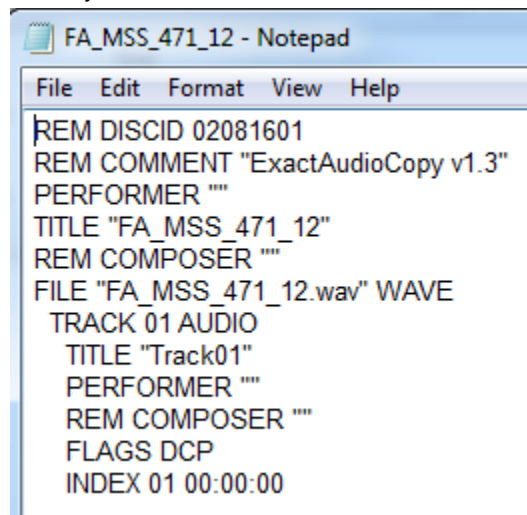


### Optical media access workflow:

#### Splitting preservation WAV files created from CD -DA (Red Book) discs for researcher access

*Dependencies: Exact Audio Copy. This procedure is known to work with audio copied for preservation as a single WAV file with accompanying CUE sheet, using Exact Audio Copy. WAV/CUE files created by programs other than EAC may not work with this workflow.*

1. First, check the CUE sheet of your preservation-level WAV to determine the number of tracks on the original disc.
  - a. Discs that have multiple tracks should be split with EAC.
  - b. If there is only one track—typical of performances recorded in the field, which would have been recorded uninterrupted—the “split” WAV will be identical to the preservation WAV. Consider making an MP3 derivative of the master WAV if you want to serve a smaller file. The CUE file below is an example of a disc with just one track; the screenshot shows the entirety of the text in the CUE file.

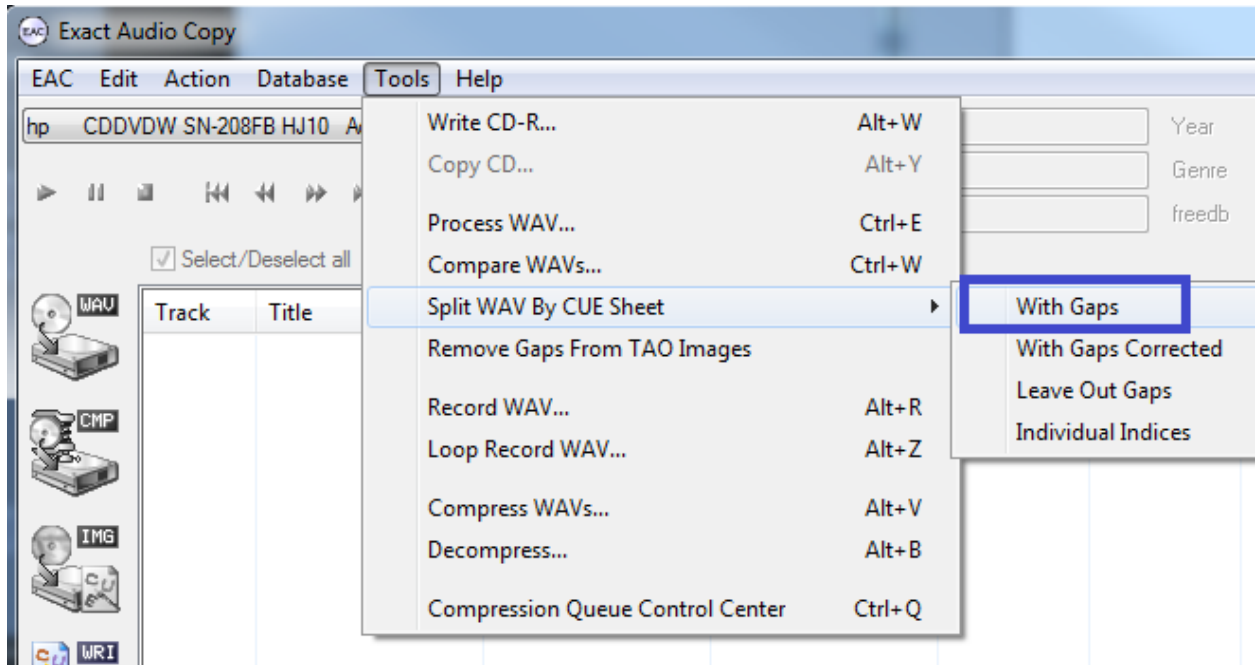


```
FA_MSS_471_12 - Notepad
File Edit Format View Help
REM DISCID 02081601
REM COMMENT "ExactAudioCopy v1.3"
PERFORMER ""
TITLE "FA_MSS_471_12"
REM COMPOSER ""
FILE "FA_MSS_471_12.wav" WAVE
TRACK 01 AUDIO
  TITLE "Track01"
  PERFORMER ""
  REM COMPOSER ""
  FLAGS DCP
  INDEX 01 00:00:00
```

