PROOFING YOUR AUDIO MASTER

Follow the instructions below to download and playback your audio proof. You will be downloading a full resolution, 16-bit/44.1K audio master in DDP format. A DDP file is a format that allows for easy electronic transfer of an audio master containing all spacing, track start, CD-TEXT, and ISRC information.

You can also burn an audio CD master, or export WAV files, directly from the DDP file.

For audio proof technical support, please email:
UploadSupport@discmakers.com

- **Windows PC:**
  1. Using Internet Explorer, click the link on the Audio Proof Accept/Reject page, that is named with a 7-digit content number and the date. Example: ABC1234 1-1-14.ZIP
  2. When prompted at the bottom of the screen, choose the arrow next to Save, and then choose Save As.
  3. In the Save As window that opens, select your desktop, and click Save. Saving the proof to your desktop makes it easy to locate if you need to review your proof again later.
     - If you are having trouble finding your desktop you can type "desktop" in the address bar at the top of this window, hit enter, then choose Save.

4. On your desktop double click the "zipped" folder that you downloaded from the audio proof page.

5. Inside you should find a single folder. This will be named with the 7-digit content number.

   ▪ (See more than just the one folder? See the section below titled "Zipped folder issues")

6. Drag this folder out to your desktop. It may take a moment as the files are extracted.

7. Once the folder is on the desktop, double click it.

8. Double click the "Player" folder.

9. Double click the "HOFA DDP Player Windows PC" file.

Your audio master should load into our DDP Player app. You should see all of the songs on your master in the correct order, as well as any CD-TEXT or ISRC information that has been encoded.

You can play back the master in the app by using the Play, Stop, and Skip Track controls on the bottom left. (If you do not hear any audio you may need to select the proper sound card under the Settings menu, and Audio Output Devices.) **However, it is recommended that you burn an a Audio CD of the master by clicking the Burn CD button at the bottom, choosing the desired CD drive, and clicking Start.**

To export WAV files of a specific song on your master, click the Save Icon located to the far left of each track name.

To export WAV files of all songs on your master, click the Save Icon to the far left of the bottom line labeled "Album".

- **Mac**
  1. Using Safari, click the link on the Audio Proof Accept/Reject page, that is named with a 7-digit content number and the date. Example: ABC1234 1-1-14.ZIP

2. After clicking the link on the download page the "zipped" folder will show in the downloads window with a progress bar.
3. When the download is complete the contents will be automatically decompressed. This may take a moment.
4. You should now see a blue folder icon in the downloads window named with the 7-digit content number.
5. Drag this folder to your desktop. Saving the proof to your desktop makes it easy to locate if you need to review your proof again later.
6. Once the folder is on the desktop, double click it.
7. Double click the "Player" folder.
8. Double click the "HOFA DDP Player Mac OS-X" file.

Your audio master should load into our DDP Player app. You should see all of the songs on your master in the correct order as well as any CD-TEXT or ISRC information that has been encoded.

You can play back the master in the app by using the Play, Stop, and Skip Track controls on the bottom left. (If you do not hear any audio you may need to select the proper sound card under the Settings menu, and Audio Output Devices.) **However, it is recommended that you burn an a Audio CD of the master by clicking the Burn CD button at the bottom, choosing the desired CD drive, and clicking Start.**

To export WAV files of a specific song on your master, click the Save Icon located to the far left of each track name.

To export WAV files of all songs on your master, click the Save Icon to the far left of the bottom line labeled "Album".

Zipped Folder Issues(Windows PC only)

If you have a third-party zip utility installed on your computer your display may look different than what is described in step #5 of the Windows PC process. If

you see many files after opening the zipped folder, and not just a single folder, please try the fixes below for two common zip utilities.

- **7-zip**
  - **Under the view menu make sure "Flat View" is deselected.**
- **WinZip**
  - **Under the view menu choose Show, and then choose Single Folder.**

You can then proceed to step #6 of the Windows PC process.

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