

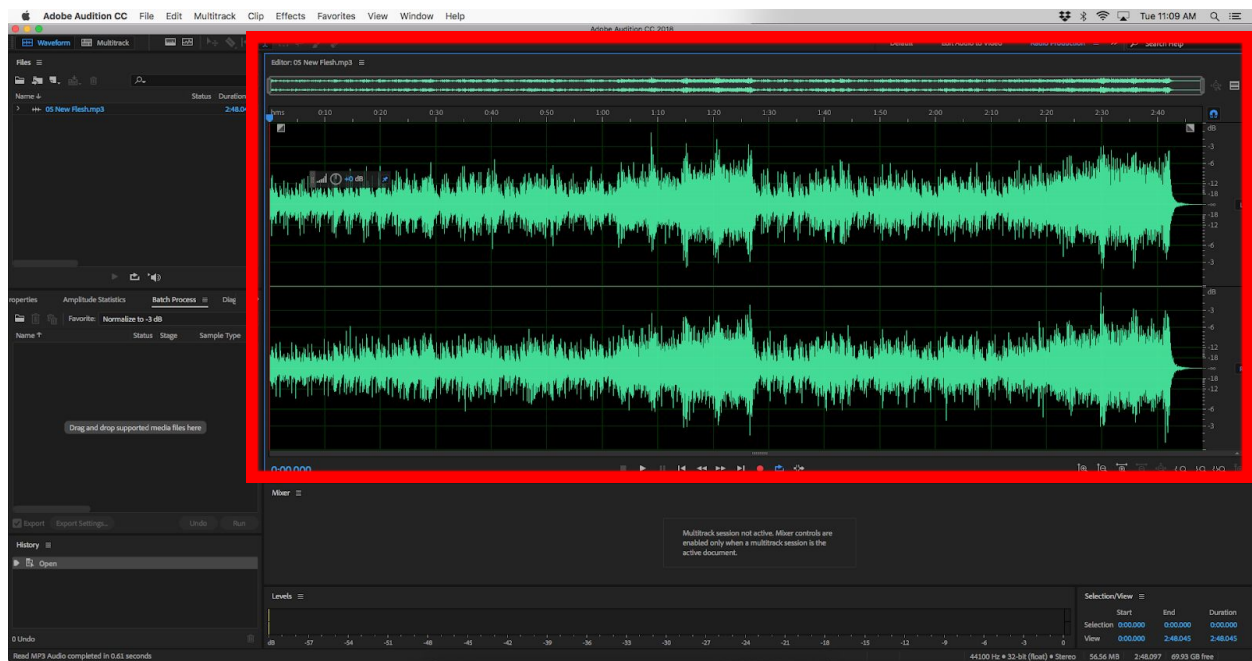
## How to Edit a Song on Adobe Audition

**\*\*\*Before purchasing a song/requesting a song be purchased, look and see if there is already a clean version of the song\*\*\***

There are many ways to edit a song, some of which include distortion, deletion, masking, or replacement of graphic content or obscene language.

