

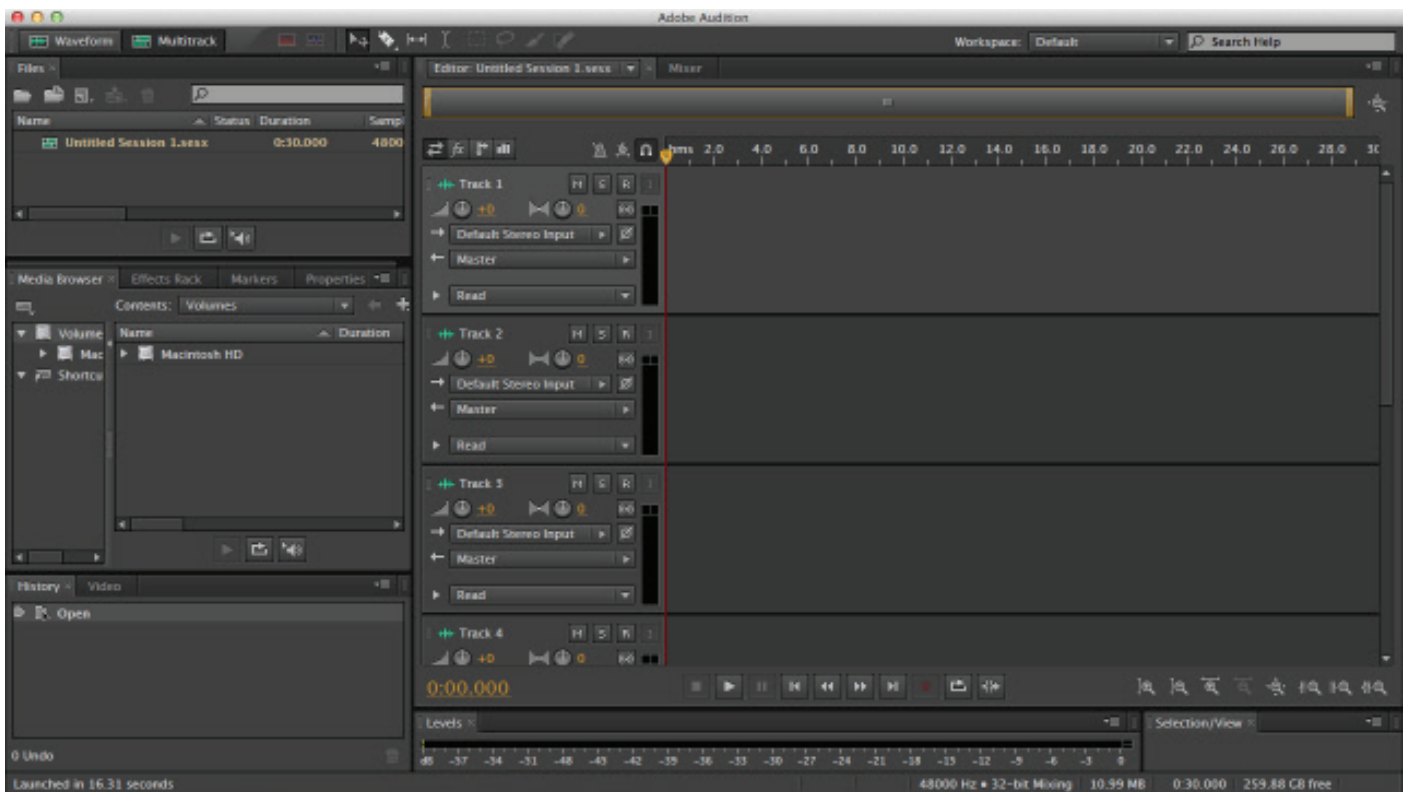
Audio Editing Cheat Sheet

with Adobe Audition CS6

Why Audition?

Audition is a professional audio editing program that works well with other programs in the Adobe Creative Suite, such as Premiere Pro, the video editing program.

Audition is able to make both destructive and non-destructive edits. It depends on the mode you are in. We'll be working in the non-destructive editing mode known as Multitrack.

