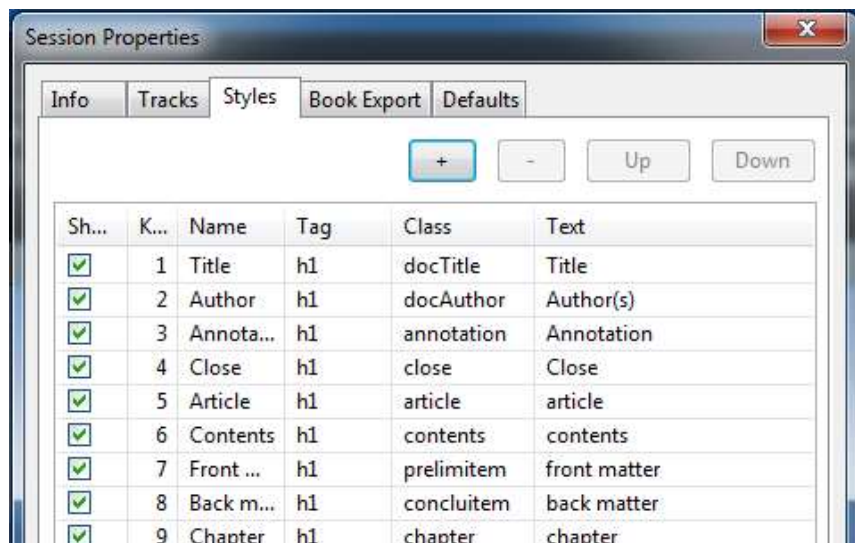
Set up Styles Tab

To set up the navigation markers you will need to define the headings for the book structure. This is done on the Styles Tab in the Session Properties box.

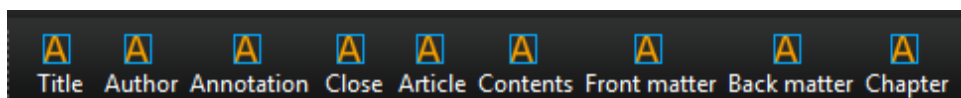
1. Click on File/Properties to open the dialog box.



2. Select the Styles Tab. Each row in the table is a Style. The styles will appear as icons in the Book Bar.



- a. The Name column identifies the name of the icon for this style as it appears in the Hindenburg Book Bar that is used in setting the navigation markers. An example of the Book Bar is shown below.



- b. The Tag column determines the hierarchical level of the navigable item within the book or magazine structure. Level 1 is given the tag h1; level 2 is given the tag h2; and so on. On the script for recording the book, there will be a sentence that tells you how many levels you will need. For example: “This book contains markers allowing direct access to the prologue, acknowledgements, contents, foreword, preface, introduction and parts at level one, and to the sections and chapters at level two.” For a magazine, it will read: “This magazine contains markers allowing direct access to the contents and articles at level one, and to the selections within the articles at level two.” Every navigation marker must have a tag attribute.
 - c. The Class column sets the class attribute of the navigable item. The class is a predefined list of acceptable attributes that can be found in Appendix D – Class Attributes . Every navigation marker must have a class attribute.
 - d. The Text column will populate the manuscript window of Hindenburg when a navigation marker is set. Repeatable items, such as parts or chapters, will need to be edited to match the content of the print edition as the manuscript is being created. Therefore, a placeholder such as the word “chapter” or a symbol may be used.
- 3. Use the script and the Table of Contents, if there is one, to determine the types of markers and levels you need to use.
- 4. On the Styles Tab, check the boxes for the Styles you need to include in this book. Uncheck boxes for Styles that you don’t need to use. Make sure the headings have the correct Tag (h1, h2, and h3) for each header you want to use.
- 5. If a Style you need doesn’t appear on the list, you can add it by modifying a style you don’t need. Or you can click the plus (+) button above the Styles Table. A new line copying the current highlighted style will be inserted. You can now change the Name, Tag, Class, and Text to meet your needs.

Navigation Markers & Metadata for Books

Post Production activities include setting the navigation markers and entering the metadata for the book. The navigation markers allow a patron to jump between portions of the book, such as from chapter to chapter. The metadata is the pertinent information about the book that will appear in BARD (Braille and Audio Reading Download). The book cannot be exported for distribution if the required metadata is not entered. Before beginning to enter the Metadata, make sure you have a copy of the book, the script, and the director’s log sheet.

Navigation Markers for Books

Important: Use caution if you need to edit the recording contained within the navigation markers. See the section titled “Editing Navigation Markers After They Have Been Set” for instructions.

1. Start by making sure the file is disarmed. Check the Narration Window, typically on the left side of the screen. A pink dot indicates “disarmed” – not ready to record; a red dot indicates “armed” – ready to record.

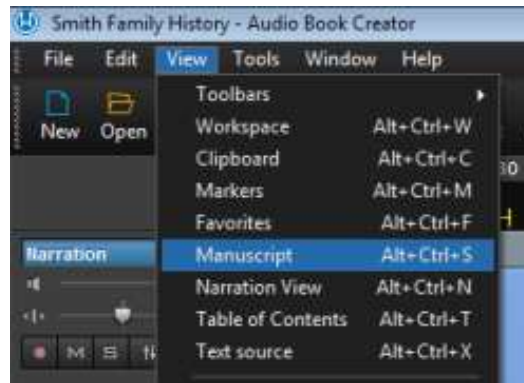


Pink indicates “disarmed”
– not ready to record

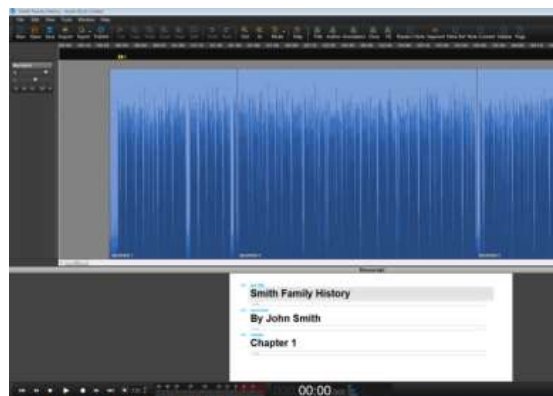


Bright red indicated “armed”
– ready to record

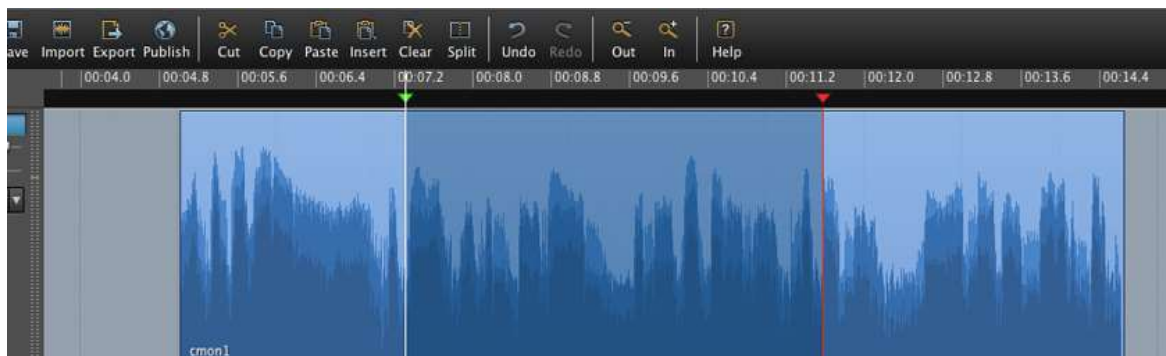
2. Next, open the Manuscript Window by clicking on View / Manuscript.





3. The Manuscript Window will open next to or below the Workspace. The Manuscript Window will be blank if Post Production work on the navigation markers has not started. Once you create the first marker, the field for that marker will appear in the Manuscript Window.



4. Listen to the opening announcement to make sure that the book DBC number and reading time are correct.
5. Use the timestamps on the script and the Director's navigation marker log (Appendix E – Director's Log) to find the portion you want to mark. Select that portion of the audio. Make sure to include a few seconds before and after the recording.



Here is an example of a selected portion of an audio region. The green (left) arrow above the waveform is the in-point, or beginning of the selection. The red (right) arrow is the out-point, or the end of the selection. The selected area in between is slightly darker.

