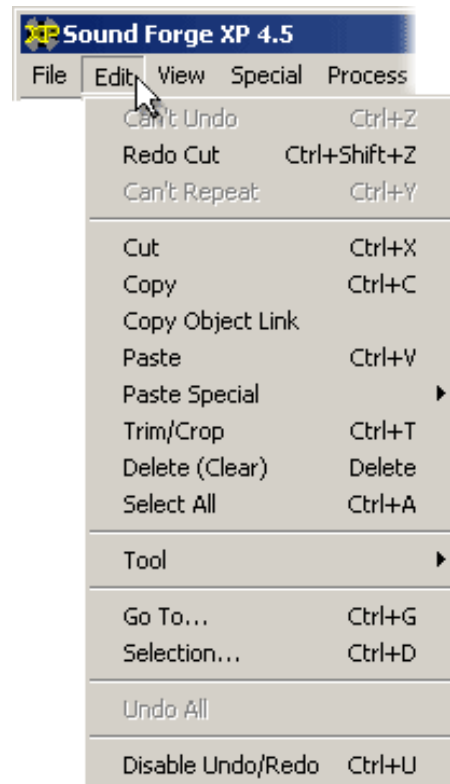


Sound Forge: Editing

Lesson 6: Common Operations

How do I edit a sound?

Now that your sound is captured on your computer, you will probably want to make changes to it. For example, perhaps you want to cut out the long silence at the beginning, or maybe you want to remove a popping sound between two words. You can find many common editing operations under the **Edit** menu:



Just as when editing text, you must first select the portion of the soundwave you want to edit, and then perform an editing command.

Below are some of the most commonly used editing commands and how they work:

Cut: Deletes a selected portion of the sound and copies it onto the clipboard. (*Shortcut:* control+X)

Copy: Copies a selected portion of the sound onto the clipboard. (*Shortcut:* control+C)

Paste: Inserts the contents of the clipboard into a data window at the present cursor position, or replaces the

current selection. (*Shortcut: control+V*)

Paste Special:

Mix: Mixes the contents of the clipboard with the current data in a window beginning at the present cursor position, or at the start of the selection. (*Shortcut: control+M*)

Crossfade: Crossfades the contents of the clipboard with the current data in a window at the present cursor position. (*Shortcut: control+F*)

Trim/Crop: Deletes all data in a window except the selected section. (*Shortcut: control+T*)

Clear/Delete: Deletes a selected portion of data, but doesn't copy it onto the clipboard. (*Shortcut: Delete*)

Undo: Reverses any change you make. Sound Forge lets you perform multiple undo's, so that you can back out of a sequence of changes. (*Shortcut: control+Z*)

Practice

Open the "tutor1.wav" file, or your personally recorded selection, and practice the editing operations listed above.

Lesson 7: Copying Data

How do I copy and paste sounds?

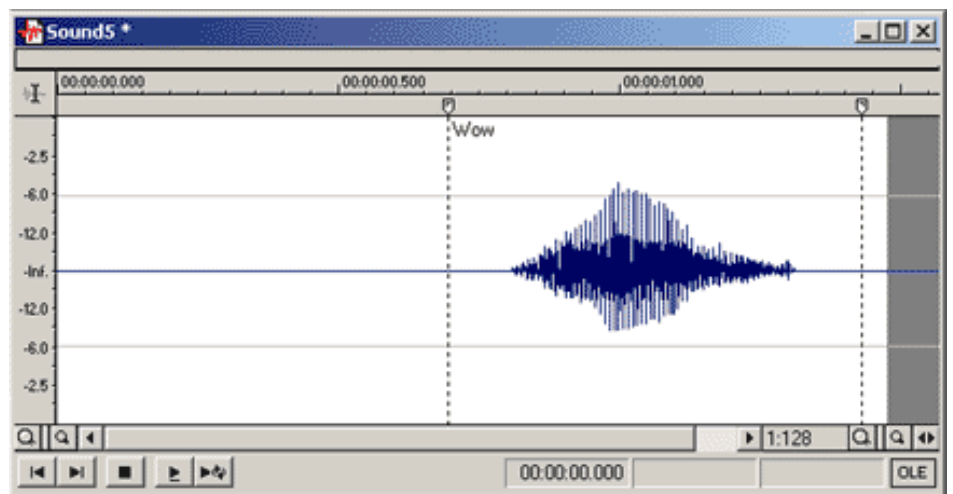
Data can be copied from one data window (the source) and pasted into another data window (the destination):

