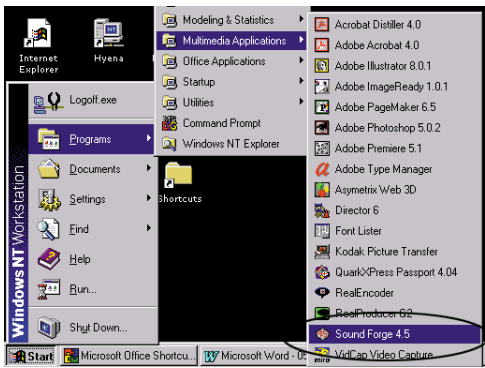
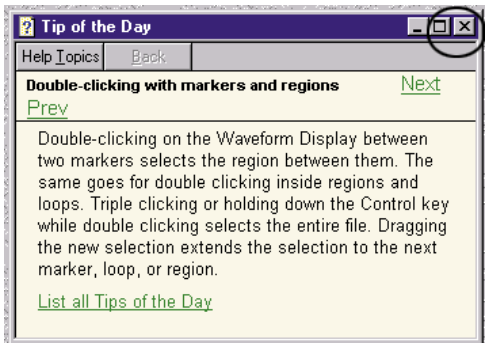

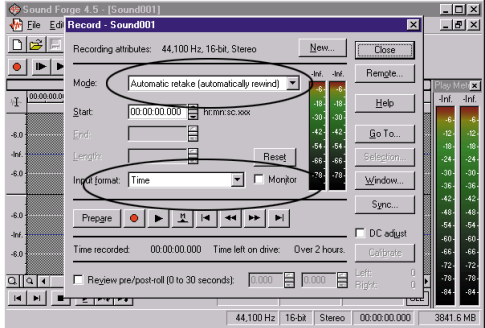


HCS Multimedia Tutorials – Making Sound Files with Sound Forge

Introduction: Sound Forge is a sound-editing program that makes it easy to record your own wave files. You can then add them to PowerPoint presentations.

<p>1.</p> <p>Open Sound Forge 4.5</p>	<p>Open Sound Forge 4.5: Select on the Start Menu. Select Programs. Select Multimedia Applications. Select Sound Forge 4.5.</p>	
<p>2.</p> <p>Read Tip of the Day, if desired or close it to begin.</p>	<p>The Tip of The Day window is the first window to appear.</p> <p>Click Next if you want more tips otherwise click the X in the upper part of the window.</p>	
<p>3.</p> <p>Open a new recording session</p>	<p>Open a new recording session:</p> <ul style="list-style-type: none"> Click on the red Record button to open a new recording session. 	
<p>4.</p> <p>Configure the recording session</p>	<p>Configure the recording session:</p> <ul style="list-style-type: none"> Select Automatic retake in the Mode field. Select Time in the Input format field. 	

5.

Record a sound

The computers in the PC Multimedia Lab all have identical monitors with built-in microphones. The microphones are located at the center of the monitor, below the screen. Depending on how loudly you speak you will need to move closer or further away from the microphone.

Begin recording by clicking on the red **Record** button.

End the recording by clicking on the **Stop** button.

Review your recording by clicking on the **Play Button**. If you do not like the recording and wish to re-record it, press the record button again.

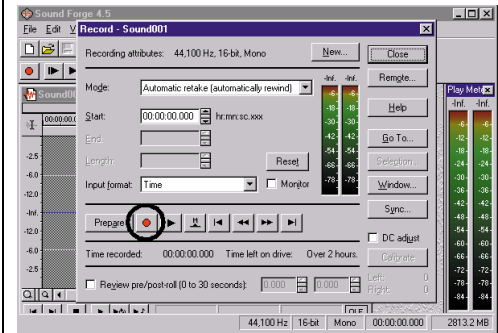
Troubleshooting:

Unable to hear the sound check:

- Click on the speaker icon (located at the bottom right part of the screen).
- Make sure that Mute is unchecked.
- Check the monitor volume level.
- Press the third button from the left on the monitor to increase the volume.

No sound is recorded after following the steps to record:

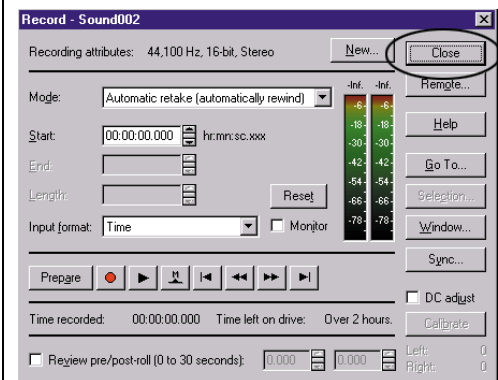
It is possible that the computer is missing a cable that is required to record sound from the microphone in the monitor. In this instance switch computers and inform the helpdesk of the problem.



