Preparing Recitations for masnavi.net:

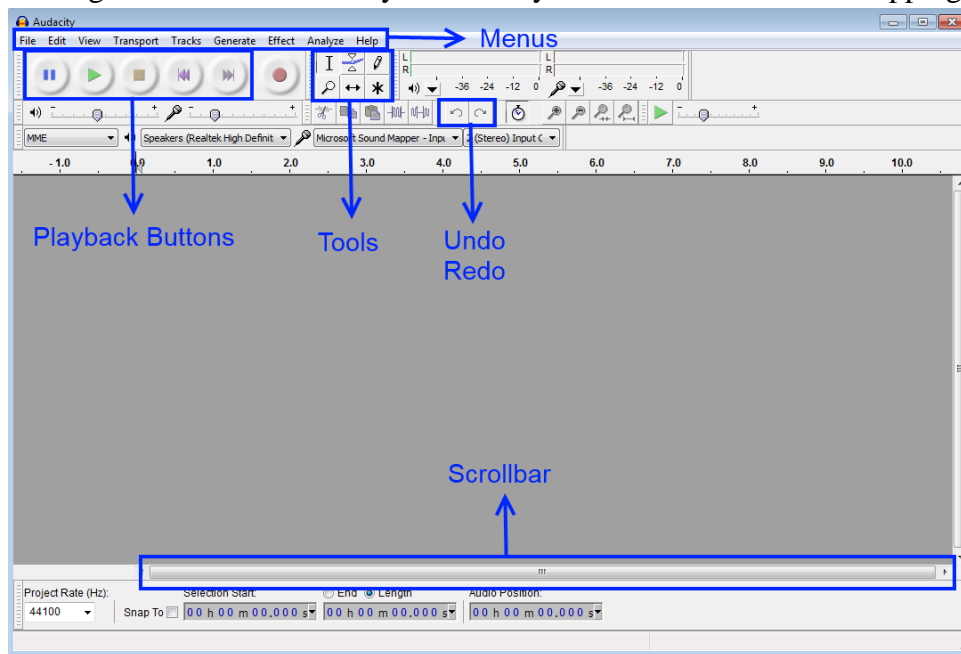**We will send you all necessary files and information**

     If you are reading this guide, we should have already sent you

1. An mp3 file containing verses of the masnavi we want to "chop up"
2. The program for chopping the verses "Audacity" (for Windows and Mac).
3. A link to the Google Drive folder where you will upload the chopped files.
4. This guide!

Step 1: Installing the program for chopping the verses (Audacity)

1. Go to your email account (for example, gmail, yahoo, etc.) and download the files we sent you.
2. Make sure you know where on your computer they were downloaded (probably in your "Downloads" folder. Perhaps somewhere else, like your Desktop, etc.)
3. Depending on your operating system unzip "Audacity_Masnavi_WIN.zip" or "Audacity_Masnavi_MAC.zip" to a location that you can easily access. (Mac users should also unzip "libmp3lame.zip" and keep it in the Audacity folder. It contains the mp3 encoder library "Lame". Audacity will ask its location in the export step.)
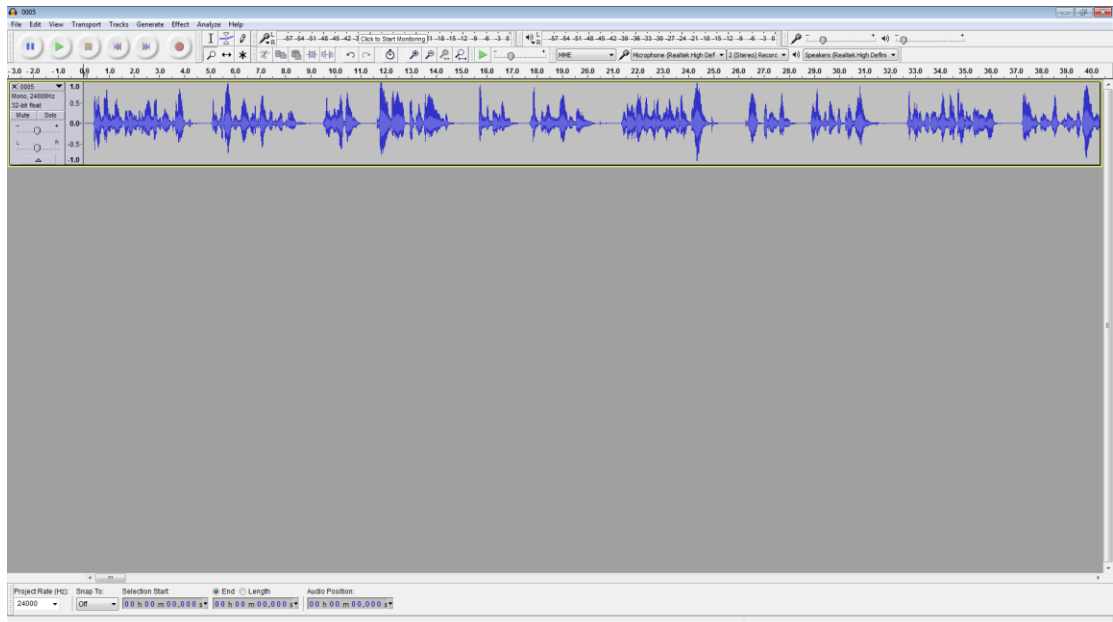4. Open the unzipped folder and run audacity.exe.