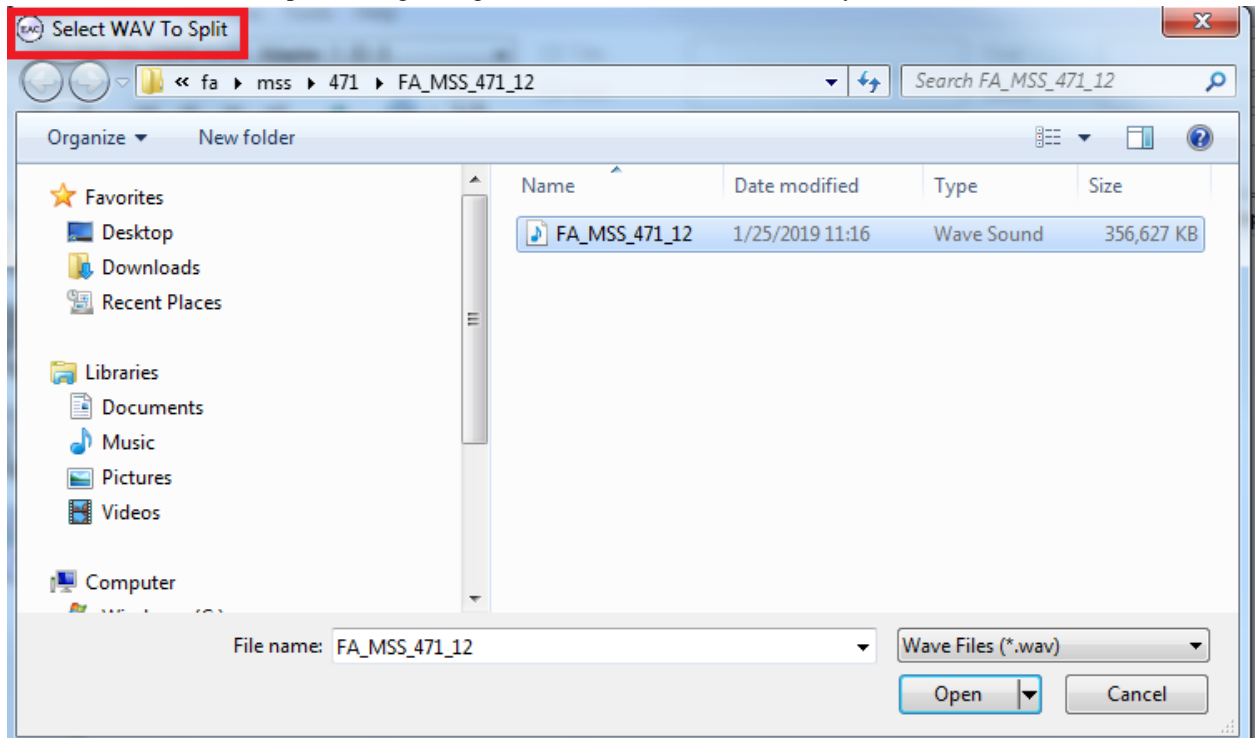
2. Launch Exact Audio Copy.



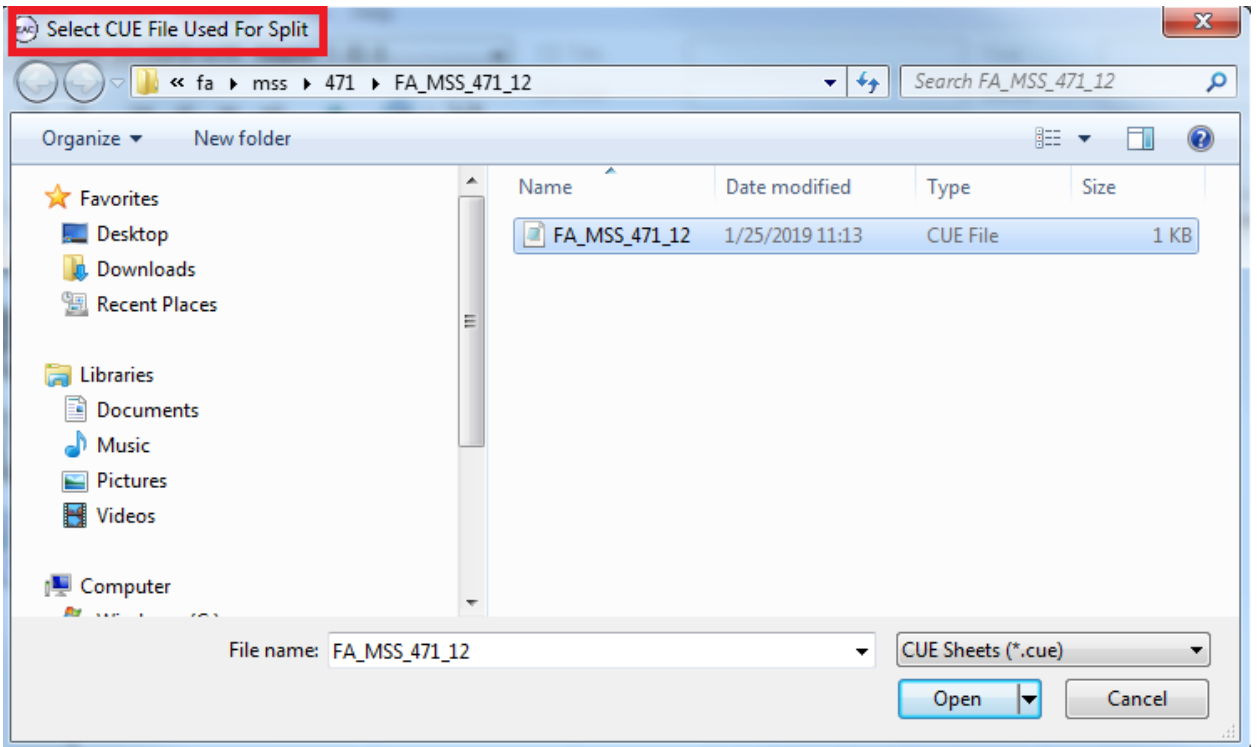
3. Select “Tools” -> “Split WAV By CUE Sheet” -> “With Gaps.”