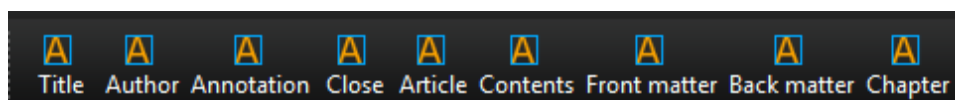
You can use the cursor as a selection tool by moving it to the ribbon until it shows the I-Beam  icon. When you see the  icon, you can click on the left of the piece of audio and drag to the right to select that portion of audio.

Think of the red and green indicators as traffic lights; a selection that starts with a red marker is stopped before it can start and therefore will not be available for editing, correcting, or changing. Always make sure your selection starts with a green arrow and ends with a red arrow.

Right click in the highlighted Selection within the Region to open a pop-up window. Click Play Selection to listen to your selection and confirm it is the desired section of audio.

To deselect, press the ESC key or click in any empty area in the workspace. You can also double click in the ribbon to deselect the Selection.

6. Once the selection is highlighted, go to the Book Bar at the top of the screen and click on the icon for the selection.



7. The manuscript will now show a line for the selection you chose. Double click on the field to enter or edit the text. Enter the text as the narrator recorded it. Repeat these steps for each navigation marker.



8. Using the script and the Director's navigation marker log, set markers for all the key sections of the recording. Enter the markers in the order they appear in the recording. The following are some examples and hints for setting the specific markers.

Title : Select the portion of the audio with the title and subtitles, if any. Once you have the correct portion selected, click on the Title icon in the Book Bar. Enter the complete title of the book as the narrator recorded it, including any subtitle, in the Manuscript Window.

Author: Select the portion of the audio with the author's name. Once you have the correct portion selected, click on the Author icon in the Book Bar. Enter the author's name, preceded with "By", in the Manuscript Window.

Annotation: Select the portion of the audio with "Arizona Talking Book Library Annotation". You do not have to select the entire annotation, just the heading. Once you have the correct portion selected, click on the Annotation icon in the Book Bar. Enter "Arizona Talking Book Library Annotation" in the Manuscript Window.

Body of the Book: If the book has Parts or Chapters, each one requires a navigational marker. The Director's navigation marker log provides the timestamp for each Part or Chapter of the book. Select the audio with the entire heading and click on the Part or Chapter icon. Enter the heading exactly as read by the Narrator. For a book with Parts at level 1 and Chapters at level 2, you must first set a level 1 navigational marker before you can set level 2 markers. Example:

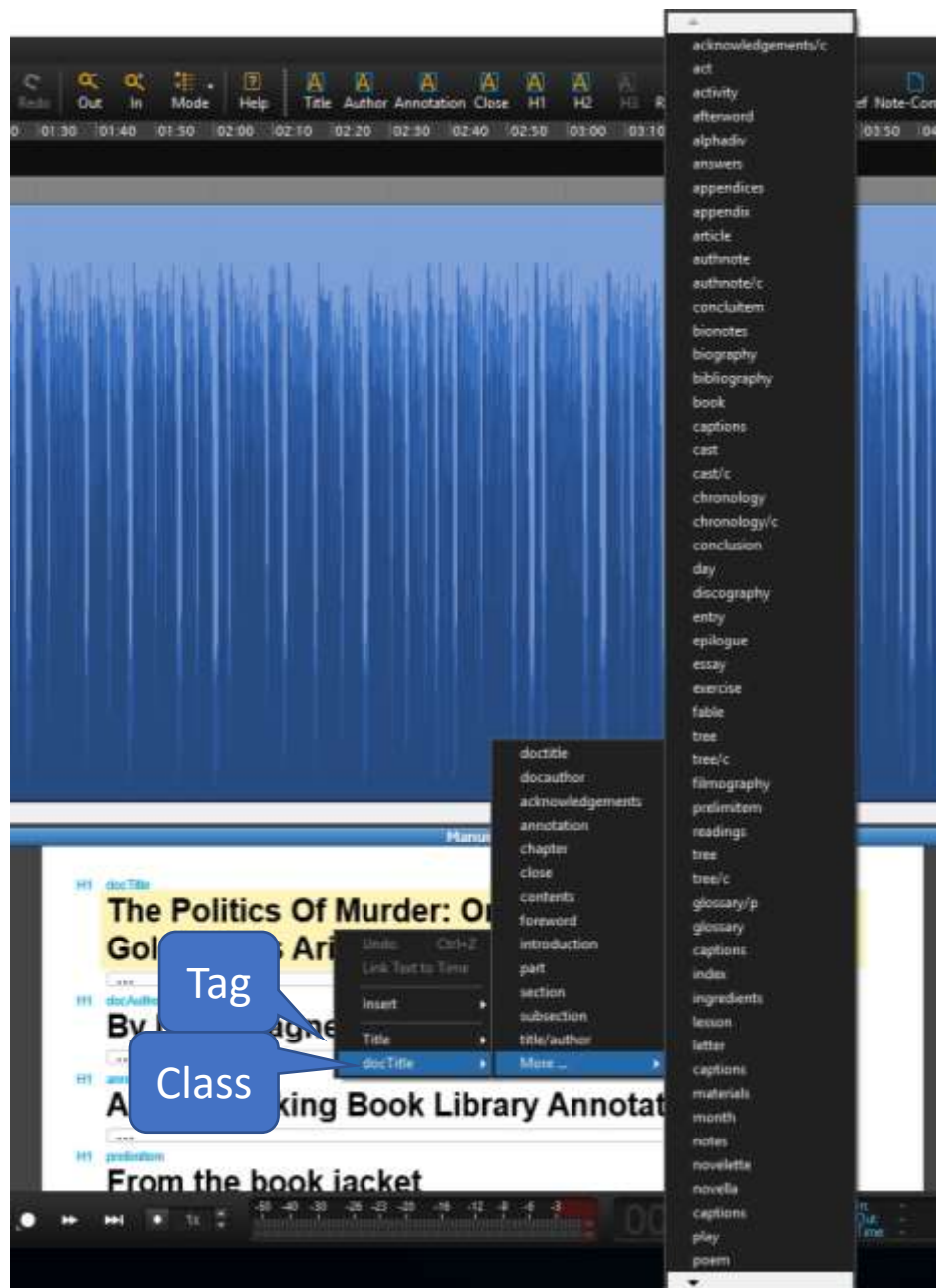
Part I Childhood (this is level 1)

Chapter 1 – The Buffalo Kid (this is level 2)

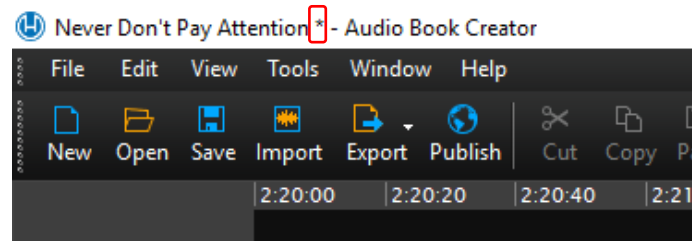
Chapter 2 – The Hidalgo Kid

Closing Announcement: Select the portion of the closing that includes the book title and the author name(s), but not the spelling of the names. Once you have the correct portion selected, click on the Close icon in the Book Bar. Enter the complete title, "by" and author name(s) in the Manuscript Window just as read by the narrator.

9. Once you have entered all the Navigation Markers, check each one to make sure that it is set correctly. Recheck the spelling in the Manuscript Window.
10. Remember that every navigation marker must have both a tag and a class. You can verify the tag and class for a navigation marker by right clicking on the text for the marker in the Manuscript window. In the dialog box, click on the arrow to the right of either the tag or the class to see the choices.

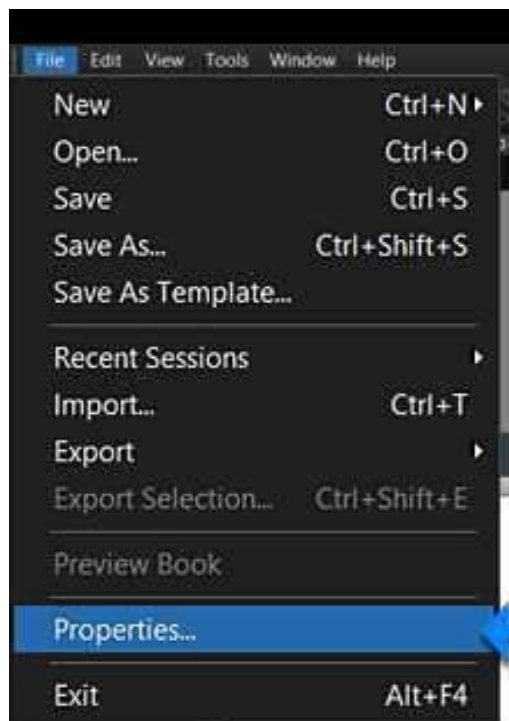


11. To end a session, click on File/ Save, and then give the program a few minutes to fully save before closing using the red x in the top right hand corner. If the file has not been saved, the file name in the upper left corner will have an asterisk (*) next to it. To be safe, it is best to always save before ending your session.



