TUTORIAL FOR INCORPORATING
COOL EDIT 2000 WITH WIREREADY32

Cool Edit 2000 vs Cool Edit 96:

Cool Edit 96, the version prior to Cool Edit 2000, is a single-track editor. Each audio file has a single graphical wave form, in it's own window. Cooledit96 lets you cut and paste from one audio file to another, or mix paste and place audio on top of another sound file, permanently blending the two. Once the files are mixed, you cannot easily go back and change the volume or placement of the additional audio.

Cool Edit 2000 is a true multi-track editor which retains many features of Cool Edit 96. They share virtually all the same keystrokes and work the same way for editing individual audio files (Waveform View). But Cool Edit 2000 can also be toggled to a Multitrack View, where you can manipulate sounds separately before permanently mixing them into a single track. Cool Edit 2000 Studio Plug-In's multitrack environment enables you to place any number of waveforms into four tracks for simultaneous playback and mix down. The Multitrack View allows you to display different audio files, that you can move relative to the other tracks, adjust their volumes, or edit them separately until you are ready to mix them down into a single file for saving and playback later in the newsroom.

Cool Edit 2000 is also a 32-bit version, suited for any Windows 95/98/NT/2000 operating systems. Cool Edit 2000 also handles varied audio formats including MPG and MP3 files, allowing for importing or exporting to and from the newsroom system, and converting to the linear WAV files that WireReady uses.

Notes Before you Begin:

This document is an addendum to the *Tutorial for WireReady32*. That tutorial described the many functions of recording and editing sound with Cool Edit 96 in conjunction with WireReady32. This document does the same with Cool Edit 2000. Many of the processes are identical, but for your convenience those steps have been repeated here so it is not necessary to read portions from both tutorials in order to learn to use Cool Edit 2000. Everything you need to know about using Cool Edit 2000 with WireReady32 is included in this document.

As you read this tutorial keep an eye open for this icon: 🔆. It denotes information that is specific to Cool Edit 2000. It was <u>not</u> mentioned in the previous tutorial. Therefore, anyone familiar with the *Tutorial for WireReady32* may wish to simply read these marked paragraphs.

GETTING STARTED

How to create a new audio file
  RECORDING AUDIO (METHOD 1)
    Strike **Alt-5** *OR* Click on the AudioLog button.
    Strike **Ctrl-N** *OR* Click on the New button.
    Enter the name of the file.
    Cool Edit 2000 will open.
    If it is not launched then click on Cool Edit 2000 on the Taskbar.
    Click on the Record button (The red button located in the lower, left corner of the window).
    Use the board or microphone to record the audio.
    When finished recording, click the Stop button.
    From the Menu bar click on *File*, then *Save* OR From the Tool bar click on the leftmost computer disk.

  RECORDING AUDIO (METHOD 2)
    Strike **Alt-8** *OR* Click on the Record button.
    Enter the name of the file.
    Choose a folder to store the file.
    Cool Edit 2000 will open.
    Strike **Ctrl-Space** *OR* Click on the Record button.
    Use the board or microphone to record the audio.
    When finished recording, strike the **Spacebar** *OR* click the Stop button.
    Strike **Ctrl-W** to close the file.
    When asked to save the file, choose **Yes**.
    Click on the Minimize box (the minus sign in the upper, right corner of the Window).

Note: If you have finished with the recording session then click on the close button (the **X** in the upper, right corner of the window) to exit Cool Edit 2000. This will prevent confusion when the next user attempts to work with Cool Edit 2000.

How to modify sound bites in Cool Edit 2000

PLAY/STOP (TWO METHODS)
1.   Click on Play button to hear audio starting at the yellow starting line. Click on the Stop button when done.
2.   Strike the **Spacebar** to Start or Stop.

PLAY ONLY A SELECTION
Highlight a portion of the audio.
Strike the **Spacebar** to Start of Stop.

ADJUST HIGHLIGHTED AREA
Left-click at the beginning of the desired area.
Right-click at the end of the desired area.
Right-click again at any point to adjust the highlighted area.

FINE TUNE HIGHLIGHTED AREA
Highlight a portion of the audio.
Strike the **Left** or **Right Arrows** on the keyboard to move the left side of the highlighted area.
Hold **Shift** and strike the **Left** or **Right Arrows** on the keyboard to move the right side of the highlighted area.

