

Rough Guide to Sound Edit 16 v2

Part 1



What is Sound Edit 16, Why should I use it & Where can I find it ?

Sound Edit 16, as the name suggests, is a package which allows you to record and edit multiple tracks of sound from a variety of sources.

It is not the most sophisticated piece of sound edit software available on campus, but it does give you easy access to multi-track sound editing and to a range of speedy to apply and easy to manipulate sound effects and filters. Sound edit 16 can export your work in a number of different file formats making it easy to use with other packages such as Adobe Premiere and Macromedia Director

Sound Edit 16 is installed on all TV and Film machines and can be found and launched by looking under the Mac's 'apple' menu. There is an online help service for Sound Edit 16 which can be accessed by clicking on the Help menu once the package is open.

Note: Where you see notation like this: **Edit > Select All** the handout is telling you to select an option under a particular menu. In this case the **Select All** option under the **Edit** menu.

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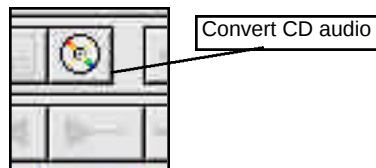
Part 1: recording Sound



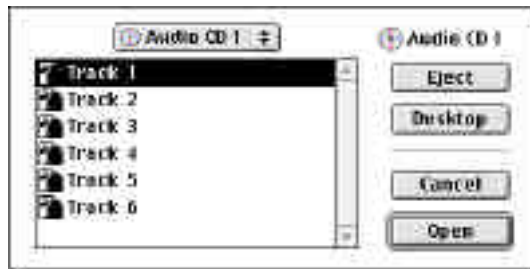
Recording sound from CDs in the Mac's own CD Drive

There are two ways of getting sound from audio CD's into Sound Edit 16.

The first of these (and probably the most straightforward) is to use the **Convert CD audio** command. To access this option click on the convert CD audio icon in the Sound Edit 16 toolbar. Shown below:



Clicking the convert CD audio icon with an audio CD in the Mac's CD drive brings up this window:



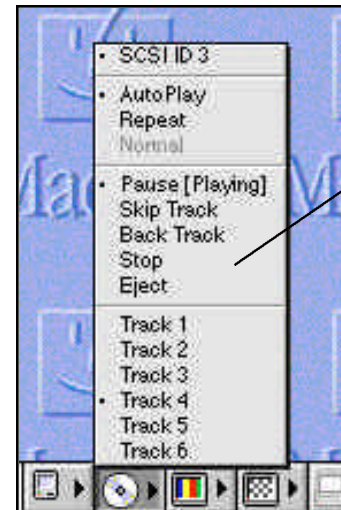
Simply select a track on the CD and click on Open. You will then be asked to type in a name for the new converted CD audio file and to select a place to save it. Do this, click on save and the conversion will take place.

The convert CD audio option will convert the whole of the chosen track. Once converted the CD track will appear as a waveform in a Sound Edit 16 file window and can be edited and saved just like any other sound file.

The second way to record CD audio into Sound Edit 16 is to record it as you would audio from any 'external' source. To do this:

1/. Go to your **Apple menu > Control Panels > Sound > Sound In** and change the options to **Internal CD**. Close the control panels and return to Sound Edit 16.

2/. To start your CD playing go to the **control strip** at the bottom left of your screen, (click on it if it is almost completely hidden, to open it out), then click on the CD button in the the strip, a pop-up menu will appear, allowing you to select a particular CD track and start it playing.



The CD player controls in the control strip.

Once a track has been recorded from a CD 'manually', using the controls in the Sound edit 16 record window, it will appear as any other sound file in an untitled window and can be saved and edited like all other Sound edit 16 files.

3/. Once the track is playing, you should click on your Sound Edit 16 **Controls window** to reactivate the package and then click on the record button in that window.

Remember to check and if necessary change the record levels in the **levels window** before you record.

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3/. Importing Sound & Movies from Premiere 4.2

As well as recording sound from external media (CDs and tape / mini-disk player etc) into Sound Edit 16 we can also **import** sound from a range of other sources, including other packages on the Mac (or PC) and the internet.

