

wruu 107.5 fm
Savannah Soundings
Community Radio with Global Soul

Adobe Audition: The Basics

DRAFT REVISION 10/8/15

INTRODUCTION

This is a practical guide to the use of Adobe Audition for the basic user. It will include ONLY the basic aspects of recording to and playback from Audition and not the more complex features of the program.

Everyone will use adobe Audition to record her or his own program for rebroadcast and archival storage.

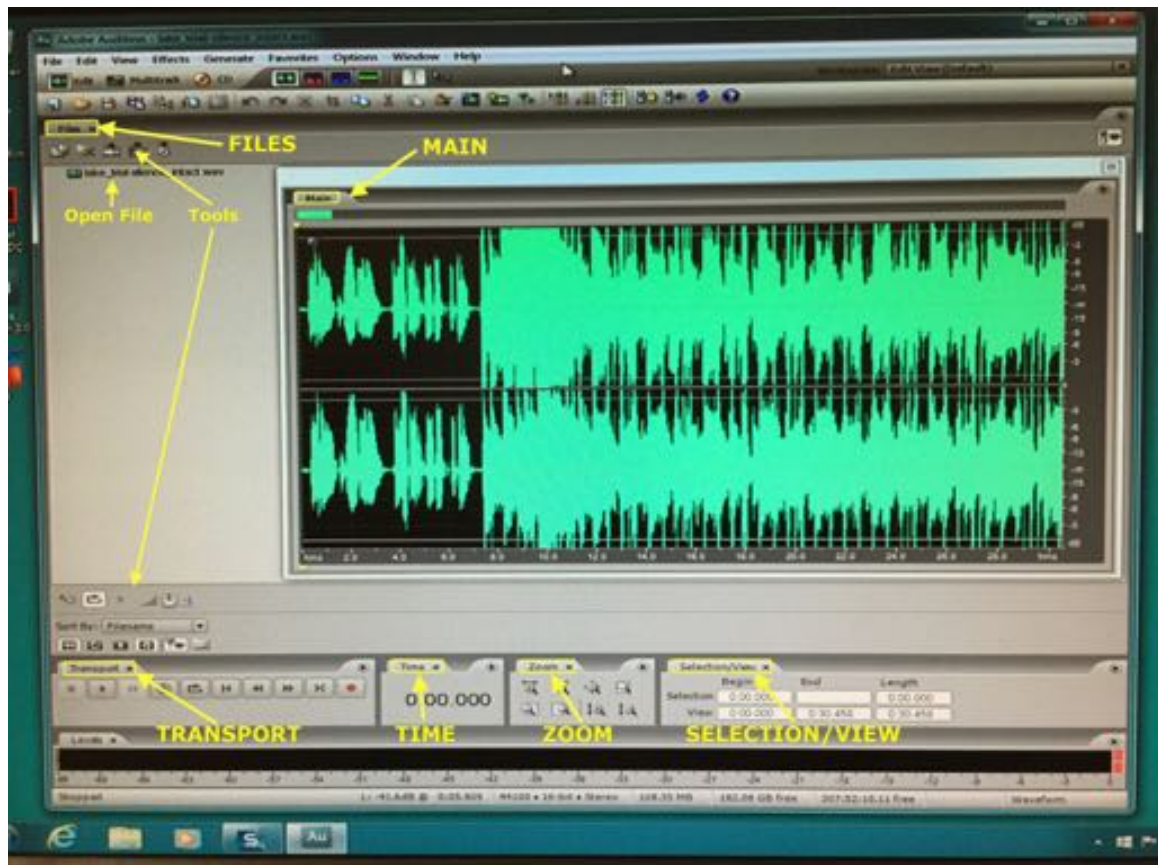
This manual is set up in 5 Sections:

- **BASIC SCREEN SET-UP** – which describes the appearance of the screen when you open the program
- **RECORDING** – which describes the basic procedures for recording on the program and saving that recorded program
- **EDITING** – which describes the basic ways you may want to edit what you have recorded before saving the file
- **PLAYING BACK** – which describe how to play back recorded files
- **EXAMPLES OF USE** – which will go through a few examples of how you will use the Adobe Audition in recording your radio program.

Double click on the Adobe Audition 3.0 icon to open the program.

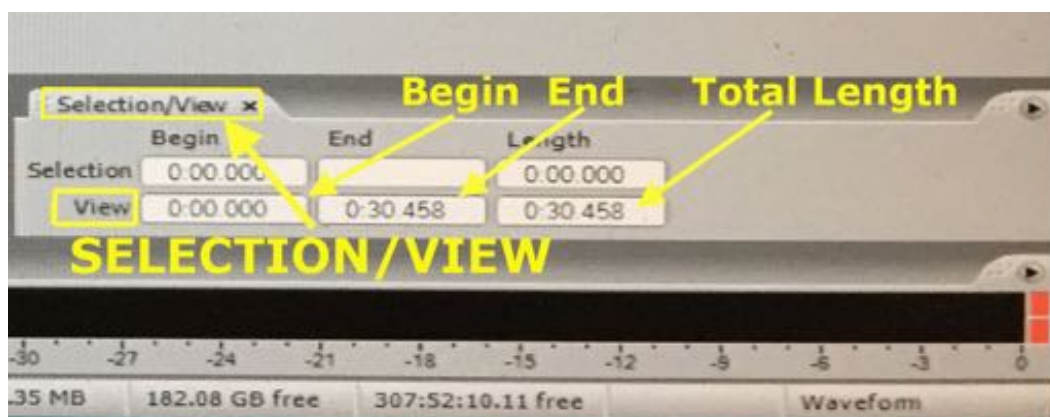
BASIC SCREEN SET UP

Once the screen opens up you should see the following windows open.



- A window labeled **“Files”**
 - Shows the open file that is seen in the **“Main”** window
 - This window also includes some tools in the upper and lower left corners of the window. At the basic level you will not need to use these tools.
- **“Main”** shows the recorded signal (pale green in this illustration) that you are recording or playing back
- **“Transport”** is your main controller of recording and playback of Audition files.