CUT/PASTE WITHIN AN AUDIO FILE
Open the file in Cool Edit 2000.
Highlight a portion of the audio.
Click *Edit* from the Menu bar.
Choose *Cut*.
Click where you wish to place the audio cut.
Click *Edit* and choose *Paste*.

DELETE A PORTION OF AN AUDIO FILE

Open the file in Cool Edit 2000.

Highlight a portion of the audio.

Click on the **Delete** key on the keyboard.

💡ZOOM IN/OUT

Many zoom buttons are available in Cool Edit 2000. Six are located just to the left of the counter at the bottom of the window. Two are located in the lower, right corner of the window. By placing the mouse over any of these buttons a description will pop up explaining the purpose of the button.

Open the file in Cool Edit 2000.

Click the "Zoom In to Center" button to zoom in on the middle of the entire waveform.

Click the "Zoom Out" button to zoom out one level.

Click the "Zoom Out Full" button to zoom out completely.

Click the "Zoom to Selection" button to zoom in on the middle of a highlighted area.

Click the "Zoom to Left of Selection" or "Zoom to Right of Selection" buttons to zoom to the left or right of a highlighted area respectively.

Click the "Zoom Out Vertically" or "Zoom In Vertically" buttons to zoom up or down respectively.

ADJUST VOLUME ON PORTION OF AUDIO FILE

Open the file in Cool Edit 2000.

Highlight a portion of the audio.

From the Menu bar click on *Transform*, then *Amplitude*, then *Normalize*.

Enter a number to adjust the volume. The larger the number, the higher the volume.

UNDOING A MISTAKE

From the Menu bar, click on *Edit*, then *Undo*.

Click on *Undo* again to erase the mistake prior to that one.

Note: The Undo option is stacked so it is possible to undo a number of mistakes by repeatedly clicking on *Undo*.

NOISE REDUCTION
> Open the file in Cool Edit 2000
> Highlight a portion of the audio that contains only the hum/static to be removed.
> From the Menu bar, click on *Transform*, *Noise Reduction*, then *Noise Reduction* again.
> Click on *Get Profile from Selection*.
> Click on the *Close* button.
> Click once on the audio file to un-highlight the selection.
> With nothing highlighted in the audio, click *Transform* from the Menu bar, then choose *Noise Reduction*.
> Click on *OK*.
> Cool Edit will remove the previously selected hum/static from the entire audio file.

How to save only a portion of a sound bite in Cool Edit 2000

SAVE SELECTIONS FROM AN EXISTING RECORDING/AUDIO FILE
> Open the file in Cool Edit 2000.
> Highlight a portion of the audio.
> From the Menu bar click on *File*, then *Save Selection* OR From the Tool bar click on the *Black* computer disk.
> Provide a DIFFERENT name than the current audio name.
> Choose a folder where you wish the file to be saved.
> **Note:** Keep audio file names less than 40 characters. No commas.

Background Sound/Music with Voice Tracks

The most efficient way to include background sound with a voice track is to use the multitrack feature included with Cool Edit 2000. Once the voice track has been recorded, edited and saved using the Waveform View (single track), it can them be inserted into the Multitrack View along with any other audio files you wish to mix.

💡 *Toggle between Waveform (single) and Multitrack Views*

Strike **F12**, *OR* From the Menu bar click on *View*, then chose Multitrack View, *OR* Click on the leftmost icon on the toolbar at the top of the window.

How to open files in Cool Edit 2000

OPEN AUDIO FILE

Strike **Alt-5** *OR* Click on the AudioLog button.

Strike **Ctrl-L** *OR* Click on Select button.

Choose the folder, and click OK.

Strike **Ctrl-R** *OR* Click on the Refresh button to show any recently added files.

Choose the file and strike **Enter** *OR* Double-click.

Cool Edit 2000 opens.

💡 OPEN A SECOND AUDIO FILE

If Cool Edit 2000 is on the screen, click on WireReady32 located on the Taskbar.

Strike **Alt-5** *OR* Click on the AudioLog button.

Strike **Ctrl-L** *OR* Click on Select button.

Choose the folder, and click OK.

Strike **Ctrl-R** *OR* Click on the Refresh button to show any recently added files.

