# Adobe Audition 2021

2 – Basic Editing

Starting Adobe Audition

Start Adobe Audition by selecting it from the **Start Menu**.

When Audition first opens, you may see a **Learn How To Use Audition** window. This contains some lessons that can be useful for learning features of the program. You can activate any of the lessons by clicking it. If you don't want to view one of the lessons right now you can close the Learn window. You can always open it later by selecting **Audition Learn** from the **Help** menu.
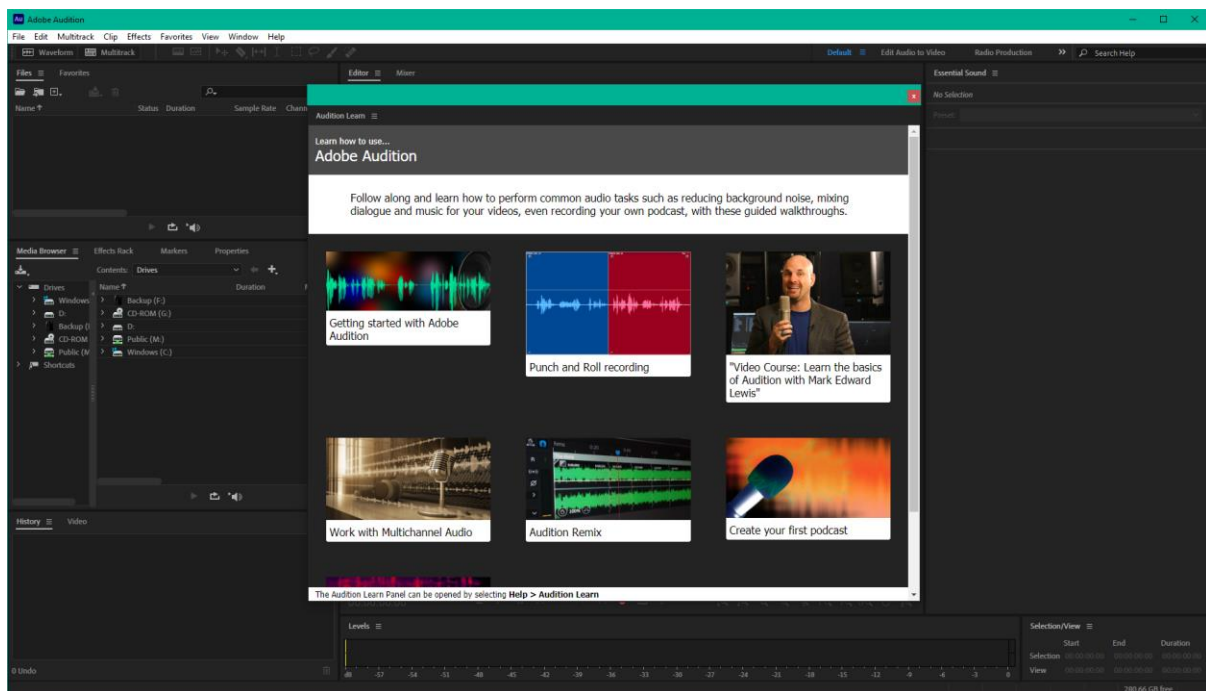

Opening Files

Before commencing these exercises, be sure to obtain the sample files from http://oneil.com.au/pc/audition.html to practice on. [1]

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[1] Some sample files in this section were obtained from https://freesound.org/

Opening a sound in Audition is much like opening files in other applications. One way you can do it is to select the **File** menu and then select **Open** (or press **Ctrl O**). You can then browse for the location of the file you want to open just as you would in other applications.
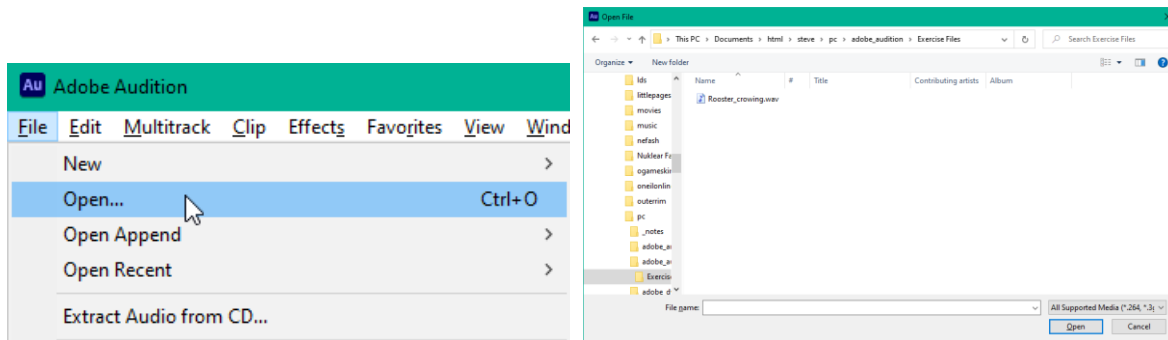

Alternatively, if you have a **File Explorer** window open showing the file, you can simply drag it in to the Audition window to open it that way.

