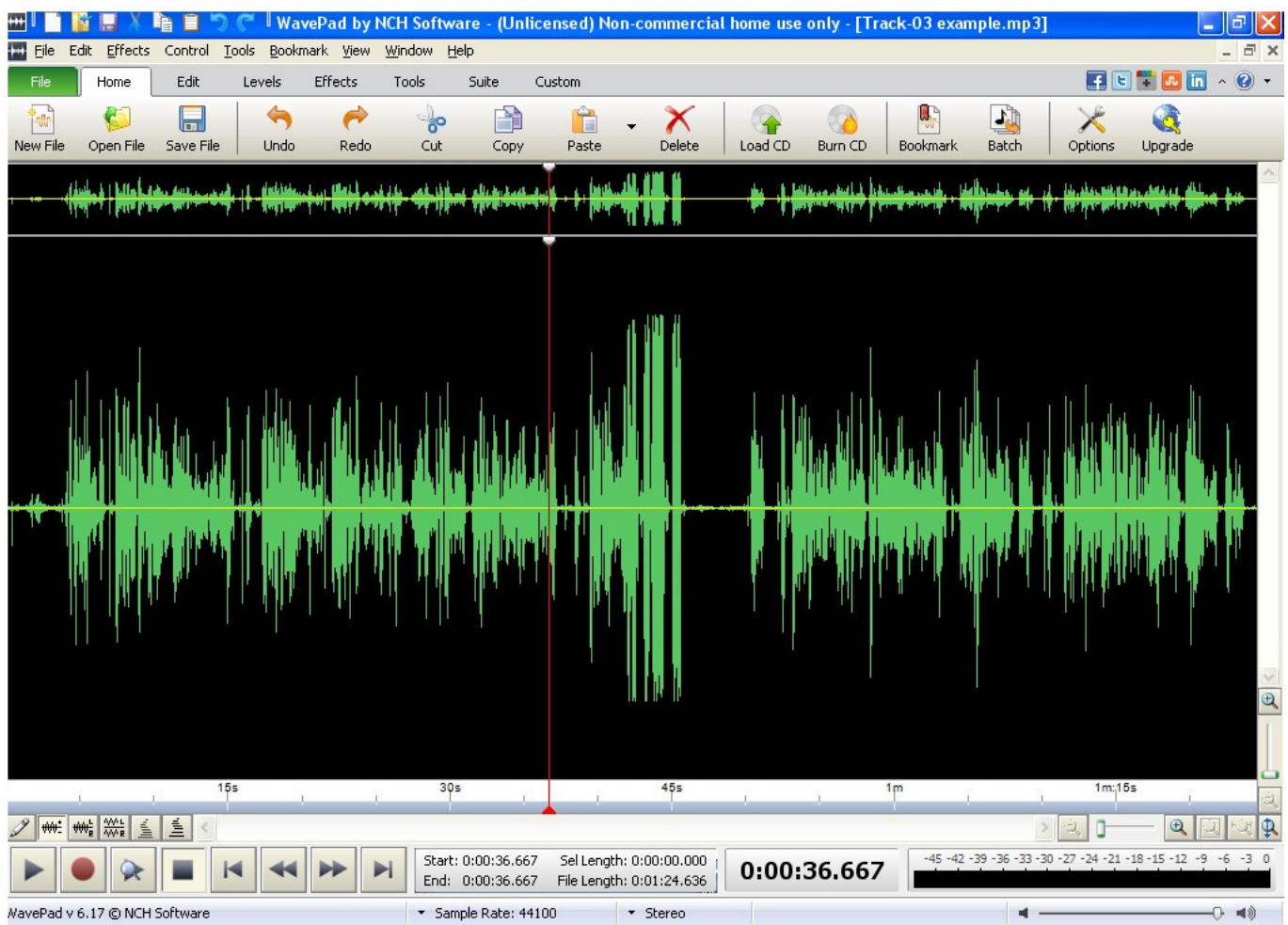




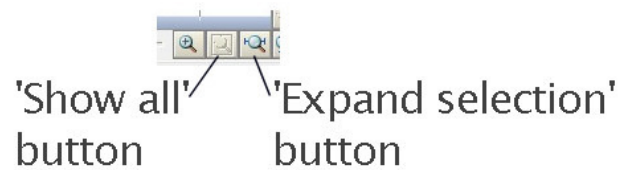
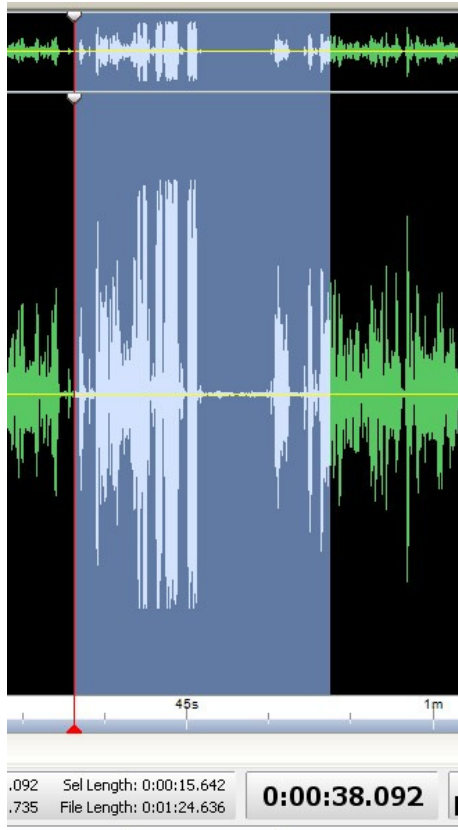
## A guide to editing audio files using Wavepad

1. Load the file into Wavepad, either by highlighting it in the Recordpad filelist and clicking on the Edit button, or by opening Wavepad and then using OpenFile from there.
2. The appearance will be something like the figure below -  
(NB the Wavepad version in the studio is slightly different, but the features are the same)