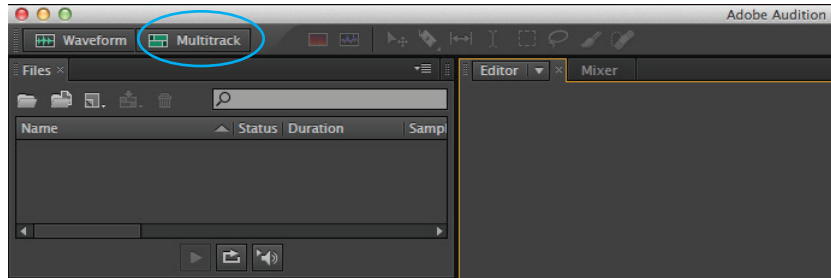


Editing audio with Audition

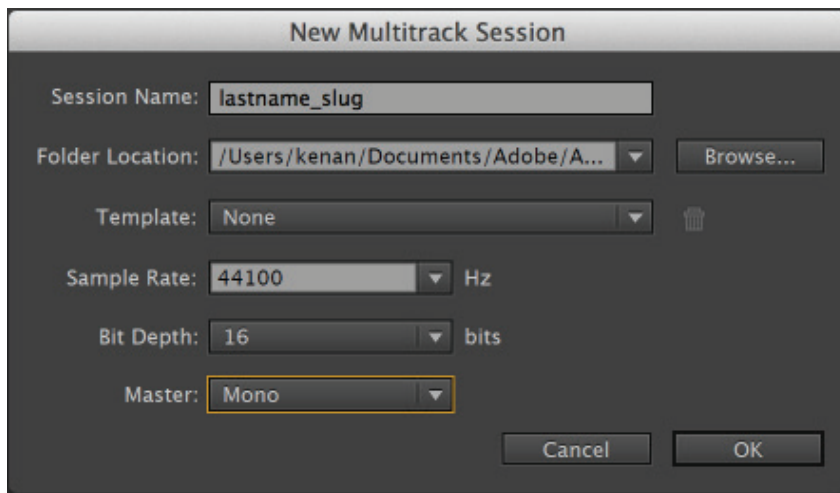
Starting a new project

The first thing is to create a Multitrack Session for editing.
There are two ways to do it:

1. Click on Multitrack in upper left



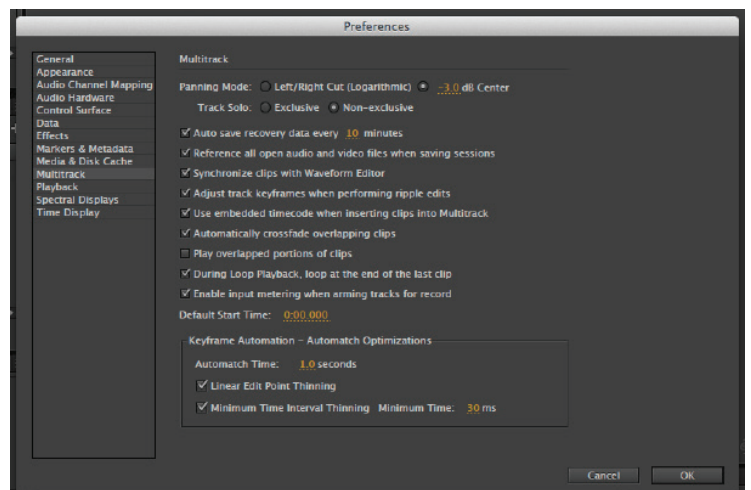
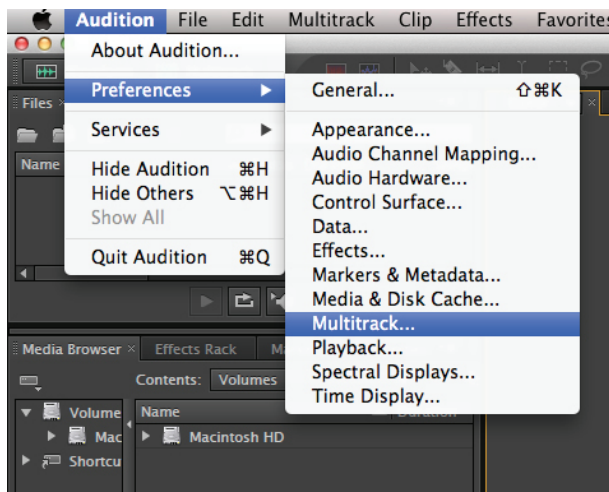
2. File → New → Multitrack Session