Drag a sound file from another window on to the Audition window
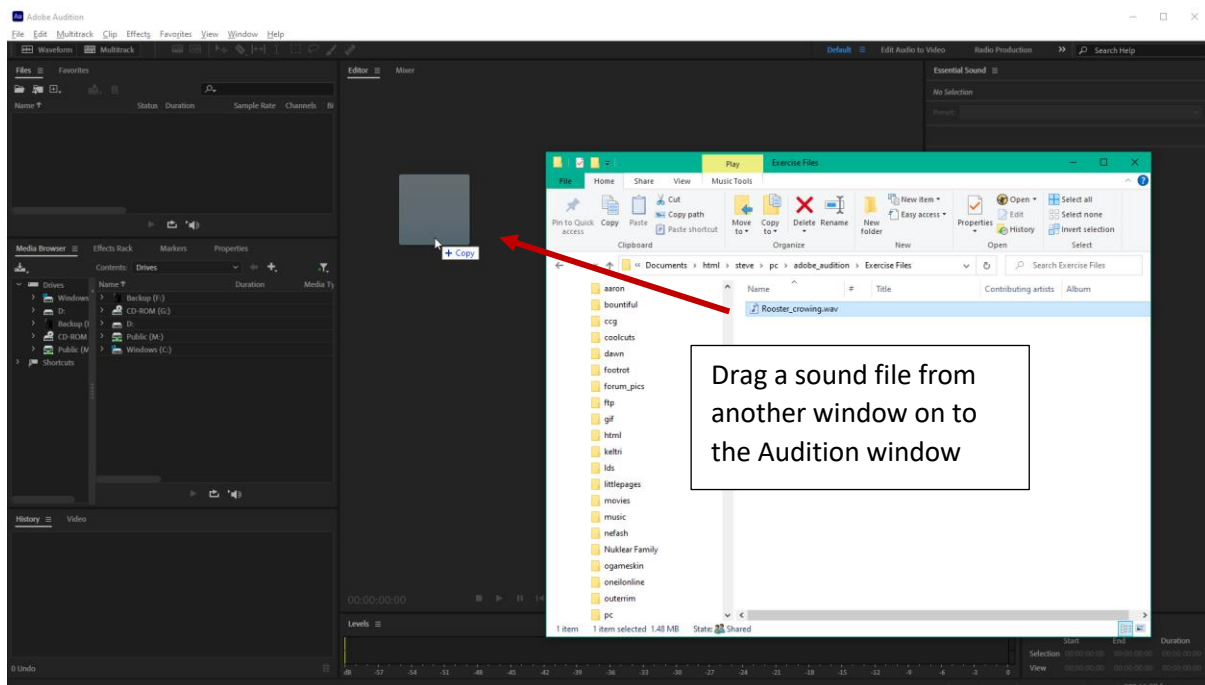
Exercise 1.   Open a Sound File

1.   Select **Open** from the **File** menu (or press **Ctrl O**).
2.   Browse for the location where you have placed the sample exercise files for these lessons.
3.   **Double-click** on the file called **Rooster_crowing.wav** to open it (depending on Windows settings you might not see the .wav file extension on the end of the file name).

