

Soundscape Basic Guide #1

LOADING

The following instructions are for audio editing only; to load sound from video tape for PPS, see separate guide. Remember to plug your headphones into the amp, and not into the DAT player, so that you listen to Soundscape and not just your recorded material. Use the red **MON** button to switch between the two.

NB. To restore from a DAT Backup see later.

1. Set Input

This will allow Soundscape to “read” the levels from the DAT, so you don’t have to set them manually. It will also mean that your Sample Rate will be constant (see below), so that everything you load in will play at the same speed.

Select **Settings** on the MenuBar, and then *Input/Master Clock*. Click on *Digital Input, Internal Master Clock*.

2. Check Sample Rate

Select **Sample Rate** on the Information Bar above the Arrange Window, and then *44100Hz*, if it is not already selected. This is the Soundscape default, but you should check that you always input at the same sample rate so that all your tracks play at the same speed. You may have problems with this, or need to change the setting, if you haven’t recorded your DAT at 44.1kHz (44100Hz).

3. Set Left and Right Locators

This sets the length of recording time in the Arrange Window. The Left Locator is represented by a small ‘L’ and a vertical dotted line starting from the grey Timeline, the Right Locator by an ‘R’ and dotted line.

Double click on the Right Locator timecode in the Tape Transport Window (bottom right of screen) and type in ample time allowance. You can leave the Left Locator at zero (start).

OR Click the left mouse button on the grey Arrange Window Timeline to set the Left Locator position, and click the right mouse button for the Right Locator.

4. Open Track

Create empty tracks to record your sound on to.



Select the appropriate mic icon on the Toolbar and then click in the Arrange Window between the two locators. If recording for the first time, it is probably useful to open tracks 1 and 2 (yellow and red).

This is because the left channel on the DAT is routed to the odd-numbered tracks on Soundscape, and the right channel to the even-numbered tracks. If you don’t know which channel you recorded onto on your DAT, you can open two tracks on Soundscape and simply delete one later if you don’t need it.

Remember: if you open only an even-numbered track on Soundscape, and your sound has been recorded on the left Dat channel, you won’t record any sound at all!

If Soundscape tells you there is not enough room on the Sound Disk, you may have to delete some existing Takes. See “The Sound Disk” for how to do this.



5. Record

Click on the record icon in the Tape Transport Window on the screen (bottom right), or use the keyboard:

↑ up arrow is play	↓ down arrow is stop	← left arrow is rewind	→ right arrow is forward	+ plus sign is record
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Don’t forget to press play on the DAT!

When the prompt box appears saying *Keep New Recorded Material?*, click **Yes**.

Soundscape Basic Guide #2

THE SCREEN

Soundscape runs on a windows system, so if you accidentally shut a window and the Take Directory, or the Arrange Window or something disappears, then you can open it again by clicking on View on the top MenuBar and selecting the window you want, or by using the keyboard shortcut.

1. Zoom In/Out

You can Zoom In or Out horizontally or vertically using the + and - Magnifying Glasses on the bottom and right hand sides of the Arrange Window.



To Zoom In to specific area of the Arrange Window, use the Plain Magnifying Glass in the bottom right corner. Click on it once, then hold the mouse button down on the Arrange Window and draw a 'box' over the area you want to zoom in to. To jump back to your previous view, double click on the Magnifying Glass icon. You can use the 'Z' key on the keyboard in the same way as a shortcut; press once and draw a box to zoom in, then press twice or hold down to jump back. Soundscape will remember up to 8 successive zooms!

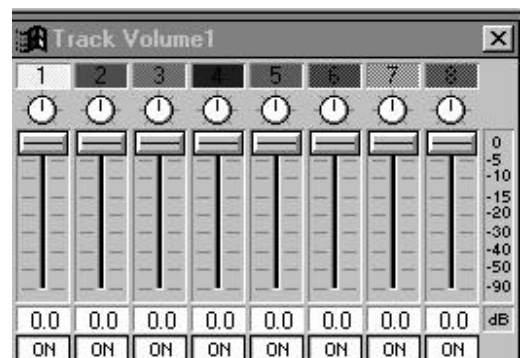
2. Toolbars

1 There are too many Tools for Soundscape to show them all on one Toolbar, so you will need to scroll between Toolbars by clicking on the numbered Page icon on the top left. If you click with the right mouse button they will scroll forwards, if you click with the left one they will scroll backwards. Or you can use the 'PgUp' and 'PgDn' keys on the right of the keyboard.

