BIS Help Guides

Editing Audio

Learn how to edit audio.
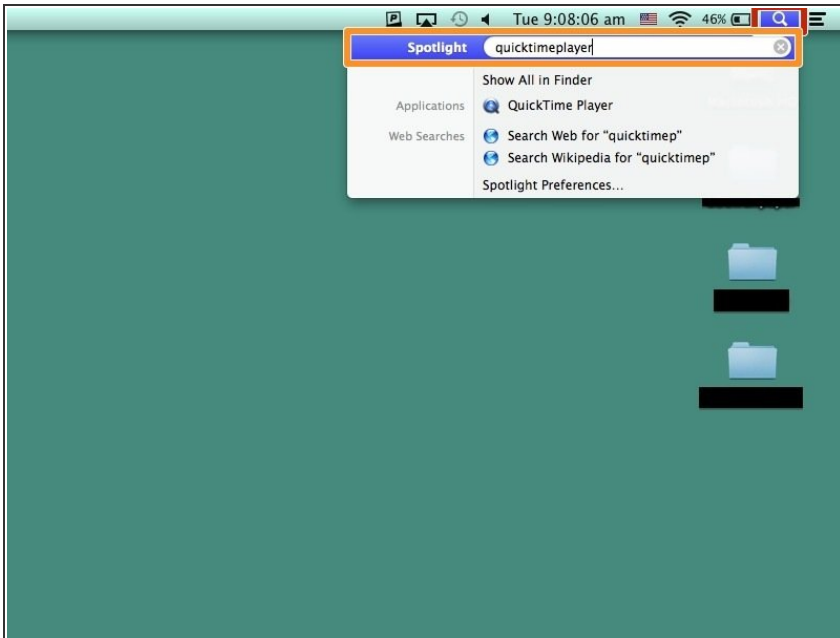
Written By: Alex Spencer

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Tue 9:08:06 am   46%

Spotlight   quicktimeplayer

Show All in Finder

Applications   QuickTime Player

Web Searches   Search Web for "quicktimep"

Search Wikipedia for "quicktimep"

Spotlight Preferences...

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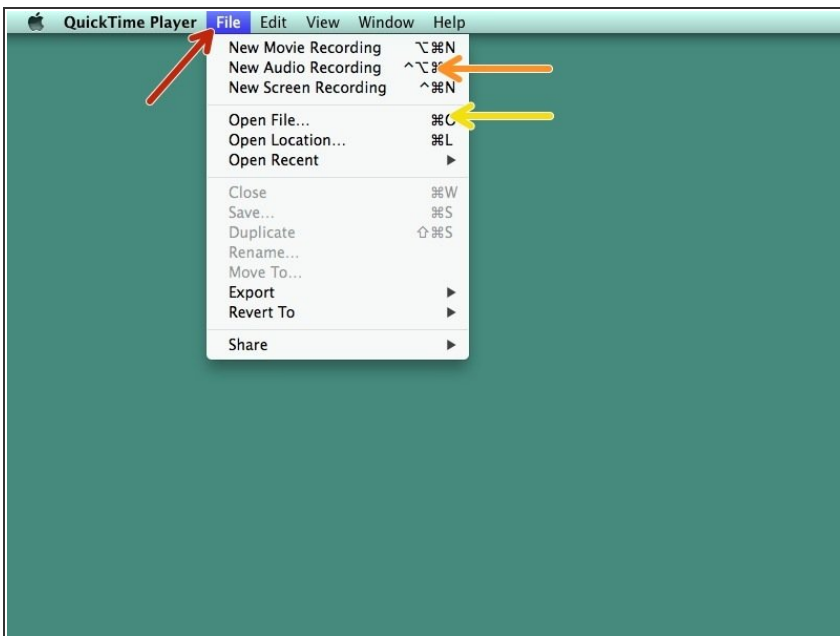
INTRODUCTION

Learn how to edit audio.