When the file opens, you will see the sound for this file displayed in the waveform view. The waveform displays the volume throughout the sound. The louder parts of the sound (where the rooster is crowing) are indicated by larger peaks which go further above and below the middle line, while the quiet parts have much smaller peaks.
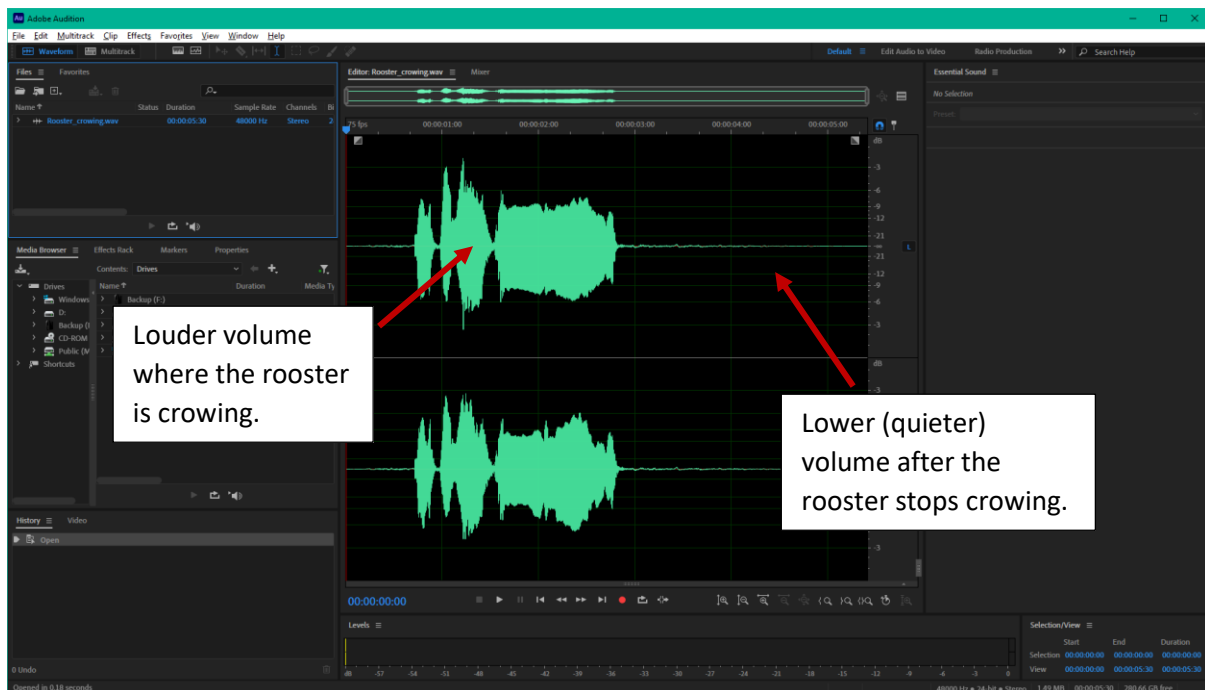
You will also see the file name along with some additional information about the file listed in the **File Panel** (in the example above this is positioned in the top left section of the screen).
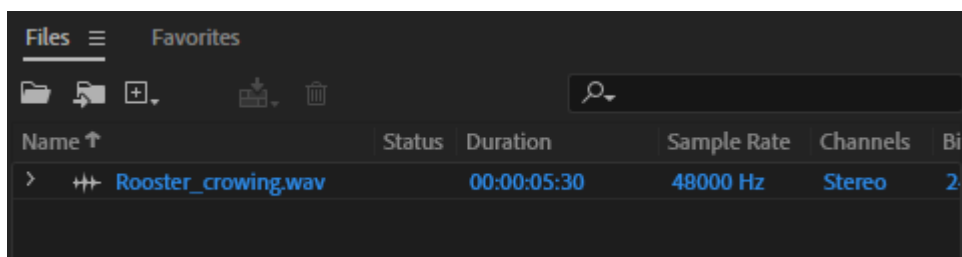
4. Close the file by selecting **Close** from the **File** menu or by pressing **Ctrl W**.

File Explorer is the component in Microsoft Windows that is used for managing your files. You often access if by opening an icon labelled as **Documents** or **Computer**. In previous versions of Windows it was known as **Windows Explorer**.

5. Open **File Explorer** by selecting it from the Start menu (you can save scrolling by typing the first couple of letters of *Explorer* in the search bar and select it from there). If Windows keyboard shortcuts are available, you can also open it by pressing ⊞ **E** on your keyboard.
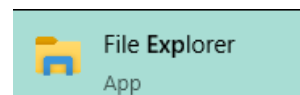
6. In File Explorer, browse to the location where you have saved your sample files.

7. Make sure your File Explorer window is not **Maximised** (filling the whole screen) so that you can see the Audition window underneath. The button next to the close button allows you to switch the window between **Maximised** and **Restored**.
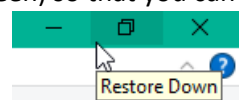
8. Drag the **Rooster_crowing.wav** file on to the Audition window to open it.

Tip	You can open more than one file in this way by selecting a few files before you drag them. You can select more than one file in File Explorer by clicking them while holding down the **Ctrl** key.