Choose the file and strike **Enter** *OR* Double-click.

Click on Cool Edit 2000 on the Taskbar.

Note: Any previously opened audio files are still open in Cool Edit 2000. Only one audio file/waveform is visible at a time in the Single Waveform View.

💡 *Inserting Waveforms into Multitrack View*

💡 FROM WAVEFORM VIEW

Strike **Ctrl-M** *OR* From the Menu bar click *Edit*, then *Insert in Multitrack*.

Hold the **Ctrl** key and strike the **Tab** key. The next waveform will be displayed.

Strike **Ctrl-M** again to insert this waveform.

💡FROM MULTITRACK VIEW

> From the Menu bar click *Insert*, then choose the file you wish to insert.
>> *-OR-*
> Right-click on a track, click *Insert* , then choose the file you wish to insert.
> If the file is not listed choose *Wave from File*.
> If necessary use the drop-down triangle next to the Look in box to open the correct folder.
> Double-click the file you wish to insert, *OR* click once, then click *Open*.
> **Tip:** To open multiple files at once hold **Ctrl** while clicking on the files.

💡*Playing Waveforms in Multitrack View*

💡PLAY/STOP (TWO METHODS)

1. Click on Play button to hear audio starting at the yellow starting line. Click on the Stop button when done.
2. Strike the **Spacebar** to Start or Stop.

💡*Adjusting the starting point of an audio file in Multitrack View*

💡MOVING A WAVEFORM WITHIN THE SAME TRACK

> Click and hold with the right mouse button on the waveform.
> Drag the mouse to the location you wish to place the waveform.
> Release the right mouse button.

💡*Controlling the Volume of a track in Multitrack View*

Volume envelopes appear as a green line on top of the waveform and indicate the volume curve that the waveform will follow during playback, with the top of the waveform representing 100% (normal) amplification, and the bottom representing full attenuation (silence.)

💡TURNING THE VOLUME ENVELOPE ON

From the Menu bar click on *View*.

Checkmark *Show Volume Envelopes* to display the Volume Envelopes for each waveform block.

💡FADING THE VOLUME ON A SELECTED TRACK

Insert the waveforms into the desired tracks.

The Volume Envelope will appear as a green line on top of the waveform, with a white block marking the begin and end of the waveform.

Click and drag the white block at the beginning of the waveform down to the bottom of the track. The envelope will now rise from left to right.

At the point in the waveform that you want the volume to be at 100%, click and drag the envelope back up to the top of the track. An additional white block will appear on the green line at that point.

At the point in the waveform that you want the volume to fade down, click on the envelope. This will insert an additional block on the green line.

Click and drag the white block at the end of the waveform down to the bottom of the track.   The volume will drop from 100% to 0 from the previous block to the end of the waveform.

💡*Pan from left to right with Stereo sound*

Pan envelopes appear as a blue line in the middle of the waveform and represent the waveform left/right stereo placement, with the top of the waveform being hard left, and the bottom hard right.

💡TURN THE PAN ENVELOPE ON & OFF IN MULTITRACK VIEW

From the Menu bar click on *View*.

Checkmark *Show Pan Envelopes* to display the Pan Envelopes for each waveform block.

Uncheck *Show Pan Envelopes* to remove the Pan Envelopes from the waveform blocks.

💡 *The Track Console*

The Track Console is where you will find controls for viewing and altering each track's properties, such as its pan and level settings. The Console is found along the left edge of the Waveform Display, with each track having its own console strip, or set of controls.

💡 TO CHANGE THE VOLUME OF A SELECTED TRACK

Right click on the volume readout in the track's console area or right-click in an empty area of the track and choose *Volume...* from the pop-up menu.

Click and hold the left mouse button to slide the handle vertically.

Click on the *OK* button.

💡 TO MUTE A SELECTED TRACK

Click the green "*m*" button to mute the track.

The track's Mute button will darken and its waveforms will be grayed.

To enable the track to be heard, click on the "*m*" button again.

💡 TO ONLY PLAY A SELECTED TRACK

Click the yellow "*s*" button to play the track solo.

The track's Solo button will light up (bright yellow) on this track.

To enable the other tracks to be heard, click on the "*s*" button again.