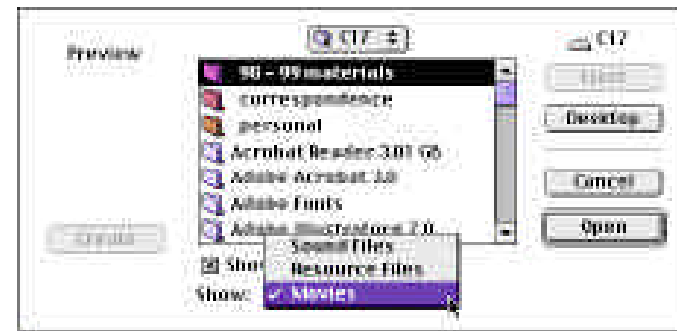
This section deals with importing Movies from Premiere 4.2 (also installed on all TV and Film machines). When you capture a clip in Premiere you create a **Movie**. You do the same thing when you use the **Make > Movie** command in Premiere at the end of editing a project. All of these movies are known as Quick Time (QT) Movies because they are all based on the Mac's own movie standard, Quicktime.

These Quicktime movies usually feature sound of some kind, but Premiere 4.2 currently offers very limited opportunities for manipulating sound.

It is possible, however to open and edit your Premiere Quicktime movies in Sound Edit 16, without losing any quality or information.

To open a Premiere QT movie in Sound Edit 16:

1/. Select **File > Open**, The File Open window will appear. To open a Premiere QT movie (which is not actually a sound file), you have to first select "**Movies**" from the pop-up menu in the File Open window.



2/. Double click on your movie in the File Open window to open it. When it opens in Sound Edit 16, it will look something like this:

A Premiere (QT) movie open in Sound Edit 16

... You will be able to see (and play your movie with sound). You will also be given technical info. about the sound in the movie, but you can't edit the sound while the movie looks like this.

To edit the movie's sound you must click on the window's edit button . . .

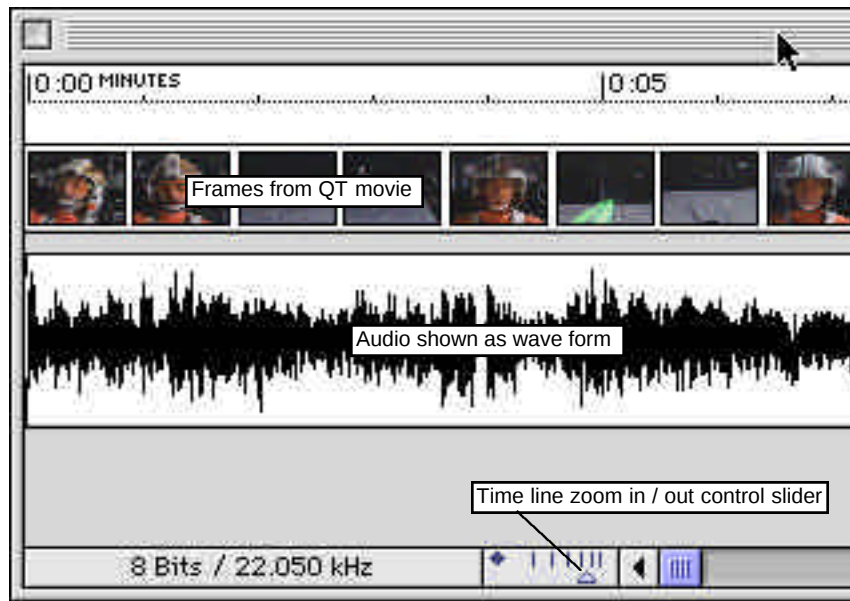


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3/. If you click on the **Edit button** of a QT movie open in Sound Edit 16, the sound from the movie will appear in a waveform just like any other sound document, but if you also go to **File > Preferences** and choose **display** from the window that appears, you can **put a cross next to the the Movie Frames option**, which allows you to see the individual frames of your movie in the Sound Edit 16 window, along with your sound (See below).



This is extremely useful in allowing you to cue up different bits of sound to sepcific frames in your movie.

Once you have finished playing around with your QT Movie'sound in Sound Edit 16 you can save it again and, if you want, return it to Premiere for further editing.

Saving a QT Movie in Sound Edit 16 is a two stage process:

1/. First you have to save the changes you have made to your movie in the Sound Edit 16 'waveform' window (shown opposite). If you go to the **File menu**, you will be given the option to **Save Movie Soundtrack** (You can do this as often as you want while editing your sound).

Once you have Saved your Movie Soundtrack for the last time and are finished editing it, close its window. Although the main window with the sound's waveform and the frames from the movie is now closed, the QT window which you first opened is still open.

2/. Before *this* window can be closed you need to save your changes *again*. Go back to the **File Menu** and select **Save As**. This will give you a number of options for saving your movie (see below) . . .



You can either save your movie "normally" or as "self contained". Either option is OK. In addition you can make it playable on a PC.

It's also a good idea to save your file under a new name, thereby preserving your original Premiere file untouched

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part 2



Doing stuff with sound inside Sound Edit 16

As I mentioned at the beginning of part1, one of the big strengths of Sound Edit 16 is its simplicity.

