

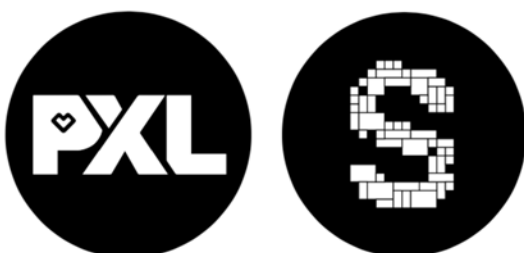
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# How to become an interview editing wizard

... on a computer with Ocenaudio

Windows, Mac OS or Linux

**INSTRUCTIONS**



[stroom.pxlmusic.be](http://stroom.pxlmusic.be)

# Instruction for the teacher

Download Ocenaudio

Go to the Ocenaudio website.

[www.ocenaudio.com/download](http://www.ocenaudio.com/download)

Download the correct version for your computer.  
(windows-mac-linux)

After the download is finished, you must drag the  
Ocenaudio icon to the Application folder.



# Let's get started!

In this manual, you are going to learn how to work with Ocenaudio step-by-step.

Ocenaudio is a cross-platform, easy-to-use audio editor.

The program works for all platforms (Mac OS X, Microsoft Windows and Linux).

Besides all that, it is free!

## 1. Open Ocenaudio on your computer

Search for this icon on your computer.



Double click to open.

*If you can't find it, ask your teacher.*

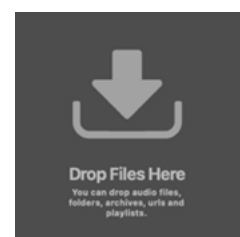
## 2. Import your audio files into Ocenaudio

You probably have several audio clips of your interview.

Find the files on your PC.

Drag them into the left pane where it says:

“Drop files here”.