💡 TO RECORD IN A TRACK FROM THE OTHER TRACKS IN A SESSION

The record enable button arms a track for recording. When the master record button is pressed, audio will be recorded into this track.

Click the red "*r*" button in the Track Console.

The track's Record button will light up (bright red).

Click on the Record Button on the Transport toolbar to begin recording, *OR* Hold the **Ctrl** and strike the **Space** key.

Click on the Stop button to end recording.

💡 *Saving a Multitrack Session to a Single Waveform*

💡 MIXING DOWN ALL TRACKS

From the Menu bar click on *Edit*, then *Mix Down*, then *All Waves (Mono)*.

The session will appear in a single waveform.

From the Menu bar click on *File*, then choose *Save As*.

Type a name for the audio file in the File Name entry box.

Select a different folder if necessary by clicking on the drop-down triangle next to the Save in box at the top of the window.

Click *Save*.

💡 MIXING DOWN SELECTED TRACKS

Hold the Ctrl key while clicking on the desired waveforms.

From the Menu bar click on *Edit*, then *Mix Down*, then *Selected Waves (Mono)*.

The session will appear in a single waveform.

From the Menu bar click on *File*, then choose *Save As*.

Type a name for the audio file in the File Name entry box.

Select a different folder if necessary by clicking on the drop-down triangle next to the Save in box at the top of the window.

Click *Save*.

💡 ANOTHER MIXING DOWN METHOD

Right-click on a vacant track.

Choose *Mix Down to Track*, then *All Waves (Mono)*.

The mixed down waveform will appear in the vacant track.

Double-click the new waveform to open it in the Waveform view.

Save the audio file as previously described.

How to hear sound bits without opening Cool Edit 2000

PREVIEW

Locate the audio file in the AudioLog.

Move the highlight to the audio you wish to hear.

Strike **F3** *OR* Click the Preview button to Play and Stop.

Viewing/Modifying the details regarding a sound bite

DISPLAY AUDIO FILE DETAILS

Locate the audio file in the AudioLog.

Move the highlight to the audio you wish to view.

Strike **F4** *OR* Click the Info button.

Add or adjust any information pertaining to this audio file.

Tip: To hear the audio before typing the outcue, click on the Preview button.

Click the Save button when done.

How to insert sound bites into your stories in Notepad

EMBEDDING AUDIO (METHOD 1)

In the Notepad place the cursor where you wish the sound to go.

Strike **Ctrl W** *OR* Click the Wave button.

On the right side of the dialog box, click on the folder that contains the audio cut.

Double-click on the audio file *OR* Click once, then click Open.

A link to the audio file, along with its description, outcue, and length will be placed on the Notepad.

EMBEDDING AUDIO (METHOD 2)

Locate and highlight the audio file in the AudioLog.

Strike **F9** *OR* Click the Embed button.

Strike **F7** to return to the Notepad.

A link to the audio file, along with its description, outcue, and length will be placed on the Notepad.

Tip: The link will be pasted at the location of the cursor. Be aware of this location before you choose to Embed.

How to check the length of the Newscast

VIEWING THE ESTIMATED TIME

Strike **Ctrl-T** *OR* Click the Time button.

The approximate total script time will be displayed.

How to play an audio cut from within the Notepad

OPEN A SAVED NEWSCAST

Strike **Alt-2** *OR* Click on the FileLog button.

Strike **Alt-L** *OR* Click the Select button.

Highlight the correct folder, then strike **Enter**.

Highlight the correct story, then strike **Enter**.

PLAY SOUND DURING A NEWSCAST

Place the cursor above the line where the link to the audio file is located.

Strike **F1**, **F2**, or **F3** to play the audio.

Hold **Shift**, and strike the same key (**F1**, **F2**, **F3**) to stop the audio.

Scroll the text, and use F1, F2, or F3 to play the next cut.

Note: F1, F2, and F3 have the same function of playing the sound cut. If the board is wired to play sound from three pots, then the three function keys can be used to overlap sound.

LOGGING THE AUDIO FILES AFTER A NEWSCAST

After airing the newscast, click on *Edit* from the Menu bar.

Choose *Log it*.

This will record the time the audio was last played, and the number of times it has been played.

Check the AudioLog to confirm the log.

How to Wrap an entire Newscast

CREATING A WRAP/PACKAGE

Open the newscast from the Notepad or FileLog.