3. Mixer/ Track Volume Faders Window

The Mixer affects TOTAL TRACK OUTPUT. The 8 assigned, coloured Tracks can be turned on or off, panned to the right or left, and set at varying volumes using the Mixer, which looks and works much like a conventional audio mixing desk. Using the left or right mouse buttons will select or toggle between different tracks respectively.

- The Faders will affect the volume of all Parts assigned to that particular Track (ie. that colour). They can be adjusted in real time whilst the Arrangement is being played. This can be useful when trying to make a volume change to a single Part, because once you have found the ideal effect using the Faders, you can read the dB level from the Mixer and apply it using the Volume tool.
- The Pan Pots (round knobs at the top of the Faders) will adjust the Track output to left or right by clicking on them with the mouse. They will appear white when they are in their correct position - panned left, right, or to the centre, when the sound will be sent equally to both sides. Stereo recordings need to be panned left and right, but it can be useful to create effects like walking from left to right using panned Tracks and fades.
- The On/ Off buttons at the bottom will mute an entire Track. When loading new Takes, Soundscape will play any existing Parts over the same timespan, so it can help to turn Tracks off when you are loading, but remember to turn them back on afterwards!



If you click on the thin grey line between two Faders, the line will disappear and they will move as one (very useful when you have stereo-linked tracks). To move all Faders at the same time, use the right hand mouse button.

Soundscape Basic Guide #2a

THE SCREEN cont...

4. Current Time Indicator (CTI)

The red line which runs vertically across the Arrange Window is your Current Time Indicator (CTI), which tells you where you are. It is where Soundscape will start playing from, for example. If you look at the large timecode display window labelled *Big Current Time* near the bottom right of the screen, it will tell you where your red CTI is at any time, even if you can't see it in the Arrange Window. The SMPTE TIME timecode reading, next to the Left and Right Locator timecodes, indicates the same thing.



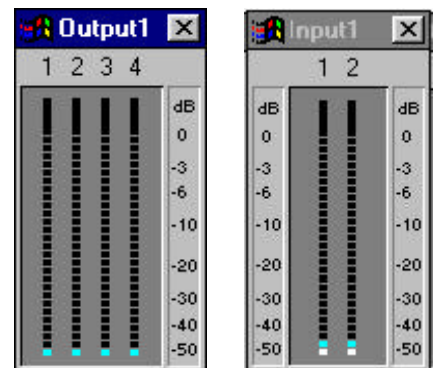
5. Take Directory

The Take Directory is simply a list of all the sound clips you have recorded in and stored on the Sound Disk, Soundscape's hard drive. Every time you perform a function on a Part, such as Normalisation, a new Take will be created in the Take Directory. It is advisable to label your Takes as soon as you have recorded them in so that subsequent Takes and Parts are easily identifiable.

6. Input & Output Levels

Located at the bottom centre of the screen, these are mentioned only to ensure that you don't pay too much attention to the Output Meter when loading in to Soundscape, as it often seems to peak too high, even though your recording is actually fine. You need only look at the Input Meter when inputting, and the Output Meter when finally recording your finished work on to DAT.

When you do output your final Arrangement, put the DAT player into Record mode, so that it is in Pause mode but not actually recording, then play your Arrangement and adjust the input level knob on the DAT so that the Output Meter readings and the DAT player readings match up. You are then ready to record by taking the DAT off Pause (press Play or Pause), and simply playing your Arrangement from the beginning.



Soundscape Basic Guide #3

PREPARING

1. Waveform

A Waveform is a pictorial representation of a sound.



Select the Waveform icon, then click on the track you want to draw the waveform for. The *Generating Waveform* prompt box should briefly appear, then the waveform will be drawn.

Remember that you will have to redraw the Waveform every time you create a new sound, eg. when you Normalise (see below).

