

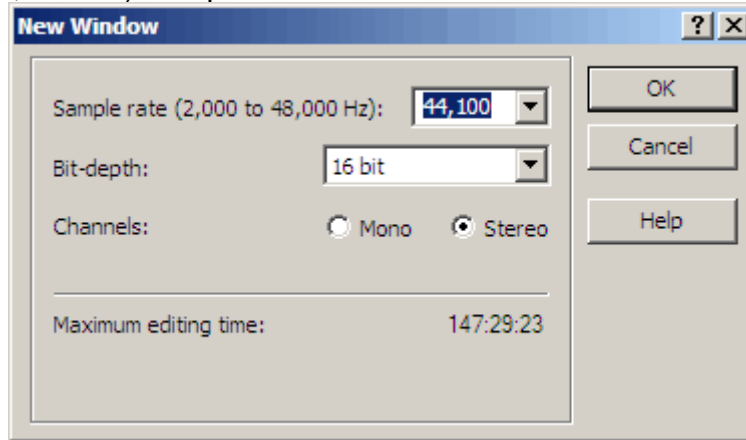
Using Sound Forge Software

When you open Sound Forge you may see a lot of controls and features that are unfamiliar. For now we will focus on recording and basic editing. For in-depth information on more of the features and controls of Sound Forge, see page 8.

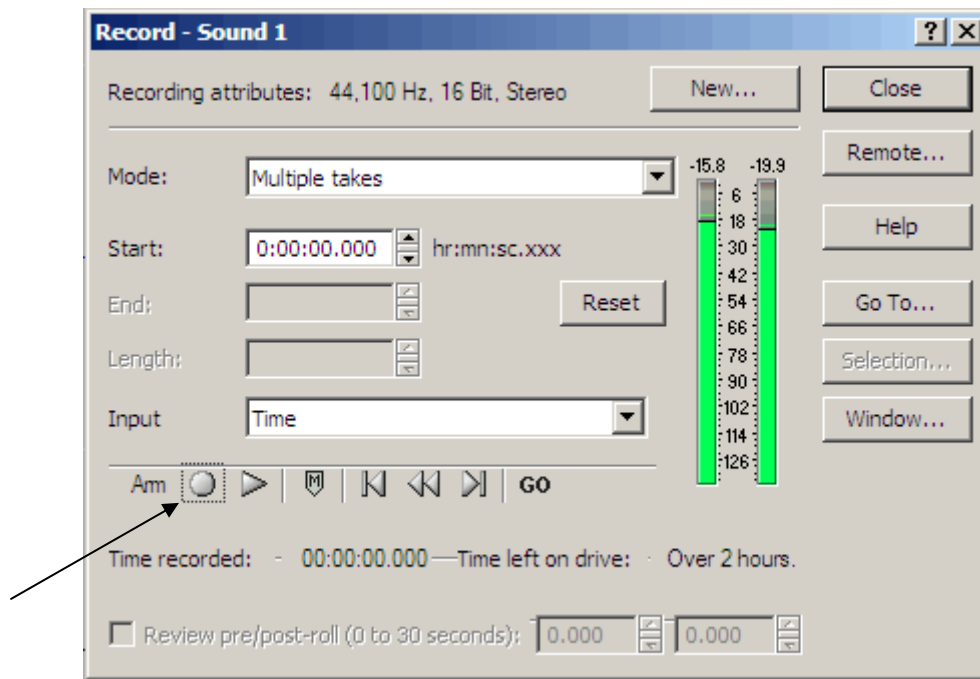
Recording audio



You can record into an existing sound file, such as a music file, or create a new sound. To record a new sound:

1. From **File** menu, select **New**. When the *settings window* comes up, use the default settings (44,100 Hz, 16 bit, Stereo) and press OK.




2. Click the Record button  on or press Ctrl + R.




3. Click the Record button  in the Record dialog. Recording begins. Note: Click on the word *Arm* (left to the Record button) to have recording begin as soon as possible after you click the Record button . Arming Sound Forge prior to recording opens the wave device and loads all

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recording buffers in order to minimize the amount of time between clicking the Record button  and when recording starts.