- **“Time”** indicates where you are in the audio file, with the beginning of the audio file being 0:00.000, in minutes:seconds.thousandths of seconds.
- **“Zoom”** is a way to control the scaling of the time axis and volume axis of the **“Main”** window.
- **“Selection/View”** gives you two sets of time intervals:
 - **“View”** is the time interval of the recording that you see in the **“Main”** window based upon the scale you have set, again in minutes, seconds and thousandths of seconds.
 - **“Selection”** is the duration of any part of the recording you have selected with the selection tool (discussed later)
 - Each of these time intervals have **“Begin”**, **“End”** & **“Length”**.
 - In the illustration below you have not selected any area of the recording so **“Selection”** show no value for **“End”** or **“Length”**.
 - **“View”** shows **“Begin”** 0:00.000 and **“End”** of 0:30.458 and a **“Length”** of 0:30.458. This means you are seeing about 30.5 seconds of the recording in the **“Main”** window beginning at the beginning of the recording 0:00.000



Window for **“Levels”** is at the very bottom, but you will not be paying much attention to this window and so is not highlighted in this illustration.

NOTE: If you do not see any or all of these windows click on “Window” in the top menu bar and add the missing windows.



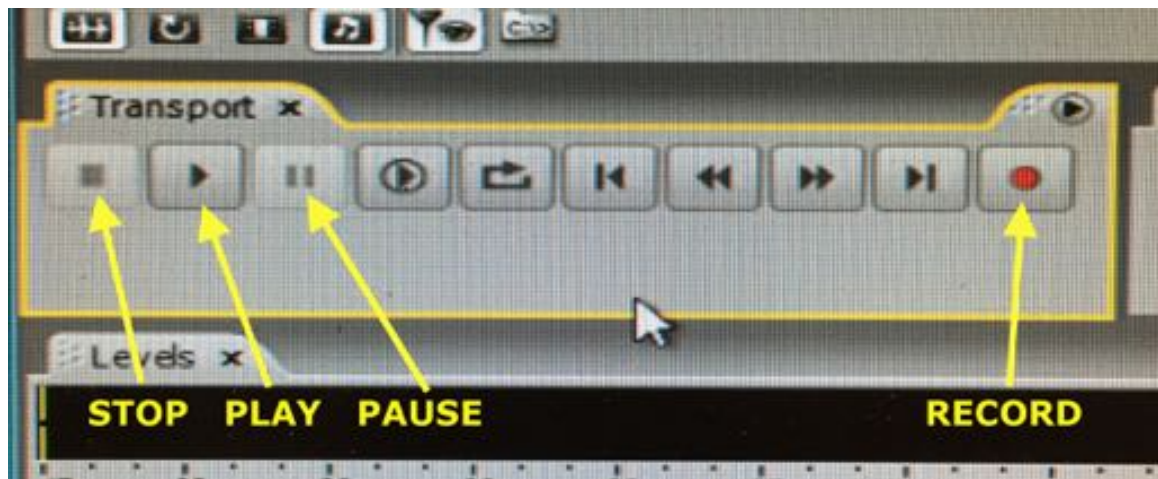
RECORDING OF FILES

You begin by clicking on the **FILE** tab in the top menu. Drag the cursor down to **NEW** and click. A new blank file will open and you can start recording in this file.

For the channel or channels on the Audio Board that you wish to record from click the **AUD** button to record that channel into Audition. Move the **POTS** (potentiometer sliders) for the appropriate amplitude seen on the Audio Board VU meters. The Audition meters should be now working showing the amplitude.

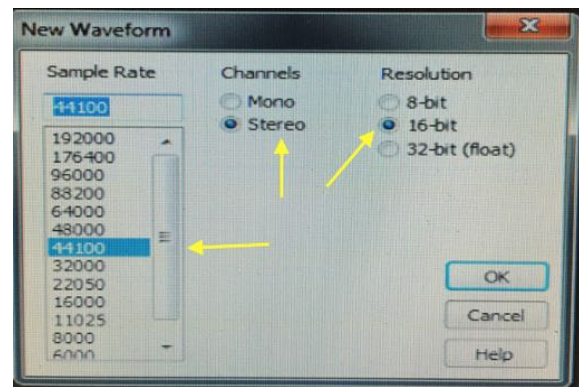
The rules for amplitude: keep it above 10 decibels and just into the red area.

In the Adobe Audition program click the **RED** record button in the Transport Window.



A **"New Waveform"** screen will appear the first time you are making a new recording. Make sure the default settings appear as:

- 44100 sample rate
- stereo channels
- 16 bit resolution



Click OK to start recording.

Once you have gone through the “New Waveform” screen that will not be repeated in subsequent recording on this file. So just click the **red record** button and you are recording.

NOTE: Once you click **OK** on the **New Waveform** screen you are **recording** so have the microphone that you are using on or the other input ready to run or you will have silence on the recording. If silence does occur, there is no need to panic as you will learn later how to remove silence from the recording. BUT, it is important not to have silence or dead air because it is disconcerting for the listener who may wonder if the station went off the air and they might tune into another station.

To pause the recording, click on the **pause** button, the button with the **double vertical lines**. To return to recording you click the **pause** button again. You would use the pause button if you have not set up the next song or if you forgot what you were going to say next. Again this would be used to prevent silence – or dead air.

IMPORTANT: If you click the **RED record** button after a pause the recording will return to the beginning of the most recently recorded section and start to rerecord over what you have already recorded. **YOU DO NOT WANT TO DO THIS** as you will lose what you had previously recorded.

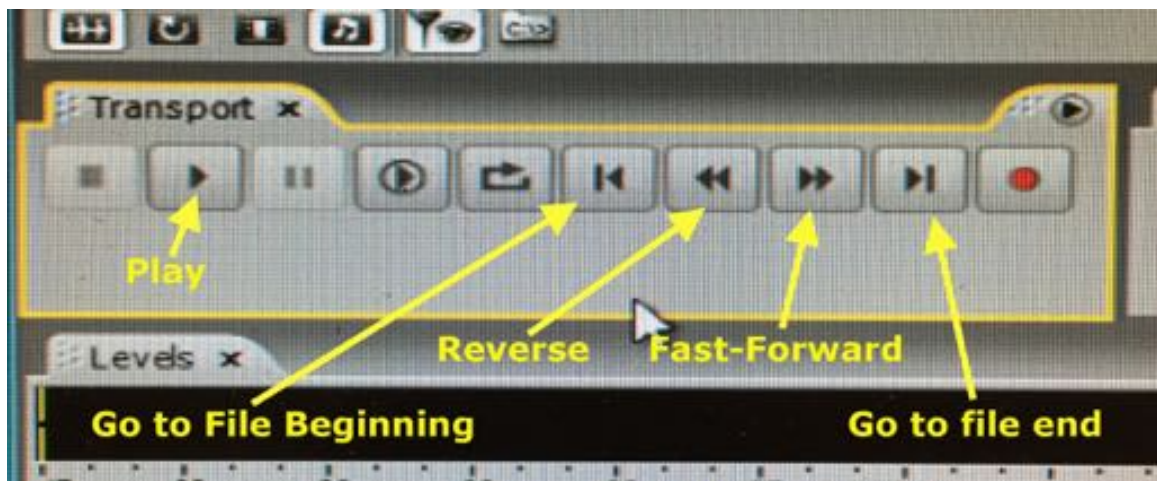
To stop recording, click the **stop** button, the **square black** button. You should do this only at the end of a recording session.

