

# OneCut Training Module 1

## Module 1 Syllabus

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### What is One Cut? What are we doing?

OneCut is the multitrack audio editor in DaletPlus. It is available both inside of DaletPlus and as a standalone audio editor. You can use it in the edit booths to record voice tracks, at your desks to record phoners, to mix pieces, in the field to edit audio clips for FTP, etc. Anything you use Audacity or ProTools for, you can use OneCut for. And the best part – it’s fully integrated in to DaletPlus, along with your scripts, rundowns, etc.

Because OneCut is available as a standalone program, the SuperUsers thought it best to teach this tool before diving in to the complexities of DaletPlus as a whole.

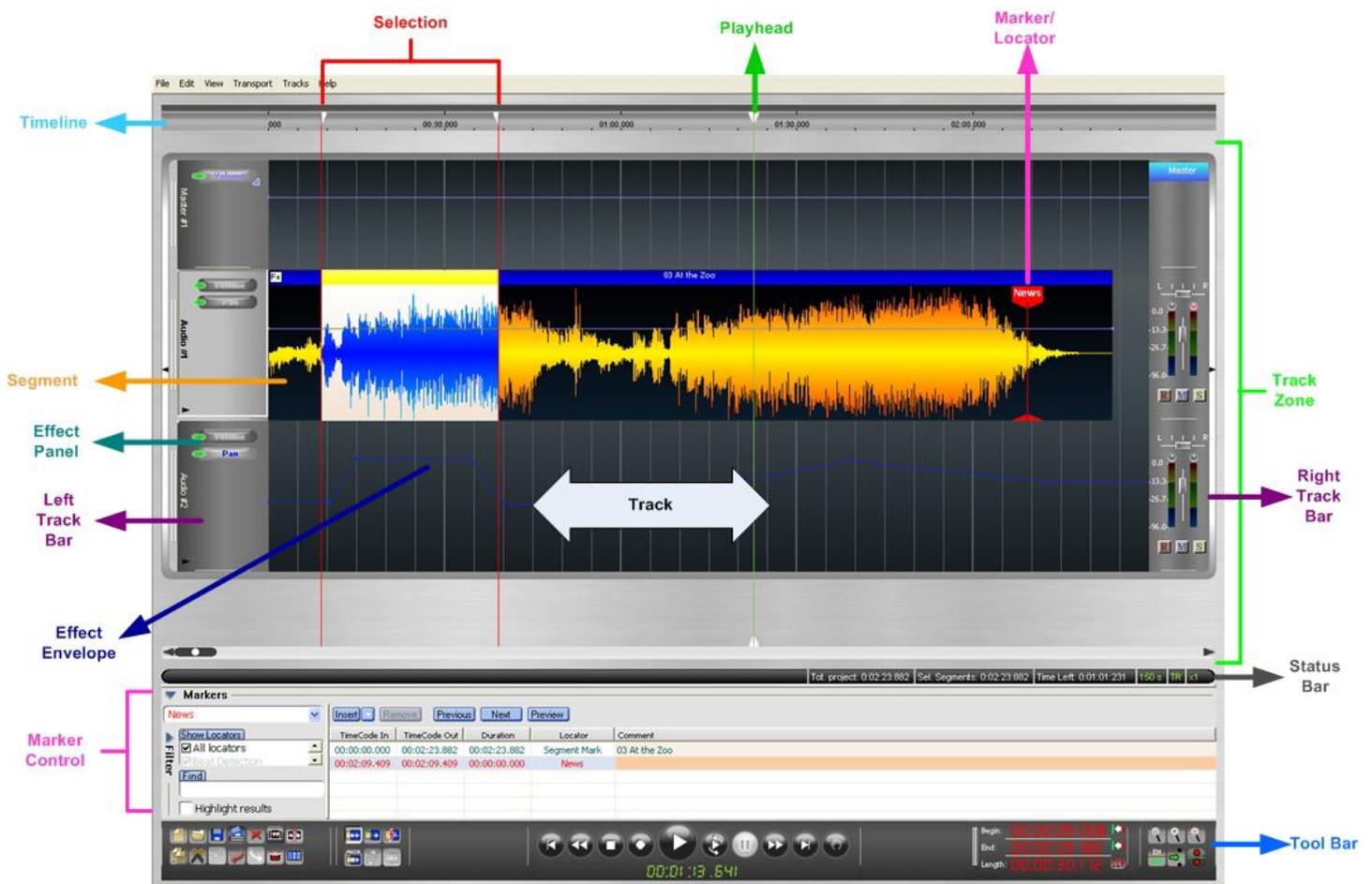
This training is NOT meant to be all-encompassing. We want to provide you with the tools needed to complete your job successfully and avoid cluttering the process with tools you won’t use frequently. We will, however, touch on topics that we think are important for you to be aware of while troubleshooting.