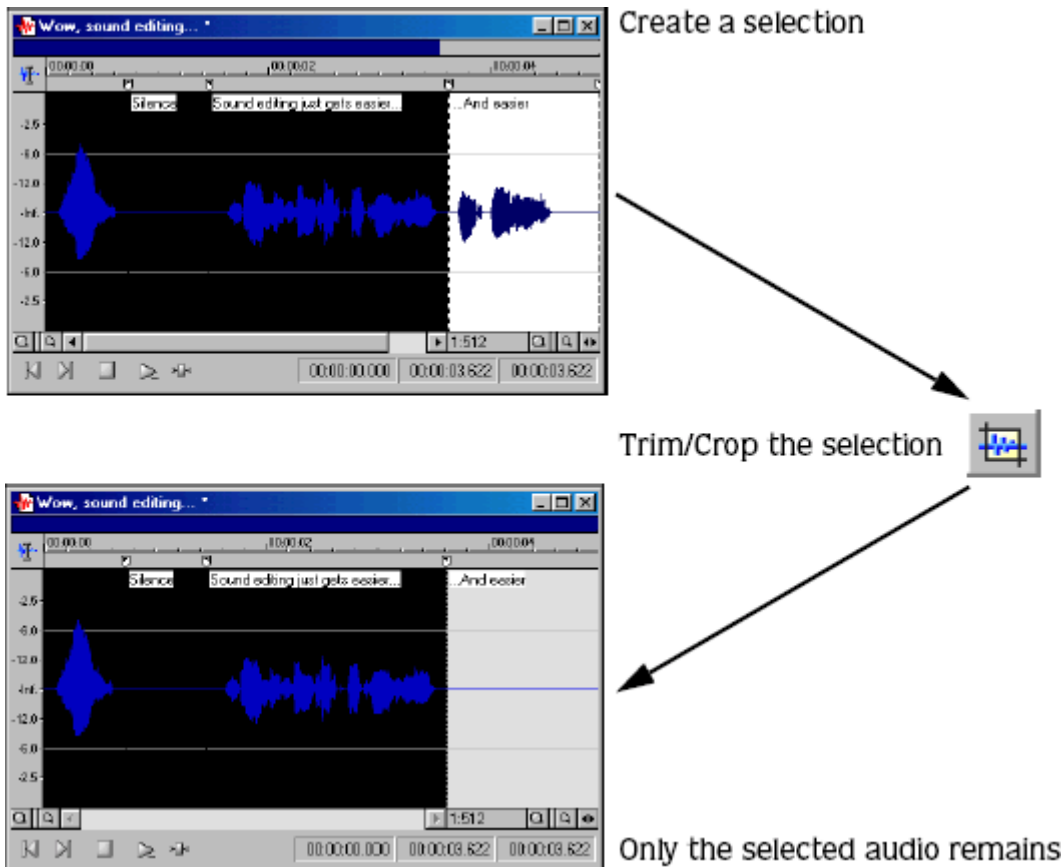


4. Click the Stop button  to stop recording.
5. Click the Close button on the upper right to close the Record dialog.

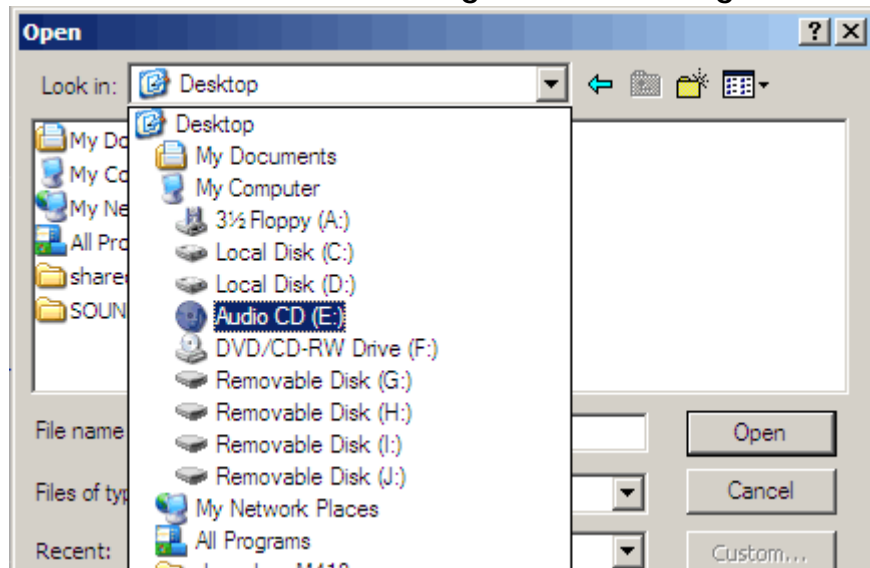
Trimming/Cropping

Trimming allows you to retain a selection while deleting all surrounding data in a sound file.

