# Archiving a recording

Once you have captured one or more recordings, it is essential to archive them.

1. When you make a new recording, an recording will appear in the Library, with a numerical “title” derived from the date and time. This can now be played back exactly as it was performed.
2. If you recorded a whole service, OrganAssist will split it up and create several recordings in the Library
3. Set the correct title for your recording by double-clicking in the empty spaces under the *Filename*, *Title* and *Composer* headings and entering some text. *Filename* and *Title* should be the same. If your recording is a hymn, prefix its title with its number. For example, *120 Thine be the glory*.
4. Allocate your recording to a folder by clicking in the empty space under the *Folder* heading and selecting a folder. There are standard folders like NEH for *New English Hymnal*, most anthems are arranged by composer's surname, but there are also individual named folders for each person who may want to experiment. If you need to add more folders, ask Jonathan to add them.
5. Delete unwanted recordings by right-clicking and choosing *Delete Track*.

playback-good.png

---

Revision #6
Created 3 February 2022 21:38:35 by Jonathan
Updated 4 February 2022 16:39:49 by Jonathan