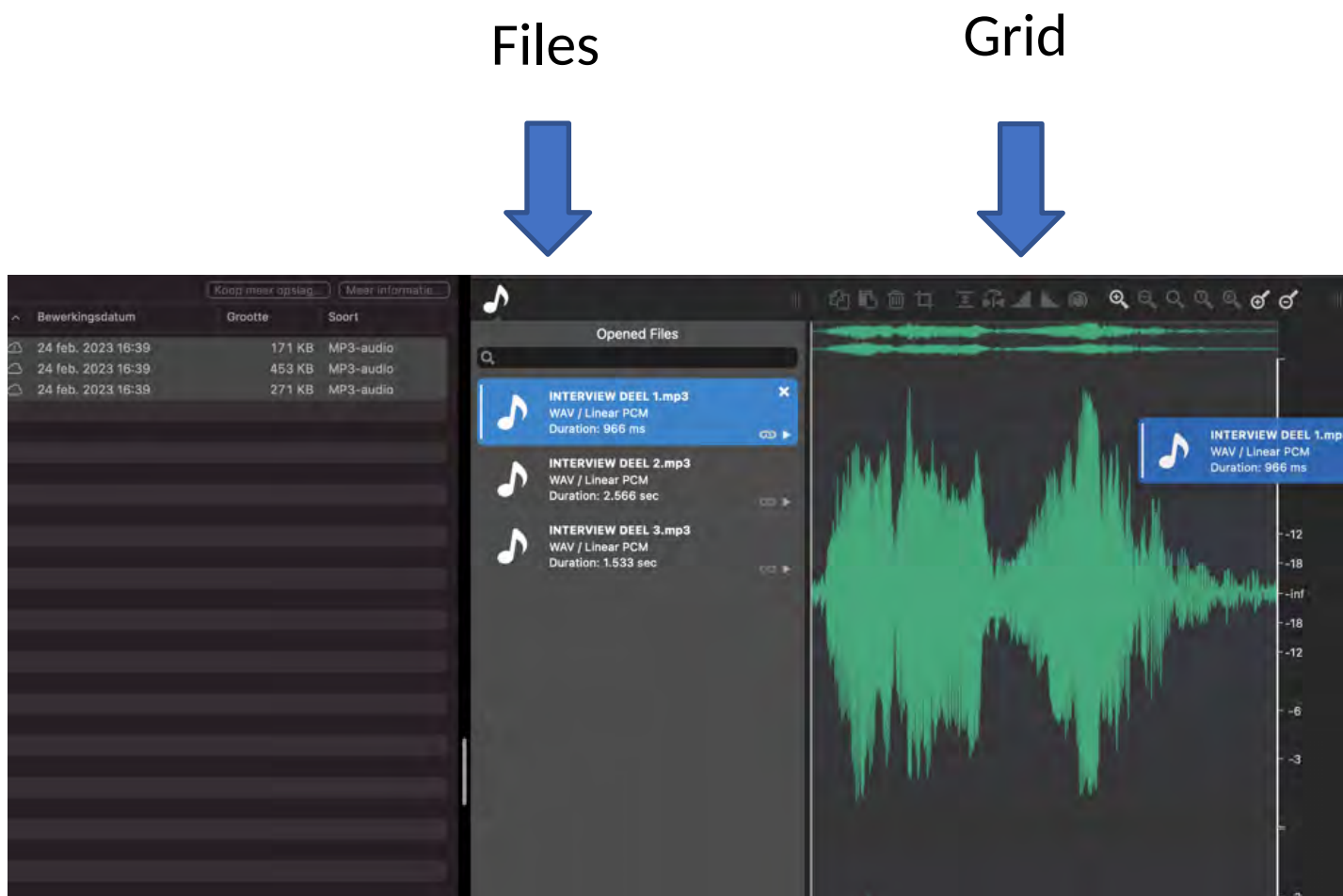


### 3. Prepare your workspace

In Ocenaudio, you see your audio files on the left side of the screen.

To edit these files drag them to the right side in the grid.

Click and drag your files (in the right chronological order) to your grid.



# But Wait!

First a few tips:

Made a mistake?

