



## Quick Guide: Common Audio Editing Tasks

It might be that the recordings you make are OK to use straight away, but in most cases a little light editing is needed to:

- Remove silence from the beginning or end.
- Change the volume if it is too loud or quiet.
- Edit out any mistakes.

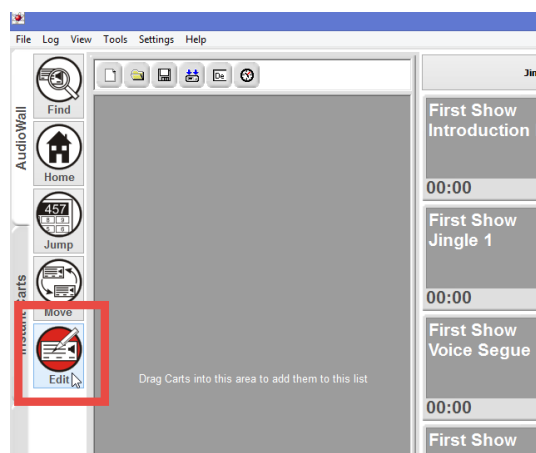
There is a lot of information in this quick guide but you will only need to use the bits that are relevant to the edits you need. The most commonly used 'edits' are listed below and each one is covered in detail.

- **Topping** – Remove silence or audio before the bit you are interested in keeping.
- **Tail** – Remove audio after the bit you are interested in.
- **Normalise** – Make the loudest part of the recording the same volume as the loudest part of other recordings on your system.
- **Titling** – Change the title and artist information to be easily identified in the future.
- **Saving** – How to save your work and return to the AudioWall

### **Topping – Removing audio you don't need from the beginning of the recording.**

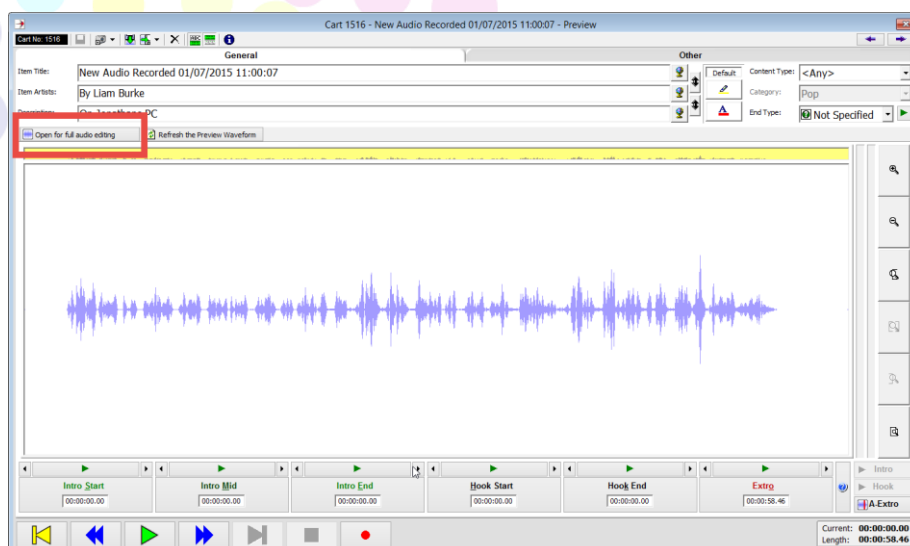
This might be needed to remove silence or even some chatter prior to the actual bit you are interested in. To remove this unwanted audio, follow these simple steps.