Metadata for Books

1. Click on File/ Properties to open the metadata dialog box.



2. The first tab on the Session Properties box is the Info Tab; this is where the metadata is entered.

Session Properties

Info Tracks Styles Book Export Defaults

Audio Book (NLS)

Title: Mrs. Ogg Played the Harp: Memories of Church and Lc

Author: Jordan, Elaine Greensmith

Base filename: dbc04975

Narrator: Koch, Marilyn

Print Copyright: 2012

Description: Memoir of a female Protestant minister who wrestled with her spiritual beliefs among a caring congregation in Dewey, Arizona.

Print Publisher: Two Harbors Press

Publication Date: 2012

Subject(s): Biography, Religion

ISBN: 9781938690204

Rights: Further reproduction or distribution in other than a spe

Language: English - United States

Multimedia Type: Audio, NCX

DTB Publisher: NLS Network Library

Identifier: us-nls-dbc04975

DTB Producer: Arizona Talking Book Library

Produced Date: 2015-09-01

Revision Date: YYYY-MM-DD Date of subsequent builds of the DTB

Revision No.: 0

Revision Desc.: Brief description of revision

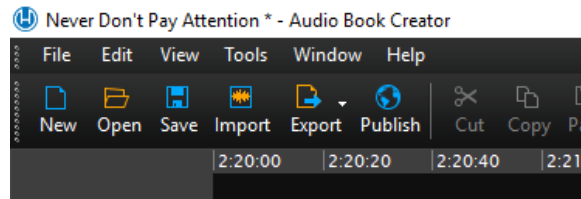
Recording Agency: Full name of recording agency (may vary from DTB ...)

3. Books that will be uploaded to BARD require most of this information. If critical information is missing from the metadata, you will not be able to export the book. You will get an error message warning you to correct the problem.
4. The table on the next page explains each of the Metadata Fields required for this tab and where the information can be found.
5. Be sure to follow the exact format for a field if one is indicated.
6. Fields with defaults will be automatically filled in. You do not need to type these in.

Info Tab Field	Book	Information Source
Title	Enter the full title of the book including any subtitles	Script
Author	Name(s) of the primary author, editor, etc. of the print edition, entered Last name, First name. If an author has multiple last names, list all last names, comma, first name. Separate additional authors with a semi-colon	Script
Base filename	The book number shall be the base filename for all files that make up the DTB. All alphabetic characters should be lowercase: dbcnnnnn.	Script
Narrator	Full name of the narrator entered Last name, First name. If a narrator has multiple last names, list all last names, comma, first name. Separate additional narrators with a semi-colon	Script
Print Copyright	Copyright year (YYYY)	Script
Description	Enter the <u>complete text</u> for the Arizona Talking Book Library Annotation. Be sure to proof read the description, scrolling as needed to see the entire text.	Script
Print Publisher	Publisher of the print book	Script
Publication Date	Date of the publication of the print book in the format YYYY	Script
Subject(s)	Topic of the content of the publication; separate multiple subjects with commas.	Technical Services Librarian
ISBN	ISBN of the print book (omit hyphens from ISBN number). For books that have more than one ISBN, enter the 13 digit ISBN.	Book
Rights	"Further reproduction or distribution in other than a specialized format is prohibited." (this is the default, it should not need to be typed in)	
Language	By default, HABC will designate the language as "English - United States". If the book is narrated in a different language, that language should be selected from the drop down list. en (if English) es (if Spanish)	
Multimedia Type	"Audio, NCX" (this is the default, it should not need to be typed in)	

Info Tab Field	Book	Information Source
DTB Publisher	"NLS Network Library" (MUST BE exact without quotes)	
Identifier	The identifier is "us-nls-dbcnnnnn" where dbcnnnnn is the base filename	
DTB Producer	"Arizona Talking Book Library"	Script
Produced Date	Date of publication of the DTB "YYYY-MM-01" (The date the book was finished being recorded)	Script
Revision Date	Optional. Date of the most recent revision of the DTB in the format YYYY-MM-DD. If the revision is "0" this is blank	
Revision No.	Optional. A non-negative integer. For the first build, the revision should be "0".	
Revision Desc.	Optional. A text string describing the reason for the revision.	
Recording Agency	"AZ BTBL Studios"	

7. To end a session, click on File/ Save, and then give the program a few minutes to fully save before closing using the red x in the top right hand corner. If the file has not been saved, the file name in the upper left corner will have an asterisk (*) next to it. To be safe, it is best to always save before ending your session.



Navigation Markers & Metadata for Magazines

Post Production activities include setting the navigation markers. The navigation markers allow a patron to jump between portions of the magazine, such as from article to article. The metadata is the pertinent information about the magazine; the magazine cannot be exported for distribution if the required metadata is not entered. Before beginning to enter the Metadata, make sure you have a copy of the magazine, the script, and the director's log sheet.

Navigation Markers for Magazines

1. **Important:** Use caution if you need to edit the recording contained within the navigation markers. See the section titled "Editing Navigation Markers After They Have Been Set" for instructions.
2. Start by making sure the file is disarmed. Check the Narration Window, typically on the left side of the screen. A pink dot indicates "disarmed" – not ready to record; a red dot indicates "armed" – ready to record.

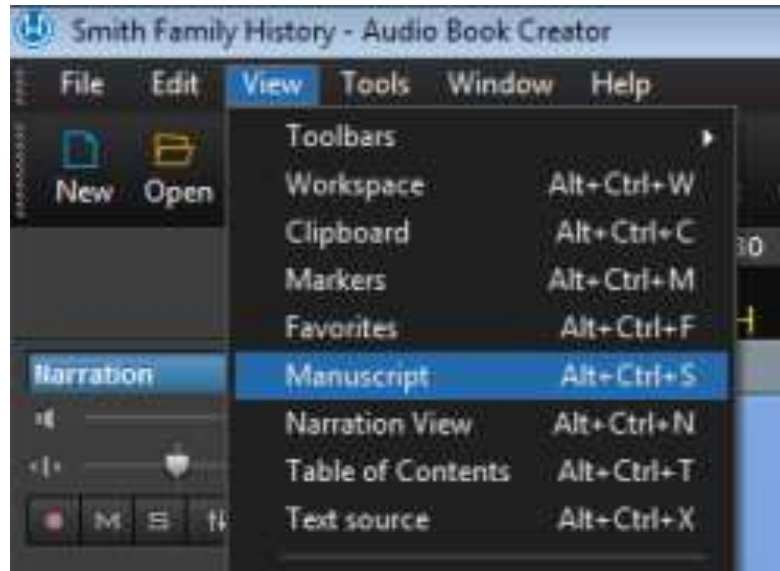


Pink indicates "disarmed"
– not ready to record

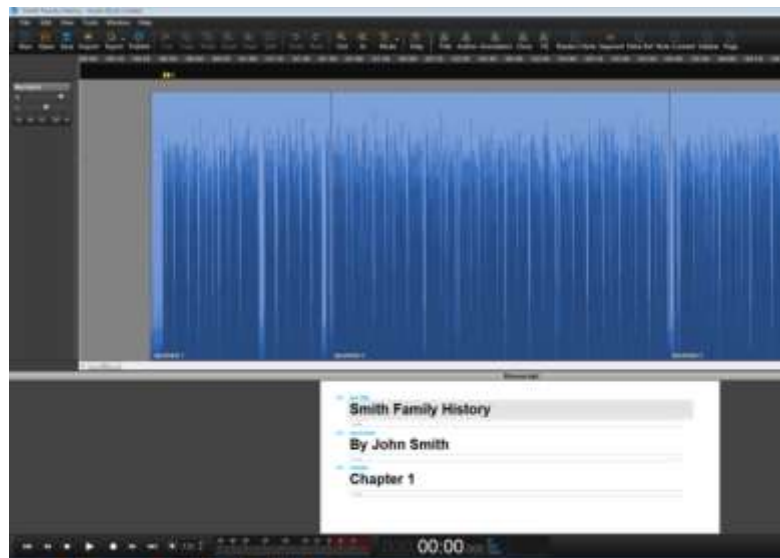


Bright red indicated "armed"
– ready to record

3. Next, open the Manuscript Window by clicking on View / Manuscript.





4. The Manuscript Window will open next to or below the Workspace. The Manuscript Window will be blank if Post Production work on the navigation markers has not started. Once you create the first marker, the field for that marker will appear in the Manuscript Window.