2. Labelling/Identification



To name different Parts and Takes, click on the Information icon, then on the Part. Type a name in the highlighted box, then click OK. To change the Take name click on Take, but it is advisable to leave the name of the Take the same for all Parts which come from it. You can also rename Takes by double clicking on them in the Take Directory.

3. Listening

There are 3 tools for listening as well as the Tape Transport window at the bottom right of the screen, which has Play, Stop, Forward, Rewind and Record.



The first is a Master Scrub tool which will play all tracks along the red vertical CTI, like a controllable normal Play function. This tool is utilised by holding down the mouse button and dragging the mouse either forwards or backwards.



The Solo Scrub tool is used the same way, but will play only the single Track which you have clicked on.



Often to be found on another Toolbar, the Solo Listen tool plays one Track only, like the Solo Scrub tool, but to use it you do not need to move the mouse, only click and hold the mouse button at the point you want to start listening. This will only play forwards.

HINT It is useful to keep a solo listening tool (Solo Scrub or Solo Listen) allocated to your right-hand mouse button, as you will continually need to listen to individual Tracks. You can click on/ pick up other tools with the left-hand mouse button.

4. Normalisation

Normalisation amplifies a sound so that it peaks at the optimum 0dB. Remember that **all** of the sound on your selected track will be boosted - ie. you will find that any hiss will be proportionately louder.



Select the Normalise icon, then click on the track you want to normalise. *Scanning Selected Parts* should appear in a prompt box, followed by the level at which the sound currently peaks and the option to normalise to 0dB. Click Yes.

Because you have now totally changed the sound, you have effectively created a new take. Soundscape will now ask you if you want to delete the original take; *Delete Unreferenced Takes?* In this instance the answer will be Yes.

NB Usually you will only want to normalise a particular part of a track, in which case that part must be separated by cuts (see later). When you Normalise an extra prompt box will appear saying; *You have selected Parts which use a Take which is used by other Parts. Do you want these Parts to be processed also?* This is asking whether you want the whole of the original Take that the selected Part comes from to be normalised to 0dB. As you have purposely selected a specific Part, the answer should normally be No.

Soundscape Basic Guide #4

BASIC EDIT TOOLS

1. Cutting



The Scissors icon will make a cut on a single track at the point at which you click with the mouse arrow.



The Scissors/ CTI icon will place a cut only where the red CTI is, or where the Left or Right Locator is if they intersect a Part, rather than where you point to.

Remember that you often need to use cuts in continuous sections of Track to create separate Parts for Volume changes, Normalisation, and other functions, not just to Delete or Move sections.

2. Deleting



To 'bin' a Part, click on the Dustbin icon, then on the Part you wish to delete. Soundscape will ask *Are you sure to delete part?*

3. Moving



The Master Move tool will move a selected Part to anywhere in the Arrange Window, as long as it is not overlapping another Part. As with all tools, click on the icon, then on the Part you want to move.

To move a Part so that it butts up exactly on the end or beginning of another Part, make sure that Snap is Off on the line above the Arrange window, then move the Part so that it slightly overlaps the other; it should jump into place automatically.



The Vertical Move tool will move Parts only in a vertical line. This is most useful for video Post Production Sound, where you need something to stay in picture sync.



To line up Parts, the Butt-to-Line Move tool will 'jump' Parts to butt up against the nearest line - the red CTI, the Right Locator or the Left Locator.

NB You cannot 'close gaps' as you can on Optima, you must physically move the Part(s).

Remember that you can move more than one Part at a time by using 'Multiple Selection' - see later.

4. Glue



Select the Gluepot icon, then click to the left of the cut you wish to remove.

NB This can only be done where Parts already fit together as part of the same Track, ie. a mistake; you cannot Glue two new Parts together.

5. Trim



This will extend or reduce a Part by dragging previously unseen sound from the Take Directory, much as you can drag out a shot from your rushes on Optima video editing.

Click on the Trim icon, then click and hold down the mouse button on the edge of the Part you want to adjust.

6. Multiple Selection

To apply a tool or process to more than on Part at a time, there are ways to select as many Parts as you want. Remember that when a Part is selected it will appear grey on the screen.