6.

Close the Recording Session window

Click on the **Close** button to close the Recording Session window.



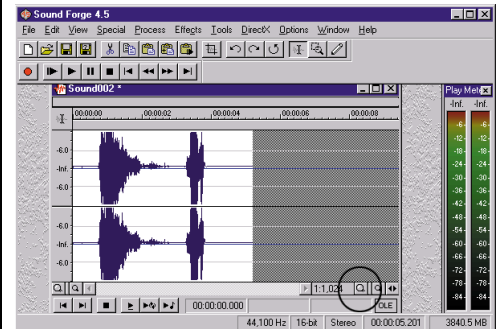
7.

Enhance the graph view, if necessary

The Data window will display your sound file in the form of a graph similar to the pictures at right.

The thickness of the line at the center represents the volume of your sound file over the duration of the sound clip.

You can alter the magnification of the graph by clicking on the **Magnification Buttons** located at the bottom corners of the window.

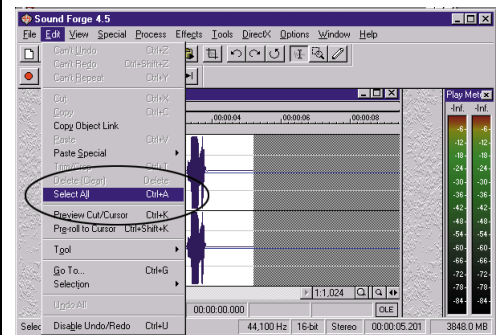


8.

Replay your sound file

Replay your sound file:

- Click on the **Edit Menu**.
- Choose **Select All**.
- Click the **Play Button**.



9.

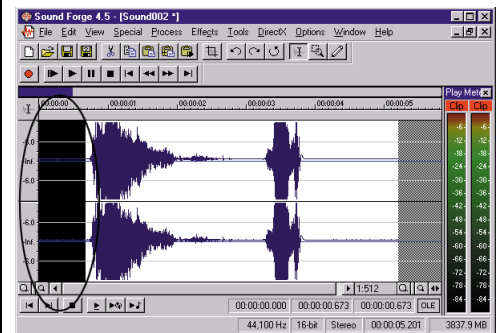
Edit the length of the sound file.

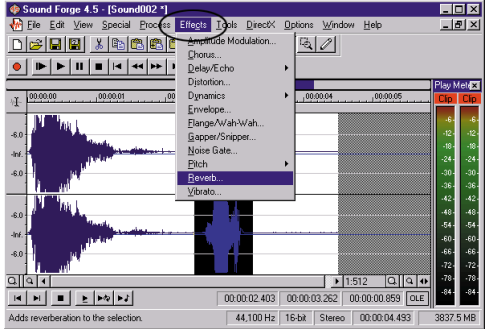
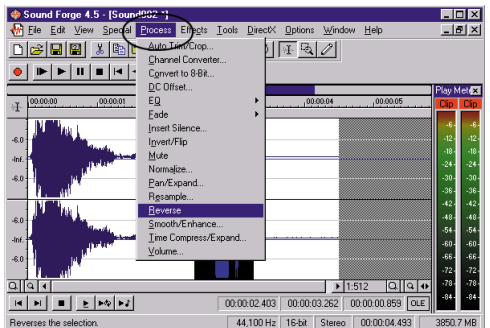
To edit the length of your sound file:

- Click and drag a section of the graph that you would like to delete. (One might delete any dead space).
- Press the **Delete** key on your keyboard to make the cut.

To undo a change:

- Click on the **Edit Menu**.
- Select **Undo**.



<p>10.</p> <p>Add effects if desired</p>	<p>To add effects to a sound:</p> <ul style="list-style-type: none"> • Select a region of the sound you would like to enhance with an effect. • Click on the Effect Menu. • Select the type of effect you would like to modify the sound with. <p>Some possible effects you can add are flange, pitch bend and reverb. If you don't know what these are try them out! You can always undo these changes.</p>	
<p>11.</p> <p>Add processes if desired</p>	<p>To add processes to a sound:</p> <ul style="list-style-type: none"> • Select a region of the sound you would like to enhance with a process. • Click on the Process Menu. • Select the type of process you would like to modify the sound with. <p>With processes you can do things like reverse the sound, increase or decrease the volume, or create a fade. If you don't know what these are try just them out!</p>	
<p>12.</p> <p>Final Step</p> <p>Save your sound file</p>	<p>To save your file:</p> <ul style="list-style-type: none"> • Click on the File Menu. • Select Save. • Enter a file name in the File name field. • Choose a file format in the Save as type field. • Click the Save button. <p><i>Note: Wave files can easily be incorporated into PowerPoint presentations.</i></p>	