1. Highlight the Cart you want to edit on the AudioWall.
2. Click on the Edit button on the left hand button panel.

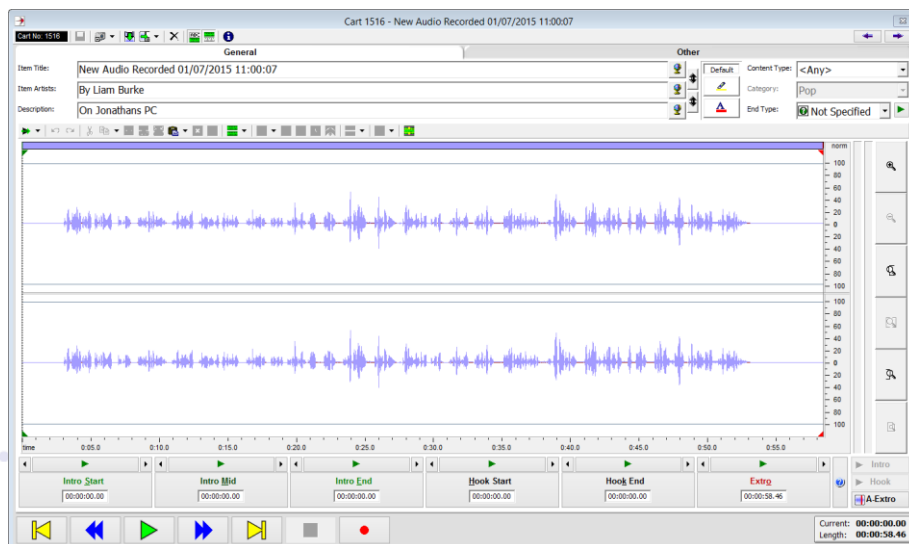


This will open the SmoothEdit window which is used to edit the audio in Myriad.

3. Initially SmoothEdit will open in Preview mode which is used for setting titles etc. but we want to edit the audio, so we need to click on the 'Open For Full Audio Editing' button located on the left hand side, above the wave form.



- This will open the full Smooth Edit window and allow you to edit the audio (tip: you can tell it is on full edit mode because the tool bar icons change and a stereo waveform is displayed).

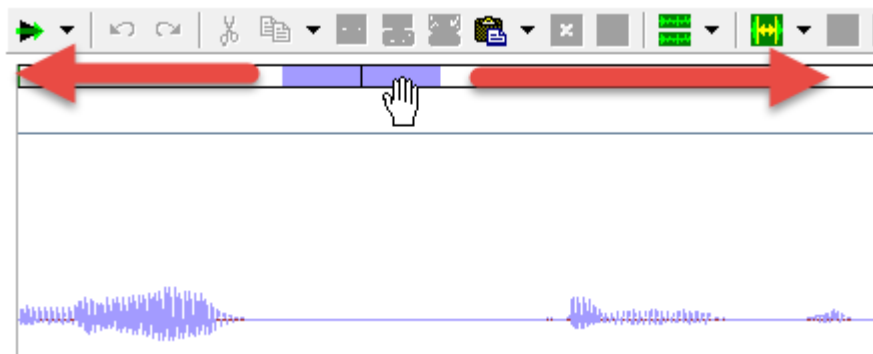


- In the above example we can see some silence at the beginning of the recording that we want to remove. To do this, use the left mouse button to select the section of the wave form you want to remove.

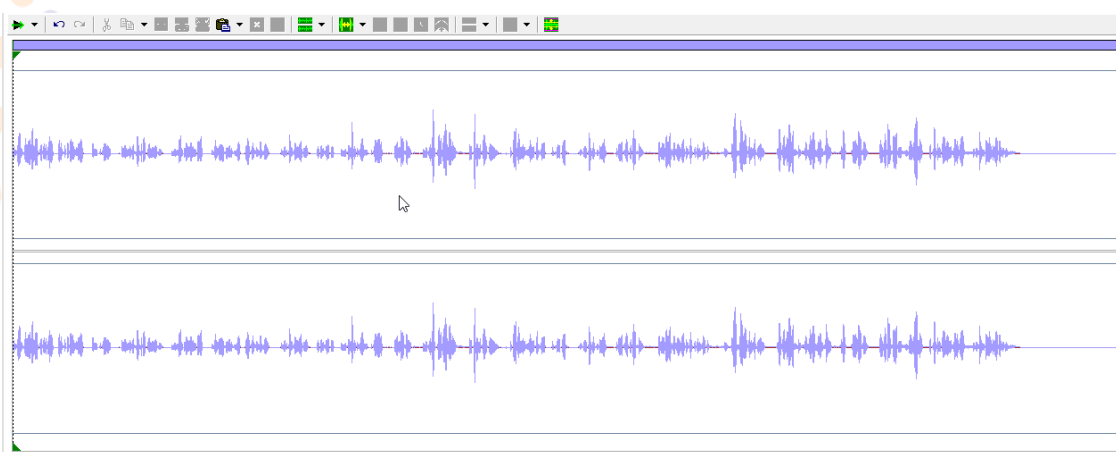




You can use the mouse wheel (or magnify buttons) to zoom in and out to help you with this. When you have zoomed in, you

can use the Scrub bar at the top of the waveform to move the viewport around within the magnified waveform.