You might notice that once you have opened a sound file in Audition and look where that file is saved, there will now be a **PKF** file with the same name as the file you opened. This is a small file created by Audition when you open a file for editing. If this file is deleted it won't cause any problems. It simply helps Audition to open the sound file a bit quicker in future when you need it. This can be handy for especially large sound files.
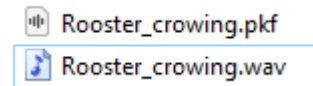

Workspaces

Like other Adobe applications, Audition uses Workspaces to allow you to customise the way things are arranged on your screen. There are several default workspaces that are suited for different types of sound editing work and you can also customise workspaces to suit your own needs.

Exercise 2.   Customising Workspaces

1.   Much of your screen is taken up with Panels that are intended for various tasks. Locate the Files panel (usually to the left of your screen).
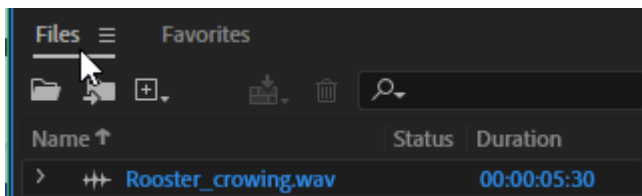
2.   Drag the title of the Panel to move it to a new location.

3.   As you drag it over different part of the Audition screen, areas you drag it over may become shaded. This means that you can drop it to lock it on to that location. In the example shown below it is being dragged to the left of the main editing window which will lock it on to the left edge of that window.
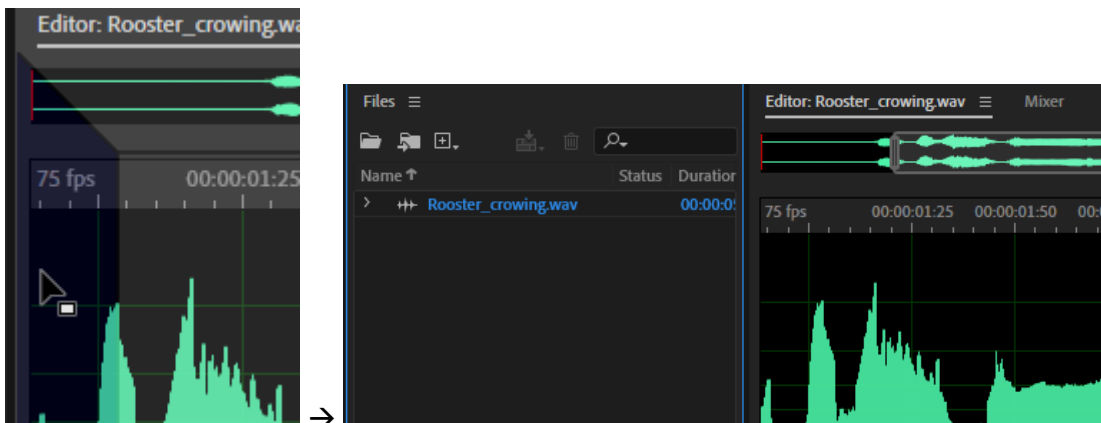

4.   Click on the Panel menu button next to the panel title (the small button with the 3 lines on it).

5.   When the panel menu appears, Select Close Panel
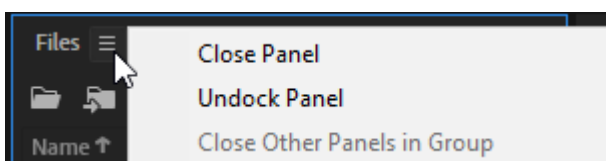
A closed panel can be re-opened from the Window menu.

6. From the **Window** menu select **Files**. The Files panel will re-open in the location where it was before it was closed.

Along the top right section of your screen are some options for selecting Workspaces.
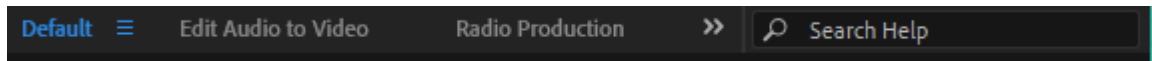

If this is your first time using Audition, the Default workspace will most likely be active. When we have customised a workspace, we can reset it to its original layout.