IMPORTANT: Once you click the **stop** button in the **Transport** window you will return to the beginning of the most recently recorded section. So if you click the **red** record button again you will be **recording over what you just recorded**. Again this is something you do not want to do as you will lose what you previously recorded.

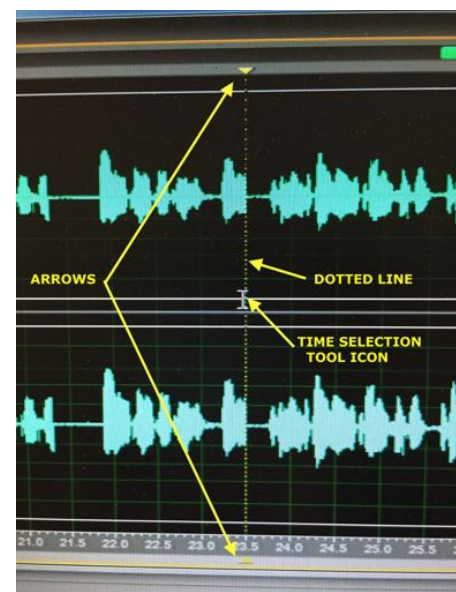
If you are pre-recording your show for broadcast later and have stopped the recording, you can add to the recording.

- If you have stopped the recording and want to add to the end of that file you have already created you need to click the **go to**

file end button in the **Transport** window and move to the end of the file to start recording again.



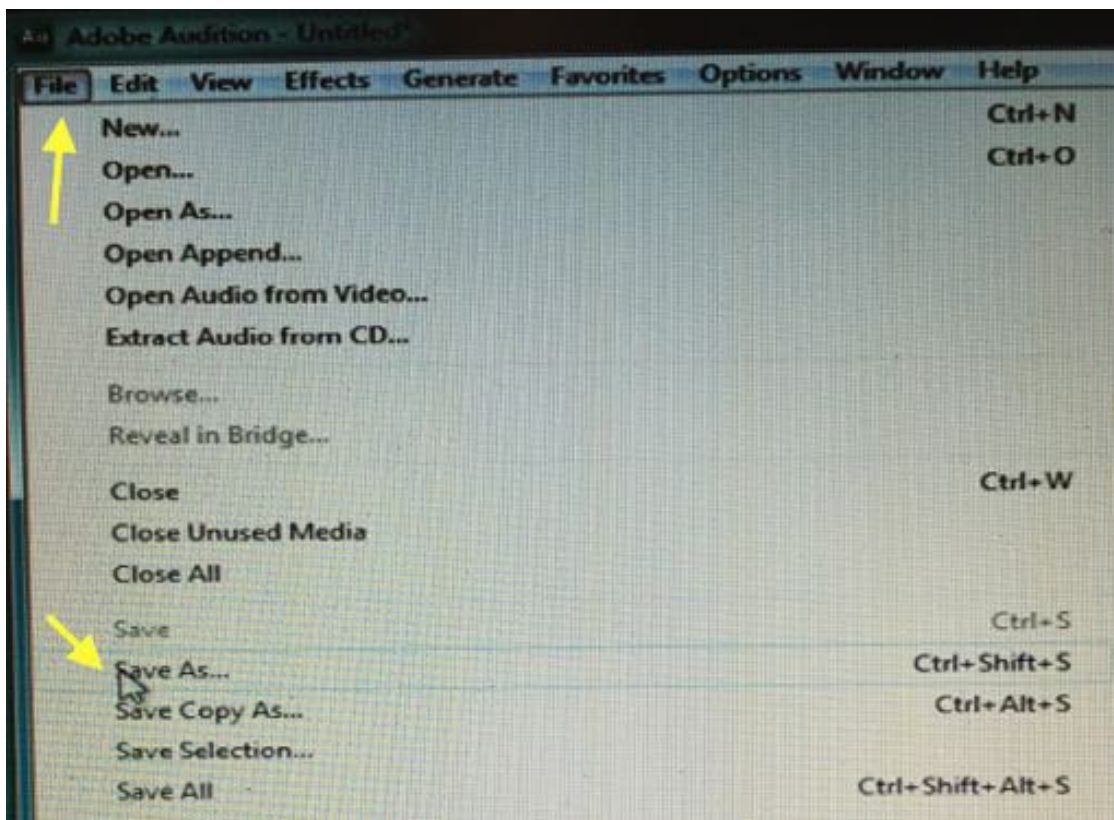
- Or you can mark the point you wish to start recording again if it is not at the end of the file you have just recorded by using the **Time Selection Tool (illustrated here)**. Then click the mouse after you have placed the cursor on the middle band between the two channels (lower illustration). This will produce a dotted yellow line with a downward yellow arrow at the top and an upward yellow arrow at the bottom of the Main window. This marks the new starting point in the file. Now you rerecord from this point on by clicking the **RED record** button. If in the future you click on the **stop** or **record** buttons you will return to this point in the file timeline.