- 1) If both source and destination files already exist, open them both. Or, if you want to copy part of a soundwave from an existing file and paste it into a new, empty file, open the existing file and create a new one. (See Lesson 2 for details.)
- 2) If the source's data window is not already the active window, bring it to the front by clicking on its title bar.
- 3) Select the segment of sound that you want to copy by dragging across the soundwave.
- 4) Pull down the **Edit** menu, and select **Copy**.
- 5) Make the destination's data window active by clicking on its title bar.
- 6) If the destination file already contains digitized sound, then click with the mouse where you would like the copied sound to be inserted.
- 7) Pull down the **Edit** menu and select **Paste**. The soundwave will appear in the destination data window.

Click the **Play** button to hear your selection.

Practice

Open the "tutor1.wav" file, copy the "Wow" section, and paste it into a new file. When you play it, you should hear just the word "Wow," and it should look like this:



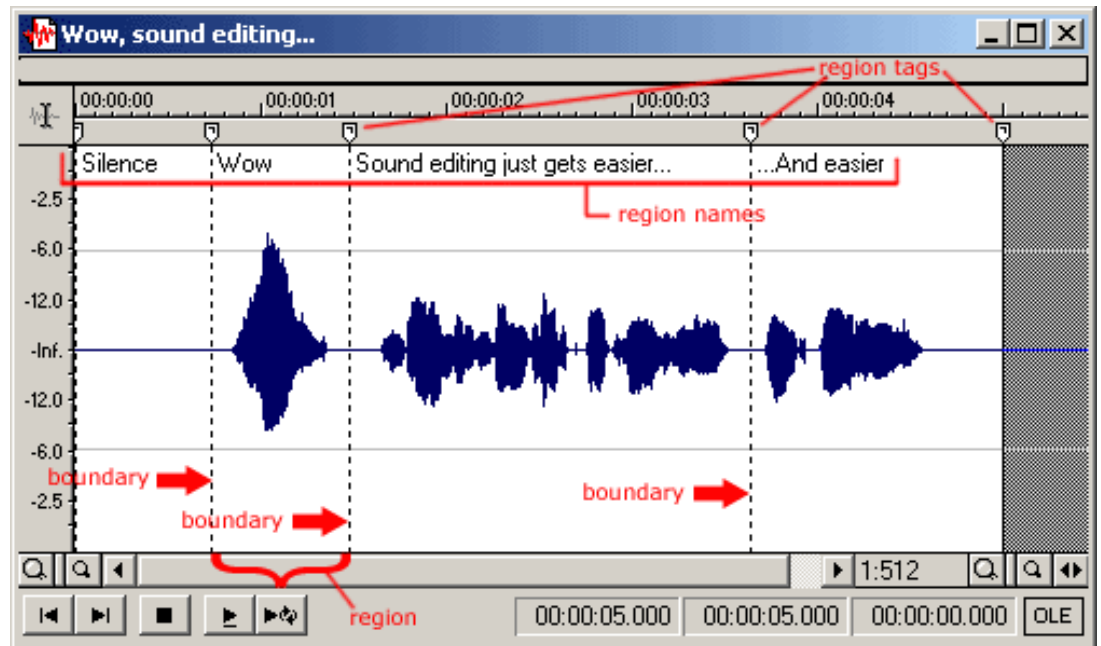
Lesson 8: Regions

What are regions?

Regions are used for dividing a sound file into separate named sections. Regions are very useful for quickly locating a specific section of your sound file, and with regions defined, it's easy to play a specific part of your sound file with just a click.