5. Use the timestamps on the script and the Director's navigation marker log (Appendix E – Director's Log) to find the portion you want to mark. Select that portion of the audio. Make sure to include a few seconds before and after the recording.



Here is an example of a selected portion of an audio region. The green (left) arrow above the waveform is the in-point, or beginning of the selection. The red (right) arrow is the out-point, or the end of the selection. The selected area in between is slightly darker.

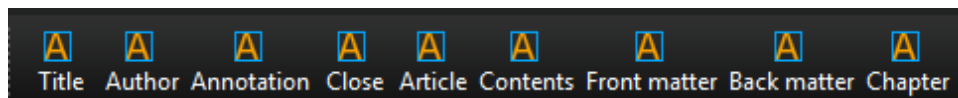
You can use the cursor as a selection tool by moving it to the ribbon until it shows the I-Beam  icon. When you see the  icon, you can click on the left of the piece of audio and drag to the right to select that portion of audio.

Think of the red and green indicators as traffic lights; a selection that starts with a red marker is stopped before it can start and therefore will not be available for editing, correcting, or changing. Always make sure your selection starts with a green arrow and ends with a red arrow.

Right click in the highlighted Selection within the Region to open a pop-up window. Click Play Selection to listen to your selection and confirm it is the desired section of audio.

To deselect, press the ESC key or click in any empty area in the workspace. You can also double click in the ribbon to deselect the Selection.

6. Once the selection is highlighted, go to the Book Bar at the top of the screen and click on the icon for the selection.



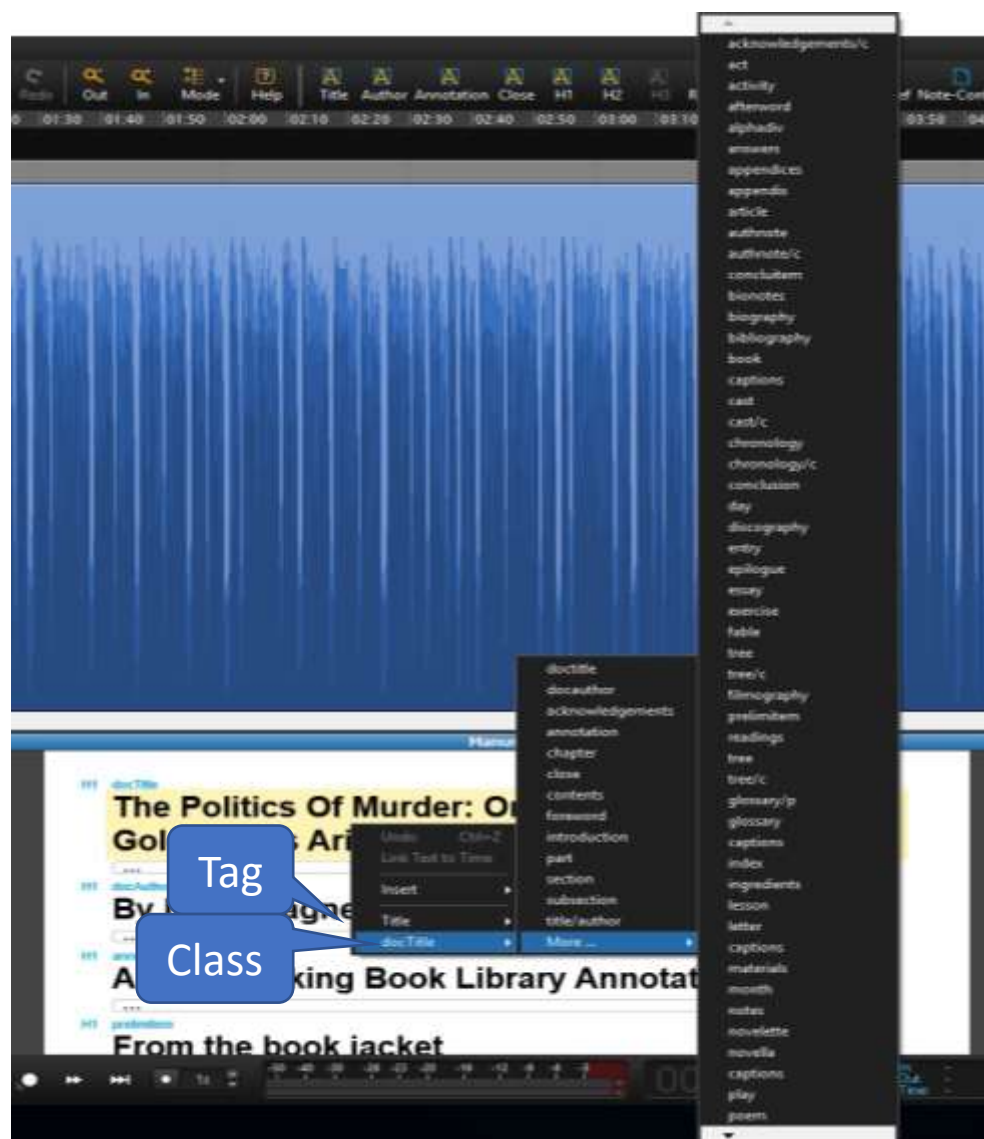
7. The manuscript will now show a line for the selection you chose.
For magazines, you do not need to change the text in the manuscript.
The generic text, e.g. "Article", is adequate.



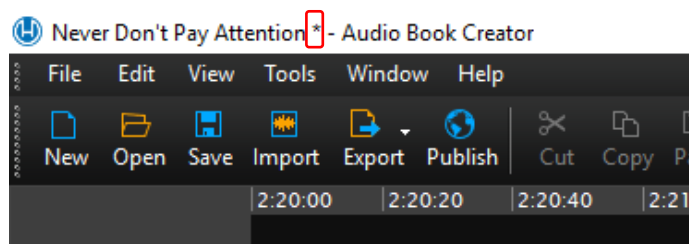
8. Using the script and the Director's navigation marker log, set markers for all the key sections of the recording. Enter the markers in the order they appear in the recording. The following are some examples and hints for setting the specific markers.
9. **Title:** Select the portion of the audio with the magazine title, issue month and year; for example: "Arizona Highways, May 2017". Once you have the correct portion selected, click on the Title icon in the Book Bar. The Manuscript Window should now have a line that says Title.
10. **Author:** Select the portion of the audio with the copyright and magazine publisher; for example: "Copyright: 2017 by Arizona Department of Transportation". Once you have the correct portion selected, click on the Author icon in the Book Bar.
11. **Table of Contents:** If there is a Table of Contents that is read by the narrator, select the portion of the audio with "Table of Contents". You do not have to select the entire table, just the heading. Once you have the correct portion selected, click on the Contents icon in the Book Bar.
12. **Body of the Magazine:** If the magazine has articles with sections, each one requires a navigational marker. The Director's navigation marker log provides the timestamp for each article or section of the magazine. Select the audio with the entire heading and click on the Article or Section icon. For a magazine with Articles at level 1 and Sections at level 2, you must first set a level 1 navigational marker before you can set level 2 markers. Example:

Childhood (this is level 1)
The Buffalo Kid (this is level 2)
The Hidalgo Kid
13. **Closing Announcement:** Select the portion of the closing that includes the magazine title, issue month and year. Once you have the correct portion selected, click on the Close icon in the Book Bar.
14. Once you have entered all the Navigation Markers, check each one to make sure that it is set correctly.

15. Remember that every navigation marker must have both a tag and a class. You can verify the tag and class for a navigation marker by right clicking on the text for the marker in the Manuscript window. In the dialog box, click on the arrow to the right of either the tag or the class to see the choices.



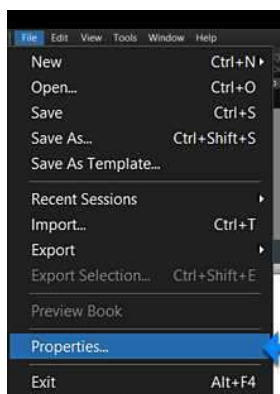
16. To end a session, click on File/ Save, and then give the program a few minutes to fully save before closing using the red x in the top right hand corner. If the file has not been saved, the file name in the upper left corner will have an asterisk (*) next to it. To be safe, it is best to always save before ending your session.