Strike **Alt-8** *OR* Click on the Record button.

Enter a name for the new audio file.

Select the appropriate folder, and click OK.

In Cool Edit 2000, click the Record button.

Minimize Cool Edit 2000 by clicking on the minus sign in the upper, right corner of the window. Do <u>Not</u> click on the X.

Using a microphone read your newscast.

Strike **F1**, **F2**, or **F3** to fire the audio files during the cast.

When finished, click on Cool Edit 2000 on the taskbar at the
bottom of the screen to open it.

Click the Stop button.

Edit the audio file using delete, normalize, etc.

Save the file, then strike **Ctrl-W** to close it. Remember, you may
exit Cool Edit 2000 at this point, but it is not necessary.

The audio file containing the wrap is now located in the AudioLog.

How to Move/Copy an audio cut from one folder to another

DUPING AUDIO FILES

Strike **Alt-5** *OR* Click on the AudioLog button.

Highlight the audio file to be duped.

Click on the Dup button.

Choose whether to Copy or Move the file to another folder.

Open the folder where you wish to dup the file.

You may keep the same file name or change it.

Click on the Save button.

OTHER METHODS OF USING MULTITRACKING

💡*Using the Waveforms List*

This displays the audio files or waveforms that are currently open in
Cool Edit 2000. Click on any item in the list to select it, or double-click to
switch to that waveform in the Waveform View window. To select more than
one item in the list, hold down the **Ctrl** key and click on each waveform.

When you are working in the Waveform View window, the Waveforms
List works as a simple navigation tool for opening, closing, and switching
between audio files. In the Multitrack View window, the list provides a
central area for opening, closing, inserting and switching between audio files.

💡DISPLAY AN OPENED WAVEFORM IN WAVEFORM VIEW WINDOW

Strike **F9** to open the Waveforms list

Double-click the audio file, *OR* click once, then click *Switch To*.

Click *Close* to close the Waveforms List window.

CLOSE A WAVEFORM
> Strike **F9** to open the Waveforms list
> Click once on the audio file, then click *Close Wave*.
> Click *Close* to close the Waveforms List window.

INSERT A WAVEFORM INTO MULTITRACK FROM MULTITRACK VIEW
> Strike **F9** to open the Waveforms list
> Click once on the audio file, then click *Insert*. The file will appear
> on the next available track at the location of the yellow cursor.
> > *-OR-*
> Using the mouse, click and drag the file from the Waveforms list
> onto any track.
> Click *Close* to close the Waveforms List window.

INSERT A WAVEFORM INTO MULTITRACK FROM WAVEFORM VIEW
> Strike **F9** to open the Waveforms list
> Click once on the audio file, then click *Insert*. The file will appear
> on the next available track at the location of the yellow cursor.
> Click *Close* to close the Waveforms List window.

Switching between open Waveforms

> Hold the **Ctrl** key and strike the **Tab** key. The next waveform will
> be displayed. To jump to the previous waveform hold **Ctrl** and
> **Shift** and strike **Tab**
> > *-OR-*
> From the Menu bar click on *Window*, then choose the audio file.

Moving sections of a waveform into another track

It is sometimes necessary to move a portion of a waveform into another track, whether the destination track is occupied or vacant. Before a section can be moved it must first be spliced (or marked). You can then use the mouse to drag the splice to another location.

TO MARK A SELECTION DURING PLAYBACK

Click on the Play button on the Transport toolbar; or strike the space bar.

Strike the left bracket (**[**) to anchor the cursor at the position you would like the selection to begin.

Strike the right bracket (**]**) to mark the end of the selection.

The audio will continue to playback until the Stop button on the Transport toolbar is clicked, the space bar is struck, or the waveform ends.

The selection can then be edited and saved. See the paragraph entitled "Fine Tune Highlighted Area" in the TUTORIAL FOR WIREREADY32 to review how to adjust a highlighted area.

SPLICING A PORTION OF A WAVEFORM

Click the yellow Solo button in the Track Console (to the left of the track) in order to isolate that waveform.

With the mouse highlight the section to be spliced. See the paragraph entitled, "Fine Tune Highlighted Area" in the *TUTORIAL FOR WIREREADY32* to review how to slightly adjust a highlighted area.