If you want to know more, SuperUsers and the manual are great resources!

## Mouse

First – use a mouse! It's highly recommended... the laptop trackpad does not provide the best Onecut experience.

## One Cut Layout



Arrange Button Groups on the toolbar

- You can arrange Button Groups on the toolbar by clicking and dragging the empty space on the group and moving them
  - o Notice how they don't always snap to another group of tools
- You can drag them off of the toolbar too!
- Right click on the toolbar
  - o Hide and Show various groups of buttons
  - o Dock toolbar top and bottom
- Right Click and select Restore Default if you get in trouble.

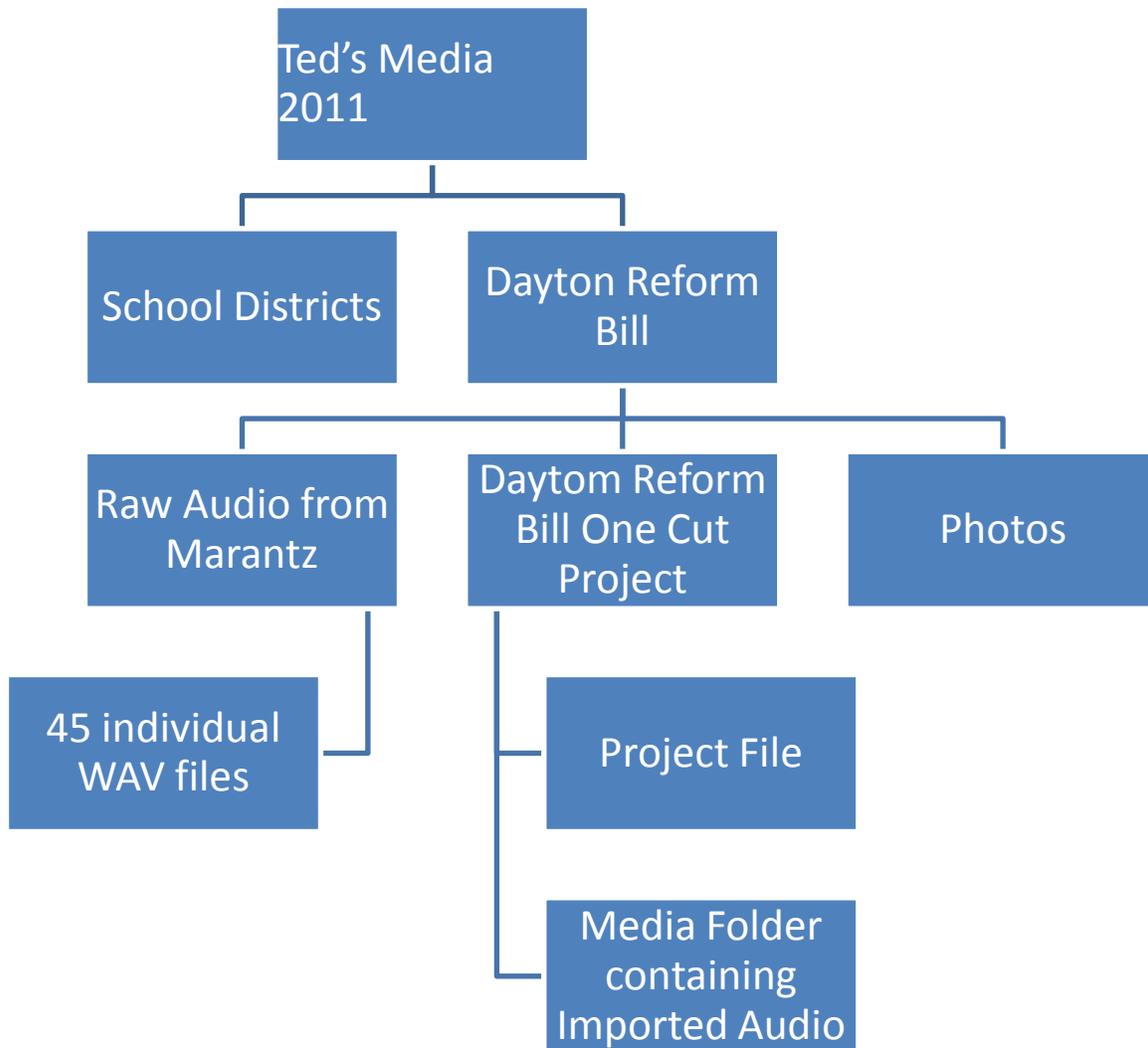
## Project Management

Create a folder for all of your OneCut projects! It will save your organizational sanity.

