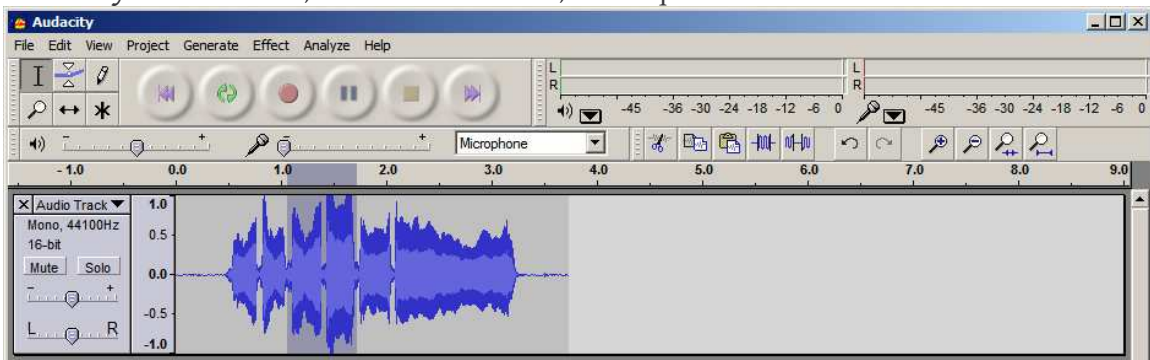


Editing Sound Files

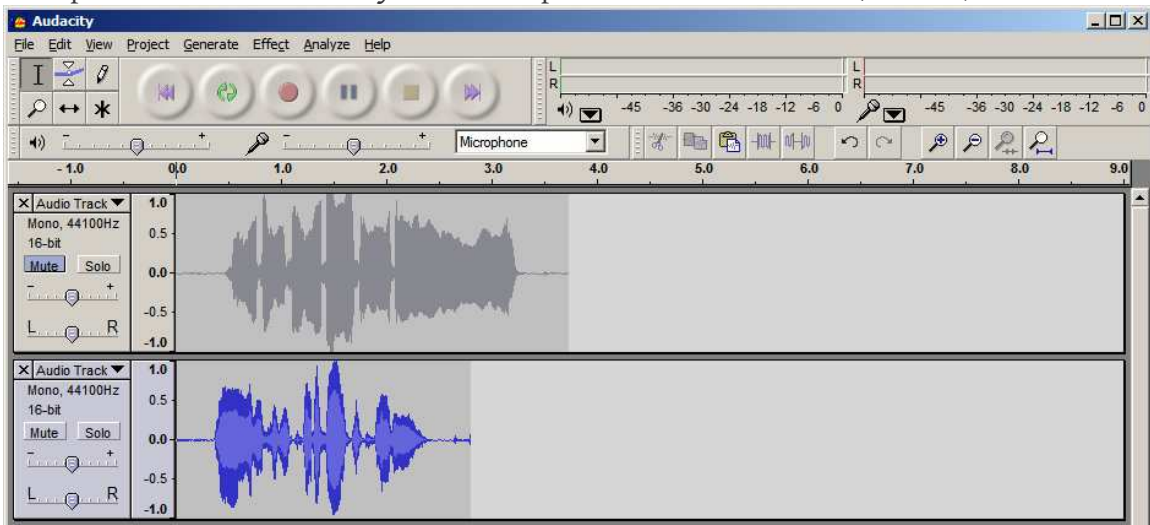
Instructions: Cross splicing involves taking a selection from one sound file and replacing the corresponding portion of another sound file with that selection. Insertion refers to adding silence or a selection to a file without replacement.

CROSS SPLICING and INSERTION

1. Open Audacity (Start>Program Files>Audacity).
2. Open the waveform that you will be splicing a selection FROM. (File>Open or CTRL+O).
3. Highlight the portion of the waveform to be copied. Press SPACE BAR to check that you have all of, but not more than, the required selection.