6. Once you are happy that you have selected the section you want to remove, press the <DELETE> key on your keyboard.



7. We have now completed the Topping of the audio so if that is all we needed to do we could click on the  button on the top tool bar and shut the edit screen down by clicking on the  button in the top right (of the edit window, not the main Myriad window).

But we still have more work to do with this audio file so we will leave it open and move on to the next step.

## Tail – Remove unwanted audio from the end of the audio file

In the last section we saw how to open a Cart for editing, select the section we wanted to remove and use the <Delete> key on the keyboard to remove the audio from the file.

The Tail process is exactly the same as the Top process but you are working on the end of the file instead of the beginning. Review the steps in the last section and it should be clear how to apply them to Tail your audio.

### **Normalise – Making the loudest part of the audio a set volume**

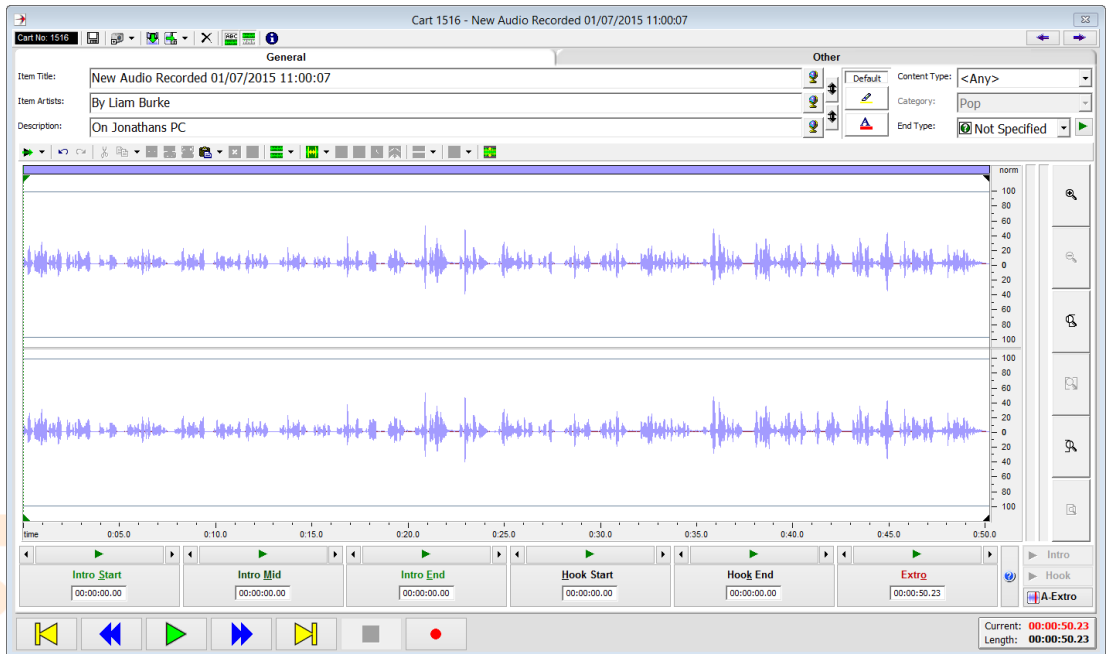
When Myriad Normalises a bit of audio, it does the following steps.

- A. Scans the audio and finds the bit where the audio is loudest.
- B. Compares the volume at the loudest point with the pre-set target volume.
- C. Works out whether it would need to amplify or reduce the volume at this loudest point in order to meet the target volume. So if your Normalise target value is 100% but the calculated volume at the loudest point in the file is only 66% then it would need to amplify the loudest part around 1.5 in order to hit the target.
- D. This amplification factor is then applied to the whole recording.