Now is the time to get your system organized! Below is a suggested method for organizing media on your laptops.

Keep in mind, when we move to the DaletPlus system, you will be able to store all of this media inside of DaletPlus. The diagram below is simply for organizing your laptop.

### Reporter Laptop



## Import audio

OneCut can import all kinds of audio - MP3, MP2, WAV, mono, stereo, different sample rates - and edit them all within one project. No more conversion a la ProTools!

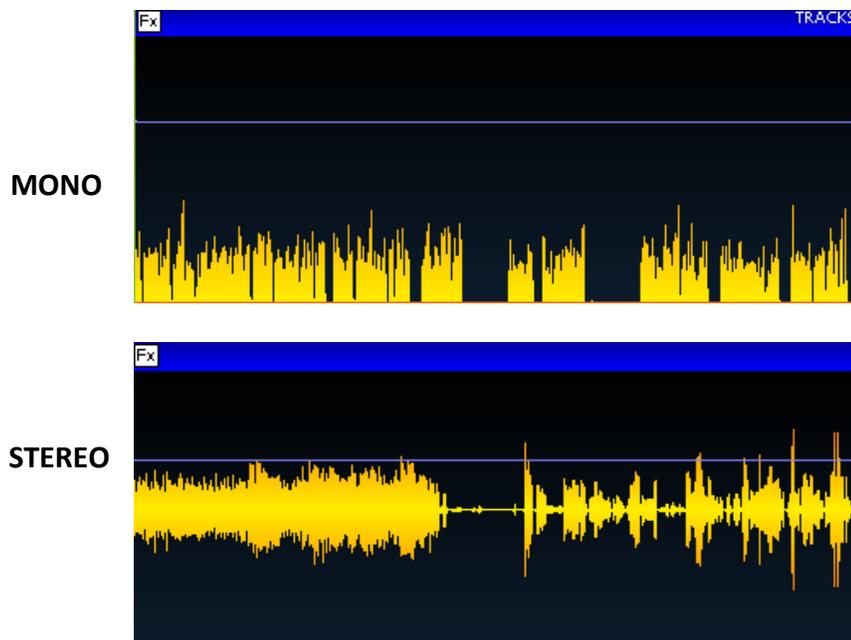
Three ways

- Import audio by right clicking in track
  - o Audio will import where you right-clicked.
- Import audio from file menu / CTRL-I
  - o Audio will import to the playhead location on currently selected track.
- Import audio by dragging and dropping

- *In the transport toolbar, click the  button to move the playhead to the beginning of the timeline.*
- *Import TRACKS.WAV into the Audio #1 Track*

## A note about mono vs. stereo audio

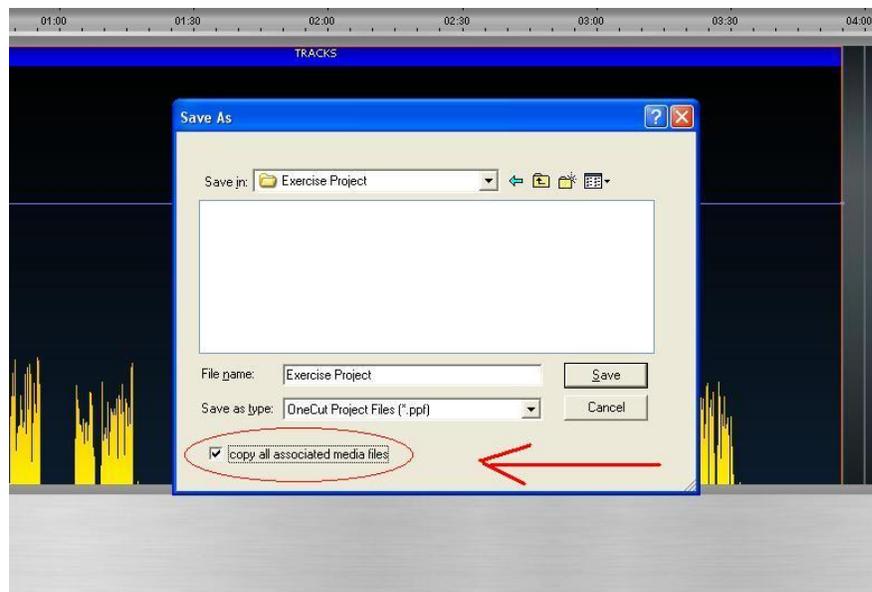
Unlike ProTools, OneCut only has stereo tracks. When a mono audio file is imported, it looks like the image below. It doesn't operate or sound any different, it just looks different than what you may be used to.