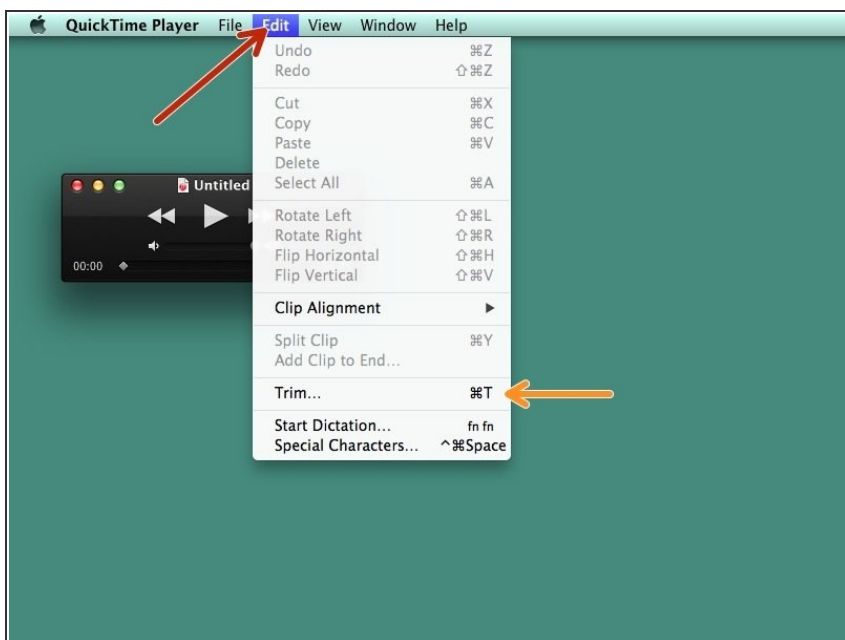## Step 1 — Opening Quicktime Player

- Click on the Magnifying Glass in the top right corner of your screen

- Search and open "Quicktime Player"
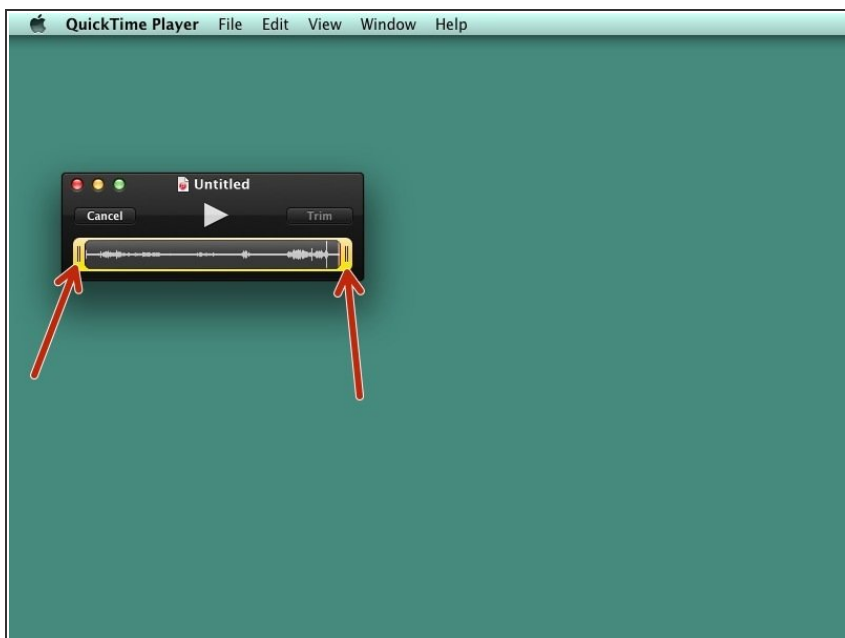
Step 2 — Creating/Opening an Audio file

- Click on "file"

- Click "New Audio recording

- Or click on "Open File" to use an existing recording

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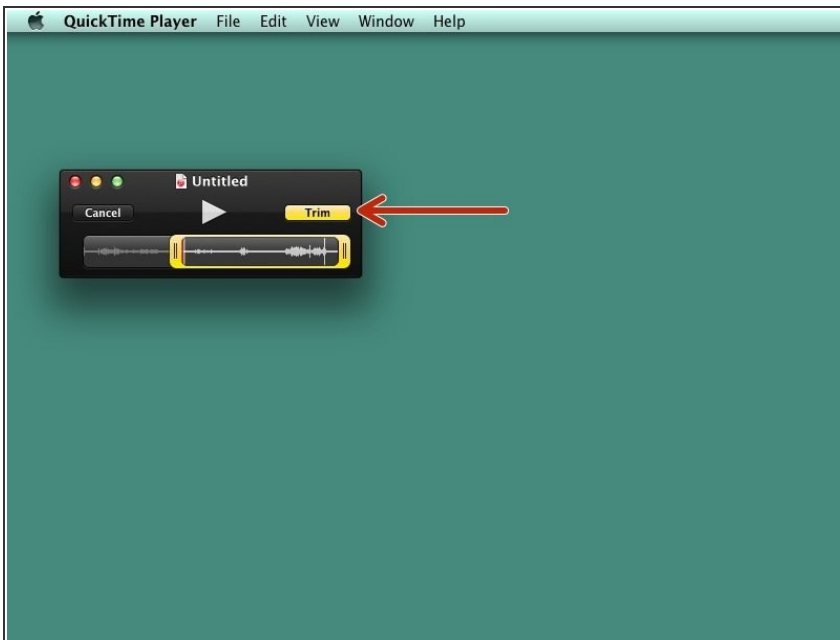
Step 3 — Editing an Audio File

- Click on "Edit"

- Click on "Trim"

Step 4 — Trimming an Audio file

- Drag either end of the yellow marker to trim the length of the audio file

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Step 5 — Saving Changes

- Click on "Trim" once you are finished editing your audio file

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