7. Click the small menu button next to Default and select **Reset to Saved Layout**. All the sections of the interface will remove to their default position. This will include putting the Files panel back where it originally was.
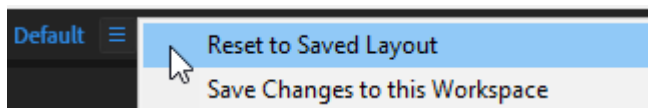
8. Click on the **>>** button to the right of the Workspace options to view a selection of workspaces.
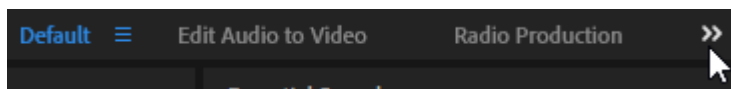

9. Click on some of the different workspaces to view the different layouts offered.
10. When you have viewed a few different layouts, click **Default** to return to the default layout.
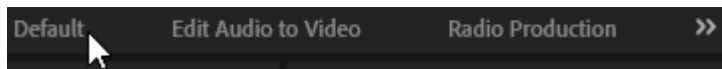
Playing and Navigating Sound Files

Before you play any sound files it might be necessary to ensure Audition is set to use the speakers / headphones that you want sounds to play from. To select your sound output device, go to the **Edit** Menu, select **Preferences** and then select **Audio Hardware**. Any audio devices such as your computer's sound card or connected USB headphones will be available to select from the list.
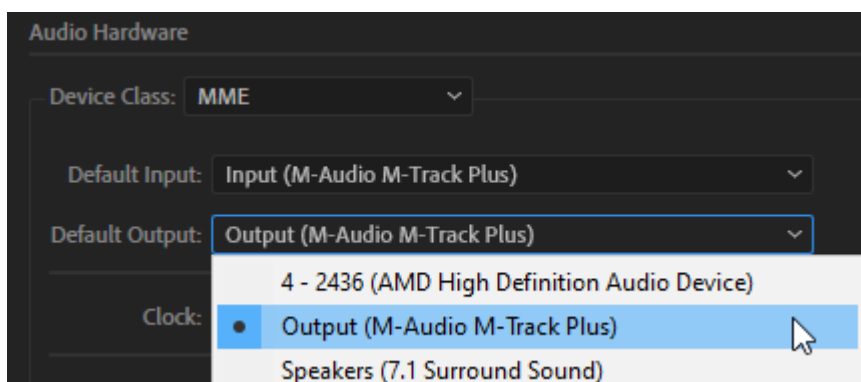
Exercise 3.   Playing Sound Files

1.   Make sure the **Rooster_crowing** sound file is still open in Audition.

A Transport bar will appear along the bottom of the editing window with buttons for playing the sound.

2.   Click the **Play** button to hear the sound of the rooster crowing.
3.   Press the **Spacebar**. The spacebar will also play the sound or stop it from playing.

Notice that as the sound is playing, a vertical red line with a blue marker at the top will move from left to right, indicating the current position in the sound. This blue marker is called the **Play Head**.

4.   Move your mouse over the Play Head. Your mouse pointer will turn in to a hand shape.

5.   Drag the play head to the right. This changes the position in the sound that you will start from when you press play. Click the ▶ button or press **Spacebar** to play the sound from the position you have moved the play head to.

While you drag the play head across the sound, you might hear the sound playing forward or backward as you drag to the right or left. This is referred to in sound and video editing as **Scrubbing** and enables you to hear the sound as you try to locate the part of the sound you want.

When the sound plays all the way to the end, the play head will usually return to the position of the play head. You can change this option by right-clicking on the play button.
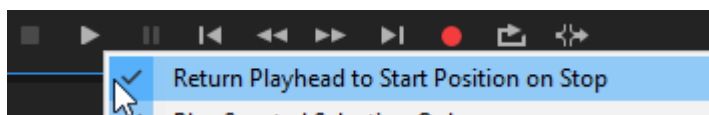
6.   Press the **End** key to move the play head to the end of the sound.
7.   Press the **Home** key to move the play head to the beginning of the sound.

| Tip	You can view many of Audition's keyboard shortcuts and even customise keyboard shortcuts by going to the **Edit** menu and then selecting **Keyboard shortcuts**.

Exercise 4.   Navigating Sound Files

Moving around a sound file is in many ways similar to moving through a document in an application such as Microsoft Word. The main difference is that sounds are displayed as going from left to right instead of from top to bottom like a document. At the moment we have a short sound loaded but the techniques we will try here can be pretty handy for moving through much longer sound files.