## Saving

DaletPlus handles Saving a little differently than most programs you are used to using - and that means OneCut does too. In a nutshell, out of the box DaletPlus/OneCut will usually not save a project when you hit CTRL-S but it will create a “render” of the project – a bounce, like ProTools. A problem can arise when the user thinks she is saving the project but is actually rendering an audio file. Fortunately, DaletPlus and OneCut are highly customizable. In order to try to reduce confusion, the Dalet SuperUsers have decided to change the CTRL-S command to Save As. While a little awkward at first, we feel it’s the best way for you to continue working in the manner you are used to AND prevent potential issues.

- File: Save As (CTRL S)
  - IMPORTANT: **CHECK “COPY ALL ASSOCIATED MEDIA FILES”**
    - This will move all audio files currently in your project to one folder.
    - COPY ALL ASSOCIATED MEDIA FILES ensures that any media you have imported in to the project makes its way in to a folder called “XXXXXXXXX\_Media” inside your Project’s folder.
  - OneCut doesn’t create project folders for you like ProTools does.
    - Create a folder for your project, navigate to that folder, title the project



- Every time you save from here on out, you can use CTRL-S to Save As, or use CTRL-SHIFT-S to save.
- Any new audio will be imported in to the project and will also be copied to XXXXXXXX\_Media (as long as the “copy all associated media files” box is checked).
- **NOTE: Audio is not moved to the folder when you import. It is moved there when you save!**

- *Hit CTRL-S to save*
- *Create a new folder called "Exercise Project"*
- *Title the File Name: "Exercise Project"*
- *Click "copy all associated media files" and click Save.*
- *Add a track with CTRL T*
- *Right click on new track, select Import, Load Audio File*
  - o *Select "Abi.wav"*
- *On the desktop, navigate to the Exercise Project\_Media folder and see that Abi.wav is not inside of it yet.*
- *Go back to One Cut and do CTRL-S to save.*
- *Again, navigate to the project folder and see that "Abi.wav" has been copied.*

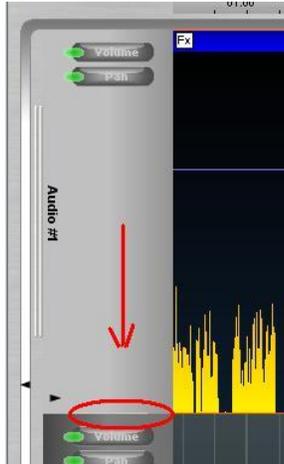
## **Autosave**

OneCut will autosave your project for you every few minutes.

## Zoom and Navigation

Highly recommend using a mouse with mouse wheel

- Scroll left and right and up and down by pressing scroll wheel and moving mouse
- Resize the track height by clicking and dragging bottom line of grey track area

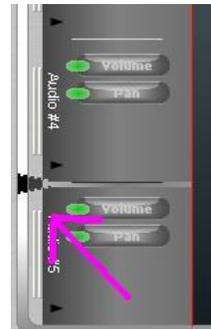
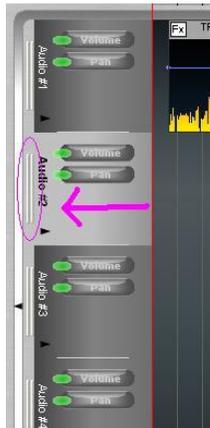


- Reset track heights by clicking button in upper-right-hand corner 
- Click on a segment and then SHIFT-mousewheel for waveform height
- Zoom
  - Use mouse wheel
  - CTRL-scroll “slows down” zoom
  - Use Buttons to Zoom
    - all CTRL W
    - in CTRL +
    - out CTRL -
  - To quickly zoom view to show entire segment, double-click on segment title bar. Double-click again to return to previous view.
  - To zoom to selection, make selection (using Right Mouse Button) then double-click on yellow band on segment title bar. Double-click again to return to previous view.