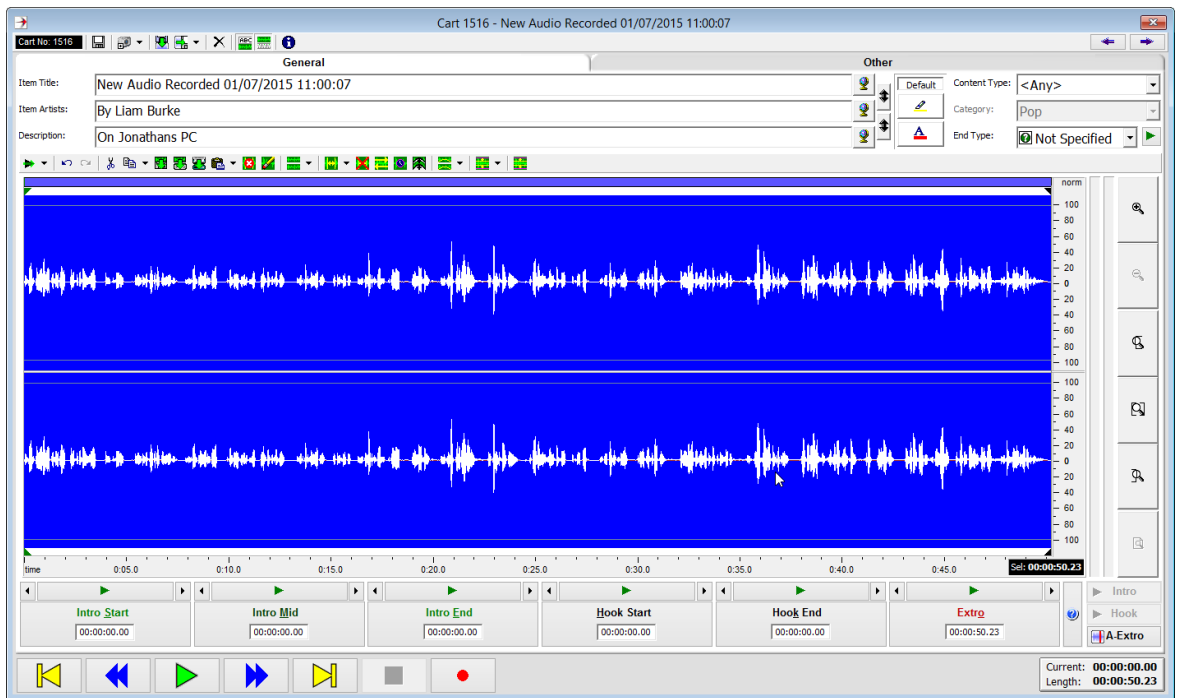
The reason for Normalising is if everything you add to the system is normalised to the same target level then theoretically the loudest part of every Cart on the system is the same. In practice this gives us a quick and simple method for roughly matching the levels of audio on the system.

The process of doing this is much easier than explaining the theory!

1. Assuming we already have the audio open in SmoothEdit and have done the Top and Tail (as outlined in the previous sections) then we should have something that looks like this.



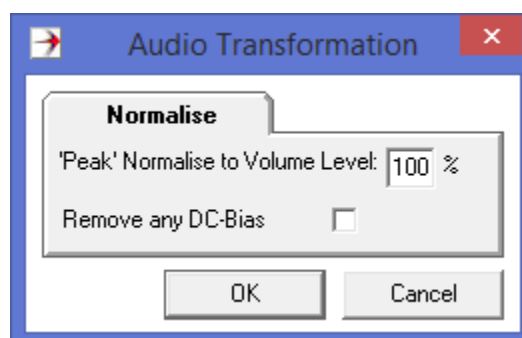
2. The Normalisation is applied to a selected area. In this case we want to Normalise the whole file so we need to select the entire wave form. The easiest way to do this is to double click in the centre of the waveform.