The boundaries of regions are marked by vertical black dotted lines through the soundwave. In addition, there is a small pointer, called a Region Tag, at the top of each boundary line.

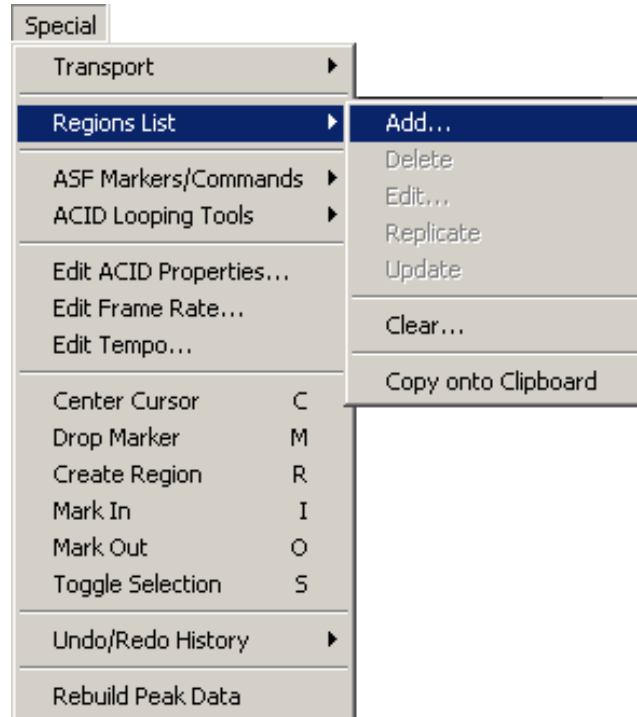
Although you don't know it, you have already seen regions, in the "tutor1.wav" file. Remember how one section was labeled "Silence," the next was labeled "Wow," and so on? Take a look:



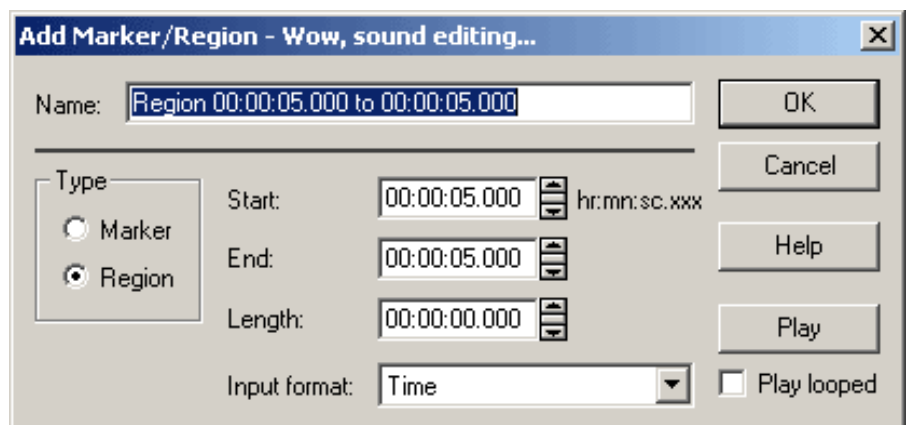
How do I create a region?

To create a region, follow these steps:

- 1) Select the section of the soundwave that you want to define as a region. (Note: Regions can overlap each other.)
- 2) Pull down the **Special** menu and select **Regions List** -> **Add**:



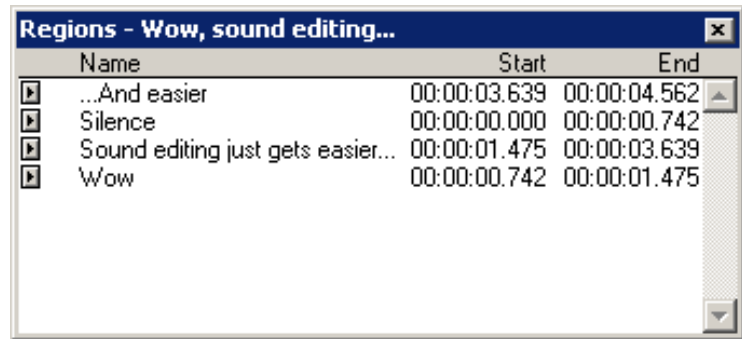
The **Add Marker/Region** dialog box will appear:



3) Type a name for the region in the **Name** field.