*Go back through the list and try them all. If you get stuck, remember that CTRL+W will zoom out to show entire project, and that there is a button for resetting track heights.*

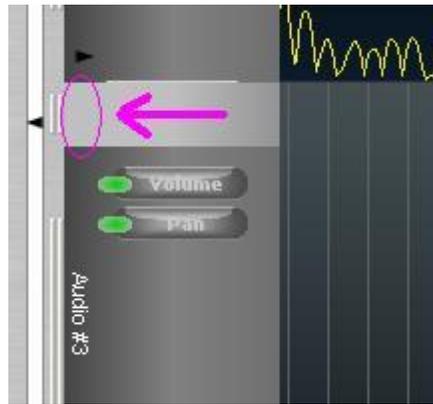
## Tracks Management

- Add track CTRL-T
  - o Edit: Tracks: Add Track
  - o Much simpler than ProTools. Tracks are one way only - always stereo, and will automatically import mono files.
- Remove track
  - o Removes track from timeline
  - o Right click on Track name, select Remove
- Clear track
  - o Removes audio on track, but leaves track in timeline
  - o Right click on Track name and select Clear
- Move track
  - o Move the mouse over the double-grey bar just to the left of the track name (for example, "Audio 1"). It becomes a hand.



- o Click and drag the track you where you want it. A dark black line will appear just below the second track, letting you know that's where the track will be placed.

- Expand/Collapse track
  - o Right click on name of track and choose “expand/collapse”
  - o There is a difference between right clicking exactly on the name of the track and the grey double bar to the left of the name... you’ll get “expand/collapse” options with both, but they do different things
  - o Expanding a track after it has been collapsed is a little tricky. It may help to imagine the track name is still there. The correct area to click is circled below:



## Markers and Playhead Navigation

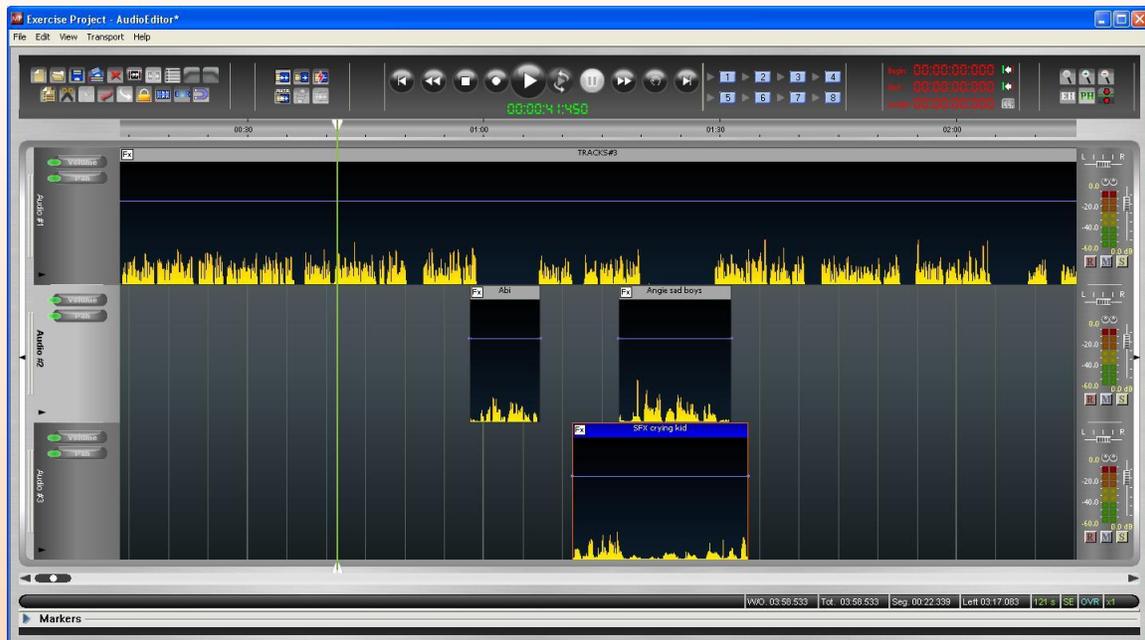
- Set playhead location by clicking anywhere on the timeline
  - o Double click to set playhead and begin playback
- Home/End to jump to beginning or end of project
- Set markers using blue numbered buttons in toolbar
- Go to marker by clicking white triangle next to the blue button



