

## ***Preparing Music/SFX from CD with iTunes***

- 1.) Insert your CD and iTunes should open automatically. If it doesn't open, click on the iTunes in the dock. Your CD should appear in the iTunes window.
- 2.) Checkmark the tracks that you want to import. To deselect all the checkmarks, hold down **<Apple>** and then click on a checkmark.
- 3.) If the tracks are generically titled "Track 1", "Track 2", etc., **rename** the tracks you want to use with useful information like the name of the song, band, etc.

**Note: It is very important to rename your imported music; otherwise, there will be several imported songs with the same name (i.e. "Track 1", "1 Track 1", "2 Track 1"), which is very confusing.**

- 4.) Click the **Import** button. iTunes will import your music from the CD to the **iTunes folder** on the desktop.
- 5.) Find the imported file in the **iTunes folder** on the desktop and drag that file to your project folder on the **external media drive**.

## ***Using the Browser, Search, and Bin tabs in the Inspector window***

In STP, there are two **Inspector** windows. One Inspector window contains the following tabs: **Browser**, **Search**, Favorites, **Bin**, and Effects.

### **The Bin Tab**

- The Bin tab contains a reference of all the audio files you use in your STP project.

**Note: The bin does not contain your actual audio files. Your audio files should be stored in your project folder in the Student Project Folder on the media drive.**

- When you add an audio file to your timeline, it automatically appears in the Bin tab.
- You can add files to your bin from the **Browser** or **Search** tabs. Control-click on the file you want to add and select **<Add to Bin>**.
- Files in your bin that are currently being used in your timeline appear in **bold**. Files not being used in your timeline appear grayed out.

## The Browser Tab

- You can search for any audio file on your computer in the Browser tab.
- To add an audio file from the Browser tab to your bin, control-click on the file and select **<Add to Bin>**.
- You can also directly import the audio file by dragging it onto your timeline.

## The Search Tab

- You can search STP's library of music, SFX, and looping files in the Search tab, using a variety of search criteria: category, keyword, time signature, key, etc.
- To add an audio file from the Search tab to your bin, control-click on the file and select **<Add to Bin>**.
- You can also directly import the audio file by dragging it onto your timeline.

# *Importing audio files into STP*

Once you have imported your audio files onto your computer in the proper AIFF format using iTunes, you can import the files into STP.

- 1.) In the **Browser** tab in the Inspector window, navigate to the audio files in your project folder on the **external media drive**.
- 2.) To add an audio file to your bin, control-click on the file and select **<Add to Bin>**.
- 3.) You can also drag the file directly onto your timeline. All files used in your timeline will appear in your bin.

## *Video in STP*

Video appears as the top track of the Timeline window and is in sync with your timeline. The video picture appears in the **Video** tab in the Inspector window. Also, if you go to **<View><Show><Show External Video>** or use the shortcut **<Apple><F12>**, the video will appear on the computer screen that you designate (default is the left screen).

## ***Basic Audio Editing in STP***

To add an audio track:

- Select **<Multitrack><Add Track>** or use the shortcut **<Apple><T>**.

To add a bus:

- Select **<Multitrack><Add Bus>** or use the shortcut **<Control><Apple><T>**.

To remove an audio track or bus:

- Select **<Multitrack><Remove Track/Bus>** or use the shortcut **<Shift><Apple><T>**.

To move an audio track or bus up or down in the timeline:

- Click the track header and drag the track to the desired position.

To add a sound clip to a track:

- Click and drag an audio file from the Bin, Search, or Browser tab onto a track.

To move a sound clip in the timeline:

- Click and drag the clip to the desired location. You can move the clip horizontally along a track or vertically across multiple tracks.

To toggle snapping on/off:

- Depending on what you have snapping set to, you can snap clips to time/beat markers or adjacent clips. To toggle snapping on/off, click the **Snapping On/Off** button at the bottom left of the Timeline window or press the **<N>** key.

To trim a sound clip:

- Place the mouse near either end of a sound clip. The mouse will turn into the Trim tool. Click and drag the end of the sound clip to the desired length.

To splice a sound clip:

- Use the **Razorblade** tool located in the top left of the Timeline window, **or**:
- Highlight the clip(s) you want to splice. Place the playhead where you want to splice the clip(s). Go to **<Edit><Split>** or press the **<S>** key.

To adjust the volume level of a sound clip:

- Adjust the volume slider in the track header or the mixer.  
**Note: The volume sliders do not adjust the whole track. They only adjust the sound clip that the playhead is on or nearest.**

To adjust the pan of a sound clip:

- Adjust the pan slider in the track header or the mixer.  
**Note: The pan sliders do not adjust the whole track. They only adjust the sound clip that the playhead is on or nearest.**

To mute or solo a track:

- Press the **Mute** (speaker) or **Solo** (headphones) buttons in the header of the track you want to mute or solo.