Press **UNDO** to undo your mistake

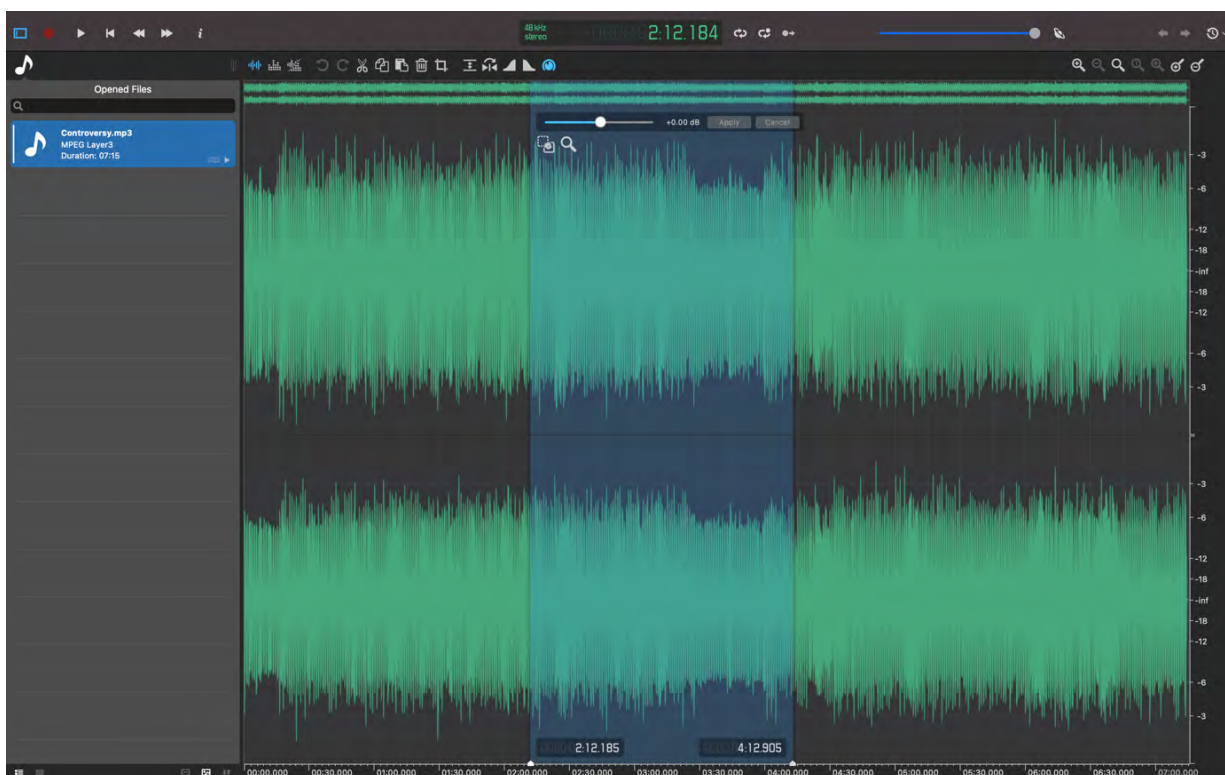


Press **REDO** to redo your undo



## 4. Editing and cutting

One of the most important things is to know how to cut your files. This is helpful if there is a part in your interview you don't want in your final work.



First step: select the region you want to cut:

Press and drag the mouse, like you would want to copy a text, but now with the audio file.

The selected part is going to be **highlighted blue**.

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You can cut this 'blue' part.

This is easily done with on your keyboard by simultaneously pressing

**CONTROL + X**

When you cut out the highlighted part, the two other parts are automatically *glued* together.

Other useful keyboard shortcuts are:

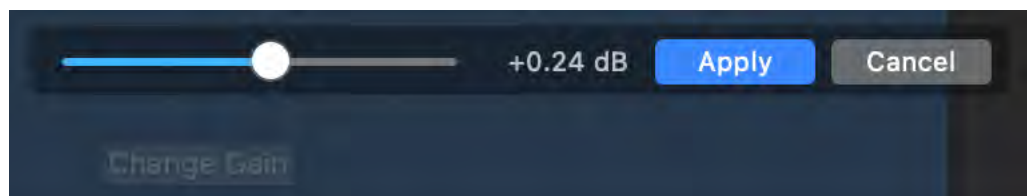
To copy: **CONTROL + C**

To paste: **CONTROL + V**

## 5. Gain

Gain determines the "loudness" of your audio file. If you want a certain part of your interview louder or less loud. You can mark it, as explained earlier in step 4.

Use the slider to adjust your gain





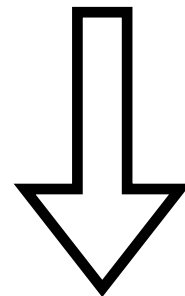
## 6. Generate Silence

Sometimes you want to add silence to your audio.

Put your marker on the place where you want to add a few seconds of silence.

Go to Generate > Click on it.

Choose (click) silence.



Choose how long the silence will be.

You can choose between *seconds* or *samples*, but we would recommend using *seconds*.

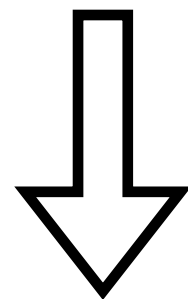
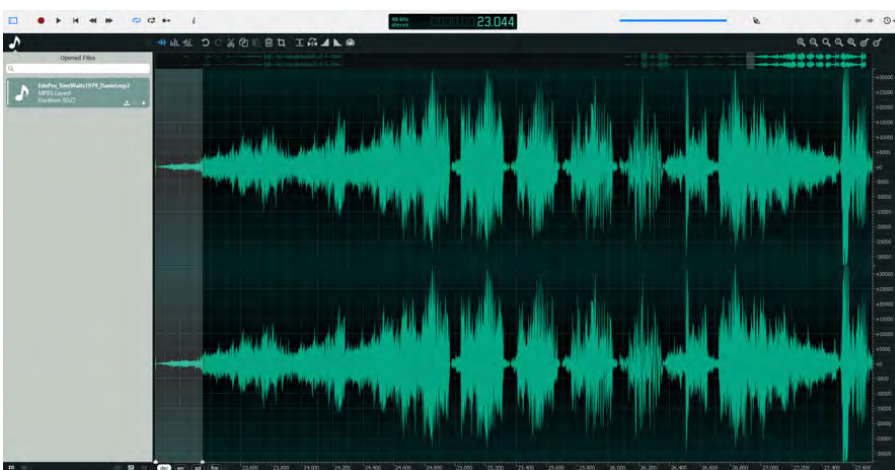
Press OK.