Using mouse and keyboard shortcuts

8.   Move your mouse over part of the sound and roll the scroll wheel on your mouse. This will zoom in and zoom out on your sound file. In *Audition1-Introduction* we discussed how digital sound is stored by sampling the sound. If you zoom in far enough, you can see the individual points where a sound has been sampled shown as small dots along the waveform.

Tip	If you hold down **Ctrl** while rolling your mouse wheel, it will zoom on the play head. Without Ctrl it will zoom to the position of your mouse pointer.
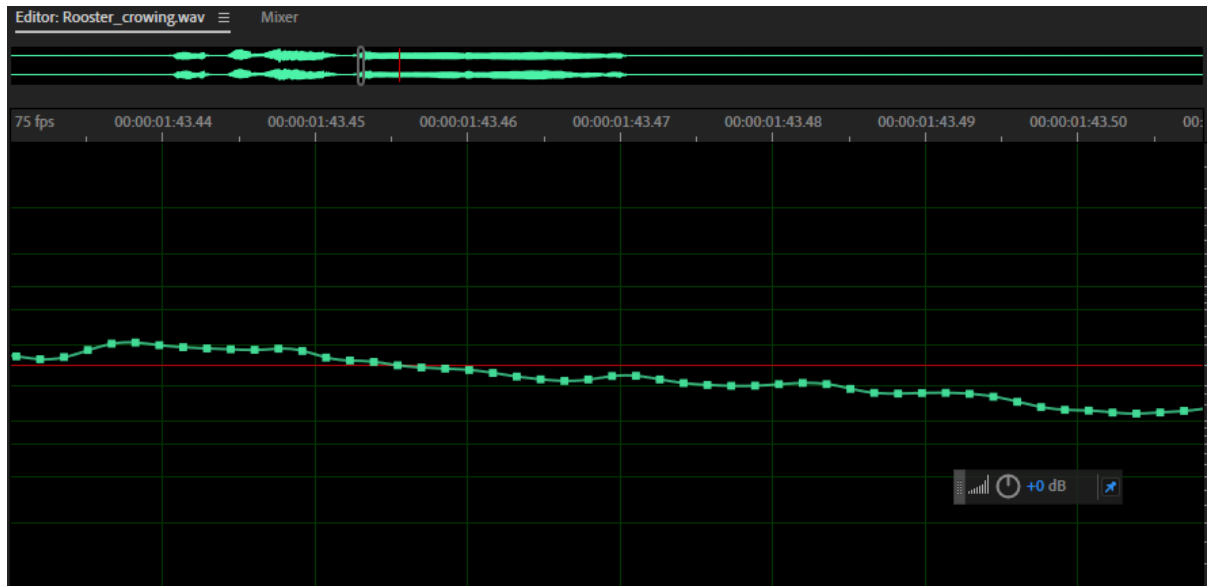
9.   Along the bottom of the editing window are some buttons that can be used for navigating. Click the **Zoom Out Full** button so that you can view the whole sound. You can also do this using the **Ctrl ** keyboard shortcut.

10. Click the **Zoom In Time** and **Zoom Out Time** buttons to zoom in and out of your sound. You can also press the **+** and **–** keys on your keyboard to do the same thing.

Across the top of the editing area is a **Zoom Navigator**, which is similar to a sideways version of the scrollbars you might be used to. This provides a range of ways to navigate your sound.

This shows a miniature version of your entire sound file with a small red line indicating the current position of the play head. A lighter section with a border around it indicates the part of the sound that is currently visible in your main screen.

11. Drag the left edge of the shaded area to choose which part of your sound the editing area will start with. This is another way to zoom in on a file.

12. Drag the right edge of the shaded area to choose which part of your sound the editing area will end with.
13. Drag anywhere in the middle of the shaded box to scroll through the sound.
14. Click to the left or right of the shaded box to move through your sound in that direction.
15. Drag across the **Zoom Navigator** with your **right** mouse button pressed (instead of the left button) and you will zoom to the part of your sound you dragged across.

Tip	You can also scroll through your sound by clicking and dragging on the timeline across the top of your sound.	
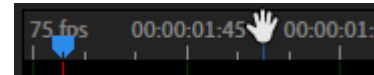
Exercise 5.   Making Selections

Like many programs, selecting sections of your file is important for much of what you will do in Audition and there are several ways to do it. The simplest way is to drag with your mouse.