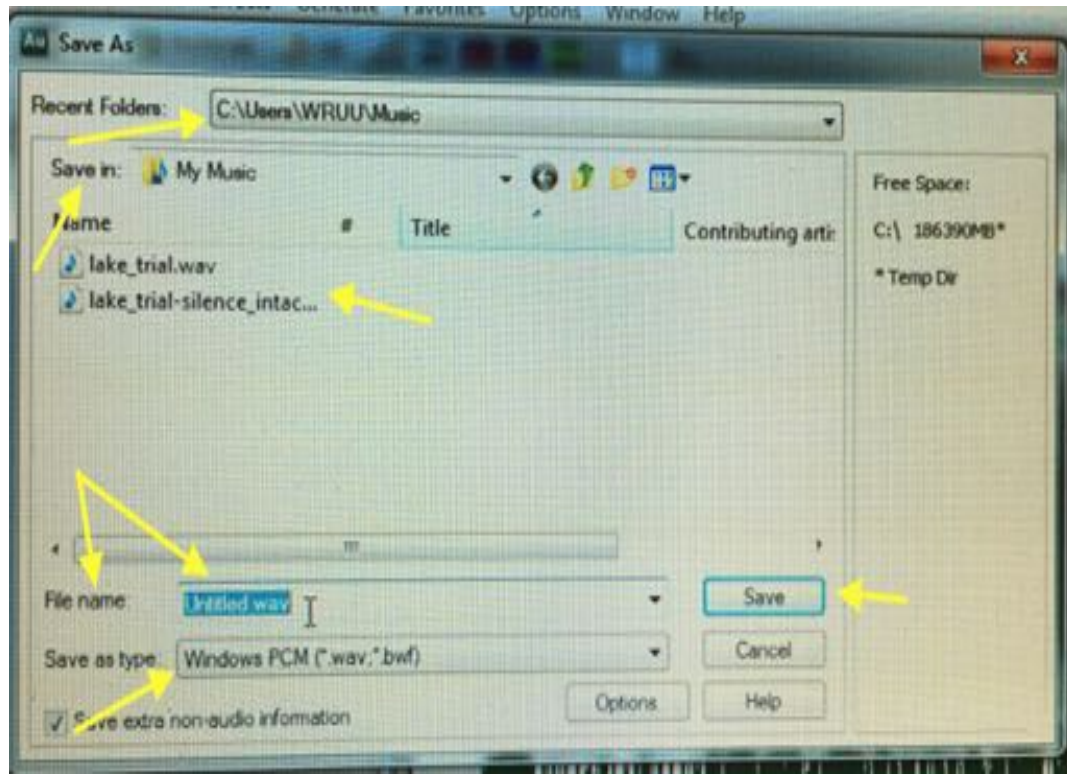
NOTE: You do not need to concern yourself with the levels you see on the software as very high levels are not distorted. Most important are setting the proper levels on the Audio Board using the POTS.

SAVING THE RECORDED FILE

When you have finished recording click on the **stop** button. To save the recorded file, click on the “**FILE**” tab of the top menu. Drag the cursor down to **SAVE AS** and click.



The first time you save this file a new window will appear:



- At the top of the window you will see the most recent folder to which a file had been saved. In this illustration it is **the folder for the saving of music shows on WRUU** C:\Users\WRUU\Music. **For Talk shows the folder to use is** C:\Users\WRUU\Talk.
- Next you see the folder that this recording is to be saved into which is “My Music”. If you click on the downward arrow at the end of that box you will see the directory of files and see that **My Music is in the folder WRUU on the desktop**. Below this window you will see all of the other files in that folder.
- The next area in this window is the place where you name the file. Here you will type in the file name using the **naming convention described below**.
- Below that is the file format in which you are saving the file. At present we all will be using Windows PCM or .wav file because

they have a higher fidelity than some other compressed formats (such as .wp3)

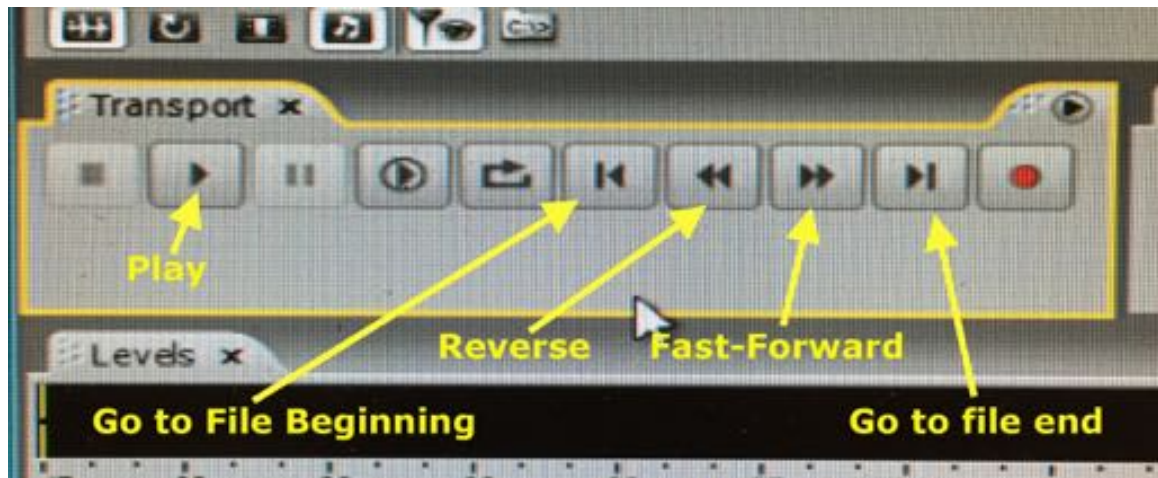
NAMING CONVENTION

When saving files the name should include **a brief show title** and **the first air date**. For example the Baker's Dozen of Blues which first aired on September 22, 2015 would have the file name:
bakers_dozen-9.22.15.wav

EDITING FILES

ADDING TO THE RECORDING

To add new material at the end of your recording, go to the end of the file and click the **red record** button. The easiest way to get to the end of the file is to click the **go to file end** button in the **Transport** window.



DELETING FROM THE RECORDING

If you are thinking of deleting a portion of the file you have recorded, listen to the recording and record the starting point and ending point that you want to delete.

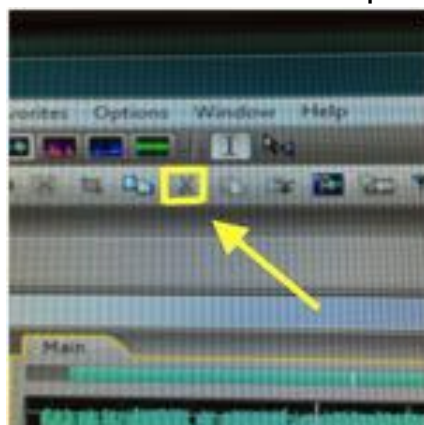
Lets say a guest on your program made a statement that is contrary to the station philosophy or inappropriate to air on the station or your discussion with the guest is running to long for your time slot. Listen to the program and see in the **View/Selection** window what the time in the recording that the section you wish to delete is. Record that time. Continue to listen and note the time in the recording that is the end of that selection you wish to delete.

To delete this section from the recording:

- Click the Time Selection Tool (on the second menu from the top).