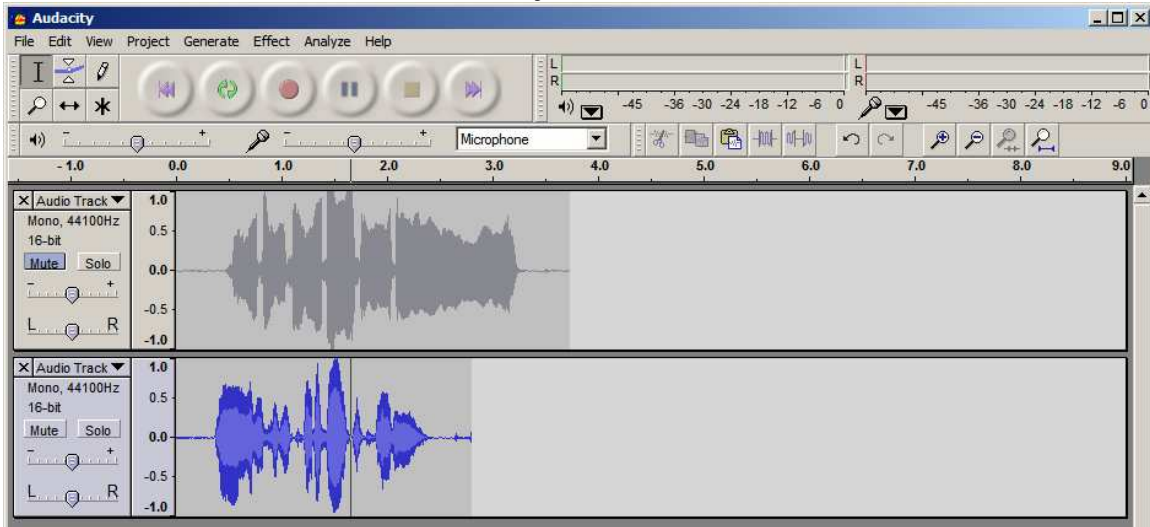


4. Press CTRL+C to copy the selection, or choose copy from the edit menu.
5. Press the MUTE button to silence the first waveform.
6. Open the waveform that you want to paste the selection into (CTRL+O).