Metadata for Magazines

Post Production activities include entering the metadata. The metadata is the pertinent information about the magazine. Because the magazine will not be loaded into BARD (Braille and Audio Reading Download), fewer metadata fields are required. The magazine cannot be exported for distribution if the required metadata is not entered. Before beginning to enter the Metadata, make sure you have a copy of the magazine, the script, and the director's log sheet.

1. Click on File/ Properties to open the metadata dialog box.



2. The first tab on the Session Properties box is the Info Tab, this is where the metadata is entered.

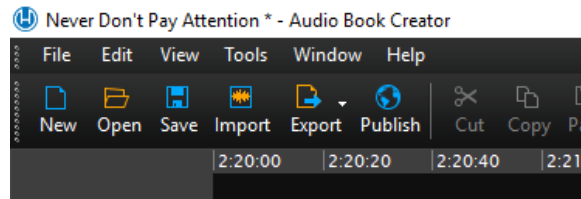
The screenshot shows the 'Session Properties' dialog box with the 'Info' tab selected. The dialog has a title bar with a close button (X). Below the title bar are five tabs: 'Info', 'Tracks', 'Styles', 'Book Export', and 'Defaults'. The 'Info' tab is active, displaying a form for entering metadata. At the top of the form is a dropdown menu set to 'Audio Book (NLS)'. The form contains the following fields:

Title:	Mrs. Ogg Played the Harp: Memories of Church and Lc
Author:	Jordan, Elaine Greensmith
Base filename:	dbc04975
Narrator:	Koch, Marilyn
Print Copyright:	2012
Description:	Memoir of a female Protestant minister who wrestled with her spiritual beliefs among a caring congregation in Dewey, Arizona.
Print Publisher:	Two Harbors Press
Publication Date:	2012
Subject(s):	Biography, Religion
ISBN:	9781938690204
Rights:	Further reproduction or distribution in other than a spe
Language:	English - United States
Multimedia Type:	Audio, NCX
DTB Publisher:	NLS Network Library
Identifier:	us-nls-dbc04975
DTB Producer:	Arizona Talking Book Library
Produced Date:	2015-09-01
Revision Date:	YYYY-MM-DD Date of subsequent builds of the DTB
Revision No.:	0
Revision Desc.:	Brief description of revision
Recording Agency:	Full name of recording agency (may vary from DTB ...

3. Magazines require less information than books that will be uploaded to BARD. However, if critical information is missing from the metadata, you will not be able to export the magazine. You will get an error message warning you to correct the problem.
4. The table on the next page explains each of the Metadata Fields required for this tab and where the information can be found.
5. Be sure to follow the exact format for a field if one is indicated.
6. Fields with defaults will be automatically filled in. You do not need to type these in.

Info Tab Field	Magazine	Information Source
Title	Magazine base filename; e.g. azhwy12-17	Script
Author	Publisher	Script
Base filename	Magazines are not assigned a dbc number. The base filename is typically an abbreviation of the magazine name with month and year; e.g. azhwy12-17.	Script
Narrator	Full name of the narrator entered Last name, First name. Separate additional narrators with a semi-colon	Script
Print Copyright	Copyright year (YYYY)	Script
Description		
Print Publisher		
Publication Date		
Subject(s)		
ISBN		
Rights		
Language		
Multimedia Type		
DTB Publisher	"NLS Network Library" (MUST BE exact without quotes)	
Identifier	Magazine base filename; e.g. azhwy12-17	
DTB Producer	"Arizona Talking Book Library"	Script
Produced Date		
Revision Date		
Revision No.		
Revision Desc.		
Recording Agency		

7. To end a session, click on File/ Save, and then give the program a few minutes to fully save before closing using the red x in the top right hand corner. If the file has not been saved, the file name in the upper left corner will have an asterisk (*) next to it. To be safe, it is best to always save before ending your session.



Editing Navigation Markers After They Have Been Set

Editing audio that is within a navigation marker will cause problems with the file. The following steps explain how to make the edit.

1. Import the correct audio to the end of the audio file as described above.
2. Copy the audio clip for the navigation marker.
3. Insert (*do not paste, insert*) the correct audio clip just in front of the navigation marker.
4. Drag the green arrow at the start of the navigation marker to the start of the new audio clip.
5. Drag the red arrow at the end of the navigation marker to the end of the new audio clip.
6. Delete the old audio that you want to replace.
7. Recheck the navigation marker to make sure it is properly located.

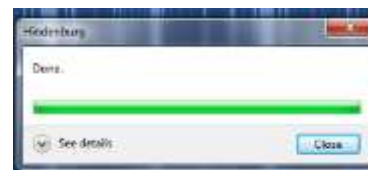
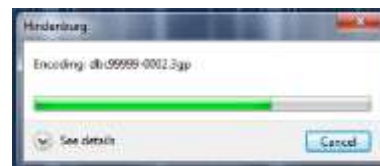
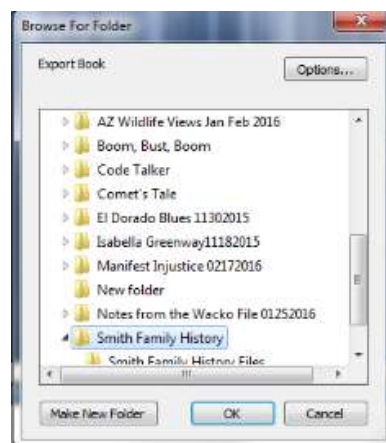
Importing Multiple Wave Files

There may be occasions when you need to import audio files into Hindenburg. This may be necessary to replace out of date or incorrect portions of the book. It may also be required when you are converting a book from an older format.

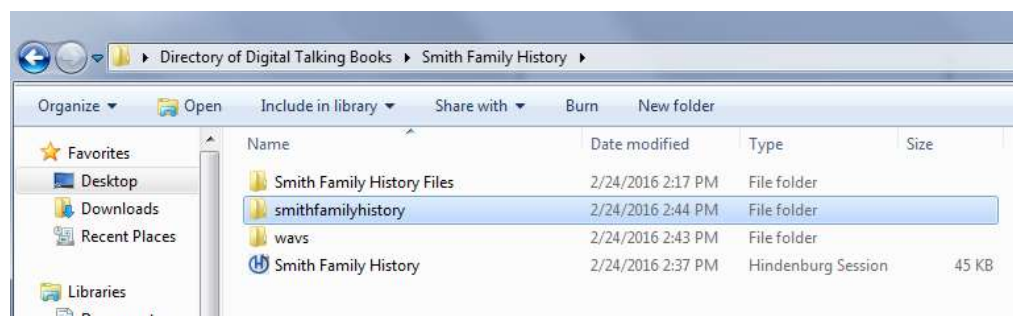
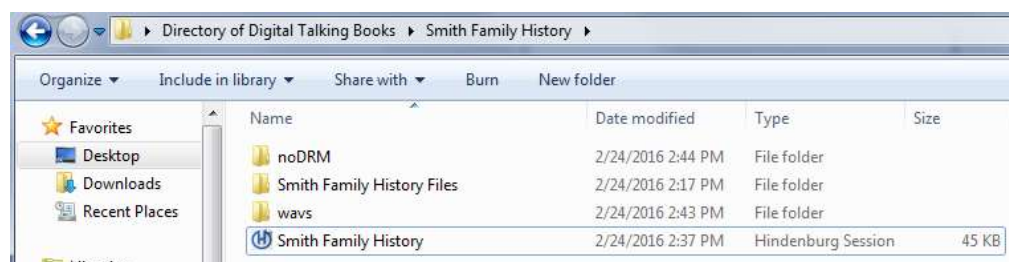
1. Make sure the cursor / playhead is located where you want to add the audio. If you are adding corrected audio to an existing book file, place the cursor a little way past the end of the book.
2. Click the import button or select File/Import.
3. Select the wave files you need to import.
4. Click Open.