To crossfade two sound clips:

- Position the two sound clips on the same track so that they overlap. STP will automatically create a crossfade where they overlap. You can then adjust the position and length of the crossfade and clicking and dragging the ends or the entire crossfade.

To play the timeline:

- Press the **<Spacebar>** to start and stop the timeline or use the **<Play>** button at the bottom of the Timeline window.

To select more than one sound clip:

- Press the **<Shift>** key while clicking to select adjacent clips. Press the **<Apple>** key while clicking to select non-adjacent clips. To select all clips, press **<Apple><A>**.

Other useful shortcuts:

**<Apple><Z>** Undo

**<Apple><C>** Copy

**<Apple><X>** Cut

**<Apple><V>** Paste

## ***Adding effects in STP***

- You can add effects to an entire track or bus. To do this, click the **Effects** (asterisk) button in the header of the track you want to add an effect to. The **Effects** tab will open in the Inspector window.
- Browse through the categories and choose the effect that you want to apply. Select the effect and either drag it down into the Effects list or click the **<+>** button. The effect will be added to the track you have selected.
- To adjust the effects parameters, click the triangle or the **Advanced** settings button. Many of the effects have presets if you don't know how to adjust parameters.
- To toggle an effect on/off, check or uncheck the box before it.
- To delete an effect, select the Effect from the Effects list and press **<Delete>** or press the **<->**(minus) button.

## ***Recording audio in STP***

- 1.) Plug in the USB microphone into the computer.
- 2.) Select the track that you want to record to. If you do not have an empty track, create a new track by going to **<Multitrack><Add Track>** or using the shortcut **<Apple><T>**.
- 3.) Enable the track for recording by clicking the **Record Enable** (red circle) button in the track header. The header and top of the track will turn red when it is enabled.
- 4.) Open the **Recording** tab in the Inspector window. It should automatically open when you record enable a track.
- 5.) Set the USB microphone (**AK5370**) as the **Input Device**.
- 6.) You can adjust the volume of the microphone with the **Gain** slider.
- 7.) You can monitor your output by selecting **Built-in Audio** as the **Output Device** and can optionally mute your project during recording.
- 8.) Make sure you have your headphones plugged in or your speakers turned off; otherwise, you will get feedback when you record.
- 9.) Place the playhead on the timeline where you want to start recording.
- 10.) Click the **Record** button at the bottom of the Timeline window to start recording. To stop recording, click the **Play/Pause** button or press the **Spacebar**.

## ***Automating track parameters***

You can automate different parameters of a track to change over time. For example, you may want to have a sound clip change volume levels over time or have an effect pan left to right over time.

- Click on the triangle at the top left of the track header. This will show the envelopes for the track's pan, volume, and any effects that you have added.
- To make changes to the envelope, add envelopes points by double-clicking on the envelope line. Then you can drag these points wherever to adjust the track's parameters. You can add as many points as you want to.
- To delete an envelope point, highlight it and press **<Delete>**.

You can also record automation in STP using the Mixer window. For more information, see the Soundtrack Pro manual.

## ***Using the mixer***

You can also edit your STP project in the Mixer window, which shares many of the same features as the Timeline window. The pan and volume sliders, record enable, mute and solo buttons all function the same as the corresponding sliders and buttons in the Timeline window. You can also add and remove effects in the Mixer window.

## ***Creating submixes with buses***

You can create a submix of a track or tracks using buses. You may want to do this if you want to apply volume or pan settings to an entire track, or if you want to create a submix of a particular aspect of the sound (i.e. FX, music, background, voiceover, etc.)

- 1.) Change the **Output** of each track you want to include in the submix to **None**.
- 2.) **Add a send** to the track either in the Mixer or the Effects tab. Specify which bus the send is routed to.
- 3.) Make sure that the bus output is set to the correct output.

## ***Additional tips***

- Save your work often.
- Label your tracks, buses, and sound clips in an organized way that makes sense to you. It will save you a lot of time in the long run.
- Store all the audio files that you use in your project in your project folder.
- Do not let the audio meter peak above 0 dB. This will cause digital distortion, which is very BAD.
- **VERY IMPORTANT!!** If you encounter a problem in Soundtrack Pro, first save your work, close down STP, and then open your project again. If the problem persists, restart the computer and then open your project again. 9 times out of 10 this fixes the problem.

## ***Exporting the final mix and importing it back into FCP***

- 1.) To export a final mix, go to **<File><Export><Export Mix...>**. An export window will appear.
- 2.) Set the bit depth to **16 bit** and the sample rate to **48 kHz**.
- 3.) Rename your final mix with pertinent information (i.e. the name of your project and words “final mix”).
- 4.) Make sure you save your final mix in your project folder on the **external media drive**.
- 5.) In FCP, go to **<File><Import><Files...>** or use the shortcut **<Apple><I>**. Locate your final mix and click **<Choose>**.
- 6.) Your mix will appear in the Project window. Your picture editors should duplicate their original sequence, then replace the original audio in the duplicated sequence with your exported final mix.