

COOL EDIT 2000 BASICS for Com 204

1. Look for the Com204 folder in My Documents for your class and instructor
 - a. Create a folder with your name: first & middle initial + last name + COM204 (i.e. RJBrownCOM204) in the proper Com204 folder
 - b. Save all your audio and session files here
 - c. Do not "save" to the Desktop. Any C:\ directory files and desktop files will be deleted.
2. Open CE2000, in "Menu" select Options, Settings, and System
 - a. Select "Enable Undo"
 - b. Type in "90" levels
 - c. Select "OK"
3. Within the active program at the bottom, right click in the meter range area:
 - a. Select 48dB for widest viewing range
 - b. Select "Show on Play & Record"
4. Under "FILE" select "New"
 - a. Sample rate: 44.1 kHz
 - b. Channels: Mono
 - c. Resolution: 16bit
 - d. Press "OK"
5. Select Options, "Windows Recording Mixer" (virtual mixer)
 - a. In the Audio Bays, select MUTE for the Line In; on individual computer workstations, Line In is NOT MUTED
 - b. Click on Windows Recording Mixer's "Options" and select "Properties"
 - c. Select "Recording"
 - d. Select "Line-In" & pull the volume fader all the way down
 - e. Press "OK"

6. Under Cool Edit's "Options" select "Monitor View" or press F10
 - a. This activates the "real-time" LED level display (at bottom)
7. Play your audio source (tape or radio mixer input) to set levels
 - a. Use -12 / -18dB as your reference level (allow headroom)
8. When you are ready to record press F10 to turn off "real-time" LED level display
 - a. Press the RED button in the transport control block to begin recording.
 - b. Press the space bar on the keyboard or "Stop" on the transport controls to end your recording
9. Playback your waveform, make sure:
 - a. It doesn't "Clip"
 - b. It is "loud" enough
 - c. It is clear of artifacts (pops, clicks etc.)
10. Under "FILE" select "Save As" to save your waveform
 - a. Navigate to your folder in My Documents*instructorCom204*
 - b. Create a unique wav. name so it is identifiable
 - c. Save as Type: "Windows PCM (*.wav) only"
 - d. Check the box: "Save extra non-audio information"
11. Anytime you modify a wav., you must re-save it under a new name (unless you want to keep the new wav. as your original file) called: "Destructive editing."
12. To edit your wav., select any portion (highlight it) then:
 - a. "Right Click" to select options from a menu
 - b. Select options under "Edit" or use other Menu items
 - c. Use keyboard commands: DEL, Control +C, +Z, +V, +X
 - d. After editing, ALWAYS RE-SAVE!

13. To bring wav. volume levels up to a standard level:
 - a. Select "Effects" from Menu, Amplitude, Normalize
 - b. Check boxes "Normalize to & Decibels format"
 - c. Highlight the box area and type in -3 dB
 - d. "Re-Save" your file
14. To Insert in Multi-track, select "Edit" from the Main Menu
 - a. Select "Insert in Multi-track" or (Control +M)
15. To switch to "Multi-track View" select the multi-waveform icon, (upper left) below the Main Menu.
 - a. Automatically places waveform on 1st available track
 - b. To re-edit wav., Dbl.-click to return to the single wave view
16. To move the wav. file within the timeline:
 - a. "Right-click" the wav., while continuing to hold down the mouse button, then drag the wav. into it's new position.
 - b. Release mouse button to set the new wav. position
17. Mixing volume levels in Multi-track View:
 - a. Click the top line (Green) in wav. to add key frames
 - b. Drag the "key frames" w/mouse to their appropriate levels
 - c. To manually fade, add key frames & drag line down
18. The middle line (Blue) controls PANNING
 - a. Center is for equal volume in L&R channels
 - b. All the way down is 100% L
 - c. All the way up is 100% R
19. Save track sheet as "Commerical.ses" in your folder
 - a. In "Save As" view, check box "Save all related files"
20. To mix all tracks to a stereo L&R wav.
 - a. In Menu, select "Edit, "Mix down to file" "All waves"
 - b. Stereo mix down will appear in single-edit view window.
 - c. NORMALIZE to -3dB
 - d. Save file as "Final_Mix.wav" in your folder

21. Open "Easy CD Creator or Nero" to burn **Music & Data** CD's
 - a. If you do not have a USB Jump drive on which to save your session and corresponding audio files, create a DATA CD w/ all wav. files & track sheet info that will open on a computer installed w/ CE2000.
 - b. Next, create an Audio CD (Music CD) that will play on a car or home CD system.
22. Test your DATA CD & USB drive ON A DIFFERENT COMPUTER
 - a. Make sure it loads ALL the wavs., in your track sheet
 - b. Play your Audio CD in your car or at home
 - c. Make sure they BOTH work before you turn them in.
 - d. Finally, make sure that you have saved an exact copy of your folder on a USB Jump drive (all wav. & session info).
 - e. Test your USB folder also, to make sure everything opens correctly.