Right-click on the highlighted area, then choose *Splice*, *OR* From the Menu bar click *Edit*, then choose *Splice*.

MOVING A SPLICED SECTION

Click and hold with the right mouse button on the spliced area.

Drag the mouse to the location you wish to place the spliced section. This may be a vacant track or an occupied track.

Release the right mouse button.

Note: If a spliced area is placed on top of an existing waveform the two sounds will play simultaneously. If you wish to play them back-to-back then first create an open area on the track in which to place the spliced section.

💡 *Closing a Waveform*

💡 TO CLOSE A WAVEFORM WITHOUT EXITING COOL EDIT 2000

From the Waveform View, click on *File* on the Menu bar, then choose *Close*.

-OR-

Strike **Ctrl-W**.

You will be prompted to save changes.

Note: Closing a waveform that is in use by a session will cause that waveform to be removed from the session.

💡 TO CLOSE WAVEFORMS NOT IN USE BY A SESSION

From the Menu bar click on *File*, then *Close Only Non-Session Waveforms*.

You will be prompted to save changes to each waveform.

💡 *Saving a Multitrack Session*

Editing in multitrack view is non-destructive to the original audio files. All changes made to waveforms are confined to that particular session (unless you choose to save and replace an individual WAV file).

Session files do not take up a great deal of hard drive space (typically 1-3 KB) because the audio files are not re-saved under another name. The session file simply points to the location of the original file. Therefore, if the original audio file is moved or deleted any saved session that contained that file will no longer be able to open it. For most news departments, once a multitrack session has been mixed down and saved, there is no need to save the session. However, the directions are provided.

💡 SAVING A SESSION

From the Menu bar click on *File*, then choose *Save Session*.

Type a name for the session in the File Name entry box.

Select a different folder if necessary by clicking on the drop-down triangle next to the Look in box at the top of the window.

Click OK.

Note: A session file (*.SES) <u>cannot</u> be embedded and played in the Notepad in WireReady32. Only *.WAV files can be embedded. Before a session will play from within WireReady32 it must be "Mixed Down" into a single waveform.

💡 *USING MP3 Files*

MP3 files are compressed and therefore much smaller than WAV files. That is why they download so quickly from the Internet. They are nearly ten times smaller than WAVs. However, MP3s are typically a lower quality audio file than are WAVs. Only WAV files can be embedded and played with WireReady32.

Cool Edit 2000 provides the ability to convert between these two popular audio formats (and many others). In doing so it is important to be aware of the Sample Rate. Half of the Sample Rate is the highest frequency that can be heard. Most people can hear sounds as high as 15Khz, or occasionally 17Khz. Which translates to a Sample Rate between 30000 Kbps and 34000 Kbps. WireReady32 supports Sample Rates between 22050 Kbps and 32000 Kbps.

The majority of voice cuts are no higher than 3Khz to 5Khz (6000 to 10000 Sample Rate). However, music rates are much higher. That is why music may sound slightly flat when played through WireReady32. The bottom line - When converting a WAV to an MP3 some audio fidelity may be lost because the file will be compressed; when converting from MP3 to WAV choose a Sample Rate between 22050 and 30000.

💡 OPEN AN MP3 FILE

From Cool Edit 2000 click on *File*, then *Open, OR* strike **CTRL-O**.
Select *MPEG 3 (FhG) (*.mp3)* in the Files of type box at the bottom of the window.
Select a different folder if necessary by clicking on the drop-down triangle next to the Look in box at the top of the window.
Double-click the audio file, *OR* click once on the file and click *Open*.

CONVERT AN MP3 TO WAV FORMAT (METHOD 1)

Open an MP3 file.

From the Menu bar click on *Edit*, then click on *Convert Sample Type..*, *OR* strike **F11**.

Change the Sample Rate to 22050, the Channels to Mono, and the Resolution to 16-bit, then click the *OK* button.

From the Menu bar click on *File*, then click *Save As*.

Select *Windows PCM (*.wav)* in the Save as type box at the bottom of the window.

Click on the *Save* button.

CONVERT AN MP3 TO WAV FORMAT (METHOD 2)

From Cool Edit 2000 click on *File*, then *Open AS*.

Select *MPEG 3 (FhG) (*.mp3)* in the Files of type box at the bottom of the window.

