025:250 COMPOSITION: ELECTRONIC MEDIA I
Assignment 2, due Aug. 30

Purpose: To learn how to copy, cut, paste, change gain, reverse, and insert silence in Sound Effects; to create a :45-1:00 monophonic piece by selecting sounds from three source files.

1) Go to the folder EMS/Assignments/Assign.2, click to highlight it, and type **cmd + D** to make a copy of it; rename this this folder "BJ.Assign.2f" and drag it to the Work Space folder.

2) Launch Sound Effects by typing **opt + cmd + E**. Select "Save as..." from the File menu, name this file "BJ.Assign.1", and save it to the folder Workspace/BJ.Assign.2f.

3) Notice that the track window is empty, except for a dotted line. You want to insert silence into this track so that you will have a location to which you can paste sounds. From the Effects menu (this should be displayed on the right of the screen; if not, then pull down this menu from the Menu Bar), select "Silence." When prompted, choose 30 seconds for the amount of silence you want to enter. Now notice that the dotted line has been replaced by a solid line denoting 30 seconds of silence. Save by typing **cmd + S**.

4) Type **cmd + O** to bring up the Open Dialogue Window. Navigate through the folders until you find "Work Space/BJ.Assign.2f/Sounds.1" Double click to open the file "Sounds.1". Notice that the window for "Sounds.1" is now overlaid above the track window for "BJ.Assign.2". Practice clicking on each window to activate the appropriate file. When you are done having fun with that, then "grab" (by clicking and holding on the black bar at the top of the track window) the window for "Sounds.1" and move it to a more convenient area of the desktop.

5) Activate the window for "Sounds.1" and play the file several times. Next, try to isolate specific sounds by highlighting them (click to the left of a sound, hold, drag the mouse to the right of the sound and release). You may also highlight a series of sounds or fragments of a single sound. DO NOT ATTEMPT TO EDIT THIS FILE.

6) After you have found a sound you want to use for the start of your composition, then:
    a) highlight it,
    b) copy it by typing **cmd + C**, (the sound is now stored in an invisible location in the Mac called the clipboard)
    c) click anywhere on the activate the "BJ.Assign.2" window to activate it;
    d) place the cursor at the beginning of the track by clicking once (notice the flashing cursor now);
    e) paste the sound (which is currently stored in the clipboard) by typing **cmd + V**.
    f) play the sound file to confirm that everything is OK.

7) Repeat steps 5 and 6 for other sounds you want to paste into your file. You should save your file before every paste. You should also work with backup files by periodically choosing "Save as..." from the File menu and renaming your updated versions "BJ.Assign.2.1", "BJ.Assign.2.2", "BJ.Assign.2.3", and so on.

8) Repeat steps 4-7 using the two other source files, "Sounds.2" and "Sounds.3". DO NOT ATTEMPT TO EDIT THESE FILES.

9) You may control rhythm by either deleting or inserting silence between sounds.

10) You may perform some basic transformations of the sounds in your file by highlighting them, then selecting "Reverse" or "Gain" form the Effects Menu. The "Reverse" command is obvious. The "Gain" command will let you amplify the sound by x%. NEVER amplify by more than 100% (you might clip or distort the sound). If you want to increase the volume of a sound, first select "Normalize" (which will amplify it to its maximum non-clipped level), the lower the gain to less than 100%.

11) If you want to stop working for the day, but still haven't completed your assignment, then:
    a) drag old backup versions of "BJ.Assign.2.x" to the trash and empty it (always keep at least two versions);
    b) drag the folder BJ.Assign.2f to your personal folder in EMS/Studio Files/Class Files
    c) to start working again, drag the folder BJ.Assign.2f to the Work Space folder.

12) When you have finished your composition, then:
      a) highlight the entire track by typing **cmd + A**
      b) select "Normalize" from the Effects Menu.
      c) cut any leftover silence that follows your composition.

13) When you have completed your assignment, then:
      a) save a version as "BJ.Assign.2";
      b) drag one or two backups of "BJ.Assign.2" to your personal folder in
         EMS/Studio Files/Class Files;
      c) trash the contents of BJ.Assign.2f except for "BJ.Assign.2";
      d) place BJ.Assign.2f into EMS/Assignments/Assignments to Larry.

14) If you have experienced any persistent or frustrating problems (computer-wise), write these down on a sheet of paper and describe the actions you took to try to resolve or work around them. Turn this in on Aug. 30. Your goal is to create a composition; if you need to alter some procedures described above, go ahead and do that if it will help you finish the assignment.