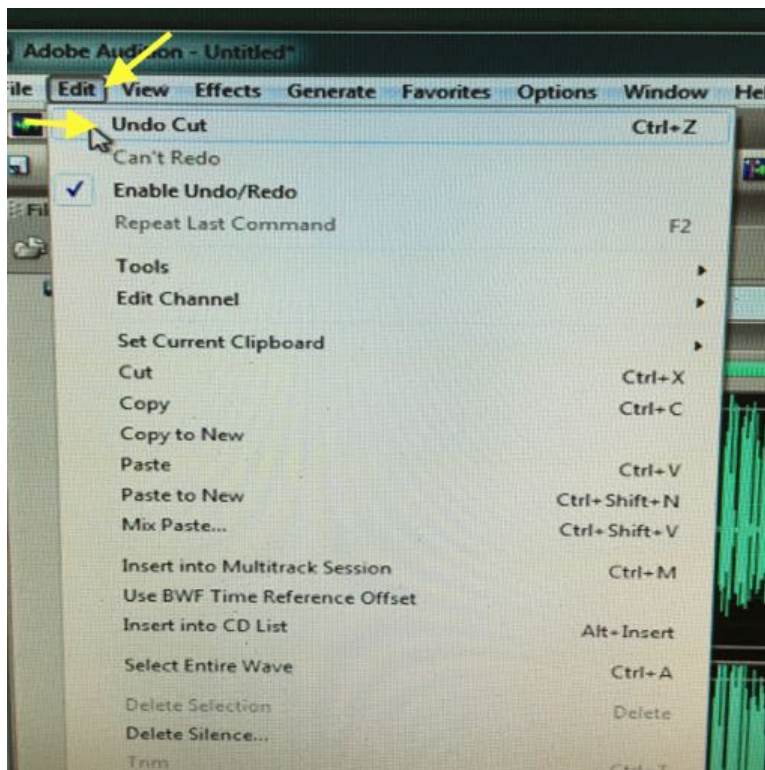
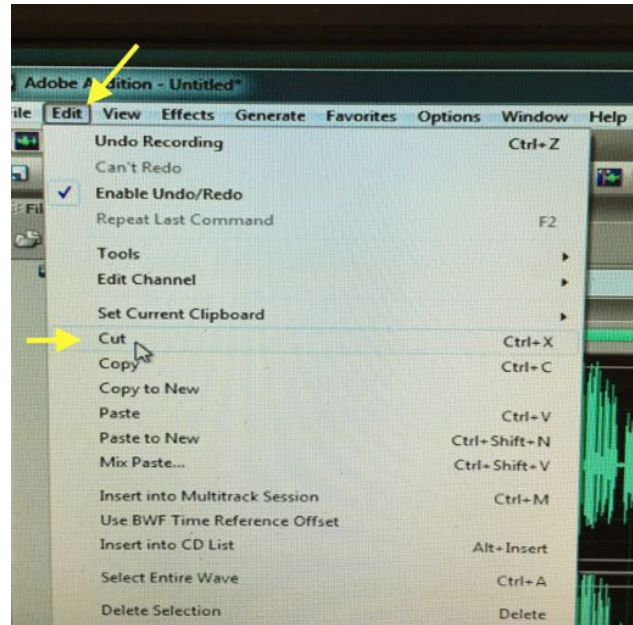
- Click the “**main**” screen half way between the two channels at the beginning of the time you wish to delete and while maintaining depression on the mouse drag along to the end of the time that you want to delete.
- Once that time period is highlighted (background appears white and waveform is black), hit the **play** button in the transport window to make sure this is what you want to cut.
- Then either:
 - Click the **scissors** button on the third menu from the top **OR**



- Click on Edit in the top menu and drag the cursor down to “CUT” and click.

You will notice on the **Edit** menu that “**Enable Undo/Redo**” should be highlighted just in case you have second thoughts on what you have cut.

Because if “**Enable Undo/Redo**” is highlighted, at this point you can go back into the **Edit** menu and click on “**Undo Cut**” to return to the main screen the cut portion of the timeline.

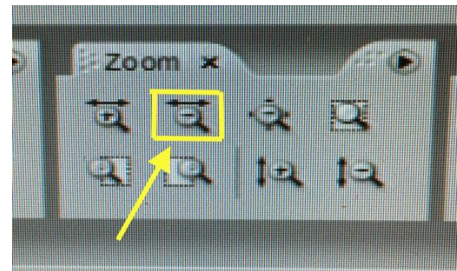
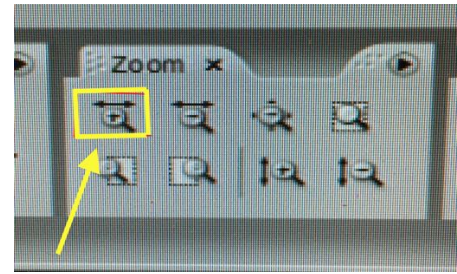


USE OF ZOOM TOOL

To do your editing you may wish to get a closer view of the section of the recording you wish to delete.

You need to expand the time scale in the **Main** window. You do this by clicking on the **+** (**plus**) magnifying glass symbol with horizontal arrows in the Zoom window. You can hit this multiple times to get even more detailed time views (shorter time periods in the window).

To return to the original view click the **–** (minus) magnifying glass symbol.



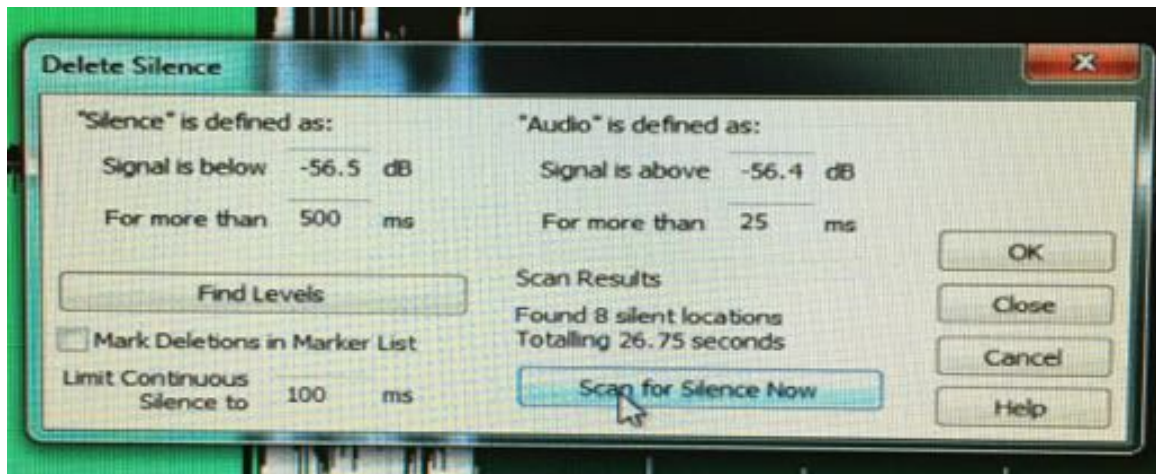
DELETING SILENCES

One thing that will be commonly deleted is silences between thoughts while you are talking or between a description of a song and playing that song. These silences can be removed universally or in just one area of the recording.