- Import "Angie Sad Boys.wav" no to Track 2.
- Create a third track.
- Import "sfx crying kid.wav" directly in to the third track.
- SAVE!
- Position *Abi.wav* under the first large space in the track (~1:00 (you can audition the positioning by hitting spacebar to play/stop).
- Position *SFX crying kid.wav* so that it posts at the second space (~1:11).
- Position *Angie sad boys.wav* so that it posts with the woman's speech at ~1:20.

*It should look something like the picture below.*

*(We'll get to trimming, fades, and volume automation later!)*



- With your mouse, zoom in to the beginning of *Abi.wav*
  - o Set Marker 1 near the beginning of *Abi.wav*
- Using the counter, navigate to 2:21
  - o Set Marker 2
- Navigate back to Marker 1
- CTRL – W to zoom out to see the entire project

## Transport

Icon	Role
	This counter displays the location of the Playhead in the Project timeline. Duration is expressed in hours, minutes, seconds, and milliseconds. You can click into any field, enter a specific duration, and press Enter on the keyboard in order to move the Playhead to a specific point in the timeline.
	Click this button to play. Keyboard shortcuts are F2 or spacebar. Double clicking on an area on the track, will jump to that position and start playing it. You can also play by choosing the menu option <a href="#">Transport⇒Play</a> .
	Click this button to stop playout. Keyboard shortcuts are F1 or ESC key or spacebar if OneCut is currently playing. You can also stop by choosing the menu option <a href="#">Transport⇒Stop</a> .
	Click this button to pause/resume. Keyboard shortcut is F3. You can also pause/resume by choosing the menu option <a href="#">Transport⇒Pause/Resume</a> .
	Click this button to record. Keyboard shortcut is F4. You can also record by choosing the menu option <a href="#">Transport⇒Record</a> .
	Click this button to rewind the Playhead. Keyboard shortcut is F5. You can also rewind by choosing the menu option <a href="#">Transport⇒Play rewind</a> . Keep pressing rewind while playing will increase the rewind speed.
	Click this button to fast-forward the Playhead. The fast-forward is audible. Keyboard shortcut is F6. You can also fast-forward by choosing the menu option <a href="#">Transport⇒Play Fast-Forward</a> . Keep pressing fast forward while playing will increase the fast forward speed.
	Click this button to place the Playhead at the beginning of the active track. Keyboard shortcut is Home. You can also go to the Beginning by choosing the menu option <a href="#">Transport⇒Go to begin</a> .
	Click this button to place the Playhead at the end of the active track. Keyboard shortcut is End. You can also go to the end by choosing the menu option <a href="#">Transport⇒Go to end</a> .
	Click this button to play selection in a loop. Keyboard shortcut is F7. You can also loop by choosing the menu option <a href="#">Transport⇒Loop Play</a>
	Click this button to toggle the Scrub mode on and off. Keyboard shortcut is Num/ . You can also toggle the Scrub mode by choosing the menu option <a href="#">Transport⇒Scrub</a> . To switch between scrub modes (CD Style, Jog, Shuttle) press Shift+S



## Segment and Selection Transport

- Go to Segment Beginning [
- Go to Segment End ]
- Solo and play segment only SHIFT - Left click in segment
  - o Mutes other tracks and allows you to listen to only the current segment

Play Selection	Press <b>F9</b> to play the selection (from mark-in to mark-out)
Play Over Selection	Press <b>F10</b> to play 3 seconds before and after the selection (and skip the selection itself).
Play Pre-Selection	Press <b>F11</b> to play 3 seconds before the selection
Play Post-Selection	Press <b>F12</b> to play 3 seconds after the selection
Preview selection	Press <b>Ctrl+F10</b> to play 3 seconds of the selection's beginning, and 3 seconds of the selection's end.