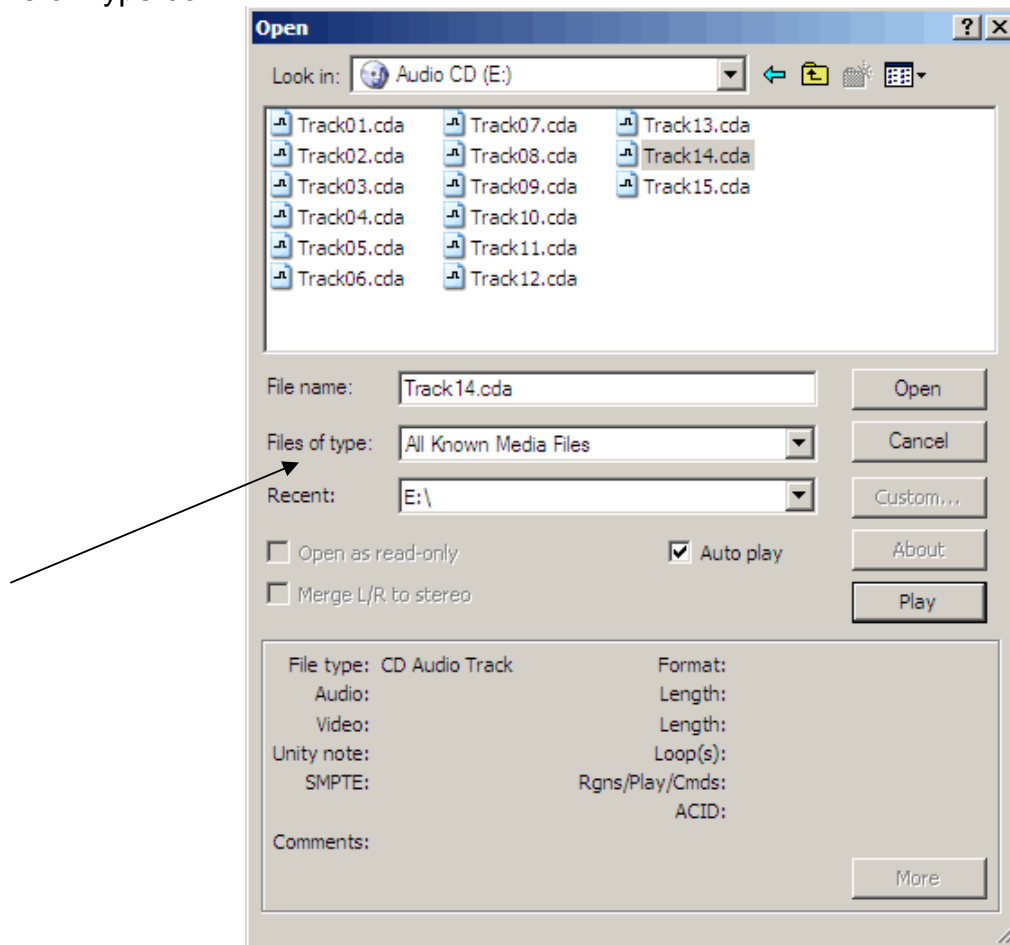
1. Highlight a segment of the audio data by clicking and dragging the mouse on it. You'll see there are two very similar and possibly identical sound waves: top and bottom which is really the left and the right channels. If you grab from the middle, you'll highlight both the top and bottom waves which will give you stereo sound.



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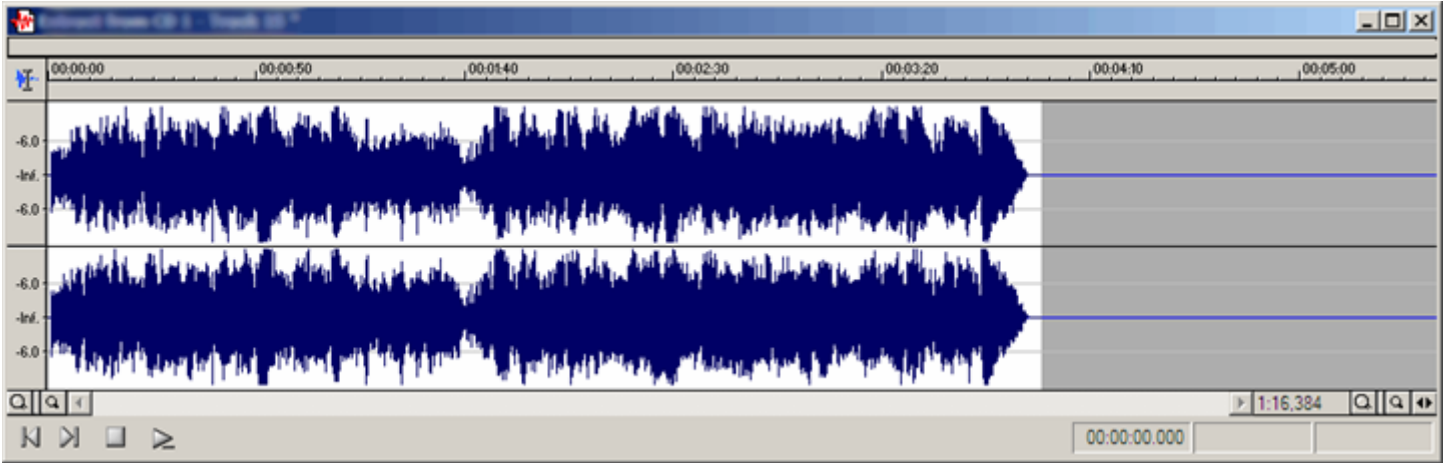


4. Select the *track* that you want to extract. Make sure you select “All Known Media Files” in the File of Type box.



5. Click Open. Sound Forge begins extracting data from the CD and displays the data, which looks like sound waves, in a new window.
6. When it's done, if you want to hear it, just click the Play button.

