

## **Introduction to Audio Editing**

### **Summary of some core editing functions and shortcuts**

There are many brilliant programmes for editing audio, and most have very useful manuals and lots of online videos and resources that will help you find what you need. A quick google search usually helps you find the function you need for whichever programme you are using. At the bottom of the page we have included a few website links for some of the different programmes.

Here are a few of the key editing functions and shortcuts we will cover in the workshop. We have summarised these for Protools First, Logic, Garageband and Audacity as a few popular and free or more affordable programmes, though all will have similar functions.

*Note – we will be demonstrating these editing functions in Protools First for the workshop and recommend this as a great free programme to get started, available on Mac & Windows.*

### **Editing Functions**

#### **Moving Audio Clips:**

*Click and drag audio clips where you want to.*

- **Protools:** Grabber tool
- **Logic/Garageband:** Pointer tool
- **Audacity:** Time Shift Tool
- **Bandlab:** Hand icon - Click and drag

#### **Trim start and end**

*Click the start or end of the track and trim the beginning or end where you want to.*

- **Protools:** Trim tool
- **Logic/Garageband:** Pointer tool, then hover over the lower half of the selected track at the start or end
- **Audacity:** Trim
- **Bandlab:** select track and hover over the Trim icon at the bottom left or right of the clip.

#### **Cut / Split / Separate the audio file.**

*Place the playhead at the point you want to split the file, or select the region you want to separate, and then use these commands:*

- **Protools:** Separate: Cmd + E (Mac) or Ctrl + E (Win) / Edit > "Separate" at playhead, or by selection
- **Logic:** Scissors tool: Cmd + T (mac) / Edit > "Split" Regions at Playhead
- **Audacity:** Split: Cmd + I (mac) or Ctrl + I (Win) / Edit > Clip Boundaries > Split
- **Bandlab:** Slice: S / Right click > Slice / Edit > Slice at Playhead

#### **Select a region of a track**

*Click and drag the mouse left or right to select a region in a track.*

- **Protools:** Selector tool
- **Logic:** Marquee tool
- **Garageband:** Open the edit window for a track and use the 'crosshair' cursor.
- **Audacity:** Selection tool
- **Bandlab:** N/A

## Zoom

*Zoom in and out of the file.*

- **Protools:**
  - Zoom Tool: click or select a region to zoom in, alt click to zoom out.
  - Shortcuts: t = Zoom in, r = Zoom out.
- **Logic:**
  - Zoom Tool: select a region to zoom in on it, click to zoom out.
  - Shortcuts: Cmd + left/right/up/down arrow buttons.
- **Garageband:**
  - Zoom slider: drag the horizontal slider right or left to zoom in and out.
  - Shortcut: Cmd + left or right arrow key
- **Audacity:**
  - Zoom tool: Click the Zoom In or Zoom Out button
  - Shortcuts: Ctrl/Cmd + 1 = Zoom in; Ctrl/Cmd + 3 = Zoom out.
- **Bandlab:**
  - Click Zoom In or Zoom Out icons
  - Ctrl (PC) / Cmd (Mac) + right or left arrows

## Fade

*Fade in at the start of an audio clip, fade out at the end, or cross fade between two clips - this helps to smooth over the transitions.*

- **Protools:**
  - Select the region you where you want to add the fade, then Edit > Fades > Create / Fade to Start / Fade to End.
  - Shortcut: Create Fade = Cmd + F (after selecting a region)
  - Smart tool (see below): hover over top corners for Fade in/out and bottom corner for Cross-fade.
- **Logic:** Fade tool - click and 'draw' the fade over the area you want to.
- **Garageband:** There is no fade tool in Garagaband – you need to use volume [automation](#) which is a bit more complicated.
- **Bandlab:** Fade in and Fade out only (no crossfade) - Open Editor & drag the white squares at the top right or left of the clip to create a fade-in or fade-out.
- **Audacity:** Select area you want to crossfade, then Effects > Crossfade Clips