Firstly you can draw a box over multiple Parts, by clicking on the white part of the Arrange Window, then holding the mouse button down as you drag the mouse arrow to form a box shape. The box needs only to touch any area of a Part for it to be selected, so you don't have to draw the box *around* every Part.

The other way is to hold down the Control (Ctrl) key on the keyboard whilst clicking one by one on the Parts you want to select.

7. Undo


YOU CAN UNDO ONLY ONCE! Click on **Edit** on the top MenuBar, then *Undo* on the drop down menu.

Soundscape Basic Guide #5

BASIC SOUND DESIGN


1. Track Assign/Output Select

You can change the Track Number of any Part using the Speaker icons. This will also change the output of a Track if it is panned to the right or left on the Mixer (see later).

 Select a Speaker on the Toolbar, and click on the Track you want to change. This does not change the output of the whole Take, so you will have to change Parts separately unless you use a multiple select. The Grey Speaker icon is a Mute tool.



2. Stereo Linking


The Stereo Link tool will allow two Parts to be linked so that they act as one, and never lose sync with each other. It is usually only used for music. Remember that a Stereo recording has two Tracks with differing waveforms, and speech will normally have been recorded in Mono, even if it is on two Tracks.

 Select the Stereo Link tool and click on one of the Parts to be linked. They will need to be assigned to adjacent Track Numbers ie. 1 & 2, or 3 & 4 etc.

NB Only Parts of identical length can be Stereo Linked.

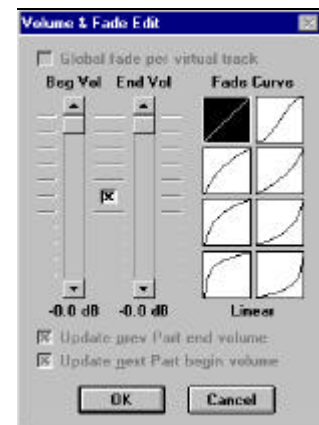
3. Track Volume

  The Fade Up and Fade Down tools will do just that, between silence and maximum 0dB or vice versa. They, like all the tools, act on Parts, so the points at which you begin or end the volume change are pinpointed by cuts. Use the Cutting tools and the Gluepot, as well as the Trim tool to adjust these cuts to achieve the volume changes you want.

 The Master Volume Edit tool brings up a dialogue box menu to adjust various aspects of the selected Part(s) volume level. The left slider adjusts the volume at the beginning of the Part, and the right slider adjusts the end volume. They will move simultaneously unless the centre box is unchecked.

When the selected Part(s) are adjacent to other Parts, the volumes of those Parts can be adjusted to match the volume level you have set. In other words the previous and next Part volumes can be updated to create a smooth transition using the check boxes at the bottom of the dialogue box. (Try it and see!).

One advantage of this tool is that it displays the dB level, and so can be used to apply a volume level set in real time using the Track Volume window.




The Volume Trim tool adjusts levels when you drag the mouse pointer up or down on a selected Part.





4. Copying

The Copy tools are all used the same way as the Move tools.

 The Master Copy tool will copy a Part to anywhere by clicking and dragging with the mouse whilst holding the mouse button down.

 The Vertical Copy tool works the same way, but will copy only in a vertical line.

 The Butt-to-Line Copy tool will 'jump' the copied Part to butt up against the nearest line - the red CTI, the Right Locator or the Left Locator.

 The Repeat tool will copy parts as many times as you want, by asking you to specify a repetition number.

Soundscape Basic Guide #6

SAVING

1. Saving on Soundscape

Click on **File** on the MenuBar, then on *Save Arr As* on the drop down menu. Type in a name, then click OK. After this you can simply click on *Save Arr* to update the saved Arrangement, or press Ctrl and 'S' simultaneously on the keyboard.

Remember your Arrangement is simply that; an arrangement of the Takes you loaded into the Take Directory, so it will only exist as long as they exist on the Sound Disk (Soundscape's hard drive). As the Sound Disk only has limited space, people using the same computer after you are likely to erase old Takes to make way for their own. This is why you must make a DAT Backup when you leave.