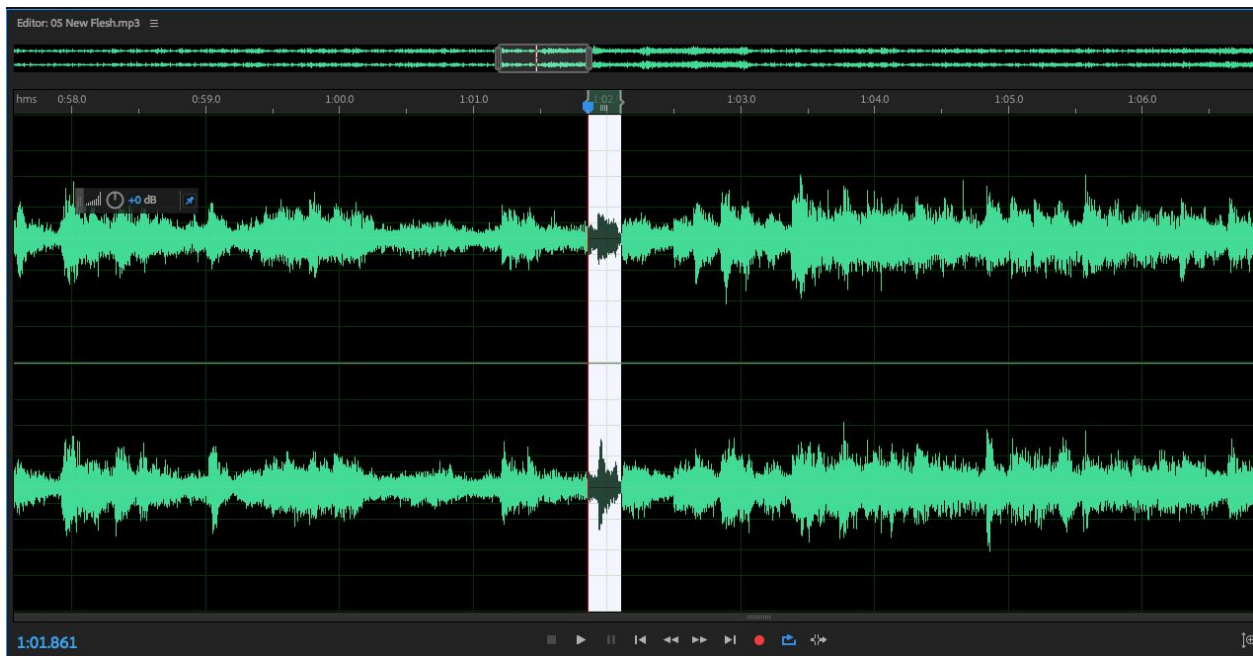
The following document will outline some of the most basic edits you can make to a song in Adobe Audition; however, you should feel free to discover other ways of editing songs to fit the FCC guidelines.

1. First of all, you will need to access your file on the Mac desktop in the Production Studio. You will need to download the song onto the Mac either from a flash drive or through Google Drive.
2. Once your file is accessible on the Mac, open Adobe Audition.
3. Click File  Open in the top left-hand corner.
  - a. Now open the file that you wish to edit.
4. The song should appear in the large editor box as seen below.