Once you have your sound (from whatever source) inside the package, applying effects is as simple as selecting part or all of a track and then picking an effect from the Effects menu. You can also add extra tracks of audio, and move audio between tracks simply by using the standard Mac Copy, Cut and Paste commands.

This handout does not cover these techniques in detail. Its aim is to give an overall guide on how to get things done. If you want more information about any particular effect or technique, there is an on-line help service available under the **help** option in the Sound edit 16 menu bar. There is also a Sound Edit 16 handbook available in the Learning Advisers office (reference only).

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Part 2: Editing Sound



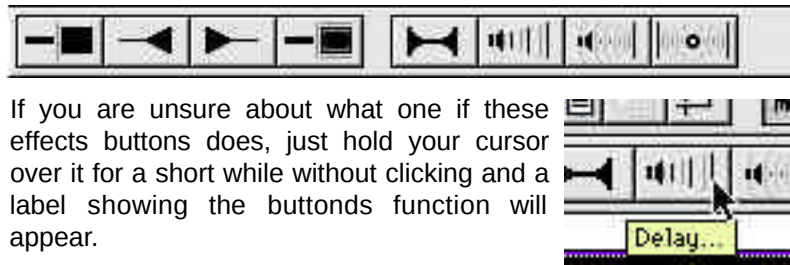
Adding Effects to your sound.



There are a range of effects available to you in Sound Edit16. These are to be found under the **Effects** menu item.

These effects range from relatively straightforward and instantly useful commands like **Amplify**, **Fade Out** or **Backwards** to more subtle but equally important commands such as **Equaliser** or **Noise Gate**.

Many of these commands are also readily available from the Effects Tool Bar at the top of the Screen.



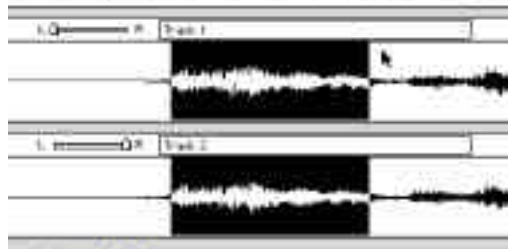
If you are unsure about what one of these effects buttons does, just hold your cursor over it for a short while without clicking and a label showing the button's function will appear.



1/. Selecting an area to apply an effect to

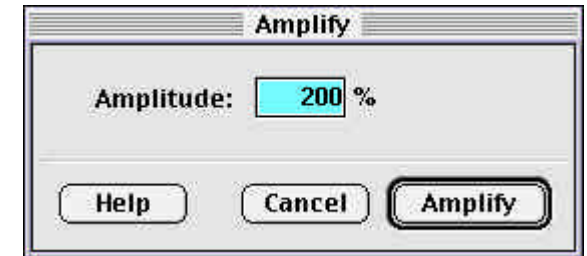
In order to activate the **Effects** menu it is first necessary to select a track, a part of track or all the tracks in a file to apply an effect to. To select all the tracks in a file at once or where there is only one track, choose **Edit > Select All**.

To select either a part of a track or tracks, Click with the cursor and drag it over the area to be selected, this area will then be highlighted in black.



Once an area is selected, the effects menu becomes active and an effect can be selected. Each Effect, when selected, brings up a different window. These windows vary in complexity depending on the amount of control your chosen effect offers.

For example, the **Amplify** effect simply allows you to increase the output volume of your sound file by increasing the percentage figure to amount greater than 100% or to decrease the output volume by reducing the figure below 100%.



Alternatively, the **Envelope** Effect which allows you to change the amplitude of a sound (allowing you a great deal of control over how it fades in and out over a period of time) brings up a window which allows you much more control.

You can add multiple "handles" to the line running above the sound's wave file by simply clicking on it. Dragging these handles changes the sound's amplitude, causing it to fade in and out.



NOTE: Sound Edit 16 allows you to undo the last action you executed but no more.