Select a different folder if necessary by clicking on the drop-down triangle next to the Look in box at the top of the window.

Double-click the audio file, *OR* click once on the file and click *Open*.

From the Open As dialog box select a Sample Rate as 22050, the Channels as Mono, and the Resolution as 16-bit, then click *OK*.

A series of conversion boxes will appear before the File opens.

From the Menu bar click on *File*, then click on *Save As*.

Select *Windows PCM (*.wav)* in the Save as type box at the bottom of the window.

Click on the *Save* button.

CONVERT A WAV TO MP3 FORMAT

Open a WAV file.

From the Menu bar click on *File*, then click *Save As*.

Select *MPEG 3 (FhG) (*.mp3)* in the Files of type box at the bottom of the window.

Click on the *Save* button.

If the "MPEG-1 Layer 3 Encoder Options" dialog box appears click on the top Available Format (32Kbps, 22050Hz, Mono).

Click on the *OK* button.

Other features available with Cool Edit 2000

Cool Edit 2000 has many advanced features, too numerous to provide step-by-step instructions for each one. A few are mentioned below:

- Stretch or Reduce the length of an audio cut while maintaining the pitch.
- Adjust the Pitch while maintaining the time of an audio cut.
- Append one audio file to the end of another.
- Generate silence within a cut.
- Make an audio cut play in reverse.

It is recommended that you check out the Help file provided with Cool Edit 2000. From the Menu bar click on *Help*, and then either *Quick Reference* or *Contents*.

Quick Keys and Mouse Maneuvers
for Cool Edit 2000

Cool Edit 2000 offers a wide variety of keyboard shortcuts to make editing easy and fast. See the list below to find out how to use your computer keyboard and mouse to speed up your editing.

KEYBOARD

File controls:
Ctrl+N   Creates a new, initially blank file
Ctrl+O   Opens an existing waveform
Ctrl+W   Closes the current waveform
Ctrl+S   Saves the current waveform to disk
Ctrl+Q   Exits Cool Edit 2000

Selection controls:
Ctrl+A   Select Entire Waveform
Ctrl+B   Enable both channels for editing
Ctrl+L   Enable Left channel for editing
Ctrl+R   Enable Right channel for editing
Left Arrow   Adjust left side of highlight 1 pixel to the left
Right Arrow   Adjust left side of highlight 1 pixel to the right
Shift+Left Arrow   Adjust right side of highlight one pixel to the left
Shift+Right Arrow   Adjust right side of highlight one pixel to the right
Ctrl+Shift+A   Select current view
Escape   Deselect (if any selection made, it is unselected) and reset cursor to start

🔆 **{**   Find Next Beat (Left)
🔆 **}**   Find Next Beat (Right)
🔆 **[**   Anchors cursor position during playback
🔆 **]**   Anchors selection (right) during playback

Editing controls:

Ctrl+Z	Undo
F2	Repeat Last Command
F3	Repeat Last Command (no dialog)
Ctrl+C	Copy selection to internal clipboard
Ctrl+X	Cut waveform to internal clipboard
Ctrl+V	Paste from internal clipboard (or Windows clipboard if internal clipboard is empty)
💡 **Ctrl+Shift+N**	Creates a new file and pastes waveform data from clipboard
💡 **Ctrl+Shift+V**	Mix paste
💡 **Ctrl+M**	Inserts the current selection or waveform into the multitrack environment
Delete	Delete selection
Shift+Delete	Cut selection to internal clipboard
Ctrl+T	Trim to selection
💡 **F11**	Convert Sample Type
💡 **Ctrl+(1 through 5)**	Switch between Cool Edit 2000's 5 internal clipboards

Play and Record controls:

Space	Toggle Play / Stop
Ctrl+Space	Toggle Record / Pause
Shift+Space	Toggle Play from Cursor To End / Pause
💡 **Ctrl+Shift+Space**	Toggle Play All / Pause
💡 **Alt+P**	Play Normal
💡 **Alt+S**	Stop (like Space when already Playing)

View and Zoom controls:

💡 **F12**	Edit Waveform View/Multitrack View toggle
Home	Jump view to start of wave (doesn't affect cursor)
End	Jump view to end of wave (doesn't affect cursor)
Ctrl+End	Zoom into right side of wave selection or cursor
Ctrl+Home	Zoom into left side of wave selection or cursor
Ctrl+Up Arrow	Vertical Zoom In

