

How to use Sound Forge 7

To open existing files:

Click **File, Open** and then double-click on desired file.

To extract audio from CD:

Insert CD into drive, wait a moment to make sure that it doesn't start playing. Click **File**, then (you guessed it) **Extract Audio from CD**. A track list will appear: click on the desired track, click **Play** if you want a preview, click **OK** to extract.

To create a new file:

Click **File, New**. Then choose **sampling rate** (44.1 kHz recommended), **Bit Depth** (16 Bit recommended), and decide whether you want **Mono** or **Stereo** (if you are intending to record speech, **mono** is fine: smaller file for internet, and can always be converted to stereo later...if you are saving material from a cassette or minidisk, select **stereo**).

To record:

Firstly, ensure that you have set levels appropriately on the **Tascam US122 Interface** (see separate instruction sheet).

Then click the red record button in the taskbar (near the top-left of the screen). A window will appear: check your level on the meter strip, and adjust the input level on the Tascam US122 as necessary...but don't allow your peaks to exceed about -4dB. When you're ready to roll, click the button next to the word 'Arm' (fairly low on the left. When you've finished recording, click the same button (it will have changed from red to blue). Click 'close'.

When you have finished recording, and even before you do any editing, it's wise to save your work.

To save files:

Click **File, Save as**, and then choose your destination, choose a name for your file, and then, under **Save as type**, select your desired format: if wav, simply click **wave (Microsoft)** and use the default template (16bit, 44.1kHz, PCM stereo); if you wish to save your file as mp3, select **mp3 audio** under **type**, and then change **template** to **64kbps FM radio quality** (this will minimise file size while retaining more-than-adequate sound quality for the web).....**Note:** Whatever format the last file was saved in will automatically pop up, so check that you have what you want, whether it be wav or mp3 or whatever; also, **64kbps** will not automatically appear for **mp3**, so check this too.

Simple editing:

Before you start, a few tips:

- **Selecting:** To select a portion of your file, simply left-click and drag: your selection will be highlighted in black. Note that if you have a part of your file ‘selected’, any Sound Forge process will be applied only to this section. If nothing is selected, the entire file will be processed. Note too that if you need to break up a large file into quite a few small sections, Sound Forge has a handy ‘marker’ system. Simply type ‘M’ where you want a marker...any subsequent double-clicking will then only select the areas between markers.
- **Stretching and shrinking the view:** Use the scrolling wheel on the mouse.
- **Stopping and starting:** The **Space Bar** will allow you to stop and start, and you will always start again at the same point: this is useful for reviewing a section. If you wish to pause, and then resume playing where you just stopped, use the **Enter** key.
- **Deleting:** The first thing you need to do to your recording is to remove any excess at the beginning and the end of your file: maybe a cough, a cassette-player click, or maybe just a period of silence. Simply select the bits

you don't want, then type the 'delete' key. To update your saved file, type Ctrl-S. Be aware that if you make any mistakes, or change your mind, there is an 'undo' button on the taskbar.

Normalising: This is the digital equivalent of 'turning the volume up'. Not only does this allow for more effective processing, it also makes it easier to 'see' your work. To normalize, click **Process, Normalise**. Then set your desired level with the slider on the top left (0.00dB...full blast...is recommended, unless you plan to do any 'additive' processing, such as adding reverb). Make sure that **Peak** is clicked, not **RMS**. Click **OK**.

Reducing Volume on small bits: If you see/hear an especially loud section (maybe a word, or an initial /p/), simply highlight that section, click **Process, Volume**, set the reduction required with the slider (between about 2 and 4dB reduction will be quite safe, and will not compromise the coherence of your signal)...click **OK**.

Making small files out of a big file: If you have a large file (you may, for example, have just recorded the contents of a minidisk, or a long stretch of speech), it is a simple matter to break this up into smaller files. Simply click the 'restore down' button at the top right of your file window (just next to the 'X'), select the portion you wish to save separately, and drag it down onto a blank area of the Sound Forge window: if you have quite a few of these to do, just minimize them as you go, and pop them up later when you want to save them.