2. Backing up to DAT

Always save your Arrangement on the computer before starting to make a Backup. Select **Backup** on the MenuBar, then *Backup to DAT*. Type in a name, then TURN DOWN THE MONITOR LEVEL! (The Backup header- the "boom-click" part at the beginning of the Backup is very loud and could damage your ears or speakers). Start the DAT recording first and then click *Backup* after about 10 seconds.

NB A backup is not a normal recording - it sounds random and is faster than real time, so don't worry if it sounds weird.

A Backup is a digital store of your entire Arrangement and the Takes it uses. If it is very long (you can see the duration when you click on Backup) try Shrinking the Takes (see later).

Before you leave, check your Backup is okay by starting it restoring on the same computer. If the information prompt box detailed below appears, then you know it will restore okay next time, and you can click on cancel now.

3. Opening Arrangement

If you return to the same Soundscape station again, and your Takes have not been deleted from the Sound Disk, you will be able to continue immediately from where you previously left off. Just click on **File** on the MenuBar, then *Open Arr*, followed by the name of your Arrangement as you saved it and OK. If a message saying *Referencing Invalid Takes* appears, then your Takes have been deleted and you will have to restore your work from your DAT Backup.

4. Restoring from DAT

Select **Backup**, then *Restore from DAT*. Click on *Restore* then start the DAT playing. Don't start the DAT exactly at the start of the Backup - Soundscape will wait! By the end of the Backup header ("boom-click") an information prompt box should appear with the name, duration, and date and time of creation, of your Backup. If not, try again!

If Soundscape tells you there is not enough room on the Sound Disk, you will have to make room - see the Sound Disk page later.

5. Loading Takes from the Take Directory

If you hold down the left mouse button on a Take in the Take Directory, and drag the mouse back into the Arrange Window, you can load that Take into your Arrangement. It will be mute until you assign a Track to it. You can 'audition' Takes (listen to them without loading them into the Arrange Window) by holding down the right mouse button on the Take in the Take Directory.

For example, you may have deleted a Part from the Arrange Window, but if you did not delete the Take it came from then it will still exist in the Take Directory, just not in your current Arrangement. You can bring it into the Arrange Window in this way, although you have to load whole Takes, not selective Parts.

Soundscape Basic Guide #7

THE SOUND DISK

1. Shrink Takes

If your DAT Backup is very long (see earlier), then you may be able to save time by Shrinking your Takes. This will reduce the Takes in your Arrangement to only the Parts you are using. Before you do this you must ensure that anything you have deleted from the Arrange Window will not be needed again. If you are not sure, check anything you might need is in the Arrange Window, even if it is muted at the side. Select **Global** on the MenuBar, then *Select All Parts*. Then select **SDisk**, and *Shrink Takes*. Soundscape will warn you that any other Arrangements using the same Takes but different Parts may become invalid and not work. Now click OK.

2. Delete All Takes

This is why you must make a DAT Backup! Selecting **SDisk**, then *Delete All Takes* will totally clear the Sound Disk; everyone's work will be effectively erased.

3. Delete Individual Takes

If you click on a Take in the Take Directory with the right mouse button, you can select an option to delete that particular Take. This is probably the best thing to do first, as you can read the date it was recorded and delete the oldest ones first, as they are the least likely to be needed.

4. Delete Active or Inactive Takes

If, when you are already working on your Arrangement and need to load in more Takes the Sound Disk is too full, you can delete all other Takes but the ones which are needed in your current Arrangement. Click on **SDisk**, then on *Delete All Inactive Takes*. Soundscape will ask you if you are sure, then click OK. If you want to try and only delete Takes that are no longer needed anyway, you could try opening another Arrangement you know is old from the **File** menu, and *Deleting all Active Takes*. This will delete all the Takes that are being used by the Arrangement onscreen.

5. Defragment Sound Disk

This will move all existing Takes to the beginning of the Sound Disk space, so creating room at the end; a sort of tidy-up. Select **SDisk**, then *Defragment Sound Disk*.

NB This could take a long time, especially if the Sound Disk is very full.