- ① Name your project: lastname_projectname (ex. davis_crash)
- ② Save to Desktop or external hard drive
- ③ Sample Rate: 44.1
- ④ Bit Depth: 16
- ⑤ Master: Mono

To save referenced files:

- Go to Audition → Preferences → Multitrack...
- Check “Reference all open audio and video files when saving sessions”



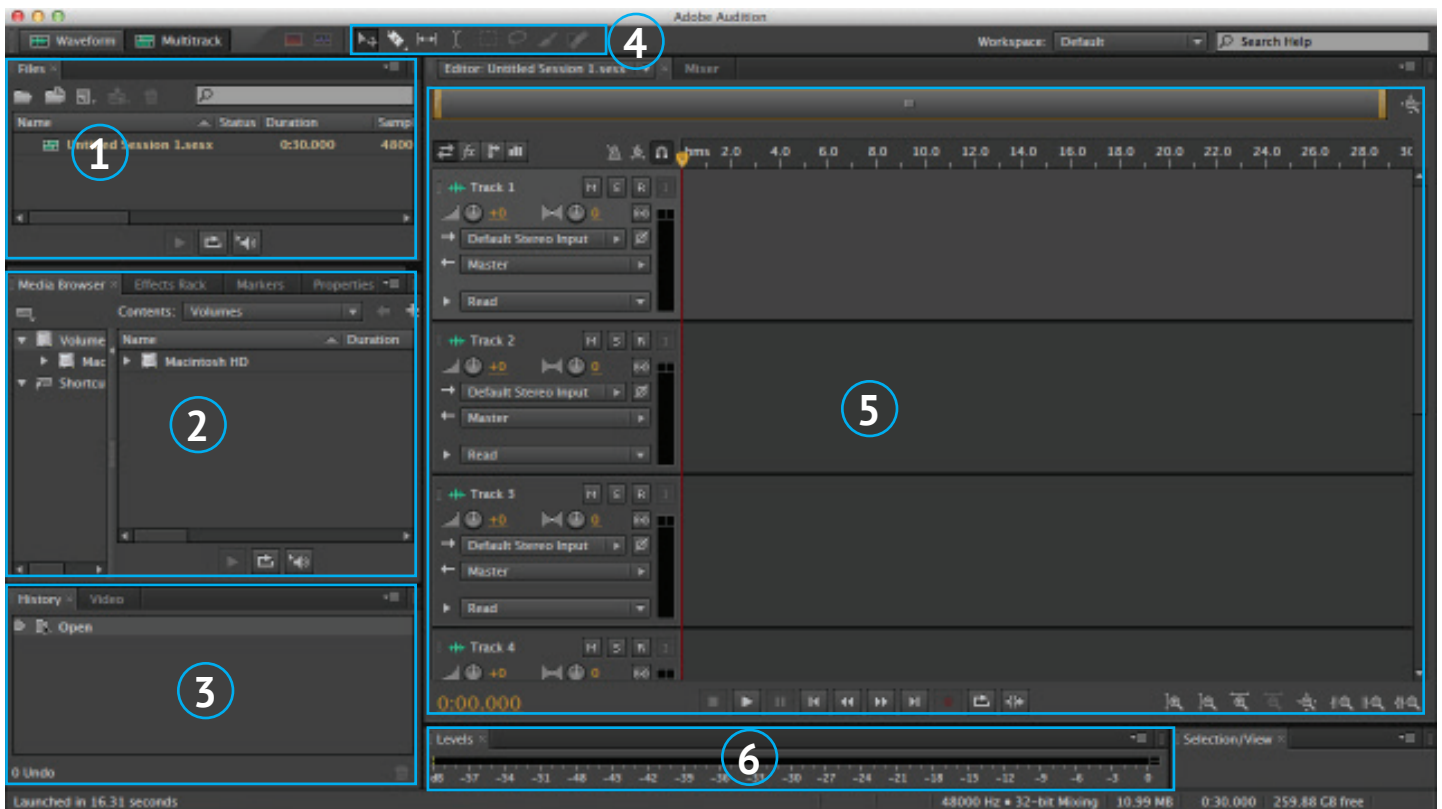
Setting up file structure

After creating the Audition Session, you need to make sure you know where your session is and be very careful to keep your audio together with your session.

