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### Overview

File management can be a very complex task in the work place and correctly manage in today's multi platform and digital content usage, whilst keeping in tact the original source audio materials and files professionally.

Having knowledge of IT file structures will help, however this will certainly not suffice when managing the huge variety of sound sources and files now available in the analogue and digital recording sectors. This standard is about help managing third party content for professional audio and visual content.

It is about demonstrating the ability to keep files in their original state and professionally transfer them without any degradation, timing issues or loss of quality.

This standard utilises the multi tasking skills expected of today's recording engineers and programmers.

# CCSMT12

## Create a sample and audio file library - archive digital content

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### Performance criteria

*You must be able to:*

- P1 operate computer based menus and parameters to save audio files
- P2 carry out editing decisions effectively
- P3 identify areas of audio requiring editing or cleaning
- P4 assemble drum edits and single strike samples
- P5 make safe and secure archive of edits
- P6 compile and verify each sound archived
- P7 restore saved library on another digital workstation
- P8 save and load sampler patches and programs
- P9 save and load (import/export) audio content library
- P10 archive and back up files and migrate to another DAW
- P11 load programs content and all import files into another DAW
- P12 use computerised DAW file structures to safely store files
- P13 use different types of storage media to backup and transfer files
- P14 recall, trace and track all materials coherently
- P15 name and date archived materials with safety copy online/offline
- P16 make use of SPARS labelling system or correct labelling system (Dated/source/Engineer etc)) required for other formats. Unlisted audio materials/archiving is a severe failure of this NOS
- P17 reset and tidy equipment/shut down DAW

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to use menus and parameters to transfer and import audio and samples
- K2 the importance of preserving original audio content
- K3 how to Save and archive all materials created and recall (export/import) all materials from archive into DAW
- K4 computerised file structures and computer network storage systems
- K5 reasons for data backup policies
- K6 ways of using pro storage media to secure audio materials and data
- K7 how to migrate and transfer audio location, import audio location and save audio files
- K8 file management, title working tracks to be edited
- K9 recordings saved, folders/path/chain of archived events, saved audio history
- K10 named and dated archive with safety copy online/offline
- K11 the use of SPARS labelling systems

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**Developed by** Creative & Cultural Skills

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**Version number** 1

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**Date approved** April 2012

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**Validity** Current

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**Status** Original

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**Originating organisation** Creative & Cultural Skills

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**Original URN** CCSMT12

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**Relevant occupations** Recording Engineers; recording Producers; mix engineers; assistant engineers; mastering Engineers; programmers; writers; composers;, tape ops; assistants;

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**Suite** Music Technology

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**Key words** Archiving; Library management; SPARS; audio materials; digital content; import/export; migration/transfer of digital audio; USB; digital recording; recording engineers; recording studios; mastering engineers; hard drives; floppy disk; CD-R/DVD-R or CDRW/DVD-RW; Pro S-Cards; USB storage devices; removable drives; music; sound; music technology;