Exporting

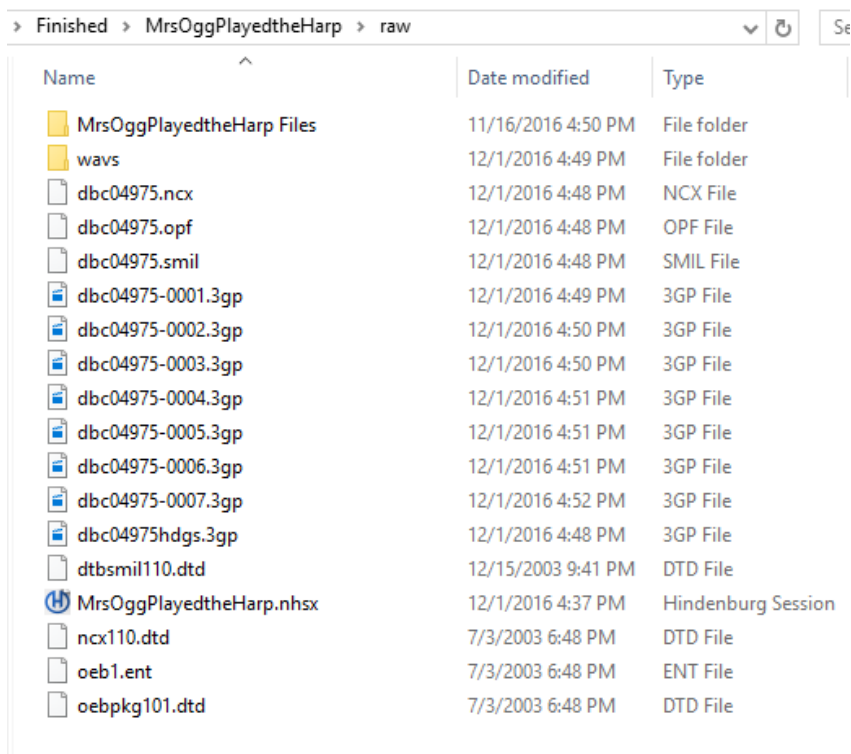
1. To export a file, go to File / Export / Export NLS DTB. If critical information is missing from the metadata or there are incorrectly entered markers, you will get an error message warning you to correct the problem.
2. If a dialogue box appears to rename the file, click on the "Export" again.
3. Select the folder for the book being exported and click OK. The export may take several minutes. The dialog box will tell you when the export is complete.



4. When the export is complete, there will be a new folder called noDRM within the [Book Name] folder. Rename the noDRM folder with the book name with no caps and no spaces.



5. In the Book Folder, create a new folder named "Raw". Move the folder named [Book Name] Files, the folder named wavs, the folder with the exported files (the one with the book name with no caps and no spaces) and the Hindenburg Session file into the Raw folder.



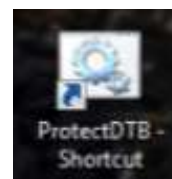
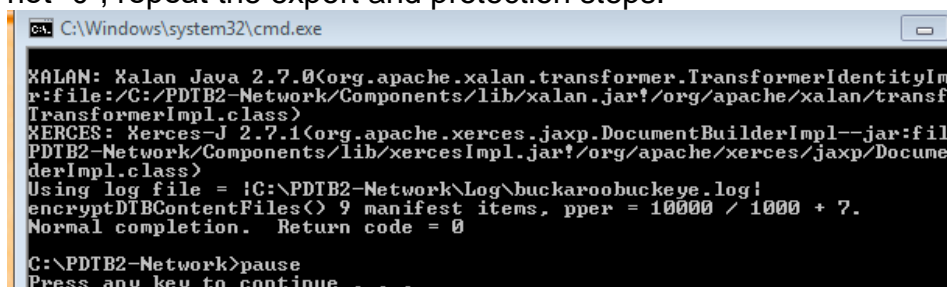
The screenshot shows a Windows File Explorer window with the address bar set to 'Finished > MrsOggPlayedtheHarp > raw'. The window displays a list of files and folders with columns for Name, Date modified, and Type.

Name	Date modified	Type
MrsOggPlayedtheHarp Files	11/16/2016 4:50 PM	File folder
wavs	12/1/2016 4:49 PM	File folder
dbc04975.ncx	12/1/2016 4:48 PM	NCX File
dbc04975.opf	12/1/2016 4:48 PM	OPF File
dbc04975.smil	12/1/2016 4:48 PM	SMIL File
dbc04975-0001.3gp	12/1/2016 4:49 PM	3GP File
dbc04975-0002.3gp	12/1/2016 4:50 PM	3GP File
dbc04975-0003.3gp	12/1/2016 4:50 PM	3GP File
dbc04975-0004.3gp	12/1/2016 4:51 PM	3GP File
dbc04975-0005.3gp	12/1/2016 4:51 PM	3GP File
dbc04975-0006.3gp	12/1/2016 4:51 PM	3GP File
dbc04975-0007.3gp	12/1/2016 4:52 PM	3GP File
dbc04975hdgs.3gp	12/1/2016 4:48 PM	3GP File
dtbsmil110.dtd	12/15/2003 9:41 PM	DTD File
MrsOggPlayedtheHarp.nhsx	12/1/2016 4:37 PM	Hindenburg Session
ncx110.dtd	7/3/2003 6:48 PM	DTD File
oeb1.ent	7/3/2003 6:48 PM	ENT File
oebpkg101.dtd	7/3/2003 6:48 PM	DTD File

Protecting

Before the book can be read on a digital cartridge or uploaded to BARD, it must be protected. This requires the DTB Protect program, which is only found in the Edit folder on the desktop of the computer at Booth 3.

1. Drag the exported folder for the book (the one with the book name with no caps and no spaces) to the "DTB Protect" icon. As the program processes the folder, a Windows screen will appear. When processing is complete, it will display a Return code. If the Return code is "0", the file has been protected. If the return code is not "0", repeat the export and protection steps.

```

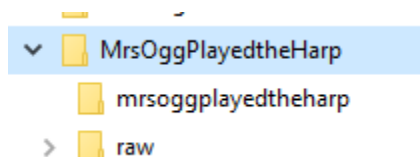
C:\Windows\system32\cmd.exe

XALAN: Xalan Java 2.7.0<org.apache.xalan.transformer.TransformerIdentityImpl
r:file:/C:/PDTB2-Network/Components/lib/xalan.jar!/org/apache/xalan/transf
TransformerImpl.class>
XERCES: Xerces-J 2.7.1<org.apache.xerces.jaxp.DocumentBuilderImpl--jar:fil
PDTB2-Network/Components/lib/xercesImpl.jar!/org/apache/xerces/jaxp/Docu
derImpl.class>
Using log file = !C:\PDTB2-Network\Log\buckarooobuckeye.log!
encryptDTBContentFiles() 9 manifest items, pper = 10000 / 1000 + 7.
Normal completion. Return code = 0

C:\PDTB2-Network>pause
Press any key to continue . . .

```

2. There will now be a folder for the book in the “Protected Books” folder.
3. Copy the protected folder to the [Book Name] folder. You should now have two subfolders: the protected folder and the raw folder.



4. To verify the recording is protected, open the protected folder and look for the file named “pdtb_protected.smil”.

Finished > MrsOggPlayedtheHarp > mrsoggplayedtheharp		
Name	Date modified	Type
dbc04975.ncx	12/1/2016 4:55 PM	NCX File
dbc04975.opf	12/1/2016 4:55 PM	OPF File
dbc04975.pncx	12/1/2016 4:55 PM	PNCX File
dbc04975.ppf	12/1/2016 4:55 PM	PPF File
dbc04975.smil	12/1/2016 4:55 PM	SMIL File
dbc04975-0001.3gp	12/1/2016 4:55 PM	3GP File
dbc04975-0002.3gp	12/1/2016 4:55 PM	3GP File
dbc04975-0003.3gp	12/1/2016 4:55 PM	3GP File
dbc04975-0004.3gp	12/1/2016 4:55 PM	3GP File
dbc04975-0005.3gp	12/1/2016 4:55 PM	3GP File
dbc04975-0006.3gp	12/1/2016 4:55 PM	3GP File
dbc04975-0007.3gp	12/1/2016 4:55 PM	3GP File
dbc04975hdgs.3gp	12/1/2016 4:55 PM	3GP File
dtbsmil110.dtd	12/1/2016 4:55 PM	DTD File
ncx110.dtd	12/1/2016 4:55 PM	DTD File
oeb1.ent	12/1/2016 4:55 PM	ENT File
oebpkg101.dtd	12/1/2016 4:55 PM	DTD File
pdtb_protected.smil	12/1/2016 4:55 PM	SMIL File
protected.mp3	12/1/2016 4:55 PM	MP3 File
us-nls-dbc04975.ao	12/1/2016 4:55 PM	AO File

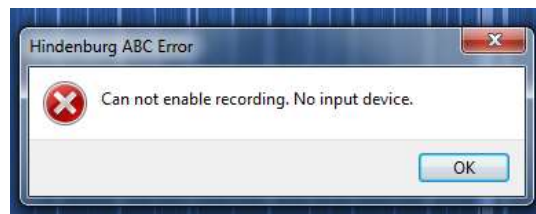
Final Check

1. Copy the files in the protected book folder to a cartridge. If you are putting only one book or magazine on the cartridge, you can copy the files within the folder. If you are putting multiple books or magazines on one cartridge, you must copy each folder to the cartridge.
2. Verify it plays correctly in a digital book player.
3. Check the navigational markers to make sure each one is correctly set.