NOTE: Be careful when considering deleting silences or other material because it obviously affects the length of your show, which in turn affects the timing of station IDs, airing of PSAs, and other programmed announcements. Work with the Program Log manager or your respective Program Team leaders.

For removing silences from the whole audio file

- **Do not highlight any part of the audio file** in the main window
- **Click on Edit** in the top menu and drag the cursor down to and click on **Delete Silence**.



- On the window that pops up you **need to define “silence” and “audio”** in terms of volume and duration.
 - Most commonly between -50 and -60 decibels are used as the cut-off points for “silence” and “audio”. Make sure that the definitions do not overlap. For instance if you set “silence” for a signal below -56.5 decibels, the setting for “audio” should be above -56.4 decibels.
 - Durations are up to you but commonly silence is set to for more than 100 ms and audio is set to for more than 25 ms.
 - Many may choose to adjust the duration of “silence” to longer durations to respect the pauses between voice and songs or between question and answer. In the illustration above, the duration of silence is set at 500 msec or half a second.
- Then click the “Scan for Silence Now” button to see how many silences are detected. If there are more silences detected than you think should be detected, you can adjust the silence duration upward and if fewer than you expected you can shift the silence duration to a shorter duration.
- Once you are satisfied with the number of silences to be deleted click on the OK button.

- And there is an Undo Delete Silences if you wish to have those silent periods back after you listed to your program again.

IMPORTING FILES DIRECTLY

If you wish to import files directly into Adobe Audition, the help menu indicates and the Open File menu would seem to indicate that any format of audio files can be imported.

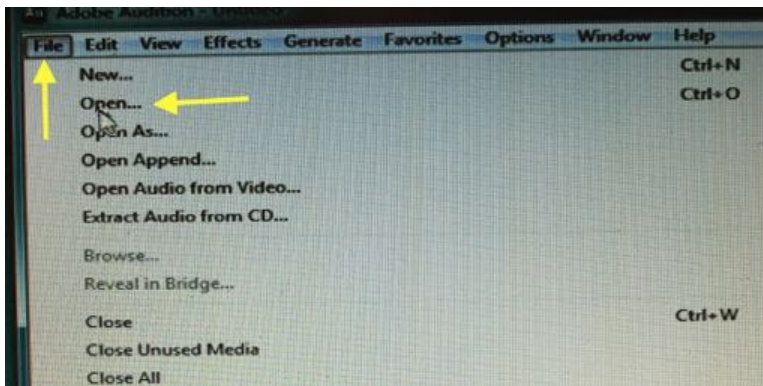
However from working with Audition, it appears that .wma files are the only ones that can be consistently opened directly into the software. These are Windows Media Audio files.

Click on the **File** tab in the top menu, and drag the cursor down to and click on “Open File”.

PLAYBACK OF FILES

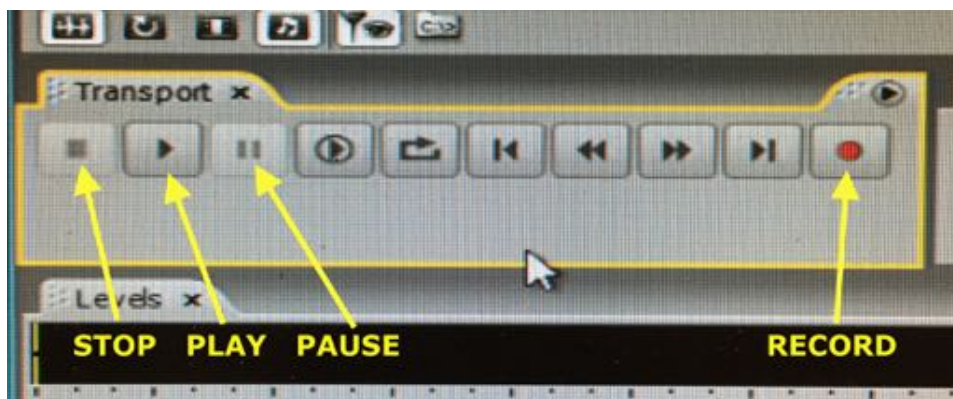
As previously mentioned, the playback of recorded files is accomplished in the following manner:

- Click on **Files** from top menu



- Drag the cursor down to **OPEN** and click
- A screen similar to the one you saw when saving a file will open to allow you to locate your file.
 - **Music shows have been saved in** C:\Users\WRUU\Music
 - **Talk shows have been saved in** C:\Users\WRUU\Talk

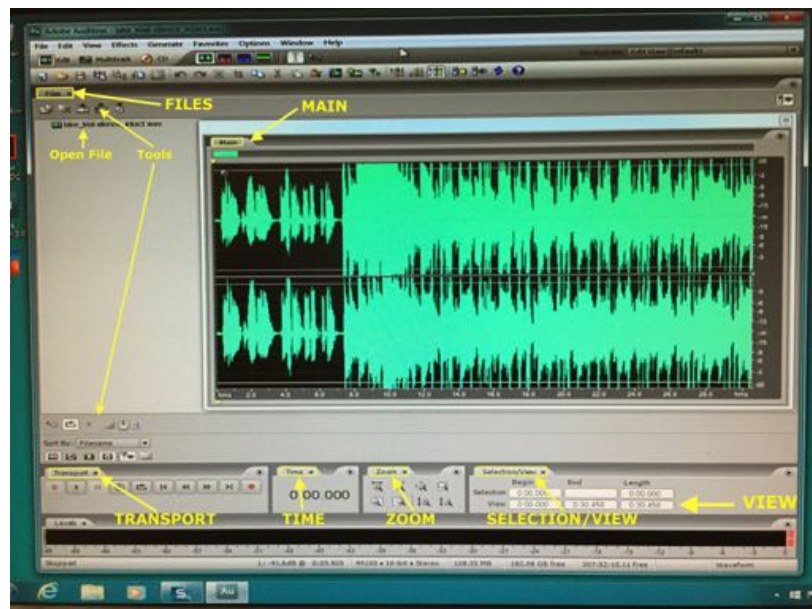
Once you have opened the file just click the **PLAY** button in the **Transport** window. To pause the file click the **PAUSE** button and to stop playback click the **STOP** button.