     This figure shows the audacity functions you will need to use for chopping:

5. Go to the "Edit" Menu and choose "Preferences".
6. In the "Import / Export" section, uncheck "Show Metadata Editor prior to export step" (Video demo for installation)

Step 2: Importing the mp3 file

1. Place the mp3 file in "MP3s" folder in the Audacity installation folder
2. Inside "MP3s" folder, create a new folder with the name "****-Chopped" where "****" stands for the name of the mp3 file, e.g. "0050-Chopped".
3. Run Audacity.
4. Go to the "File" menu, choose "Open".
5. In the dialog box that shows up, go to the "MP3s" folder and choose the mp3 file you want to chop.
6. When the mp3 import process is complete, select the "Zoom Tool" in the toolbar.
7. Click on the waveform 5 or 6 times to zoom so that you have about 35 to 40 seconds of the waveform in your view.
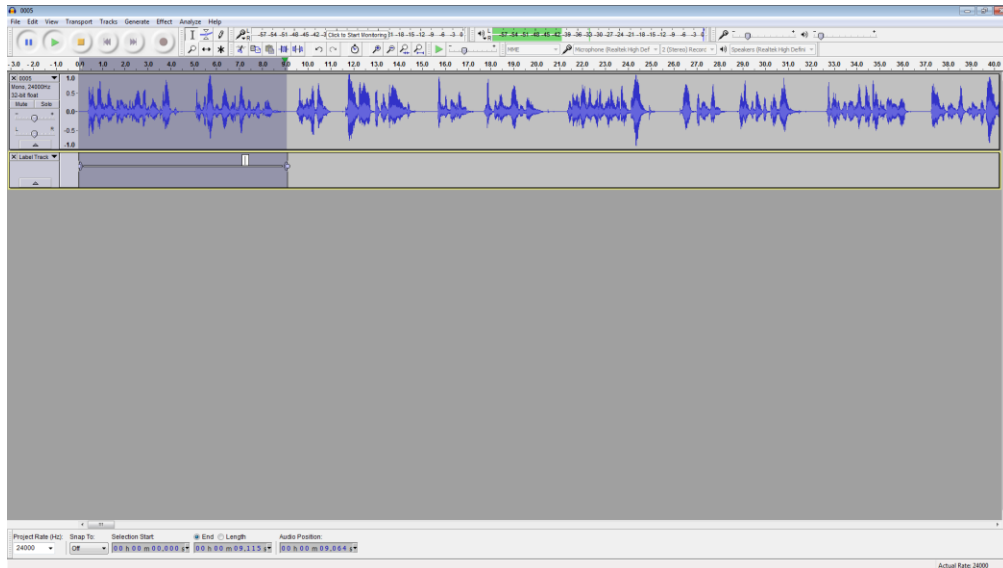8. Scroll to the beginning of the waveform using the scroll bar.

Now you're ready for the timestamping step.
([Video demo for importing the mp3 file](#))

Step 3: Timestamping the mp3 file

1. Select the "Selection tool" from the toolbar.

2. Click the "Play" button to start playing the first verse.

3. Wait until you hear the end of the verse, then click the "Pause" button.
4. On the waveform, select the interval between beginning and the end of the verse.
5. In the "Tracks" Menu click on "Add Label At Selection". (Alternatively you can use the keyboard shortcut "Ctrl+B" (Mac: "Cmd+B") for the same purpose.) A "label track" will appear under the waveform. It will display the beginning and the end of the verse. (You don't need to click on it. If you do, make sure to click on the waveform before you do anything else.)

6. Click at the position where the next verse begins.
   Repeat 2-6 for each verse. Scroll when necessary. (Don't fear making mistakes. If you make a mistake, you can undo your changes by clicking the "Stop" button, then the "Undo" button.)

7. When you reach the end of the file click the "Stop" button.

   ([Video demo for timestamping](#))

Step 4: Exporting the timestamps

1. Go to the "File" menu, choose "Export Labels".
2. In the dialog box, browse to the "MP3s" subfolder of the Audacity installation folder, then to the "****-Chopped" folder that you created and save the label file as "****.txt" where "****" stands for the name of the mp3 file.
   ([Video demo for Step 4](#))