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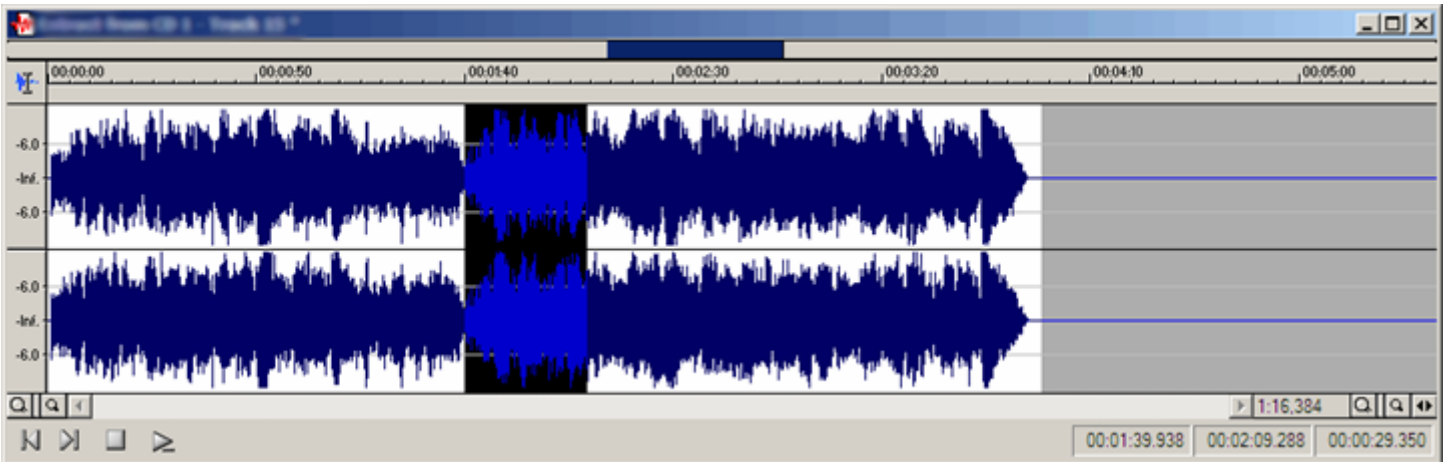
Previewing CD tracks

If you want, you can listen to the files before you extract them. In the Open File dialog box, just select a track and click the Play button.

Copying

You can copy audio data from a data window to the clipboard.

1. Highlight a segment of the audio data by clicking and dragging the mouse on it. If you need to be very precise, use the scroll button your mouse to zoom in or zoom out on the sound wave.



2. From the **Edit** menu, choose Copy. The selected data is copied to the clipboard. You can also click the Copy button or press Ctrl + C.

Note: You can also use **Cut** from the Menu. When deciding between cut and copy, consider the following:

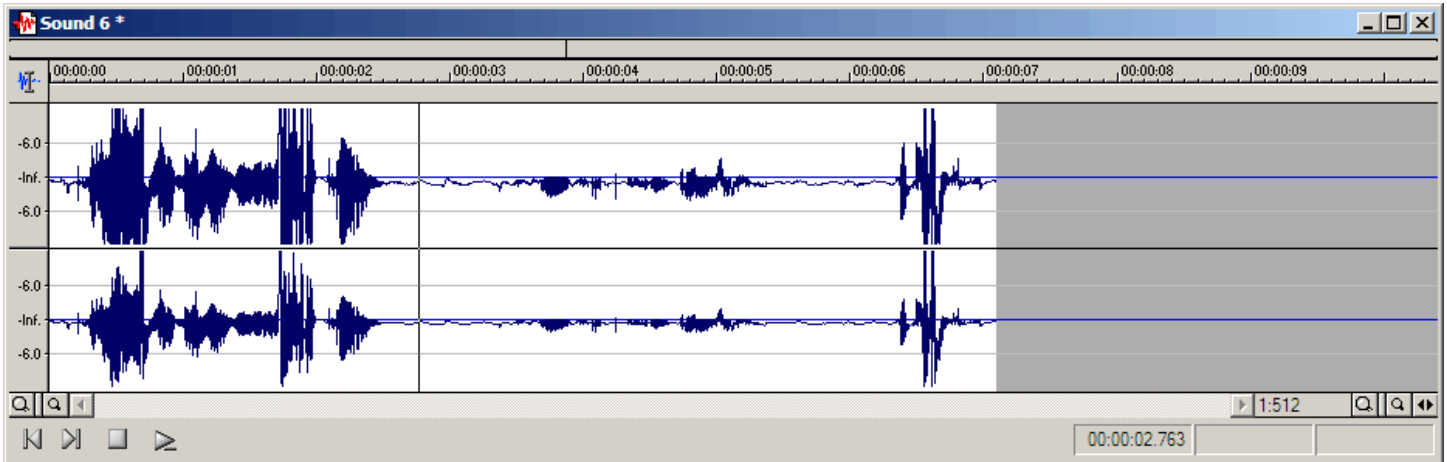
- Copying data has no effect on the original file.
- Cutting data modifies the original file.