A short cut: If you hit the space bar on the computer keyboard, the recording will pause. Hit the space bar again and it will start playing again.

IMPORTANT: To stop and then resume playback you will be primarily using the **PAUSE** button.

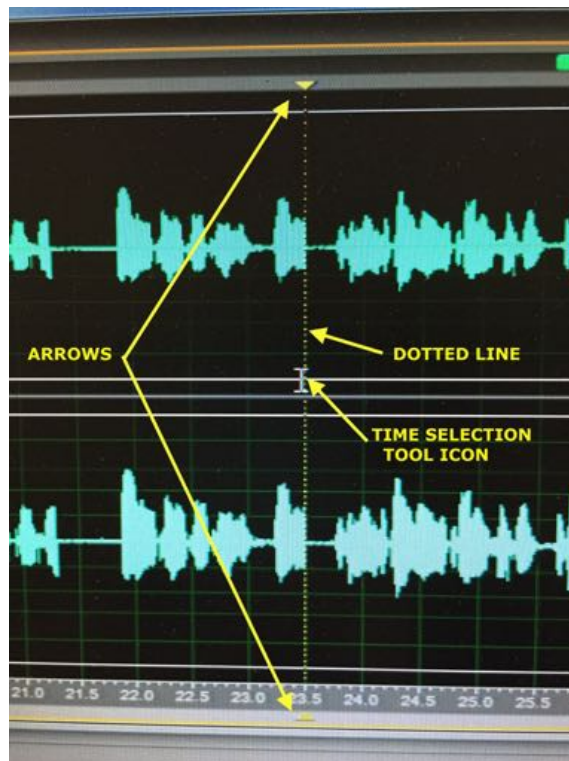
- Clicking **PAUSE** stops the playback and when you click the **PAUSE** button again playback resumes from the point along the playback timeline at which you have paused.
- Remember if you click **STOP** the file will no longer be at the point along the play timeline where you were when you clicked **STOP**. If you click STOP the playback will resume at one of three places:
 - The beginning of the audio file (playback timeline) if you are still on the first timeline display in the Main window which still shows the beginning of the playback timeline.
 - The time point at the beginning of the present display of the Main window. As you progress along the timeline the main window will display where you are along the timeline. The timeframe displayed in the Main window is seen in the “View” section of the “Selection/View” window



- The time point along the timeline that you have selected using the Time Selection Tool (on the second menu from the top). Click the Time Selection Tool and then click the main screen at a point half way between the two channels displayed to select a specific time along the time line



This point will be seen as small yellow arrows at the top and bottom of the Main Screen with a dotted line between them.



To listen to the audio, use A: Editor channel on the Sound Board and hit the AUD buttons on both the A: Editor channel and Studio speakers/headphone channel.

EXAMPLES OF USE OF ADOBE AUDITION

This section of the manual will provide some examples of how the Adobe Audition software can be used for shows of different types.

Your show needs to be recorded for archival purposes and later playback.

Note that at the time of the writing of this manual, it has not yet been determined how public service announcements (PSAs) or station identification will be done. If these are pre-recorded, they will have to be added to the recording in some way, again which has yet to be determined.

TO RECORD A LIVE PROGRAM WITH 1 SPEAKER

Set up Adobe Audition:

1. Open Adobe Audition by clicking on the desktop icon on the computer monitor.
2. Clicking and hold down the “**FILE**” tab in the top menu.
3. Drag cursor to “**NEW**” and click.
4. A “**New Waveform**” screen will appear the first time you are making a new recording, and it will be sitting on top of the new file window.

The **default settings** should be:

- 44100 sample rate,
- stereo channels &
- 16 bit resolution.

Click OK after ensuring these default settings.

5. Now the new blank file will appear and you can start recording in this file.

Set up the audio board:

On the Audio Board,

1. **Hit the ON** button for **A: MIC #1** channel.

2. **Hit the AUD** button to record that channel into Adobe Audition AND **hit the PGM** button to go on-air.
3. **Move the POT** (slider) for the appropriate amplitude for broadcast seen on the Board's VU meters (note the gray "squares" and "dots" that approximate a good location, but it really depends on the volume of your voice and your distance from the microphone). Both the Program and Audition meters should be now working together showing the amplitude.
4. **With the microphones switched on you will have to wear headphones** on to hear the program being recorded and broadcasted. You will have **both AUD and PGM buttons pressed** (activated with light "on") **on the Speakers/Headphones channel** located at the far right on the board.

Now Back to Adobe Audition

1. In Adobe Audition, click the **RED record** button in the Transport Window (near middle, bottom of interface). And you are now recording.
2. Start your show: start talking or playing your music intro.
3. Click the **STOP** button in the Transport Window when the show is over.

Remember all silences in your show will be recorded. You may choose to remove those silences if you edit your recorded program, BUT this will shorten the recorded program from its original length and can affect the "over and under" timing of your show relative to the timing for station IDs, PSAs, promos, and underwriting announcements.

LIVE PROGRAM WITH 2 OR MORE SPEAKERS

Set up Adobe Audition:

1. Open Adobe Audition by clicking on the desktop icon on the computer monitor.
2. Clicking and hold down the **"FILE"** tab in the top menu.
3. Drag cursor to **"NEW"** and click.
4. A **"New Waveform"** screen will appear the first time you are making a new recording, and it will be sitting on top of the new file window.
The **default settings** should be:
 - 44100 sample rate,
 - stereo channels &
 - 16 bit resolution.Click OK after ensuring these default settings.
5. Now the new blank file will appear and you can start recording in this file.

On the audio board:

1. **Hit the ON** buttons for **A: MIC #1** AND **A: MIC #2** channels.
2. **Hit the AUD** button to record that channel into Adobe Audition AND **hit the PGM** button to go on-air.
3. **Move the POTS** (sliders) for the appropriate amplitude for broadcast as seen on the Board's VU meters (note the gray "squares" and "dots" that approximate a good location, but it really depends on the volume of your voice and your distance from the microphone). Both the Program and Audition meters should be now working together showing the amplitude.
4. **Put on headphones.** With the microphones switched on you will have to wear headphones to hear the program being recorded and broadcasted.

5. **Press ON both AUD and PGM buttons** (activated with light “on”) **on the Speakers/ Headphones channel** located at the far right on the board.