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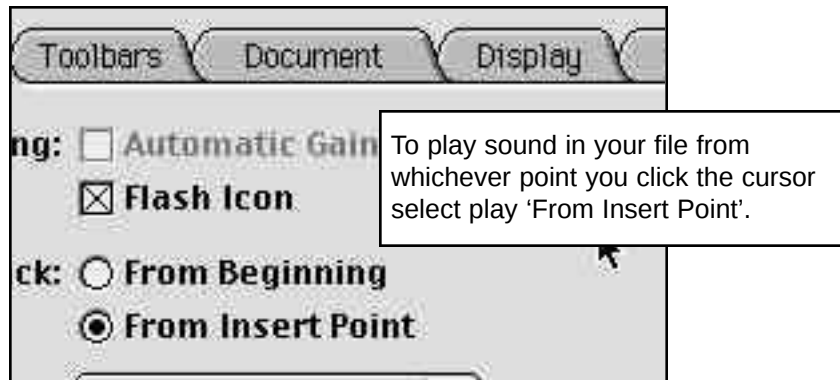
2/. Playback

While a part of your sound remains highlighted in your sound file, you can play back just that selected area. Select any area in the sound file by clicking and dragging and that is the area that will be played back when you play the file.

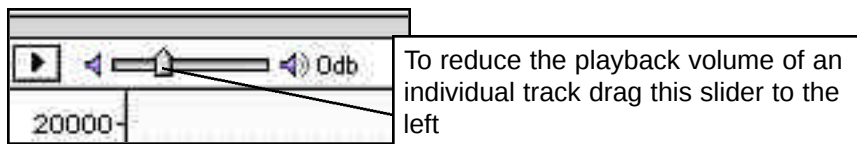
Playback area



If no area is selected the file will either play back from the beginning or from the point where the cursor rests. Which of these two options happens depends on the options selected in the **Preferences > General** window:



To play some but not all of your tracks select **View > Track Controls** and then use these controls to mute the channels you do not want to hear on playback.



3/. Adding Extra Tracks

Adding extra tracks of audio to a sound file is simple, just go to **Insert > Track** and a new track appears in your sound file window. Repeat this procedure to add extra tracks.

4/. Copying, Cutting & Pasting sound

You can move sound around within a file by using the Copy, Cut & Paste commands under the Edit Menu:

- a/. Select the sound you want to copy (**Edit > Select All** or click and drag with your mouse).
- b/. Use **Edit > Copy** to copy the sound (or **Edit > Cut** if you want to move the sound and delete it from its current position)
- c/. Select the point that you want to insert your sound at, and use **Edit > Paste**

You can also move sound between files in much the same way:

- a/. Select the file you want to copy from, by clicking on its file window to make it active
- b/. Select the sound you want to copy (**Edit > Select All** or click and drag with your mouse).
- c/. Use **Edit > Copy** to copy the sound (or **Edit > Cut** if you want to move the sound and delete it from its current position)
- d/. Click on the window of the file you want to paste into, to activate it.
- e/. Select the point that you want to insert your sound at, and use **Edit > Paste**

Once extra tracks are added to a file you can copy sound from somewhere else in that file or from another file into those tracks. Just use the instructions above.

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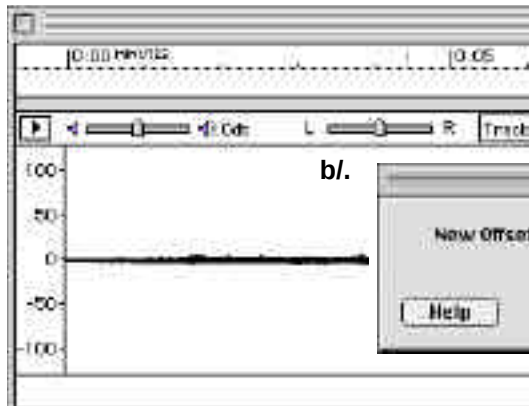
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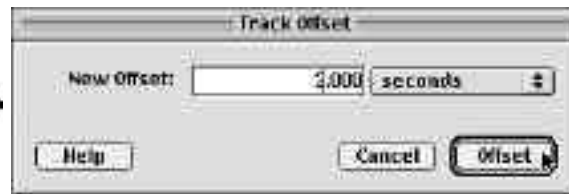
5/. Track Offset

There are various ways of moving all the sound in a track back and forth so that it starts and ends at a different point in the time line, but perhaps the most convenient of these is Track Offset.

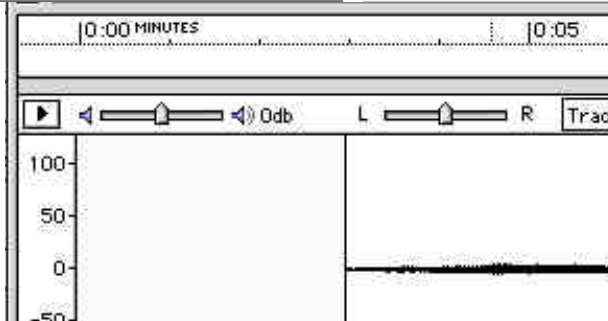
a/.