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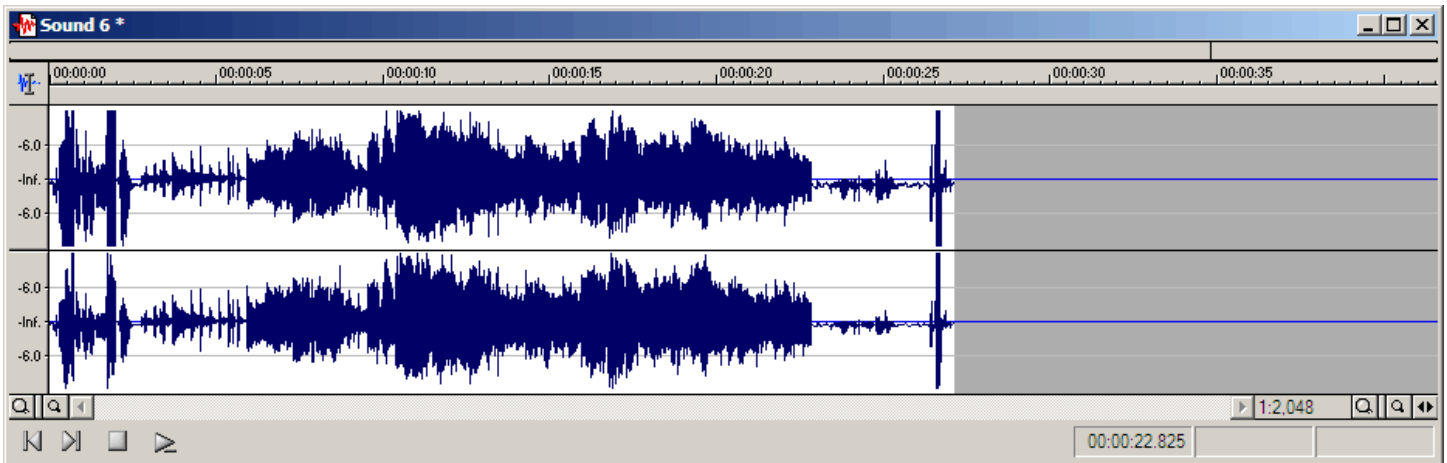
Pasting

Once audio data is on the clipboard, you can paste it into existing files or use it to create new files.

1. Move the cursor to the position and click where you want to paste the data.



2. From the **Edit** menu, choose Paste. Sound Forge inserts the clipboard data into the file and the data appears as copied.



Pasting in a new data window

To use data from the clipboard to create a new data window, go to the **Edit** menu, choose Paste Special, and choose Paste to New from the submenu. Sound Forge creates a new window containing the clipboard data in a single step.

Note: Pasting DOES NOT mix two different audio files to play simultaneously. It only adds data in addition to what already exists. In order to play two audio files simultaneously you need to use the mix function.

Delete


You can also delete unwanted data from your audio file.