1. Drag your mouse sideways across your sound file to make a selection.
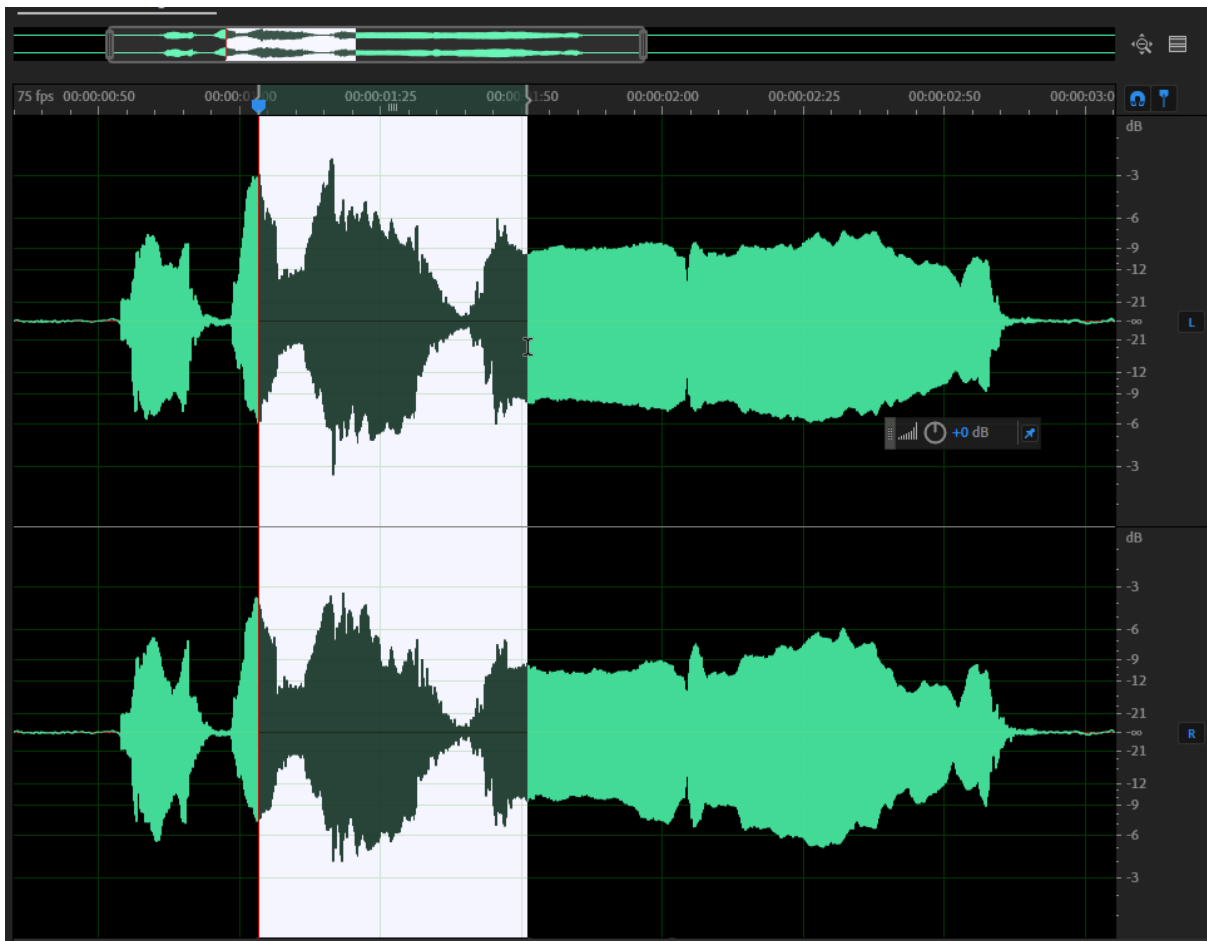
The section of the sound you drag your mouse across will become highlight in both the main editing area as well as within the zoom navigator.

If you need to modify the area you have selected there are a couple of ways to do it.

2. Hold down **shift** and click near the start of the selection to set a new starting point for the selection.
3. Hold down **shift** and click near the end of the selection to set a new ending point for the selection.
4. Move your mouse over the start or end of the selection and your mouse pointer will turn in to a small sideways arrow. Click and drag to adjust the start / end point of the selection.
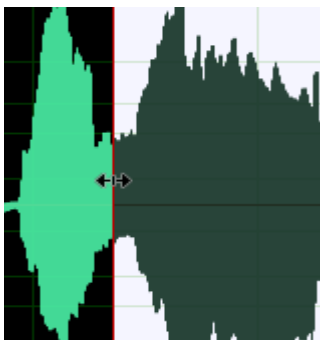
5. Click anywhere on the waveform without dragging to cancel the selection and set your play head to that point.