4) Click the **OK** button. You're done!

You can view the Regions List, which shows all of the defined regions, by pulling down the **View** menu and selecting **Regions List**:



Clicking the small button to the left of a region name plays that region.

How do I edit a region?

You can use the Region Tags to make changes to a region. Keep in mind that if one region ends and another begins at the same point, the region tags are overlapping, so make sure you have selected the correct one for your purpose. When you point to a tag and pause, a small message will pop up telling you which region the tag belongs to.

- To move an endpoint of a region, simply drag the region tag to the desired position.
- To select a region, double-click on one of its region tags, or right-click on one of its region tags and choose **Select** from the menu that pops up.
- To delete a region, select it and press the **Delete** key, or right-click on one of its region tags and choose **Delete** from the menu that pops up.
- To change the boundaries of a region so it is defined as the current selection, right-click on one of its region tags and choose **Update** from the menu that pops up.

To open the **Edit Region/Marker** dialog box and change the settings for the region, right-click on one of its region tags and choose **Edit** from the menu that pops up.

You can also use the Regions List to make changes to a region.

- To select a region, click on its name in the Regions List.
- To delete a region, click on its name in the Regions List and press the **Delete** key, or right-click on its name and choose **Delete** from the menu that pops up.
- To change the boundaries of a region so it is defined as the current selection, right-click on its name in the Regions List and choose **Update** from the menu that pops up.
- To open the **Edit Marker/Region** dialog box and change the settings for the region, double-click on its name in the Regions List.

Practice

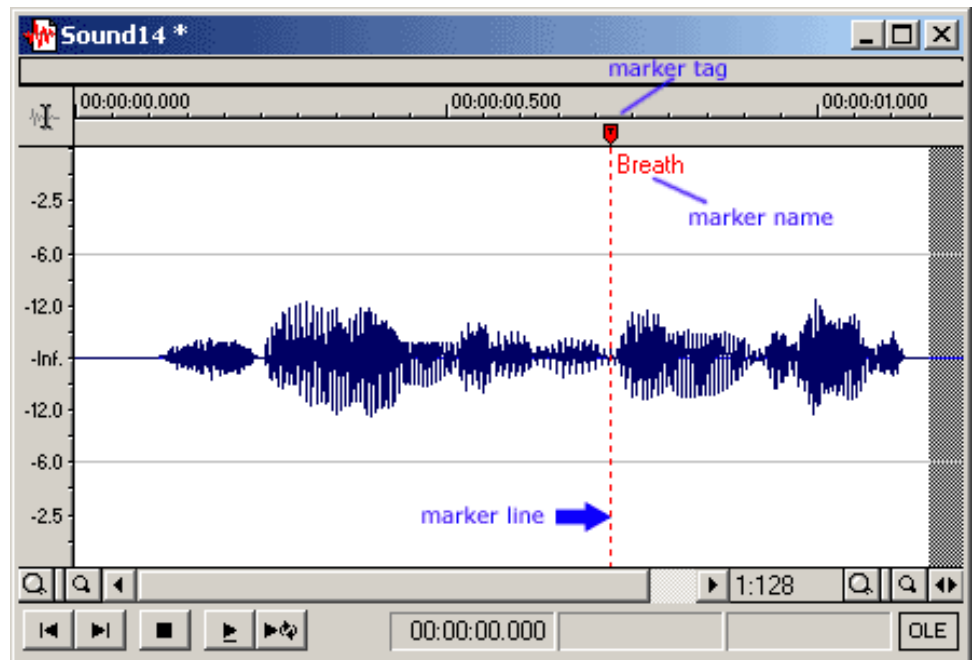
To practice, open one of the sound files you created in Lesson 4, *Recording*. Add a couple of regions to your file, then view the Regions List. Play the regions using the buttons in the regions list, then experiment with the region tags and the Regions List until you are comfortable with how they work.