4. If there are any problems with the file, correct them and repeat the export, protect and verification steps.

Troubleshooting Problems

1. Ask the Studio Manager or Duplication Technician for help when you have a problem.
2. PROBLEM: Error message that files can't be found when opening a file.
SOLUTION: Make sure that no files or folders have been deleted or renamed. Ask the Studio Manager or Duplication Technician for help.
3. Problem: Can't hear audio playing back even though headphones are connected, volume is up, and everything is where it should be.
Solution: First, check to make sure the file is not on mute by pressing the "M" key.
Sometimes the playback option in HABC changes from Line Out Scarlett 6i6 to the computer, so that you can't hear the audio playing back.
Go to "Tools / Options / Audio Tab" and check that the playback option is "Line Out Scarlett 6i6" and not speakers or "Dell". This should resolve the issue.
4. PROBLEM: Files need to be loaded on to the station.
SOLUTION: Ask the Studio Manager or Duplication Technician for help.
5. PROBLEM: Multiple volunteers are scheduled on the same machine.
SOLUTION: Volunteers should ask the Studio Manager or Duplication Technician for help.
6. PROBLEM: When you open the file, you get the message below
SOLUTION: Contact the Studio Manager for assistance.



Appendix A – HABC Keyboard Shortcuts

Edit Functions	Function	Shortcut	Description
	Cut	Ctrl + x	Edit out a selection portion of audio, along with the selected time.
	Copy	Ctrl + c	Add the selection to the program memory to be pasted or inserted at a different location.
	Replace	Shift + ctrl + v	Replace a selected portion of audio with (adjusts for any time difference).
	Insert	Ctrl + i	Insert audio in front of existing audio.
	Select all regions	Ctrl + a	Select all regions on one track.
	Select regions	Ctrl + click regions	Select multiple regions for editing.
	Select to end	Shift + end	Select all regions from current region to the last region.
	Select to beginning	Shift + home	Select all regions from current region to the first region.
	Split	Ctrl + b	Separate a region at the position of the playhead.
	Split selection	Ctrl + b (with audio selected)	Separate a region based on a selection.

Transport Controls	Function	Shortcut	Description
	Play/Stop	Spacebar	Start/stop playback
	Play w/preroll	P	Set the audio back a few seconds, and play from that point
	Record	Ctrl + r	Begin recording
	Arm track to record	Shift + r	Prepare a track for recording
	Jump to zero	Home	Jumps to the beginning of the recording
	Jump to end	End	Jumps to the end of the recording
	Rewind	Arrow left	Move backward through the audio
	Fast Forward	Arrow right	Move forward through the audio

Other	Function	Shortcut	Description
	Save	Ctrl + s	Save your session
	Marker	Ctrl + enter	Place a marker
	Jump forward by region/marker	Tab	Navigate forward to the nearest region or marker
	Jump backward by region/marker	Shift + tab	Navigate backward to the nearest region or marker

DO NOT USE the following functions

Function	Shortcut	Description
Clear	Delete	Remove a selected portion of audio while leaving a gap in the recording.
Paste	Ctrl + v	Place copied audio on top of existing audio.

Appendix B – HABC Glossary

WORKSPACE

This is the area that contains the sound waves or audio imprints. There are no “sides”, just one long continuous file. Audio levels should remain even throughout the production.



(1) **BOOK BAR** - The book bar is used in the workspace to set navigational markers. The markers will appear in the manuscript screen.

(2) **NARRATION WINDOW** - The small window on the left of the screen is the narration window. This is where the audio file is armed or disarmed. A file needs to be armed before recording starts.

(3) **REGION** - The Workspace is made up of regions. Each region is a large horizontal band defined by black lines at its beginning and end. As you record in HABC, you'll notice that the audio is divided into clips, or regions, as you stop or make edits (think of any gaps or space between regions as silence). These regions can be edited and manipulated independent of one another.

In HABC, the region will be blue. When you select an entire region, it will be a golden color. When you select a portion of a region, it will be a darker shade of blue.

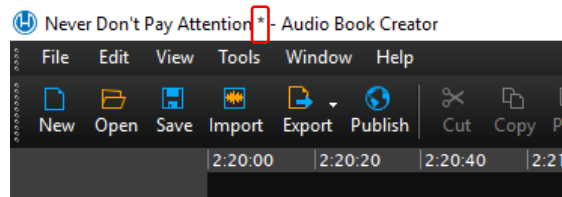
Each Region represents a wave file or audio imprint. Projects can contain hundreds of wave files. Regions are created every time a correction is made by the director. If you click on the Region, it turns a golden color – consider this a “danger zone”. This

means the Region is about to be manipulated: audio levels changed, the Region moved, etc. You typically don't want to manipulate Regions! To get out of the "danger zone", click in the Black Ribbon area (below the workspace).



Two separate regions on a single track. The region on the left is selected.

If a Region is accidentally manipulated, use the Undo feature to remove the change. If you are worried that the changes haven't been removed, just click "No" when asked whether changes should be saved when closing out of HABC. As a last resort, files are backed up on the server and can be recovered. An asterisk (*) after the file name at the top means you have changed something in the file.



(4) PLAYHEAD - The white line that appears wherever you click your cursor is the playhead. The white line is your "cursor" in the wav file; it indicates where you are in the wav file. One way to move your cursor to a new location is to simply click once in the black ribbon above the wav file.



(5) RIBBON - The black horizontal band below the Workspace is the ribbon; this is the area you should click on to direct your Playhead.

(6) TRANSPORT BAR - The transport bar is at the bottom of the ribbon (5) and is used to navigate along the Workspace. It includes the Stop and Play buttons as well as the audio level and Time Counter. The scale for the audio level is set on EBU for ease of use.

(7) TIME COUNTER - The time counter is where the timecode for the Playhead is shown. It is part of the transport bar. The format is hours/ minutes/ seconds (HH:MM:SS). There are thousandths of seconds after this, but we don't use this level of detail. To "go to" a certain timecode, click on the respective area you'd like to go to, input the time, and press "Enter" on the keyboard.

(8) NAVIGATIONAL SCROLL BAR - Under the Ribbon is a horizontal navigational scroll bar that can be used to navigate.

CURSOR – MULTI-TOOL FUNCTION - The cursor in HABC has is what we call a multi-tool. This means that the cursor will perform a different function depending on where it is positioned on a clip or region. For each different tool, the cursor's appearance will change. For our purposes, we will mostly be using the selection tool. Therefore, your main concern will be making sure the cursor is positioned correctly to use it as such.

Selection Tool – When the cursor is placed on the lower half of a region or anywhere outside of a region it becomes the I-Beam icon. You can click and drag over an area you wish to select or highlight. Also, if you wish to move the Playhead to a specific location, you will need to click the desired location when the cursor is in selection mode.

Grabber/Mover Tool – When the cursor is placed on the upper half, it allows you to select an entire region with a single click, or move that region left or right by clicking and dragging.

Volume Tool – When the cursor is placed on the upper edge of a region, you can raise or lower the volume of the audio by clicking and dragging up or down. This feature shouldn't ever be necessary due to the Auto Level function described later on.

Edger Tool – When the cursor is placed on the right or left edge, you can drag the edges in or out to add or remove existing audio.

GAPS - The gaps or grey space between the wave files are absolute silence. They are different from the background silence that occurs when a narrator stops talking.



MANUSCRIPT WINDOW - The structure of the book is in the Manuscript window. Open the Manuscript window first, then add the Navigation Markers.