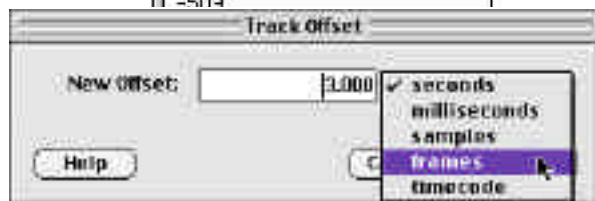
b/.



c/.



d/.



a/. Shows the sound in a track starting at the beginning of the time line (0:00).

b/. By selecting **Modify > Track Offset** we display the **Track Offset window**. By entering a number of seconds in this window we can move the starting point of the sound along the timeline.

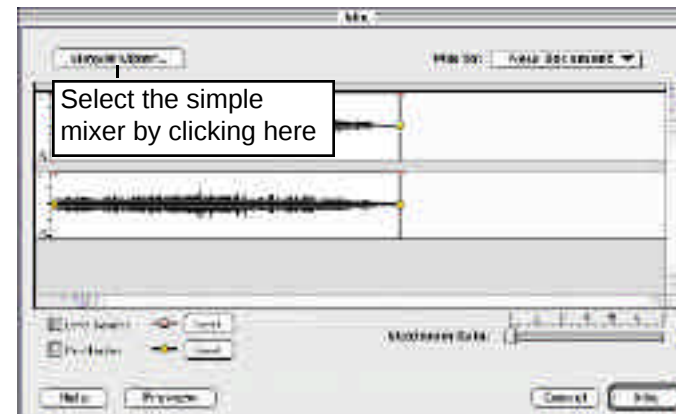
c/. Shows the sound now moved three seconds along the time line.

d/. The Track Offset commens can also be sdjusted so that the sound is moved along by Frames rather than seconds (very useful for synchronising sound and image accurately whenusing Prmeiere (QT) movies.

6/. Mixing multiple tracks into one track

Sound Edit 16 makes it very easy for you to mix a number of tracks down into just one track. This is a process you would normally use at the end of a Sound Edit 16 project, or part way through if the project was a particularly complex one.

You can select the **Mix** command from the **Effects** menu. The first mixer you will be presented with will probably be the **“Deluxe Mixer”** which allows you control over the sound levels (volume) you mix each track down at and how the tracks are panned left to right (stereo only).



only).

If all this looks a bit daunting however, you can select a **“simple mixer”** window from the deluxe mixer. The simple mixer provides fewer options.

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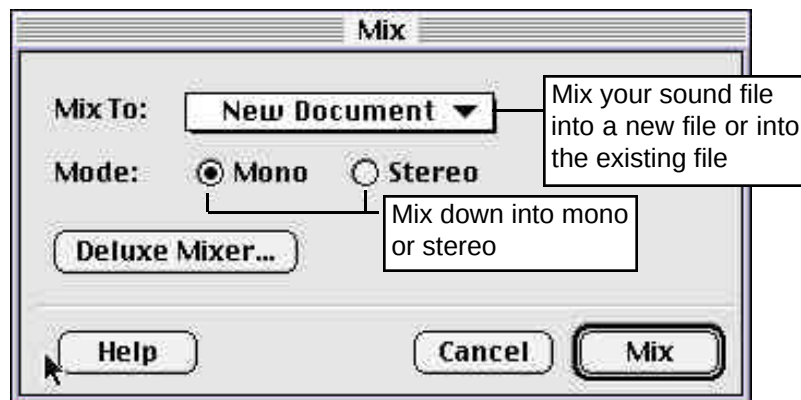
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The “Simple” Mixer

The Simple Mixer allows you to choose whether you want to mix your sound file down in stereo or mono and importantly, whether you want to mix it down within the existing sound file (thereby changing that file) or whether you want the resulting mix to be a new file (leaving your original sound with all its multiple channels untouched).

If the space on your disk allows, it is probably a good idea to use this second option then if you want to go back and make further changes to your original, multitracked file you can.



Appendix A: Popular File Formats you can use with Sound Edit 16 v2

Sound Edit 16 will work with files in the following formats

Sound Edit 16 is the package's own format, you can open these files in Sound edit 16 and save Sound edit 16 files in this format, but this is not a format recognised by a wide range of other applications.

AIFF this is a popular sound file format used on both Mac and and PC (if you want to use the file on a PC make sure its name ends **.AIF** (Adobe Premiere will open and read AIFF files).

WAVE files are a popular PC based sound format, not so widely readable by Mac applications.

Quick Time (QT) Movies which can contain just audio or video, or both are very portable and particularly useful when working with multimedia applications. They are native to the Mac but PCs now read them too.