6. Press **Ctrl A** to select all of the sound. This common keyboard shortcut selects everything in Audition just as it does in most programs.

Tip	While you have a section of the sound selected, clicking the play button or pressing the **Spacebar** will only play the selected section. You can also turn on the **Loop Playback** button so that when you play the sound it will continually repeat that section until you click the **Stop** ■ button (or press the **Spacebar**).

Exercise 6.   Editing a Sound

Now we'll do some basic editing to trim off the parts of the sound before the rooster starts crowing and after he stops crowing.

1.   Click the **Zoom Out Full** icon or press **Ctrl ** to view the entire sound file.
2.   Drag across the file to make a selection that starts right before the sound of the rooster begins and finishes just after the rooster stops.
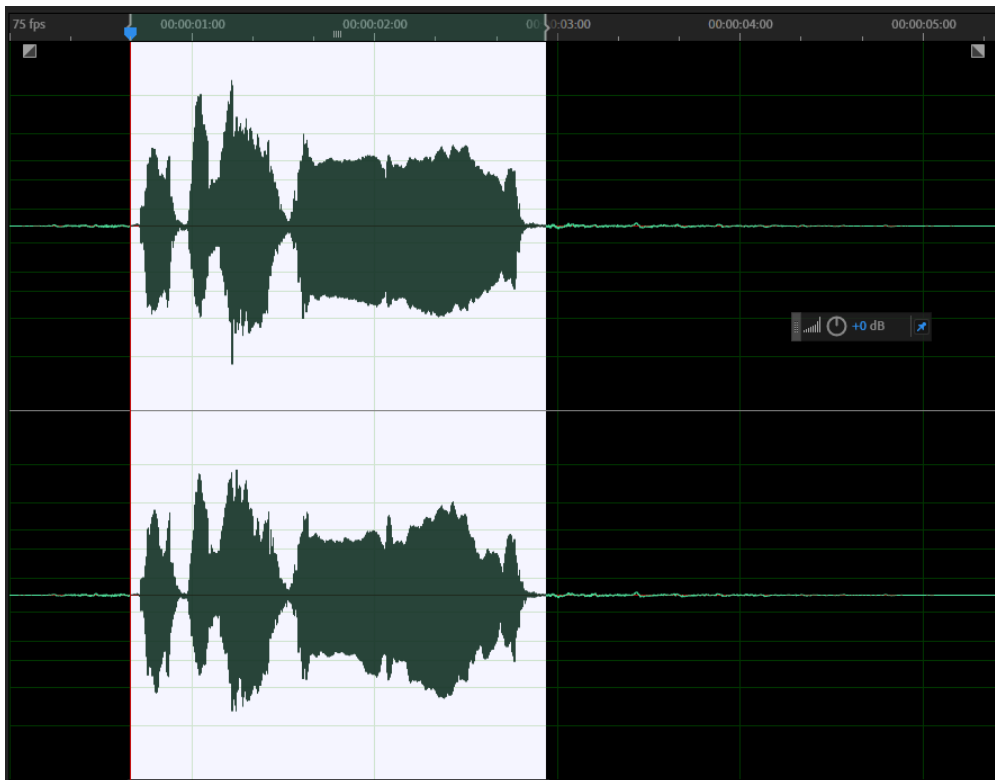

If you press the **Del** key on your keyboard then any parts of the sound that are selected will be deleted. In this case though, we want to do the opposite. We want to trim the sound so that everything that is not selected will be deleted.

3.   Press **Ctrl T** to trim the sound so that it only keeps the part that you have selected.

If you changed your mind and decided that you didn't want to trim the file after all, you can undo just like in most programs by using the **Undo** command from the **Edit** menu or by pressing **Ctrl Z**.

You can also use the **History Panel** which lists all the actions you have taken since opening this file. Clicking a step in your history will take you back to that step.
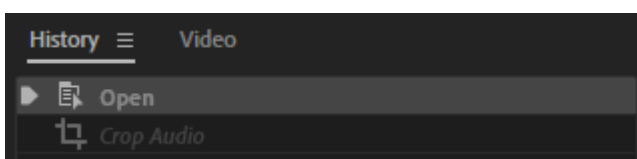
4.   Press **Ctrl S** or select **Save** from the **File** menu to save the changes to your file.

Tip	Use **Ctrl Shift S** if you would like to save with a different filename. This is useful if you want to save the changes to your file while keeping the original unedited version.