## Multi-purpose tools

- **Protools:** Smart Tool - gives you access to grabber, trim, selector and fade tools by hovering over different areas of the audio file:
  - Lower half = Grabber tool
  - Upper half = Selector tool
  - Left or Right edge = Trim tool
  - Top corners = Fade in or Fade out
  - Bottom corners = Cross Fade
- **Logic:**
  - 'Pointer' tool - gives you access to the selector, trim and loop tools by hovering over different areas of the audio file.
  - You can also select two tools – a 'left click tool' and a 'command click tool', which means you can change the tool by holding command while you click – e.g. you could have "pointer" on your left click and "fade" on the command click.
- **Audacity:** Multi-Tool. When on multi tool there are a series of shortcut keys that help you access the functions above more quickly. [Click this link](#) for more info

## Metronome

- **Protools:** Click the metronome icon on or off to hear the click or turn it off.
- **Logic/Garageband:** Click the metronome icon on or off to hear the click or turn it off.
- **Audacity:** [Rhythm Track](#) - Audacity doesn't have a metronome button but you can make a click track using Generate > Rhythm Track.
- **Bandlab:** Click the metronome icon on or off to hear the click or turn it off.

## **Website Links to DAWs and resources**

Here are a few website links for a selection of different programmes and resources to help you get started. Most are free, and some can be upgraded to versions with more functions. As mentioned above, there are vast numbers of videos and resources online and a quick google search will usually help you find the function you are looking for.

### **Pro Tools First (PC or Mac)**

*Free software, with up to 16 tracks. Industry standard editing software with an excellent free version for Mac & PC. Upgrade - £30 monthly subscription or £249 annual subscription.*

- Website: <https://www.avid.com/pro-tools/comparison>
- Introduction to Pro Tools First Manual: [http://akmedia.digidesign.com/support/docs/Introduction\\_to\\_Pro\\_Tools\\_First\\_85131.pdf](http://akmedia.digidesign.com/support/docs/Introduction_to_Pro_Tools_First_85131.pdf)
- Video Tutorials: <https://www.avid.com/tutorials?product=Pro%20Tools%20|%20First>

### **Garage Band (Mac only)**

*Free programme for basic audio editing, only available on mac, with up to 255 tracks and lots of built in loops and sounds. It feels very similar to Logic (see below) which is a popular and more advanced DAW that you can upgrade to if you like garage band and need more functions.*

- Website: <https://www.apple.com/uk/mac/garageband/>
- Garage Band User Guide: <https://support.apple.com/en-gb/guide/garageband/welcome/10.4/mac>
- Garage Band User Guide – Edit Audio Regions: <https://support.apple.com/en-gb/guide/garageband/gbnd1900dc0c/10.4/mac/11.0>

### **Logic (Mac only)**

*A popular, Mac only option for a comprehensive DAW (£199 one-off purchase) – up to 1000 tracks, many built in instruments and loops, and good recording and editing functions.*

- Website: <https://www.apple.com/uk/logic-pro/>
- Online manual & support: <https://support.apple.com/en-gb/guide/logicpro/lgcpb4640a57/mac>
- Resources: <https://www.apple.com/uk/logic-pro/resources/>

### **Audacity (PC or Mac)**

*A basic, free audio editing tool with up to 16 tracks. Audacity is quite a popular free, open-source audio editor, but less user-friendly and more limited than some of the above options.*

- Website: <https://www.audacityteam.org/download/>
- Online Manual – Edit Toolbar: [https://manual.audacityteam.org/man/edit\\_toolbar.html](https://manual.audacityteam.org/man/edit_toolbar.html)

### **Bandlab (browser-based DAW)**

*Basic and accessible, free software that works from a website browser (Chrome) and has an app for using on your phone as well. Great for very basic recording and collaborating on tracks remotely. You can record/edit up to 16 tracks. The phone app provides a useful option for recording to a backing track using your phone if you need to do this too.*

- Website: <https://www.bandlab.com>
- Bandlab Help Center – The Mix Editor: <https://help.bandlab.com/hc/en-us/categories/360001466574-The-Mix-Editor->