- Click in to Track 2
- Using the Selection Counter in the toolbar, select 00:00:33:471 to 00:00:49:317
  - o Remember, the order is HOUR: MINUTE: SECONDS: MilliSeconds
- See how it highlights that section of Track 2?
  - o But this really isn't any help to us, as there is no audio there.
  - o Click anywhere in Track 3.
  - o Watch the selection follow the track you are on – but the selection area stays the same, it doesn't move on the timeline.
- Click in to Track 1.
- Play the Selection only.
- Play Over Selection.
  - o The next track is upcut. Let's listen again.
- Play Post-selection.
- Adjust the Out point with the mouse (don't forget to use the RIGHT mouse button!) Zoom in if you need to.
- Audition again using Play Post-Selection... adjust until you've fixed the upcut and made the transition smooth.
- DELETE the selection.
- Check to see if SNAPPING is on in the toolbar.  It's on by default. (We haven't done this yet, but it's a simple concept. This will snap segments up against each other.)
- Select all of the segments to the right of your edit (The Track, Abi, Angie, SFX)
  - o CTRL-Left click to select
- Click and drag all the segments until the two Track segments snap together.

You are probably thinking that you can do this way easier in ProTools using the Shuffle mode. Hang in there... OneCut has modes too, which we'll cover in a bit. It makes this process much easier.

- Duplicate the "SFX crying kid" ambi segment and drag it to the right until it snaps to the right of the original segment.
- Navigate to Marker 2. Highlight the segment on Track 1 from Marker 2 to the end of the project and hit DELETE.

## Editing



- Toolbar buttons
  - Export to Clip Bin
    - This will have a function when in DaletPlus
  - UNDO/Redo CTRL-Z / CTRL-Y
    - 150 levels of undo by default
    - The Undo “bin” saves with your project. *You can save and close your project and STILL be able to undo when you reload the project!*
  - Trim SHIFT-T
    - Strips silence from the top and tail of a segment
  - Split CTRL-DEL
    - Splits the selected segment at the playhead position
    - Can split at one point, or make a selection and split at the in and out points of a selection.
  - Lock CTRL-ALT-L
    - Locks a segment or a group of segments at their current position in the timeline
    - Segment turns grey when locked
    - YOU CAN STILL SPLIT THE SEGMENTS

*As of Tuesday Aug 2, 2011, the All Tracks Mode button was broken. Currently if you enable All Tracks, OneCut will become stuck in that mode and the only fix is to restart the program. Dalet is aware of the issue.*

**Workaround: CTRL-click track names to select tracks.**

- All Tracks Mode
  - This is the same as the “ALL” Group in ProTools – applies commands to all tracks.
  - Powerful when combined with INS/OVR.

- Fade In/Out    SHIFT I / SHIFT O
  - DIFFERENT THAN PROTOOLS
  - Writes segment volume automation for a fade beginning or ending at the play head
  - In ProTools, fades are individual segments... very easy to move the fades and adjust them. Here, they are automation lines – rubber bands – and you have to control the fade by clicking points on the line and dragging.
  - *We'll learn more about Fades in the next module!*
- Snapping
  - Snaps segments to beginning and end of segments, and to the playhead.

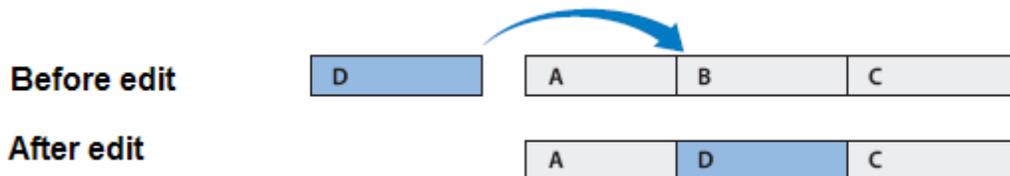
## Insert and Overwrite Modes

INS/OVR      Insert key

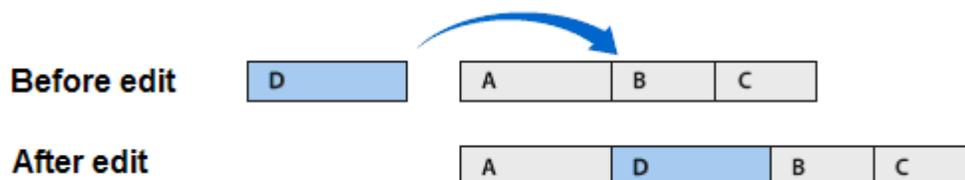
- Similar to the Shuffle and Slip editing modes in ProTools
- INSERT – a la Shuffle - editing a segment causes all of the segments after the edit to move in relation to the edit
- OVERWRITE – a la Slip – editing a segment does not change the timeline after the edit

