Creating a new project in Soundtrap...

- Go to **Soundtrap.com** and login with your hcpss.org account.
    - **NOTE:** ALL HCPSS students must use the approved HCPSS email account to manage projects for class.
- Click **Enter Studio** or **Start a collaboration**.
    - If you will be working on your project alone… Click **Enter studio**
    - If you will be working on the project with others… Click **Start a collaboration**
- In this window you can choose either **New Project** or **Demos**.
    - **New Projects** allows you to begin your own project or recording. Choose between **Music** or **Podcast**.
    - **Demos** allows you to manipulate a template in a variety of styles.
- Click **New Project.**

Accessing an Mt. Hebron assignment created using Soundtrap...

- Go to to the **Mt. Hebron Music Website**… www.mthebronmusic.org
- Click the link for **Distance Learning.**
- Under **Assignments…** Click the link for the project that you will be working on.
    - **NOTE:** It is important that you access the Soundtrap assignment using this link because it takes you directly to a specific assignment in Soundtrap (with parameters set) and automatically includes me as a collaborator.
        - Don not be surprised if there is already audio/MIDI in these files. They are designed to assist you or to use as a reference.

You might find the following webcasts useful.
ThanK You to Mr. Roberts for creating these resources for us.

Starting a project by logging into Soundtrap

**Completing a project (assignment) through the Mt. Hebron Website**

Understanding the Control Panel

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There are several controls located at the bottom of the screen that are helpful when using Soundtrap.

- **Playback Volume -** This adjusts the overall output volume of your project.
- **Timer/Counter -** This tracks the audio timeline in minutes/seconds.
- **Transport [Record | Stop | Rewind | Play | Fast Forward]** - These controls help you move around the project as well as enable recording.
- **Key -** This allows you to set a key area when using midi loops.
- **Tempo -** This allows you to set the tempo of the track. If using MIDI tracks… this will set the tracks (and the metronome) to this exact tempo. If creating audio tracks, this will set the tempo of the metronome.
- **Metronome -** This allows you to turn the metronome on/off, as well as adjust the sound, volume, and count-in before recording begins.

Understanding the Track Panel

Mic
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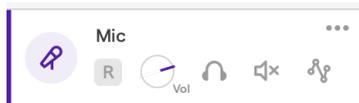
There are several controls located at the front of each track that are helpful when using Soundtrap.

- **Instrument Indicator -** This indicates what type of instrument is selected for this track.
- **Name/Title -** This section allows you to name/title the track for future reference. Consider what name will be easily recognizable when you edit later in the creative process.
- **Record Indicator -** The "Boxed" R will turn red when you are recording into that track.
- **Volume Control -** This allows you to adjust the volume of the entire track.
- **Solo -** This allows you to toggle this track on / off during playback. Any track that has this button highlighted will be heard during playback.
- **Mute -** This allows you to toggle this track mute / unmute during playback. Any track that has this button highlighted will NOT be heard during playback.
- **Automation -** This allows you to automate (edit) Pan, Sweep, and Volume after recording.
- **Track Options -** The three dots open a drop-down menu with more track options.

Getting set-up to record audio into Soundtrap...

- Create a **New Project.**
- Click **Music**.
- In this window you have 6 options to choose from...
  1) **Browse Loops**
  2) **Patterns - Beatmaker**
  3) **Play the synth**
  4) **Add new track**
  5) **Import file**
  6) **Invite a friend**
- Click **Add new track**

    This will add a "track" or recording lane to your project. This is where you will capture your audio (live playing).

- In this window you have 8 options to choose from…

    NOTE: You also have the option to Import file or access the Loop Library.

  1) **Voice & microphones**
  2) **Piano & keyboards**
  3) **Guitar & bass**
  4) **Drum & beats**
  5) **Guitar/Bass amp**
  6) **Synthesizer**
  7) **Strings**
  8) **Brass & woodwinds**
     - Use **Voice & microphones** to record a live instrument into your project using a microphone. Use the other options to record a virtual instrument into your project using a MIDI device or other instrument that you plug-in through your computer to create computer generated sounds.
- Click **Voice & microphones**
- In this window you have access to numerous settings to help make a quality recording.

    Select an input device...
    - Find the section label **Input:** This is where you will find a list of all of your input devices.
    - If you are using an external microphone plugged into your computer or audio interface… it should be listed here. This is usually your best option for recording audio.
    - If you are not using an external microphone… you will see **Internal Microphone (Built-In)**. This is the microphone that is built-in to your computer.

Select an audio enhancement preset...

- Just above the Input selection is a box that is defaulted to "Voice: Computer Mic Enhancer". This is where you set the Equalization (EQ) for your track. It is best to start with a preset that captures your sound as clean and clear as possible (no effects or enhancements). **"Voice: Computer Mic Enhancer**" is great if you are recording your voice. **"Dry"** or **"Clean"** is great for recording instruments. You can always adjust this later.
- The other knobs on this page are automatically adjusted when you select a preset.

Complete a Volume Check...

- Click on the volume check icon. This is a useful tool that will help "normalize" your input (mic) volume so that your recording does not distort (clip). Follow the instructions in the dialog box making sure that you test your instrument at the loudest volume you will use in performance.

  NOTE: Check out this link for more information about [Volume Check](#) for your microphone!

You are now ready to record!

Recording audio in Soundtrap...

- Select the track that you want to record into.
- Use the **Metronome** to set your recording tempo and how many measures to "count-in" before the recording begins.

  NOTE: If you are playing along with another track, make sure that the play-along track is unmuted and your recording track is muted. This will allow you to hear the audio you are trying to match while hearing your own performance live. Some people prefer this method… listening to the play-along in one ear and themselves in the other ear (no headphones). You can also choose to have both tracks unmuted and listen to yourself back through the mix.

- Select the Red (RECORD) Dot in the Transport to begin recording.
- Select the Black (STOP) Square (or the Spacebar) in order to stop the recording.

  NOTE: After recording a track, review your recording to see if it is a "good" take. If you are unhappy with your recording, delete it by selecting the track and pressing backspace/delete or selecting delta track in the Track Options drop-down. Time to try again! Once you are happy with your recording, you are good to go! You may now use the various options in the Track Panel to edit/adjust your recording.

Recording Tips

- **Headphones - *It is highly recommended that you use headphones!!*** Without headphones, the microphone will pick up all of the sounds going back into the microphone. Headphones isolate the sounds from the computer allowing the microphone to only capture what you are playing. It also prevents feedback!

- **Environment -** Try to be in a quiet and absorptive environment to avoid background noise and echo / reflections. A carpeted room is really great for this. If you cannot find a "dead" space to record, consider hanging a blanket in front of your instrument (behind your music stand) to help absorb the reverberations.

- **Microphones -** If you're using your device's built-in mic (or an external mic without volume control) do the [Volume Test](#) to set the right recording level and avoid clipping and distortion. If you're using a USB microphone or an audio interface with controls for gain/volume, please refer to your device's manual for guidelines on how to set the optimal recording level. If using an actual microphone that isn't built-in to your device, stay close to the microphone. This will help reduce background noise and room reflections.

- **Volume Test -** During the Volume Test, try moving further away or closer to the microphone, changing the angle/direction of your horn, as well as adjusting the volume of the microphone on Soundtrap in order to get your best sound. Try various setups to see what works best!