Step 5: Exporting the chopped mp3 files

1. Go to the "File" menu, click on "Export Multiple".
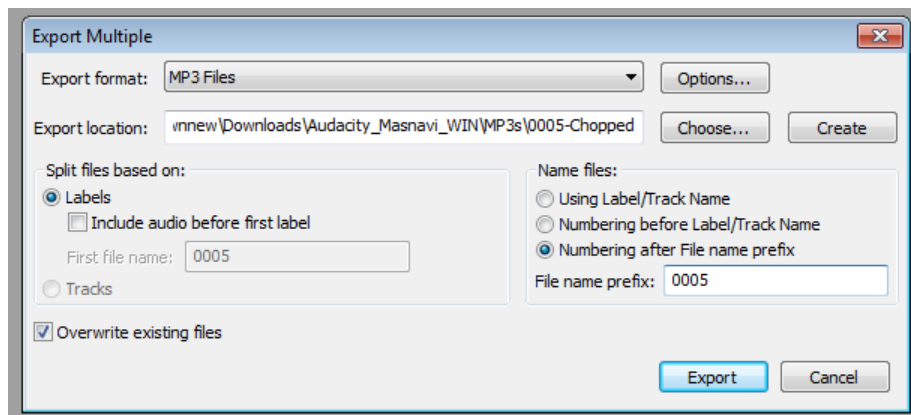2. In the dialog box that shows up, do the following changes:

> **Export format**: "MP3 Files"
> **Export location:"** …\MP3s****-Chopped" (where "****" stands for the original file name. You may need to click on "Choose" in order to make sure that the "****-Chopped" folder is selected.)
> **Split files based on:** Labels
> **Name files:** Numbering after file name prefix
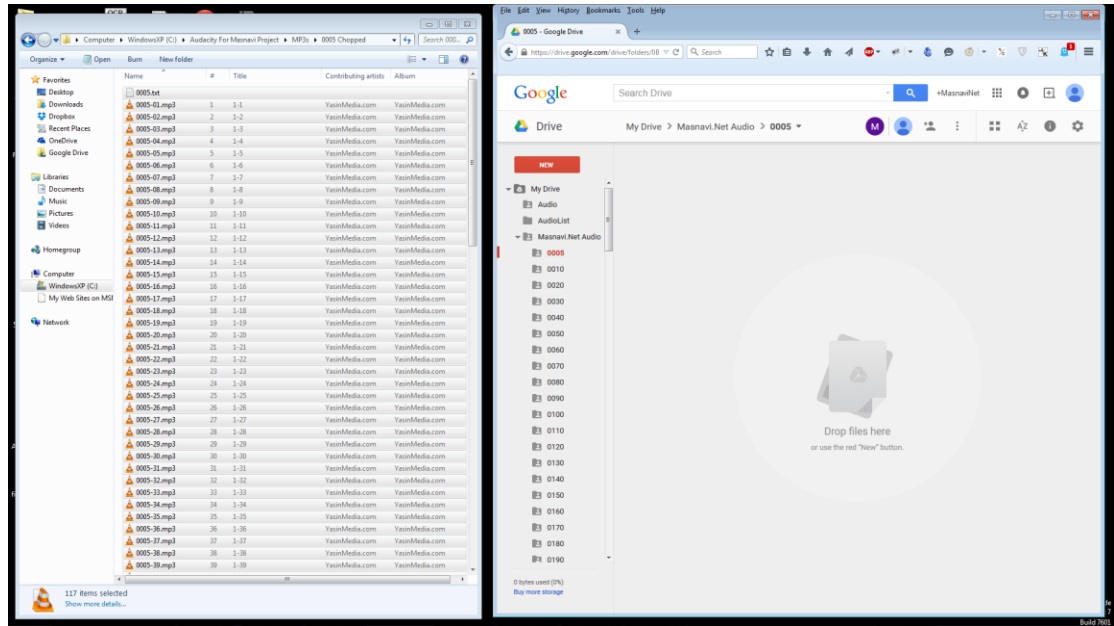> **File name prefix:** "****" (original file name)

> Click "Export".

3. Audacity will begin to export files in the background. Export process may take about a minute or two after which a dialog box will open to tell you that the process is complete. Click on "OK".
4. You can optionally save the project in aup format as backup. Go to "File" menu, choose "Save project". Save the .aup file in the MP3s folder (Not in the "****-Chopped" folder!).
   ([Video demo for Step 5](#))

Step 6: Uploading the chopped files

1. In this step you will open two windows. First open your Audacity installation folder , go to the "MP3s" subfolder , then to the "****-Chopped" subfolder in it. Select all files (including the timestamp file).
2. Next, open an internet browser window (chrome, firefox etc). Go to your email account and open the email sent to you by Masnavi.net.

3. Click on the google drive folder link. In the browser tab that opens, click on the (blue) "Add to Drive" button that appears in the top right corner. It will turn to "Open in Drive". Click again.
4. You will be redirected to another page in which there is a folder for each audio file that needs to be chopped. Find yours and double click.

5. Go to the window that you opened in Step 1. Drag and drop all files in the middle of browser window.
6. Follow the upload progress at the bottom right corner. Once the upload is over, you can close both windows. (Video Demo for Step 6)

We thank you all for your efforts and careful attention to detail. With your continued assistance, we will have a full, free version of the masnavi, with recitations, online for all to use and benefit from in no time.