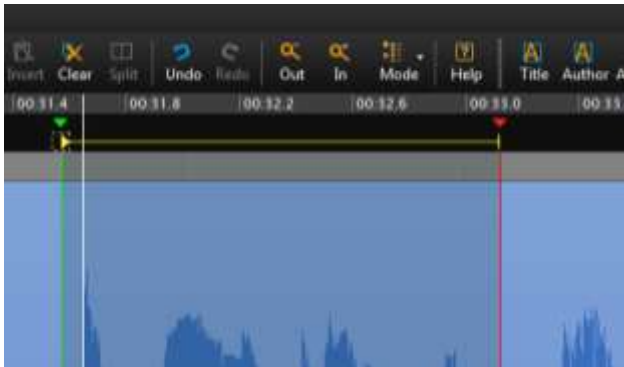


MARKERS

Selection In & Out Markers – The green and red arrows are selection markers, used to select a piece of the wav file for deletion, insertion or to create a navigation marker. The In (green) marker indicates the start of the selection. The Out (red) marker indicates the end of the selection. In the black ribbon, left click, hold, and drag the mouse to create these markers. To delete these markers, simply double click in the grey area.

NAVIGATION MARKER

The yellow arrow and line is a navigation marker. A navigation marker tells the digital talking book player where the parts of the book are.



Appendix C – Script

- “ _____[Book Title: Including Subtitle],
by: _____[Author].
Recorded in the studios of the Arizona Talking Book Library ,
DBC _____.
Edited by: _____[Name of Editor].
Translated by: _____[Name of Translator].
Illustrated by: _____[Name of Illustrator].
- **Copyright:** _____[Year] by _____[Whomever has copyright].
- **Read by:** _____[Narrator].
- This book contains ### pages.
- Approximate reading time: XX hours, XX minutes.
- **This book contains markers allowing direct access to the prologue, acknowledgments, contents, foreword, preface, introduction and parts at level one, and to the sections and chapters at level two.”**
- “Arizona Talking Book Library Annotation: ” [_____:_____:_____]
- **“From the book jacket:”** [_____:_____:_____] [Reviews excluded. Read only most informative piece.]
- **“About the author:”** [_____:_____:_____]

[The items below are read in the order that they appear in print. Not all books have all items. Most do not.]
- **“Other books by the author:”** [_____:_____:_____] **If only one title is listed,** “Also by [Name of author/authors] Do not repeat previously mentioned titles.]
- **“Dedication:”** [_____:_____:_____]
- **“Introduction:”** [_____:_____:_____]
- **“Preface:”** [_____:_____:_____]
- **“Foreword:”** [_____:_____:_____]
- **“Acknowledgements:”** [_____:_____:_____]
- **“Reader’s Note: “**[_____:_____:_____]

- “The list of abbreviations in the back of the print edition has been moved to the front of the recording, after the table of contents. End reader’s note.”
- **[If appropriate, add the following:** “Explanatory notes have been retained.”
- **“Reader’s Note:** _____
End reader’s note” [_____:_____:_____]
- **“Glossary:”** [Read just prior to body of book and include in appropriate place in Table of Contents.]
- [Begin recording book.] [_____:_____:_____]
- [_____:_____:_____]“End of “_____ [Book Title: Including Subtitle], by: _____ [Author]., _____ [Spell out A-U-T-H-O-R’S N-A-M-E.]
- **Read by:** _____ [Narrator] in the studios of: [indicate studio by circling one] The Arizona Talking Book Library / The Mesa Public Library / Recorded Recreational Reading for the Blind in Sun City for the Arizona Talking Book Library , _____, _____. [Month/year that book was FINISHED being recorded.]
- **Directed by:** _____ [Director].
- **Published by:** _____ [Publisher’s Name and address].
- Further reproduction or distribution in other than a specialized format is prohibited. If you experienced any difficulty with your copy of this recording, please call the library at 602-255-5578. Outside the Phoenix area, call 1-800-255-5578, or send an email message to talkingbooks@azlibrary.gov.”

Appendix D – Class Attributes

Book Structure	Description	Class Attribute	Item
Acknowledgements	acknowledgements before main book content	acknowledgements	preliminary
	acknowledgements after main book content	acknowledgements/c	concluding
Act	act in a play	act	
Activity	activity, as in a craft book	activity	
Address	speech	speech	
Afterword		afterword	concluding
Alphabetical Division	division within index, glossary, etc.	alphadiv	
Annotation	Library of Congress annotation only	annotation	preliminary
Answers	collection of answers	answers	concluding
Appendices	collection of appendices	appendices	concluding
Appendix	single appendix	appendix	concluding
Article	magazine article	article	
Author's note	author's note before main book content	authnote	preliminary
	author's note after main book content	authnote/c	concluding
Back matter	material after main body of the book not adequately described by any other category in this table	concluitem	concluding
Biographical notes	collection of biographical notes	bionotes	concluding
Biography	biography of author, editor, illustrator, contributor, etc. (<i>not "about the author"</i>)	biography	concluding
Bibliography		bibliography	concluding
Book	portion of a large work, entitled "book"	book	
Captions	collection of captions to photos, illustrations, maps, etc.	captions	
Cast of characters	cast of characters before main book content	cast	preliminary
	cast of characters after main book content	cast/c	concluding
Chapter		chapter	
Chronology	chronology before main book content	chronology	preliminary
	chronology after main book content	chronology/c	concluding
Closing announcements	closing announcements of a DTB	close	concluding
Conclusion		conclusion	concluding
Contents	table of contents	contents	preliminary
Day	as a dairy or journal entry	entry	
Discography		discography	concluding
Dramatis personae	cast of characters	cast	preliminary
Entry	entry in a dairy or journal	entry	
Epilogue		epilogue	concluding
Essay		essay	
Exercise	exercise, as in a "how to" book	exercise	
Fable		fable	
Family tree	family tree before main book content	tree	preliminary
	family tree after main book content	tree/c	concluding
Filmography		filmography	concluding
Foreword		foreword	preliminary
Front matter	material before main body of the book not	prelimitem	preliminary

Book Structure	Description	Class Attribute	Item
	adequately described by any other category in this table		
Further reading		readings	concluding
Genealogy	genealogy before main book content	tree	preliminary
	genealogy after main book content	tree/c	concluding
Glossary	glossary before main book content	glossary/p	preliminary
	glossary after main book content	glossary	concluding
Illustrations	collection of illustration captions	captions	
Index		index	concluding
Introduction		introduction	preliminary
Lesson	lesson, as in a "how to" book	lesson	
Letter	correspondence	letter	
Maps	collection of map captions	captions	
Materials	list of supplies, as in a craft book	materials	
Month	as a dairy or journal entry	month	
Notes	collection of end notes, author's notes, etc.	notes	concluding
Novelette		novelette	
Novella		novella	
Part		part	
Photographs	collection of photograph captions	captions	
Play		play	
Poem		poem	
Postscript		postscript	concluding
Prayer		prayer	
Preface		preface	preliminary
Prelude		prelude	preliminary
Project		project	
Prologue		prologue	preliminary
Proverb	as in the Bible or a book of proverbs	proverb	
Psalms	as in the Bible	psalm	
Questions	collection of questions	questions	
Questions and Answers	collection of questions and answers	qanda	
Recipe		recipe	
Recommended reading	recommended reading before main book content	readings/p	preliminary
	recommended reading after main book content	readings	concluding
References	collection of references before main book content	references/p	preliminary
	collection of references after main book content	references	concluding
Resources	collection of resources before main book content	resources/p	preliminary
	collection of resources after main book content	resources	concluding
Scene	in a play	scene	
Section		section	
Selection		selection	
Selected references		references	concluding
Sources		sources	concluding

Book Structure	Description	Class Attribute	Item
Song		song	
Sonnet		poem	
Speech		speech	
Stanza		stanza	
Steps	collection of steps, as in a recipe or set of instructions	steps	
Story		story	
Subsection		subsection	
Suggested reading		readings	concluding
Summary		summary	concluding
Supplement		supplement	concluding
Supplies		supplies	
Synopsis		synopsis	preliminary
Table of contents		contents	preliminary
Tale		tale	
Testament		testament	
Time line	time line before main book content	timeline	preliminary
	time line after main book content	timeline/c	concluding
Title/Author	title and author (first audio encountered in normal playback)	title/author	preliminary
Unit		unit	
Verse	in Bible or poem	verse	
Vocabulary	vocabulary before main book content	vocabulary	preliminary
	vocabulary after main book content	vocabulary/c	concluding
Volume		volume	
Week	as a dairy or journal entry	week	
Year	as a dairy or journal entry	year	

Appendix E – Director’s Log