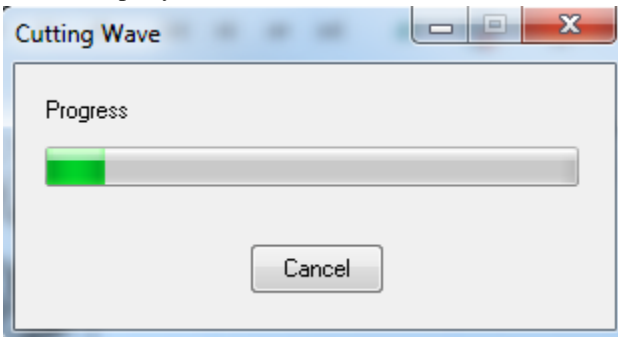
4. In the “Select WAV To Split” dialog, navigate to and select the WAV file you want to serve.



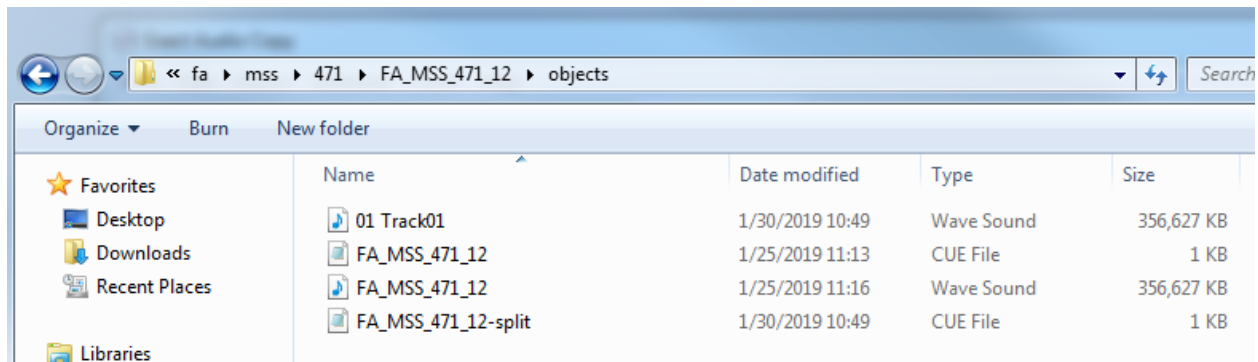
5. In the “Select CUE File Used For Split” dialog, navigate to and select the CUE file you want to serve.



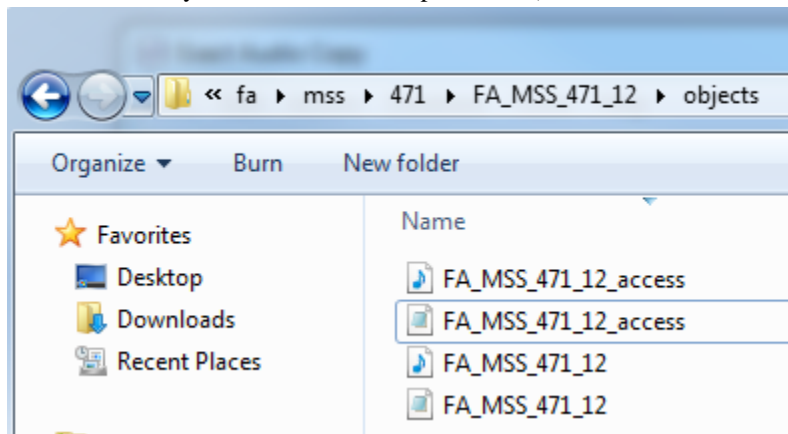
6. EAC will split your WAV file based on the contents of the CUE sheet.



7. The split WAV will show up (with an associated CUE sheet) in the same directory as your source WAV and CUE files.
  - a. Note that in the below example, the preservation file's CUE sheet had indicated that there was only one track on the disc, so the split access WAV is identical to the preservation WAV. This arrangement can be typical of performance recordings in the field; other discs may have multiple tracks or songs.



8. Rename the files for access as agreed upon with the supervising archivist. (The below screenshot may not reflect current practices.)



9. Serve the access files to the researcher [by removable media or FTP?]