- Project folder (lastname_storyname)
 - **Audio:** for source files. (Audition creates .pkf files for each audio track, they help Audition run more quickly and are small.)
 - **Documents:** for any documents such as scripts, transcripts, wire copy, etc.
 - **Exports:** for exported final products. Could be WAV, MP3 or other format.
 - **lastname_storyname.sesx:** Audition Session file (.sesx) is your project file. It is the instruction list for your session.

The Audition Interface

In the menu bar, go to Window → Workspace and choose Default.



- ① Files window - Contains all the files imported into the project. This is your library.
- ② Editor window - Contains all the tracks for your project.
- ③ History window - Contains the last edits you made.
- ④ Toolbar - Move tool, Razor blade tool, Time selection tool.
- ⑤ Multitrack - This is where you will do all of the editing.
- ⑥ Levels - Allow you to monitor the levels of your audio for all tracks.

There are many other windows and layouts to choose from. Feel free to explore the program once you become comfortable with these essential tools.

Importing audio

- Go to Finder: Drag files from audio folder onto the Files window in Audition. This will import the files into your project.
- You can also click on the Import file icon in the Files window, go to the File → Import → File... menu on the menu bar, or just type Command - I
- If you import a file with a different sample rate, you might be asked to make a copy of the file to conform to the session.
- Drag your files onto the appropriate track to edit.

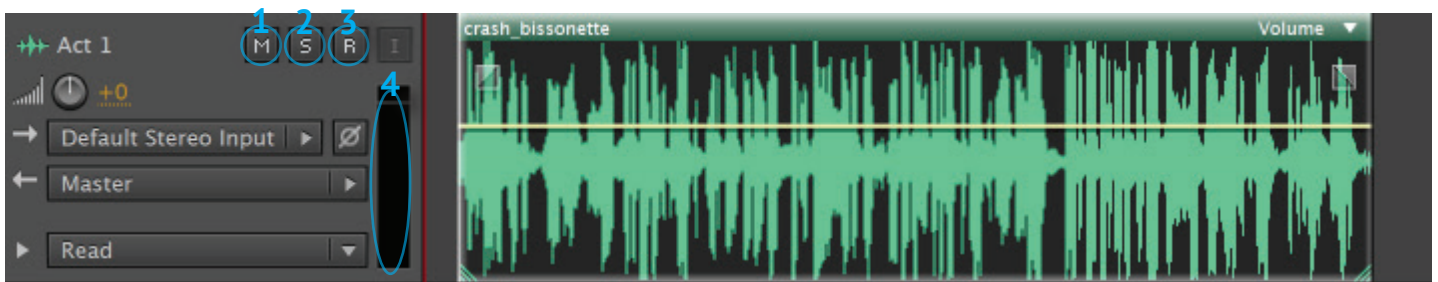
Track Structure

Rename the tracks by clicking on the name of each track.

- ① Working ② Narration ③ Act 1 ④ Act 2 ⑤ Ambi 1 ⑥ Ambi 2 ⑦ Master



Controls panels essentials





- ① Mute - mutes the track.
- ② Solo - mutes all other tracks that are not soloed as well.
- ③ Record - records audio on that track.
- ④ Audio meter - allows you to monitor the levels on a single track.

Common actions

- Play/Pause (Spacebar)
- Zoom in (=)
- Zoom out (-)
- Adjust track height (grab the joint between the control panel for each track and move up/down)

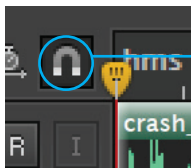
Identifying audio clips

- Listen to audio files
 - Drag your audio file to the Working track and use the spacebar to play back.
- Use the Razor Blade tool (r)  to isolate clips.
- Then copy a clip and paste on the appropriate track.
- Rename the clip (Right click on the clip and choose Rename).
- Grouping clips
 - Use the Move tool (v)  to select the clips you want to group either by drawing a marquee around them or by Command-clicking to add or subtract clips from the group.
 - Go to Clips → Groups → Group clips

Time Selection Tool

You can also use the Time Selection tool (t)  to make internal edits.

