Adobe Audition - Quick Reference Guide

1. Start:
   a. To start a new project, **File>New> Multitrack Session** (Ctrl/Cmd+N) to create a session with multiple tracks.
   b. To record audio into Audition, choose **File>New>Audio File**.
2. Rename a track:
   a. Double click a track's name to change it.
3. Delete tracks:
   a. Select track, select **Multitrack > Track > Delete Selected Track**
4. Import Audio to project:
   a. Open "Media Browser", and find the files you want to import. Drag into project.
   b. Open Finder/Explorer, and locate the files. Drag onto track in project.
   c. The Files panel (Window>Files) shows all files in the current project (Note: if you .
5. Adjust volume for a clip:
   a. Drag the yellow line up and down within the track.
6. Adjust fades for a clip:
   a. Drag the grey box near the start/end of a selected clip. Drag up-down to change fade shape.
7. Edit clips/Remove audio from a clip
   a. Use Razor tool (shortcut: R) to split a clip into parts.
   b. To remove a section and automatically move the remaining audio to fill its place, right click and choose **Ripple Delete.** The Ripple Delete Time Selection … options will ripple delete time from the current clip, track, or session overall.
8. Select clips:
   a. Right-click, **Select>Select Clips To End Of Track** to select all clips to the right of wherever you clicked. Right click, **Select > Select Clips To End of Session** to select clips on all tracks to the end of the session.
9. Add effects:
   a. The Effects Rack (**Window > Effects Rack**) lets you add audio effects to a clip/track. Choose "Clip Effects" or "Track Effects", then click the triangle next to an effects slot to choose an effect to add.
10. Noise Reduction
    a. Add the "Adaptive Noise Reduction" effect to a clip for automatic noise reduction.
    b. Open the clip in Waveform view (**View > Waveform Editor**, or double-click the clip name), then select a span of time with only background noise (e.g. no talking). Right click, **Capture Noise Print** (shift+P). Then, Effects > Noise Reduction/Restoration > Noise Reduction (process). Click the play button at the bottom of the popup to preview the noise reduction. When you're happy, click *Apply*. NOTE: because background noise changes from clip to clip, you should always re-capture a noise print for every new clip you apply noise reduction to.
11. Export
    a. When it's time to export, choose **File > Export > Multitrack Mixdown > Entire Session**. Give the file a name, choose where to save it, and click OK.