

# WavePad Sound Editor

- Open WavePad Sound Editor
- Select 'Open File' in the top menu
- Select the song file that you want to alter

This will bring up a visual of the whole song in the main screen of WavePad.

You can play and stop the song using the controls on the bottom left of your screen.

You can highlight sections with your cursor and play just the highlighted section (this is handy when you are selecting the area you want to cut)

## Fading the ending

- If you want to shorten the backing track to fit into the 4 minute guideline, using your cursor you can highlight and delete the end section (by either pressing backspace on your keypad or clicking on the delete button on the top menu).
- Then, using your cursor highlight the final few bars of the song and select the 'fade out' option on the submenu under the main top menu (if you are unsure, hover the cursor over each symbol and it will tell you what function that symbol has).
- You can always use the 'undo' button if you are unhappy with the cut or fade you have made.
- When you are happy you can select 'Save File As' from the file menu at the top of your screen and rename the file as the shortened version. You can save as wave or mp3 or a variety of other file types.

## Cutting the middle section out of a track

- If you want to cut the second verse and chorus from a track (for example) you simply need to highlight the area you wish to get rid of and select delete or backspace.
- For a very accurate cut, you can zoom your view of the wave file so that you can see individual beats.
- Make a note of the track timer at the start and end of the section you want to cut.
- To zoom, select the magnifying glass of the bottom right of your screen (underneath the wave file visual). Press the '+' magnifying glass until you can clearly see the beat divisions and you will get an accurate cut.
- When you are happy you can select 'Save File As' from the file menu at the top of your screen and rename the file as the shortened version. You can save as wave or mp3 or a variety of other file types.

There are many other functions that you can use in WavePad, this is just the start!