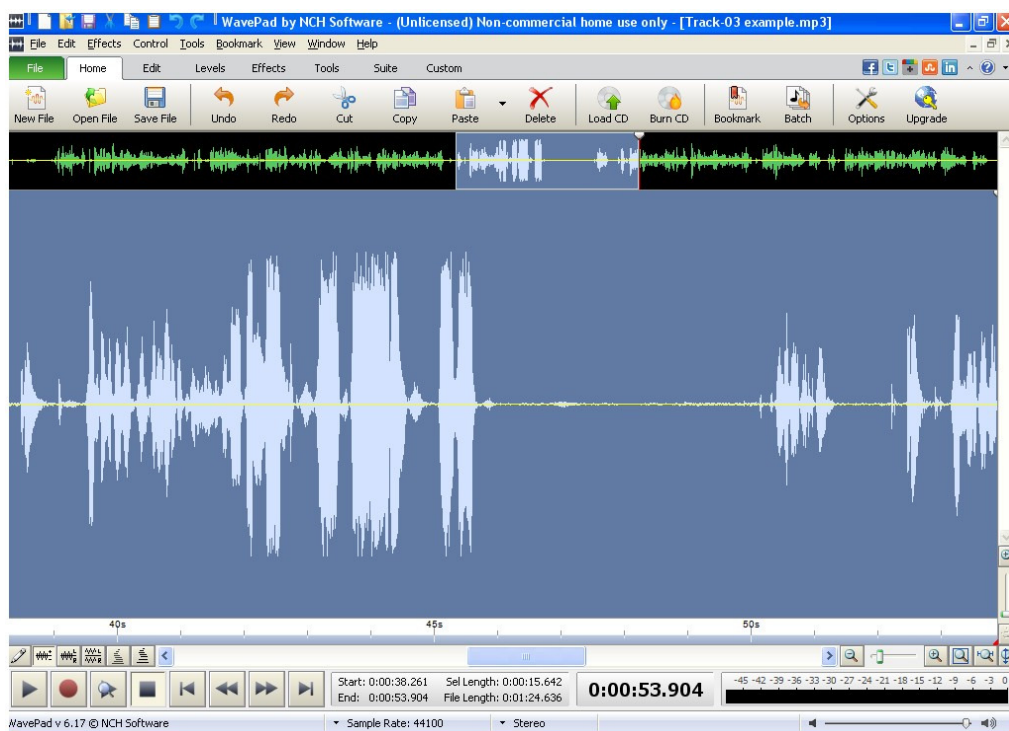


3. The overall waveform is obvious. At the bottom is a list of times, including the overall length, and prominently the position of the cursor (red line)
4. In the centre of the waveform is a set of peaks due to a coughing fit, then a gap, then a re-start of speaking from the last sentence before the cough. If this is not obvious, you should be able to find it using the time you noted when you pressed Pause when the coughing (or other problem) happened.
5. The next step is to click somewhere before the start of that sentence, and drag over the coughing and the gap to beyond the re-start. See next figure.

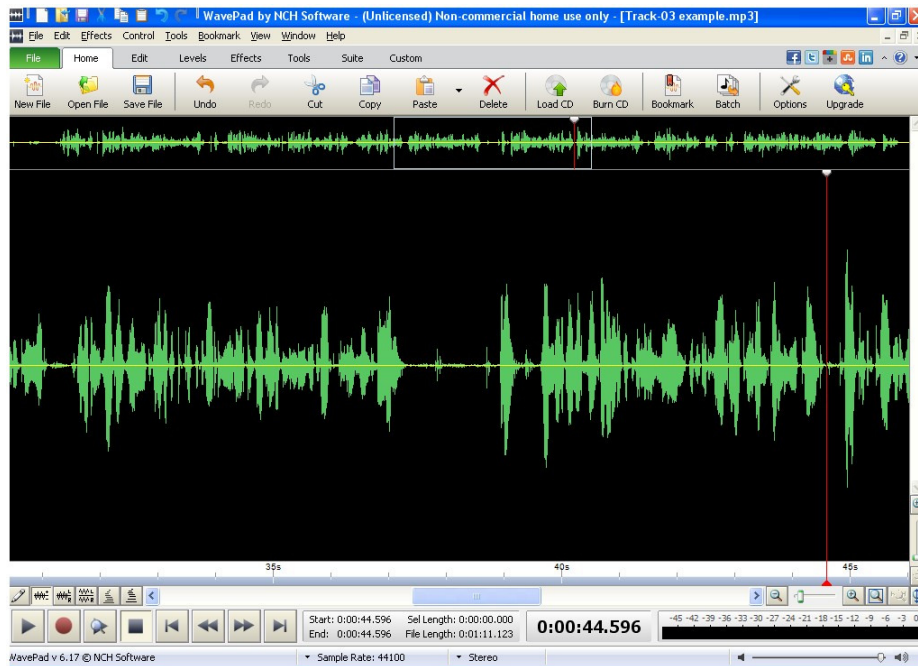
6. The selection is pale blue, and the selection length is about 15.6 sec.
7. If you click on the Play button (bottom left) you will hear just the selection, so you can adjust the start and end points by clicking and dragging them. Better to have too much at this point.
8. When satisfied you have all you need highlight, click on the magnifier button at bottom right (see small figure) to expand your selection to the full width.



The result looks like this -



9. You can now refine your selection to start just before the sentence which was interrupted, and end just before the re-start.
10. Press delete on the keyboard, or click on the Delete button. The result will look like the figure below. (which probably has too much silence in the gap).
11. Select a region covering the sentence start and listen to it. If it sounds like the natural pause between sentences, all is well.
12. If you are not satisfied, click on the Undo button (or press Ctrl+z) and your original highlighting will re-appear and you can have another go.



13. You can remove silence at the start or end of a file in the same way - highlight, expand for precision, then delete. The result looks like the final figure - compare with the first one..
14. Finally click on Save file, and close either the file by clicking on the small cross at top right, or Wavepad by using the cross on the red background.

