http://info.ibb.gov/ibbinfo/digitalaudio/

Support Website

voa-dst@voanews.com

Support Email

+1 202-205-4876

Digital Audio Training & Support Help Line

Working with Projects

Clearing Surfer for a new project	Ctrl+N
Opening a new project	Alt+P
Opening a project	Ctrl+P
Save audio project as database item	Alt+S
Save Project as EDL file	Ctrl+S

Scrolling in the Waveform

Scroll waveform one screen to left	Page Down
Scroll waveform one screen to right	Page Up
Scroll to screen at beginning of track	Home
Scroll to screen at end of track	End

Working with Segments

Attenuating the point of the Volume curve	Drag 🖱 red thin line across top of waveform. (Pointer becomes ↕)	
Highlighting the segment	Click 🖱 in small square in upper left or right corner of segment (Pointer becomes ↕)	
Highlighting segment where playhead is	Ctrl+G	
Fade In/out	Drag 🖱 small square in upper left or right corner of the segment (pointer becomes ↖ or ↗)	
Adjusting Gain	Drag 🖱 on white line framing top of the segment (pointer becomes ↕)	
Moving/gliding segment to a new location in the track	Drag 🖱 extreme bottom park of the segment (pointer becomes ↔)	
Splitting the waveform at Mark-in creating a segment	Ctrl+Del	

Working with Regions

Copying a region	Ctrl+C
Copy region & insert at In Mark	Ctrl+Left click region+drag
Copy region & insert anywhere	Ctrl+Right click region+drag
Cutting a region	Ctrl+X
Extracting a region	Ctrl+E
Insert silence over a region	Ctrl+B
Move region & insert at mark in/out markers	Shift+Left click region+drag
Move region anywhere	Shift+Right click region+drag
Play mark in to mark out only	F9
Play EXCLUDING mark in to mark out region	F10
Scroll to screen at beginning of track	Home
Scroll to screen at end of track	End

Playback in the Waveform

Audible Rewind	F5
Audible Fast Forward	F6
Looped playback of region	Ctrl + L
Pause	F3
Playing from active marker	F12
Playing from point of double click	Double-click 🖱
Play region only	F9
Play excluding region	F10
Playing TO an active marker	F11
Quick preview (end & begin of the audio)	Ctrl + Q
Scrubbing audio	Hold down 🖱 and drag left and right
Stopping Play	Click 🖱 anywhere on the waveform
Stopping Play	F1
Toggle Play on and off in all tracks	F2 or Spacebar

Highlighting

Highlight All audio in track	CTRL+A
Highlighting segment by playhead	CTRL+G

Clearing Audio

Create new Surfer project	CTRL+N
Clear audio between in/out markers	Shift+Delete

Editing the Waveform

Activating the Track	Click 🖱 in the waveform
Redoing an edit	Ctrl+Y
Undoing an edit	Ctrl+Z
Split waveform at In Marker to create segment	Ctrl+Del

Moving an Element

Move segment to new location in the track	Click and drag 🖱 extreme bottom part of segment (pointer becomes ↔)
Move playhead to mark in	0
Move playhead to mark out	9
Move playhead to numeric markers	1,2,3,4,...8
Move active marker to left	Left Arrow
Move active marker to right	Right Arrow
Center audio around playhead	Alt+C
Move playhead to specific locator	Ctrl+*
Move playhead to segment start	Ctrl+Left Arrow
Move playhead to start of track	Ctrl+Home
Move playhead to segment end	Ctrl+Right Arrow
Move playhead to end of track	Ctrl+End
Move playhead to click	Click 🖱 in waveform
Move playhead/markers to click & deselect	Click 🖱 in waveform
Move region and insert at markers	Shift+Left Click+drag
Move region to release of mouse	Shift+Right Click+drag

Copying

Copy a region	Ctrl+C
Copy region/insert at in mark	Ctrl+left click region+drag
Copy region/insert anywhere	Ctrl+right click region+drag

Inserting

Inserting blank over a region	Ctrl+B
Paste and overwrite	Shift+Insert
Paste and insert	Ctrl+V

VOA Voice of America Digital Audio Quick Reference Card

Modifying Audio Levels

Attenuating the volume curve	Click 🖱 red thin line across the top of waveform. Pointer becomes ↕ (volume/gain button must be in volume mode).
Fade in/out	Click 🖱 & drag small square in upper left or right corner of segment. Pointer=↖or↗
Adjusting gain	Click 🖱 & drag line framing top of the segment. Pointer becomes ↕. (volume/gain button must be in gain mode).

Recording & Saving Audio

Create title for recording in process	Ctrl+Alt+Enter
Opens a recording channel	F4

Placing Elements in Waveforms

Place locator at playhead	*
Place a numeric maker	1,2,3...8
Place In Marker	Ctrl+0
Place Out Marker	Ctrl+9
Move Playhead to beginning of track	F7
Move playhead to end of track	F8