*If you find that segments are behaving in an odd way – like segments are moving when you don't have them selected... check this mode.*

### OVERWRITE



### INSERT

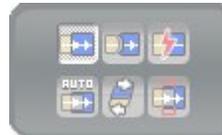


- *Drag the end of the last Track segment out until another chunk of audio appears around 2:22.*
- *Move the playhead to 2:03.*
- *Split the segment and select the new segment you have just created.*
- *Use the Trim function to erase the space on either side of the segment.*
- *Zoom the segment you just trimmed so it fills the entire window (double-click on the segment title).*
- *Navigate the playhead to the top of the segment using the keyboard.*
- *Audition the cut, and hear how Trim affected the top and tail of the cut.*
  - o *Adjust the top so the "S" is not cut off.*
- *Zoom back out to view the entire project.*
  - o *Depending on what kind of zooming around you have done, you may have to reset track heights.*
- *Enable INSERT (INS) mode.*
- *Cut the segment. (CTRL-X)*
- *Position the playhead at 1:34:650ish.*
- *Zoom out to see the whole project.*
- *Paste the cut segment.*
- *Notice how the segments to the right move down the timeline to make way for the pasted segment (a la ProTools Shuffle mode).*
- *Now select the segment you just pasted. Delete it.*
  - o *Notice that the segments to the right move up the timeline to fill in the space of the deleted segment.*
- *Undo.*
- *Enable OVR mode.*
- *Select the segment you pasted earlier and delete it.*
  - o *The segments to the right of the deletion don't move.*
- *Select the far-right segment on Track 1 beyond 1:40 and delete it.*
  - o *Remember you can clear selections by quickly tapping the right and then the left button.*
  
- *Drag the segment on Track 1 out to 1:49.*
- *Insert a Fade Out beginning at 1:46.*
- *Adjust the fade length and notice how it responds – different than ProTools.*
  - o *Change the fade start point by clicking and dragging the dot on the volume line.*
  - o *Make the fade length very short.*

*There is another way to select and split segments... it can all be done with the mouse!*

- *Navigate to the area around :02 and zoom in so you can see the timeline between the top of the file and :10 (don't forget about your pre-defined zooms! ALT 1-5).*
- *Highlight 00:01:320 to 00:06:400.*
- *Click the yellow header bar and drag the segment to the track below.*
  - o *(Also Notice that the segment snaps to the In and Out markers)*

## Modes



- Controls how segments interact with each other when drag on to each other.
- There are a bunch of different modes, but the one we want to stay in is Overlap.
- Overlap
  - o When Segment A is pushed into Segment B, a cross fade is created over the length of the overlap.

## Exporting Project as Audio File

*We will briefly cover exporting (bouncing) in this module... module 2 will include an extensive look at it.*

If you want to get audio out of OneCut and in to D-CART, you'll need to Export Project as Audio File. The kicker here – OneCut is inherently 48kHz STEREO and we all know DCART is 44.1kHz MONO.

This is not a problem!

Exporting Project as Audio File is the same as Bouncing in ProTools. Some differences:

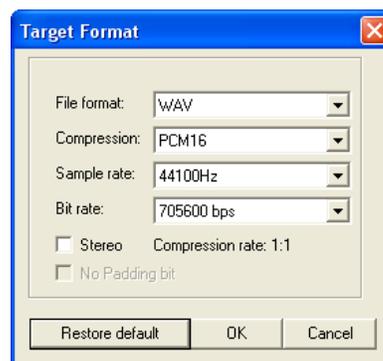
- IT'S FASTER THAN REAL TIME!
- You don't need to make a selection to bounce the whole project. Without a selection made, OneCut will export from beginning to end. Easy.

To Export Project as Audio File:

- File: Export Project: Save as Audio File
- Click Set Format button



- Change:
  - o Format – WAV
  - o Sample Rate – 44.1kHz
  - o Uncheck Stereo
- Click OK
- Name file and set location
- Click Save



## Homework!

Use OneCut! Spend 30 minutes with it at some point before the next class... use audio from a story you are currently working on.

Make sure you can:

- Save like you want to. Does OneCut do what you expect? Is your audio organized?
- Import audio.
- Edit audio
  - o Use INS/OVR mode
  - o Use different overlap modes
  - o Use different selection and segment transport functions

## Next Module

We'll review level automation, fades and crossfades, recording, EQ and compression, preferences, and more!