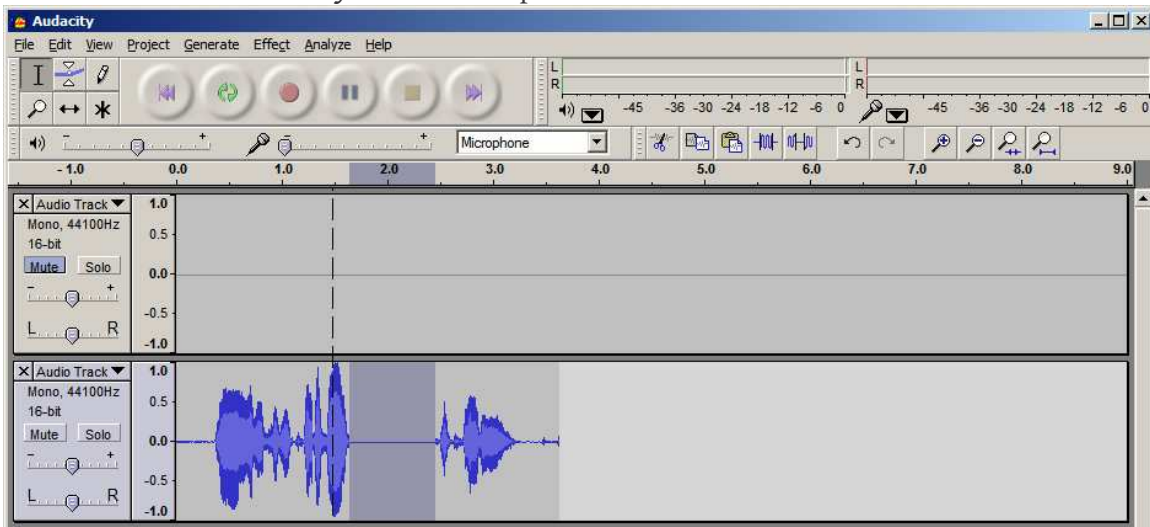


INSERTION

1. Place the cursor on the location that you want to insert content at.

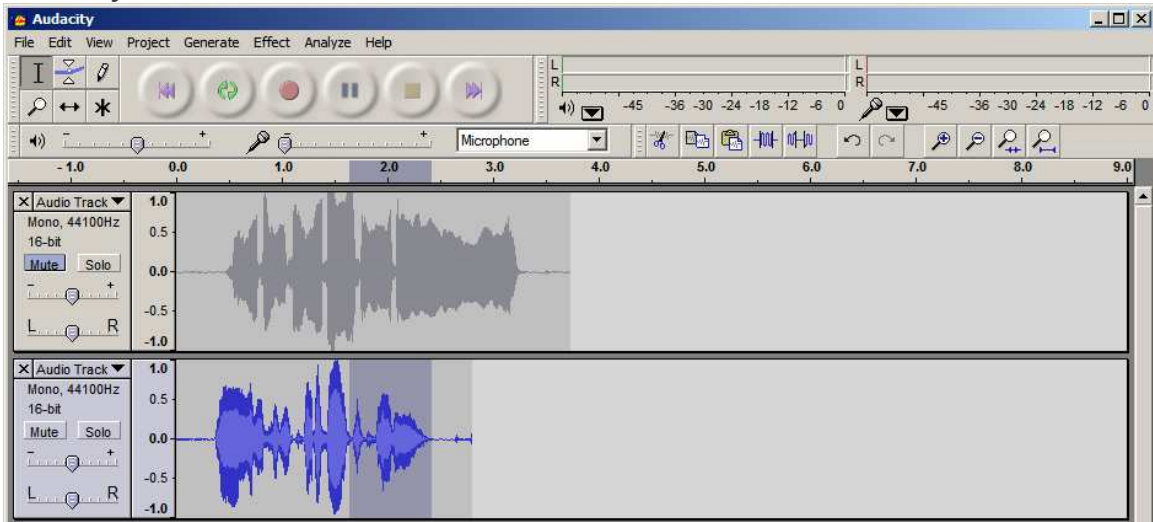


2. If you want to insert your copied content, press CTRL+V, or select Paste from the Edit menu.
3. If you want to insert silence, start with a silent waveform. After you open Audacity, choose Generate>Silence to create a silent waveform. Select the amount of silent that you want and proceed as usual.

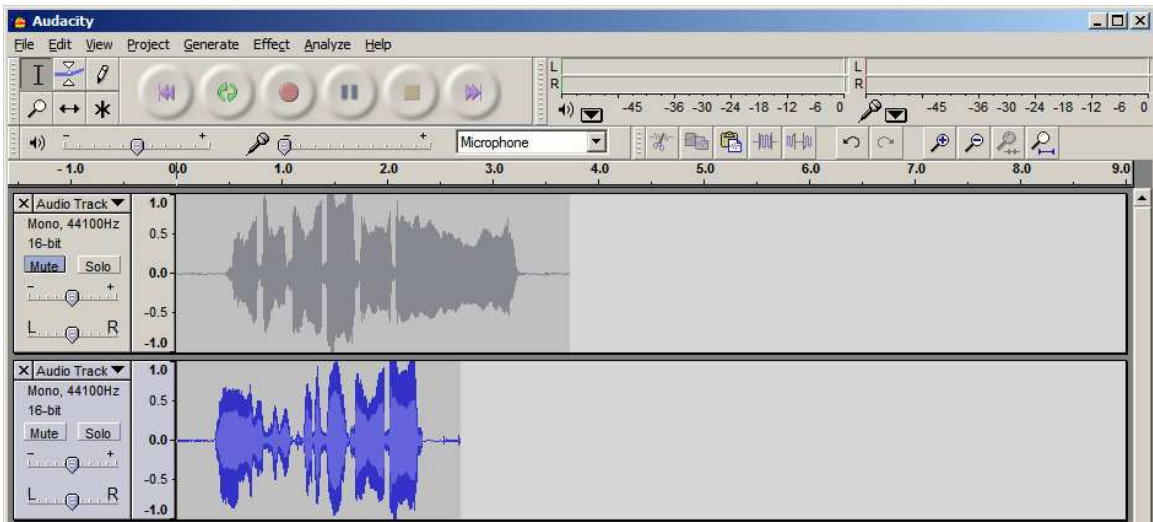


CROSS SPlicing

1. Highlight the content that you want to replace. Use the SPACE BAR to check that you have the correct content.



2. To replace your copied content, press CTRL+V, or select Paste from the Edit menu.



3. Close the Track that is muted. Save your new waveform (File>Export As WAV).