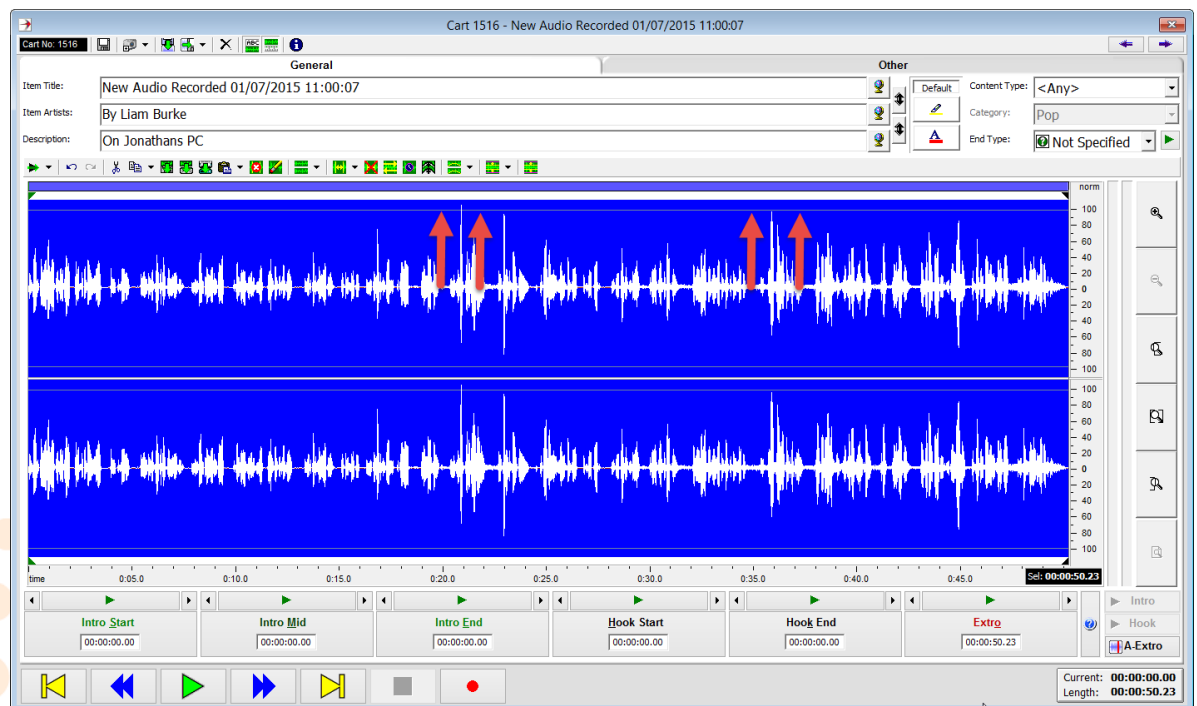
3. Next click on the Normalise button.





4. You will be asked to set the 'Peak' or target Normalise level. This should be set to 100% in most cases. Then click on OK.



5. The volume of the audio in the waveform has been increased such that the loudest parts hit the 100% mark. All the other audio has been amplified by the same factor.



6. We have now finished Normalising the audio. If we do not need to do anything further with the recording we could click on the  button on the top tool bar and shut the edit screen down by clicking on the  button in the top right (of the edit window, not the main Myriad window).

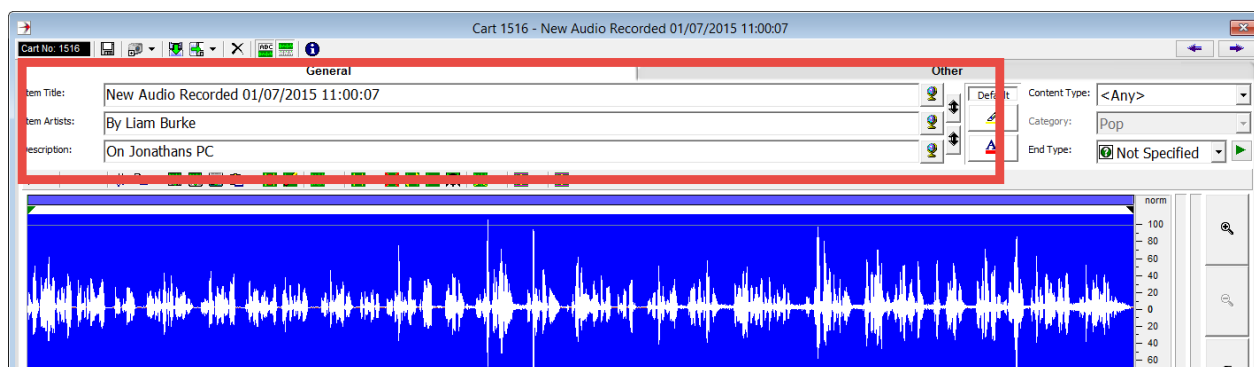
But we still have more work to do with this audio file so we will leave it open and move on to the next step.

## Titling – Changing the title and artists labels to be recognisable in the future

With all the audio editing work complete, the final stage before saving the audio is to give it a better title and artists so we will know



what it is in the future. The title information is all stored in the General panel located at the top of the SmoothEdit window.