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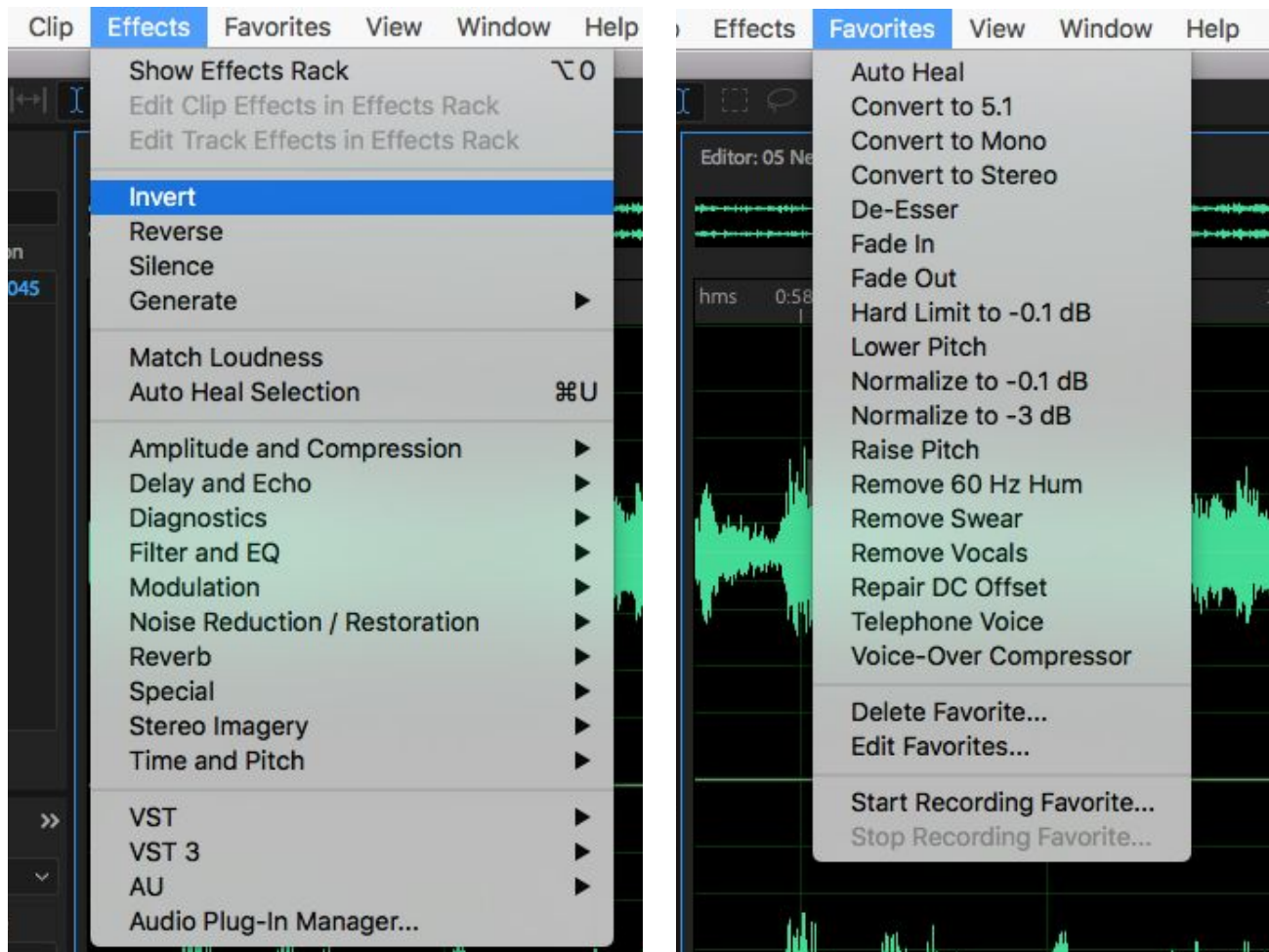
5. If you have followed the golden rule: Always look up a song's lyrics before uploading it; then you will already know generally where the “!@#” is located in the song. To zoom in on the soundwave, scroll forward or backward on the mouse. This will help you isolate the section of the song that you wish to edit.
6. You have found the !@#\$. Click and drag your mouse across the section of the song where the !@#\$ is to highlight it. You have now isolated the !@#\$ so that it is the only section of the song that will receive the editing treatment.



7. Along the top of the screen, you will find that we have many different options for editing songs. It is up to you to decide which tool will edit the song in the most discreet manner possible.
  - a. While it would be much easier to simply delete the section of the song where the !@#\$ is, that type of edit will likely take several beats out of the song's meter, leading it to sound clunky and noticeable. **A good edit will go by unnoticed. If you have listened to the song too much at this point and cannot tell left from right: call in a friend to listen to “a song”. Hopefully they will say “what am I listening for?”**

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- b. Some of the editing tools that can be used are found in the Effects and Favorites tabs along the top of the screen. Under Effects, you can try “Reverse”, “Silence”, and “Invert”. Under Favorites, you can try “Auto Heal”, “Remove Swear”, or “Remove Vocals”. None of these solutions are perfect, and some work better than others depending on factors such as the duration of the !@#\$ and the lyrics preceding and following it. **Also, you may have to use the same tool multiple times or a combination of several different tools in order to achieve the best result.**



8. Some tips: If the song has a random !@#\$ at the beginning or end of the song before the vocals have come in, then consider simply trimming the beginning or ending of the song.

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9. Once the song is free from the burden of nasty language, select File  Save As and rename it “Song (CLEAN)” and save it to the desktop (to be uploaded back onto google drive) or onto the flash drive you have plugged in.
10. You may now carry on with the uploading process.