Lesson 9: Markers

What is a marker?

A marker is a location in a sound file that you want to use as a reference point. For example, you may want to mark where a particular sound occurs, such as a loud bang, or a pause. Markers make it easier to navigate through a sound file (especially a long one!) and they will make editing your sounds easier.

A marker is indicated by a vertical red dotted line through the soundwave. In addition, there is a small pointer, called a Marker Tag, at the top of the line:

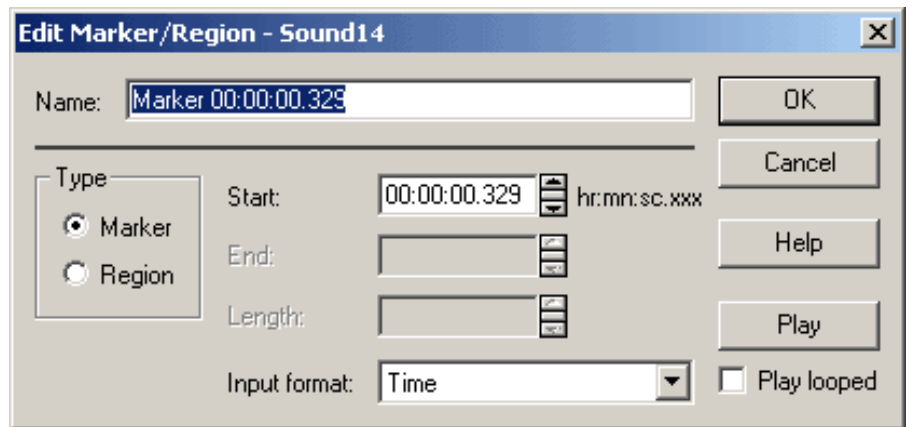


How do I create a marker?

To create a marker, follow these steps:

- 1) Play the sound file.
- 2) While the sound is playing, each time you hear a spot you want to mark, press the "M" key.
- 3) When you're done marking the file, right-click on a marker and choose **Edit** from the menu that pops up.

The **Edit Marker/Region** dialog box will appear:



4) Type a name for the region in the **Name** field.

5) Click the **OK** button. You're done!

You can view all of your markers in the Regions List (**View->Regions List**):

	Name	Start	End
▶	Bell	00:00:00.718	
▶	Breath	00:00:00.719	
▶	Crash	00:00:01.065	
▶	Ouch	00:00:00.406	00:00:00.615
▶	Pause	00:00:00.329	

You can tell the difference between regions and markers in the list, because markers have only a start time, while regions have a beginning and an end.

Clicking the small button to the left of a marker name plays the sound beginning at that point.

How do I edit a marker?

You can use the Marker Tags to make changes to a marker.

- To move a marker, simply drag the marker tag to the desired position.
- To select a marker, click on its marker tag.
- To delete a marker, right-click on its marker tag and choose **Delete** from the menu that pops up.
- To change a marker so that its position is moved to where the cursor currently is, right-click on its marker tag and choose **Update** from the menu that pops up.

- To set the cursor to a marker, right-click on the marker tag and choose **Go To** from the menu that pops up.
- To open the **Edit Marker/Region** dialog box and change the settings for the marker, right-click on the marker tag and choose **Edit** from the menu that pops up.

You can also use the Regions List to make changes to a marker.

- To select a marker, click on its name in the Regions List.
- To delete a marker, click on its name in the Regions List and press the **Delete** key, or right-click on its name and choose **Delete** from the menu that pops up.
- To open the **Edit Marker/Region** dialog box and change the settings for the marker, double-click on its name in the Regions List.

Practice

To practice, open one of the sound files you created in Lesson 4, *Recording*. Add a couple of markers to your file, then view the Regions List. Experiment with the marker tags and the Regions List until you are comfortable with how they work.

End of Lesson

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