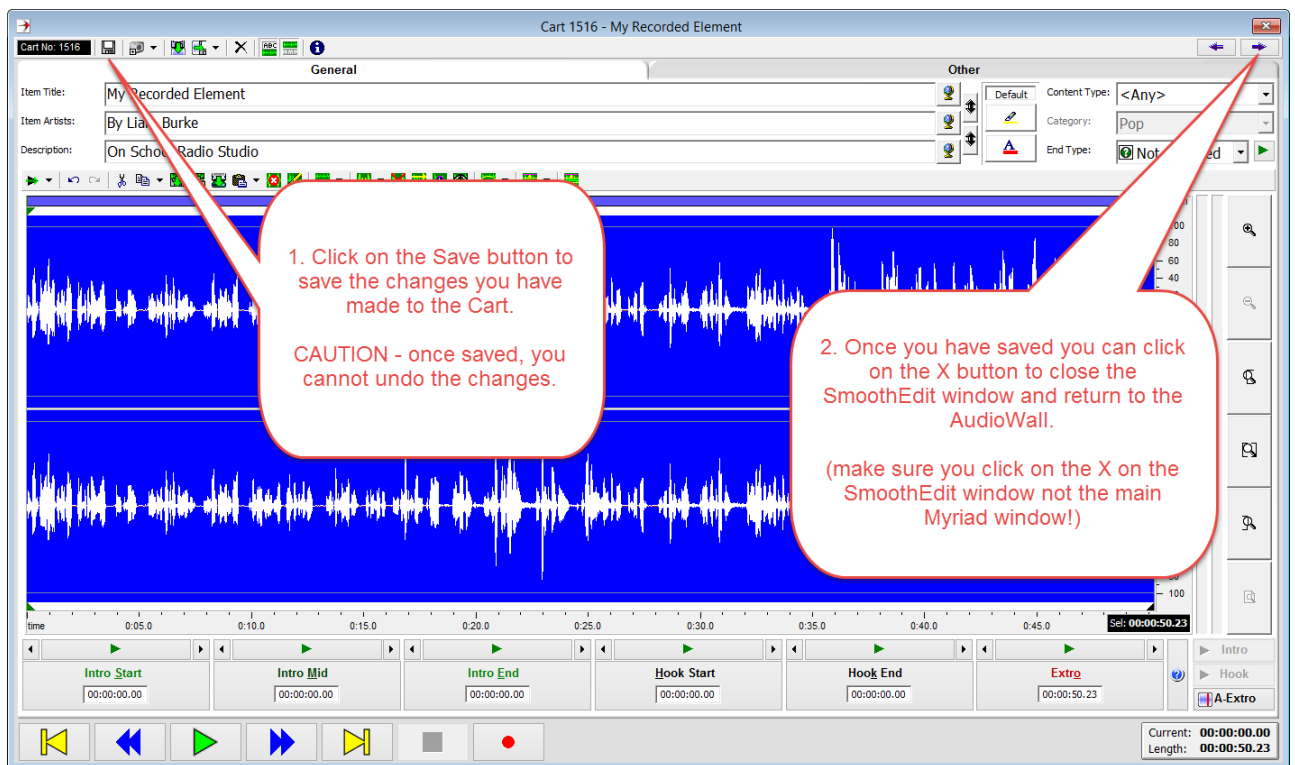




To update the Title, Artist and Description fields, just type appropriate text into each.




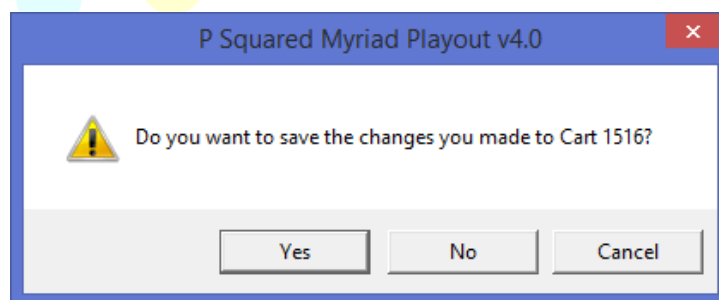
## **Saving – Saving your work and returning to the AudioWall**



Now we have completed the audio editing and titling, all we need to do is save the changes and close the SmoothEdit window.



Click on the  button on the top tool bar and shut the edit screen down by clicking on the  button in the top right (of the edit window, not the main Myriad window).

**Don't Want To Save?** No problem click directly on the  button and you will be asked if you want to save the changes or not. Click No if you would prefer to close the Cart and discard all your changes.



You will probably spot that you could also skip clicking on the  button first and jump straight to the  button and just click Yes or No depending on whether you want to save or not.