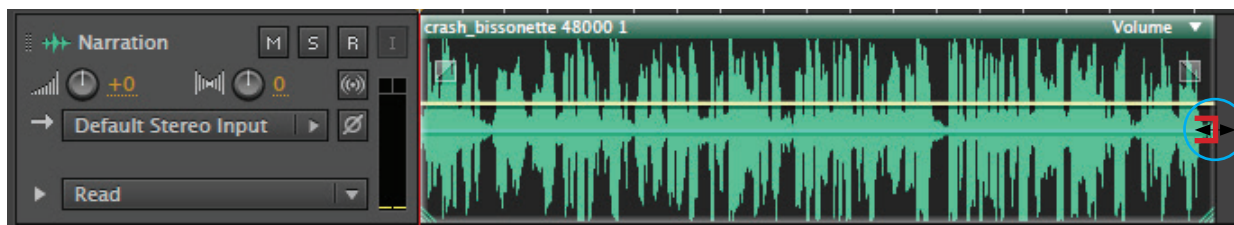
- Select the Time Selection tool to edit out mistakes or unwanted portions of the clip.
- Click and drag to select the portion to delete, or position the playhead and use the I and O keys to set in and out points for the selection. This only works with the Time Selection tool, not the Move or Razor blade tools.
- You can hit the Delete key to preserve the gap or hit Option-Delete (also known as Ripple Delete) to collapse the gap.
- In the top-left corner of the Editor window, you will see a U-shaped magnet.



Toggling this button will turn snapping on and off. This tool snaps the clips together and helps align clips.

Trimming a clip


When you position the mouse over the beginning or end of a clip, you will see a red square bracket indicating that you can trim or extend a clip.

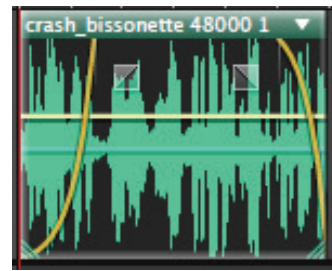


Audio mixing

- The yellow line represents the Volume of the clip. With the Move tool, you can grab this line and move it up or down to increase or decrease a clip's volume.
- Note that each track has a Volume control (located under the track name) that sets the overall output level of that channel. This works together with the yellow line on each clip to set the track's volume.
- The entire piece should be consistently mixed at the same level.
- On playback, monitor the audio by looking at the Levels window.
- Audio meters are a good visual reference but your ears are the best tools for level matching. Meters can lie, your ears won't!

Fade in / Fade out

When you select a clip, you'll see Fade In and Fade Out icons  in the top right and left corners of the clip. Drag an icon left or right to determine the length of the fade. Drag it up or down to determine the smoothness of the fade.



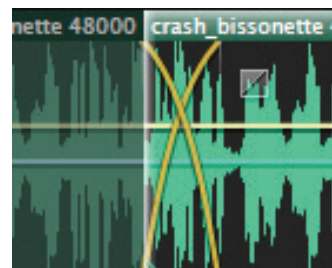
Keyframes

With the Move tool selected, click on the Volume line to add a keyframe. This allows you to add individual points on the line and do more exact audio mixing for a portion of a clip's audio. This is especially helpful for internal audio mixing, such as when someone says a word louder than normal.