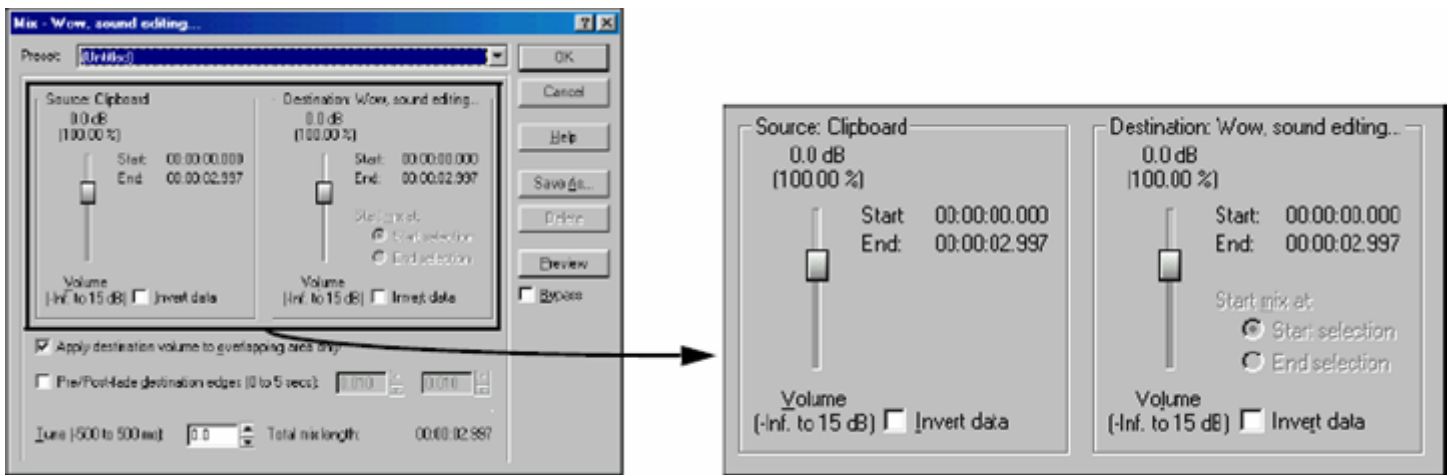
1. Select the segment of the data that you want to delete.
2. Press the **Delete** button on your keyboard or choose Delete from **Edit** menu.

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Mixing

Mixing is a powerful editing function that allows two sounds to be combined into a single sound file. If you want to mix, you'll be using at two sound files. One of these is identified as the *Source file*, the other is the *Destination file*. In our case, assuming you want the music to start first, and have the narration come in a bit later, the narration is the *Source file*.

1. Open the *Source file*. Verify that the *source file* window is active.
2. **Select All** from the **Edit** menu. The entire waveform is selected. You can also choose a segment of the source file if you like.
3. From the **Edit** menu, choose **Copy**. You can also click the copy button or press Ctrl + C.
4. Activate the *Destination file* window. Go to the beginning of the waveform by clicking "Go To Start" button . You may also put your cursor anywhere in the audio data where you want to mix.
5. From the **Edit** menu, choose **Paste Special**, and choose **Mix** from the submenu. The Mix dialog appears.



6. Notice the Volume Fader window. Usually you'll want the music (*Destination file*) as background, so it should be set to a lower volume than the narration (*Source file*)

Save

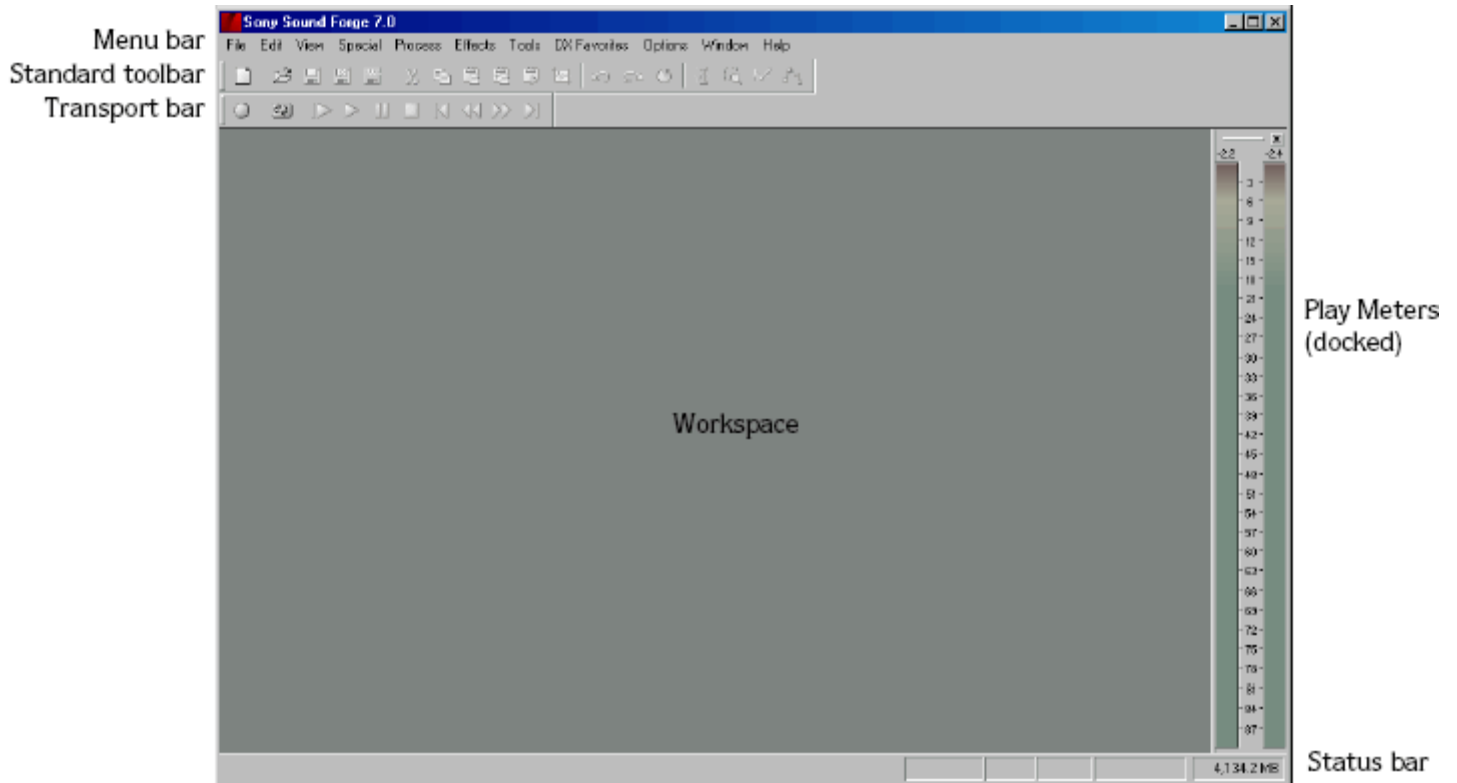
You need to save the final audio in order to listen to or use it with any other projects/applications. To Save:

3. From **File** menu. Choose **Save As**.
4. Choose the *File Name*, *Type* and *Directory*.

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Sound Forge Interface

When you start Sound Forge, the main screen appears. The main screen's workspace is where you perform all audio editing.



Main screen components

The following list describes the major components of the main screen.

Menu bar - Displays the menu headings for the available functions.

Standard toolbar - Provides quick access to some of the most common tasks in Sound Forge.

Transport Bar - Provides quick access to basic audio transport functions.

Status Bar - Help and processing information appears on the left side. The boxes on the right side display the playback sample rate, bit depth, channel configuration (mono/stereo), length of the active data window, and total free storage space. With the exception of the free storage space box, you can edit these boxes by double-clicking or right-clicking them. When no data windows are open, only the free storage space box contains a value.



















Workspace - This is the area located behind the data windows. Audio selections dragged to the workspace at automatically become new data windows. Windows such as the Regions List and Play list can be docked along the edges of the workspace.

Play Meters - Displays the level of the output audio signal. These meters can be toggled on/off by choosing Play Meters from the View menu. Right-clicking the play meters displays a shortcut menu that allows you to precisely configure the appearance of the meters.

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Standard toolbar











The Standard toolbar displays by default when you start Sound Forge. The buttons on this toolbar provide quick access to many common commands.

	New: creates a new data window.		Play Clipboard: plays the audio on the clipboard.
	Open: displays the Open dialog.		Trim/Crop: removes all data from the file that is not currently selected. This command has no effect if there is no selected data. This command does not copy data to the clipboard.
	Save: saves the current audio data.		Undo: reverses the last edit operation.
	Save As: saves the current file with a new name or format.		Redo: reverts the previously undone edit operation.
	Render As: renders the current project file to a media file.		Repeat: repeats the last operation. This command can be used with most processing functions. The previous operation's parameters are repeated. To specify new parameters, hold Shift and click this button.
	Cut: removes selected audio data and places it on the clipboard. This command has no effect if there is no selection.		Edit Tool: selects the Editing tool.
	Copy: copies selected audio data to the clipboard. This command has no effect if there is no selection.		Magnify Tool: selects the Magnify tool.
	Paste: inserts a copy of the clipboard data at the current insertion point. If there is a selection, this command replaces the selected data with the clipboard data.		Pencil Tool: selects the Pencil tool.
	Mix: mixes a copy of the clipboard data with the current audio file. The mix start point is either the cursor point or the start or end of the selection in the destination data window.		Envelope Tool: selects the Envelope tool.