Now Back to Adobe Audition

1. In Adobe Audition, click the **RED record** button in the Transport Window (near middle, bottom of interface). And you are now recording.
2. Immediately, start your show: talking or playing your music **intro**.
3. Click the **STOP** button in the Transport Window **when your musical outro is over**.

Remember all silences in your show will be recorded. You may choose to remove those silences if you edit your recorded program, BUT this will shorten the recorded program from its original length and can affect the “over and under” timing of your show relative to the timing for station IDs, PSAs, promos, and underwriting announcements.

LIVE PROGRAM WITH SPEAKERS AND MUSIC INTRO AND OUTRO

Set up Adobe Audition:

1. Open Adobe Audition by clicking on the desktop icon on the computer monitor.
2. Clicking and hold down the **"FILE"** tab in the top menu.
3. Drag cursor to **"NEW"** and click.
4. A **"New Waveform"** screen will appear the first time you are making a new recording, and it will be sitting on top of the new file window.

The **default settings** should be:

- 44100 sample rate,
- stereo channels &
- 16 bit resolution.

Click OK after ensuring these default settings.

5. Now a new blank file will appear and you can start recording in this file.

On the Audio Board,

1. **Hit the ON** buttons for the microphones: **A: MIC #1** AND **A: MIC #2** channels (the latter IF you have more than 1 speaker)
2. **Hit the AUD** button on each channel to record the channel(s) into Adobe Audition AND **hit the PGM** buttons to go on-air.
3. **Move the POTS** (sliders) for the appropriate amplitude for broadcast as seen on the Board's VU meters (note the gray "squares" and "dots" that approximate a good location, but it really depends on the volume of your voice and your distance from the microphone). Both the Program and Audition meters should be now working together showing the amplitude.
4. **Plug/attach your external music storage device you bring to the studio** (e.g. iPod) into the **AUX** jack of the Sound Board. NOTE: If your music is stored on a CD/DVD, place it in 1 of the 2 CD/DVD players that is already plugged in and sits in the

studio under both computer monitors; you can also *temporarily* store you music on a studio computer

5. **Turn ON the A:AUX JACK** channel and **slide the POT** up for the appropriate amplitude for broadcast.
6. **Hit the ON buttons for both AUD and PGM** for the **A:AUX JACK** channel.
7. **Put on headphones.** With the microphones switched on you will have to wear headphones to hear the program being recorded and broadcasted.
8. **Press ON both AUD and PGM buttons** (activated with light “on”) **on the Speakers/ Headphones channel** located at the far right on the board.

Now Back to Adobe Audition

1. In Adobe Audition, click the **RED record** button in the Transport Window (near middle, bottom of interface). And you are now recording.
2. Start your show: start talking or playing your music intro.
3. Click the **STOP** button in the Transport Window when the show is over.

For example: Your musical into and outro are on an iPod.

1. The iPod is plugged into the **AUX** jack of the Sound Board
2. The **A:AUX JACK** channel is **ON** and the **POT** is up for the appropriate amplitude for broadcast.
3. Turn ON all the appropriate microphones and make sure they are set at their appropriate VU meter levels

4. In Adobe Audition, click the **RED record** button in the Transport Window (near middle, bottom of interface). And you are now recording.
5. **Play the iPod musical intro** alone or with voice over (with the music volume lowered so listeners can also hear your voice)
6. **Hit the OFF** on the **A:AUX JACK** channel
7. **Start talking** within 3 seconds (no dead air, please)
8. **Play your musical outro** when your talk is over.
9. **Click the STOP** button in the Adobe Audition Transport Window when the your musical outro is over.

LIVE MUSIC PROGRAM

Set up Adobe Audition:

1. Open Adobe Audition by clicking on the desktop icon on the computer monitor.
2. Clicking and hold down the “**FILE**” tab in the top menu.
3. Drag cursor to “**NEW**” and click.
4. A “**New Waveform**” screen will appear the first time you are making a new recording, and it will be sitting on top of the new file window.

The **default settings** should be:

- 44100 sample rate,
- stereo channels &
- 16 bit resolution.

Click OK after ensuring these default settings.

5. Now the new blank file will appear and you can start recording in this file.

Set up the audio board:

On the Audio Board,

1. **Hit the ON** button for **A: MIC #1** channel.
2. **Hit the AUD** button to record that channel into Adobe Audition AND **hit the PGM** button to go on-air.
3. **Move the POT** (slider) for the appropriate amplitude for broadcast seen on the Board’s VU meters (note the gray “squares” and “dots” that approximate a good location, but it really depends on the volume of your voice and your distance from the microphone). Both the Program and Audition meters should be now working together showing the amplitude.
4. **With the microphones switched on you will have to wear headphones** on to hear the program being recorded and broadcasted. You will have **both AUD and PGM buttons pressed** (activated with light “on”) **on the Speakers/Headphones channel** located at the far right on the board.

For example: Playing music from CDs

1. **Place your CD/DVD in CD 1**, which sits adjacent to the Audio Board under a computer monitor.
2. **Cue up the CD track** that you want on the CD 1 player **BEFORE** going on-air.
3. For the **B: CD 1** channel, the **ON** button is depressed and the **POT** slider is moved up to the appropriate amplitude. Depending on the CD recording volume, the appropriate location for the POT slider might be just below the gray square gray dots on the POT slider.
4. **Click the RED record** button in the In the Audition Transport Window. You are now recording your show for the archives and playback later.
5. **Do your voice introductions** of the music, etc. through the **A: MIC #1** channel
6. **Push PLAY on the CD 1 player.** Adjust the POT slider for the **B: CD 1** channel if needed. Pull the POT for **A: MIC #1** down to 0 or hit the OFF button on the **A: MIC #1** Channel.
7. **Set up your next CD in CD 2 player** and **CUE** the appropriate track.

As you talk and as the music plays, **adjust the POT sliders** by watching the **VU meter** on the Audio Board.

8. Assuming you wish to talk before and after each song, at the end of the first song, **hit the OFF** button on **B: CD 1** channel **AND hit the ON** button **or POT up A: MIC #1** to talk about the previous song and to announce the next song.
9. **Push PLAY on the CD 2 player.** Adjust the POT slider for the **B: CD 2** channel if needed. **Pull the POT slider down** for **A: MIC #1** down to 0 or hit the OFF button on the **A: MIC #1**

Channel.

Then repeat the cycle through all the songs in your show.

10. **Click the STOP** button in the Adobe Audition Transport Window when the your musical **outro** is over. Remember, with the microphone ON, all silences will be recorded. You may choose to remove those silences in the recorded program BUT remember this will shorten the recorded program from its original length.

Avoid dead air.