

General Procedures:

Accessing the manual: Help Menu > Manual (need to have internet connection)

Working with source material: While most processing is non-destructive, the safest procedure is to make a copy of all source material and work with the copies

To optimize efficiency, use descriptive file names and a nested folder structure (top folder should contain all project material)

Selection Tool: Make selection and position the cursor

Time Shift Tool: Move clips around within a track

Zoom In and Zoom Out: Select most appropriate viewing level

Editing Techniques:

Trimming: Remove unwanted segment of a file

Splicing:

- Copy segments of track to new track
- Delete segments of track and move remainder together
- Fade In – Fade Out: Apply to beginning and/or end of file, can be applied multiple times (speed of fade depends on length selected)
- Crossfade Clips: Fade between adjacent segments

Effects:

Amplify: Changes volume – boost or cut

Reverse: Turns audio around so it plays from end to start of original material

Change Speed: Changes length and frequency (shorter + higher or longer + lower)

Change Pitch: Changes frequency (higher or lower)

Change Tempo: Changes length (shorter or longer)

Looping: Same sound played in succession

Layering: Multiple sound played simultaneously

High Pass Filter: Cuts frequencies below the cutoff by designated amount

Low Pass Filter: Cuts frequencies above the cutoff by designated amount

Techniques:

- All the above procedures can be applied in any way you can think of
- Can apply multiple effects to one track
- Can process entire file or selected parts of file
- Can use Mix and Render from Tracks menu to combine several selected tracks
- Be creative and have fun