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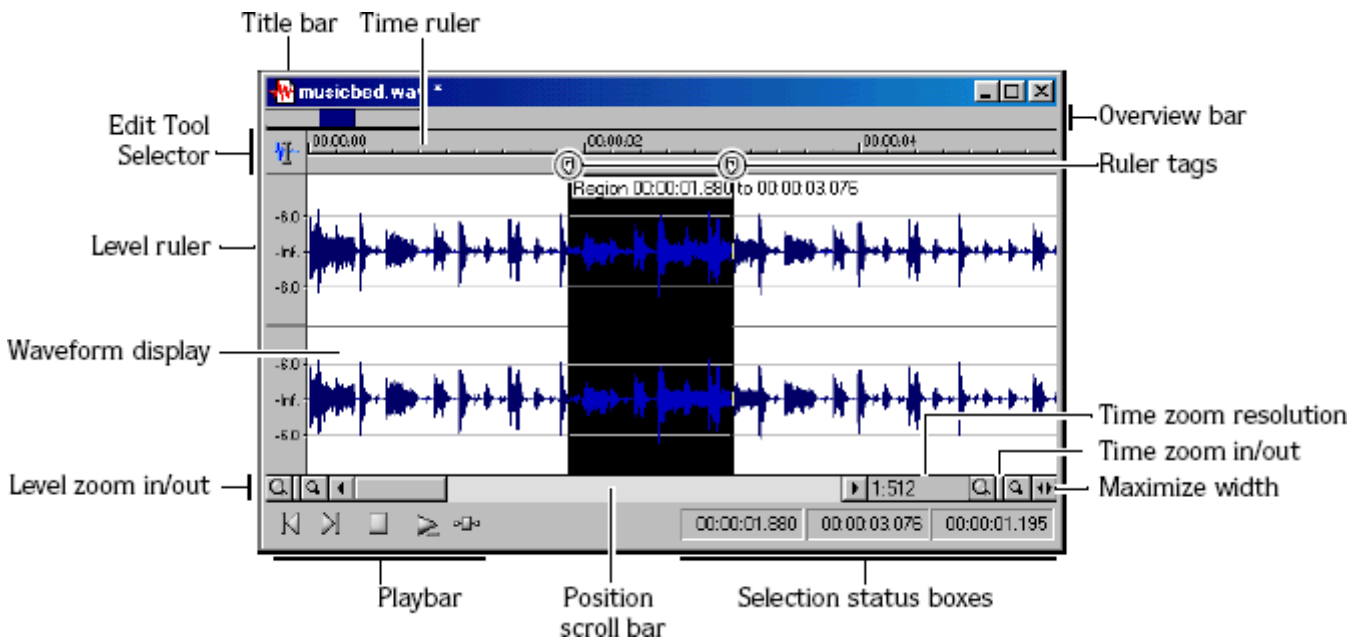
Transport bar

The transport bar also displays by default and contains basic audio function buttons.

	Record: records data to a new or existing data window.		Stop: stops playback and returns the cursor to its prior position.
	Loop Playback: toggles Loop Playback mode on and off.		Go to Start: moves the cursor to the start of the file.
	Play All: plays the entire file from beginning to end, regardless of cursor position, selection, or playlist.		Rewind: moves the cursor backward in the current file.
	Play: plays the file in current playback mode (Play Normal, Play Plug-In Chainer, Play as Cutlist, or Play as Sample).		Forward: moves the cursor forward in the current file.
	Pause: pauses playback and maintains the cursor at its current position.		Go to End: moves the cursor to the end of the file.

The data window (after you have opened an audio file or recorded a clip)

Data window contains audio data (as a waveform) as well as a number of controls and commands used to edit and process audio.



Title bar - Displays the file name. If title information is included is the summary of a file, it appears here instead of the file name. Double-click to maximize and restore the window.

Level ruler - Displays the amplitude of the waveform. Right-click to display the level ruler shortcut menu. Drag to shift the view up/down when zoomed in vertically.

Time ruler - Displays the current location in the data window as well as ruler tags. Right-click a tag to display the time ruler shortcut menu. Drag to edit a tag's position. Double click anywhere within a region to select it.

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Ruler tags - Indicates the position of region end points, loop end points, and markers. Right-click a tag to display the ruler tag shortcut menu. Drag to edit a tag's position. Double-click anywhere within a region to select it.

Edit Tool Selector - Toggles through the Edit, Magnify, and Pencil tools. Right-click to display a shortcut menu that allows you to display or hide data windows elements.

Playbar - Contains audio transport buttons, including Go to Start. Go to End. Stop, Play Normal. Play as Cutlist, and Play as Sample.

Selection status boxes - Displays the beginning, end, and length of a selection. If no selection exists, only the cursor position displays. Double-click the leftmost box to display the Go To dialog. Double-click either of the other two boxes to display the Set Selection Dialog, Right-click to display the status format shortcut menu.

Waveform display - Displays a graphical representation of an audio file. The horizontal axis represents time, and the vertical axis represents amplitude. Right-click within this display to open the waveform display shortcut menu.

Position scroll bar - Scrolls forward/backward through and audio file to display sections of the file not visible in the current area of the waveform display.

Overview bar - Allows for quick navigation and playback of any part of an audio file. The overview bar also indicates the portion of the waveform currently depicted in the waveform display, as well as the selected region. Click to move the cursor. Double-click to center the cursor in the waveform display. Right-click to start or pause playback. Drag to activate the audio event locator.

Time zoom resolution - Specifies the number of samples of data represented by each horizontal point on the screen. This determines the length of time displayed in the data window. Smaller values display less time.

Time zoom in/out - Changes the zoom resolution for the time (horizontal) axis.

Level zoom in/out - Changes the zoom resolution for the level (vertical) axis.

Maximize width - Resizes the data window to maximize its size within the workspace.