Ctrl+Down Arrow	Vertical Zoom Out
Ctrl+Right Arrow	Zoom "In" (zoom to center of view)
Ctrl+Left Arrow	Zoom Out
Page Down	Scroll forward one screen (doesn't affect cursor)
Page Up	Scroll backward one screen (doesn't affect cursor)

Miscellaneous:

🔆**F1**	Bring up Help
🔆**F4**	Bring up Settings dialog
F8	Add current cursor location or selection to cue list while stopped or playing
🔆**F9**	Bring up Waveforms List
🔆**F10**	Monitor VU Levels
Enter	If CD window is up, accept text changes made in CD title window
Tab	Go to next song if CD window up
🔆**Ctrl+I**	Info
🔆**Alt+Z**	Bring up Frequency Analysis dialog
🔆**Ctrl+Tab**	Go to next waveform window
🔆**Ctrl+Shift+Tab**	Go to previous waveform window

MOUSE

Left click and drag on waveform(s) **to highlight and select a range of samples**

Shift+Left click and drag on waveform **to extend selection**

🔆**Double-click** on Display Range Bar (green bar**) to enter viewing range directly in samples**

🔆**Click to the left or right** of the Display Range Bar **to page one screen left or right**

🔆**Double-click** on Level Meters (black bar beneath play buttons**) to start/stop monitoring**

Click on the Clip Indicator (to the right of the level meter) **to clear it**

Right click and drag on the Amplitude/Track Ruler **to select a vertical viewing range**

Right click and drag on the Time Ruler **to select a horizontal viewing range**

💡**Right click** on Time Ruler **to zoom in or out or select Time Display Format**

Right click on the Level Meters **to bring up its configuration menu**

Double-click on the Time Ruler **to cycle through the Time Display Formats**

💡**Double-click** on the Amplitude Ruler **to cycle through the vertical display formats**

💡**Rest mouse** over toolbar button **to get explanation of button's function**

💡**Right click** on Status Bar (below Level Meters**) to configure display**

💡**Click and drag** up/down (off the ruler area) on Amplitude/Track Ruler **to scroll vertically**

💡**Click and drag** left/right (off the ruler area) on Time Ruler **to scroll horizontally**

Double-click on title bar **to Maximize/Restore**

💡**Right click** on the Fast Forward and Rewind buttons in the Transport **to alter their speed**

💡**Double-click** on Time Display Fields **to enter values for view/selection times**

Edit Waveform View specific

💡**Right click** on Amplitude Ruler (right side of waveform) **to zoom vertically or select vertical scale**

Double-click on an individual sample **to see the current sample value or to edit the value directly**

Right click and drag on waveform **to extend selection**

💡**Click and drag** near the top or bottom of a stereo **waveform to select a single channel**

Multitrack View specific

💡**Right click** on waveform block **for editing functions menu**

💡**Right click** on empty track area **for track properties menu**

💡**Double-click** on a waveform block **to jump into Edit mode for that waveform**

💡**Click** on any waveform block **to select it**

💡**Ctrl+Click** on waveform blocks **for multiple selection**

💡**Double-click** in an empty area of a track **to select all waveforms in the track.**

💡**Ctrl+Double**-click in an empty area on multiple tracks **to select/de-select all waveforms in different tracks**

💡**Right click and drag** on a waveform block **to reposition it**

💡**Ctrl+Right click** and drag on a waveform block **to create a copy of it**

💡**Right-click** on a waveform and then hold down the Ctrl key **to lock movement to vertical only**

💡**Shift+Right click and drag** on a waveform block **to create an Image of it**

💡**Right-click** in Track Name area **for Track Info dialog**

💡**Right click** on track ruler (right side of waveforms) **to zoom vertically**

💡**Right click** in an empty track area and choose Insert **for easily placing waveforms in tracks**

💡**Nudge a waveform** forward/back in time block using "**<**" and "**>**" keys (moves one pixel at a time)

Intellipointä Mouse specific

Roll the mouse wheel forward **to zoom in**

Roll the mouse wheel backwards **to zoom out**

In multitrack view, **hold** down the mouse wheel **to pan waveform around**