The silence is added to your interview.

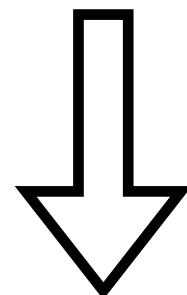
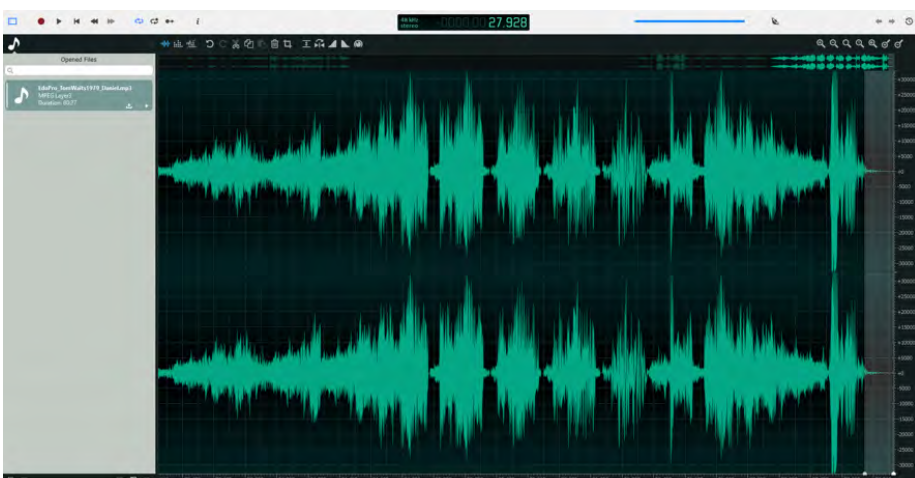
## 7. Fade in/ fade out

With fade in/fade out you can slowly increase (at the beginning) or decrease (at the end) the volume of your audio file

Select the beginning of the clip and click on **fade in**



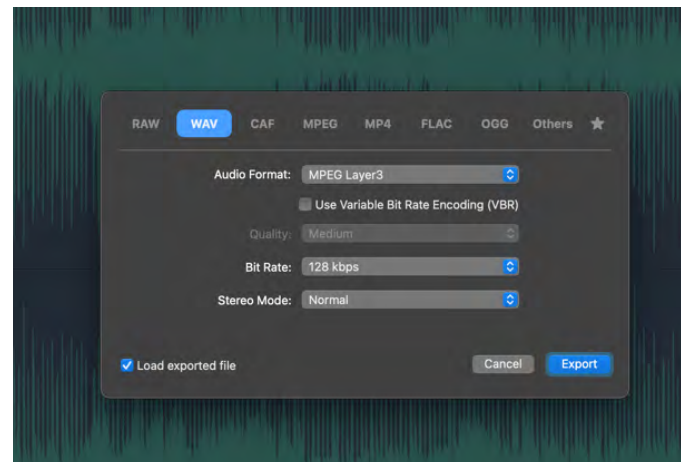
Select the end and click on **fade out**



## 8. Export

Once the editing is finished and you want to submit your work, you can export it.

Go to file > save as



Save it at to the location your teacher instructed you to.

Press export!

We recommend exporting this to a WAV-file as this provides the best audio quality.

With this 8-step plan, you are ready to use the basics of the Ocenaudio software that's perfect for editing interviews

# Credits

This booklet was created by PXL-Music students

- *Teun Maessen*
- *Flor Van Meensel*

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