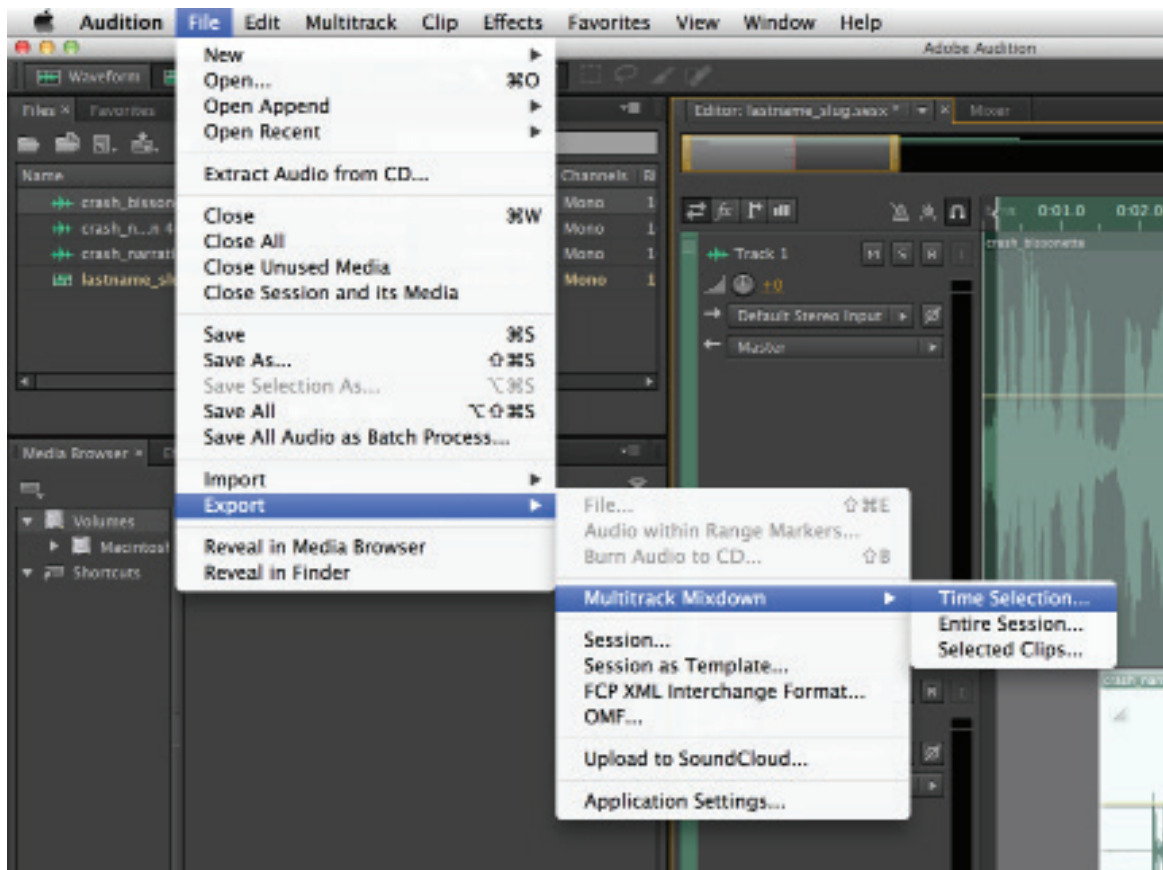
Crossfade

Move the two clips to the same track and drag them to overlap each other. Two yellow lines will intersect, showing you the crossfade.

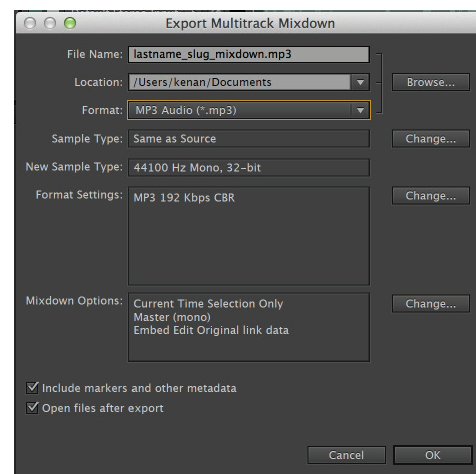


Exporting

- Make sure to Mute the Working track so that it isn't included in your exported file.
- Set in and out points to determine the portion to export.
- Go to File → Export → Multitrack Mixdown → Time Selection...



- ① File Name: lastname_slug.mp3
- ② Location: Save in the Exports folder of your project folder
- ③ Format: MP3



- Review your exported audio file to make sure everything sounds right before sending or uploading to SoundCloud.

Shortcuts

Start and stop playback	Spacebar
Ripple delete	Option+delete
Marker in timeline	M or * (asterisk)
Move tool	V
Razor blade tool	R
Time selector tool	T
Fit everything into the window	Command+\
Group clips	Command+G
Redo	Command+Z
Cut	Command+X
Copy	Command+C