Digital Portfolios
Recording and Editing Sounds
"How To"

Recording Sounds

1. Open Sound Forge
2. Click Record (red) button
3. Click New (new window box appears)
4. Click 16 Bit
5. Click Mono
6. Select sample rate at 8.000
7. Click OK
8. Click Monitor Input
9. Click Prepare
10. Click Record when ready to start recording
11. Begin CD player or start talking "across" the microphone
12. Click Stop to end recording
13. Click Close
14. Click File
15. Click Save As
16. Type in a file name
17. Click OK

Deleting Portions of Recording

1. Open Sound Forge
2. Click File
3. Select file you wish to edit
4. Click play | button to determine which portion of the recording to delete
5. Click and drag over portion of recording you wish to delete
6. Hit the delete key
7. Click play button | to determine if correct portion was deleted
8. Repeat click and drag procedures to delete additional sound *OR*
9. To begin the process again hit the undo key to restore original recording and repeat steps 4-7

CAUTION: Do not save the file until you have played it and determined that is the sound you want recorded permanently. Once you save the file you will replace the original recording with the new editing procedures in place

10. Save the File

Fading "In" and/or "Out"

1. Open Sound Forge
2. Click File
3. Select file you wish to edit
4. Click Play | button to determine which portion you want to fade in or out
5. Click and drag over portion you wish to fade in or out
6. Click Process
7. Select Fade
8. Select Fade In or Fade Out
9. Click Play | button to listen to faded area
10. Repeat procedure to add more fade time *OR*
11. To begin the process again hit the undo key to restore original recording and repeat steps 4-7

CAUTION: Do not save the file until you have played it and determined that is the sound you want faded permanently. Once you save the file you will replace the original recording with the new editing procedures in place

12. Save the file