
Soundtrap Tutorial

A basic user guide created by **Habla**

Your everywhere studio

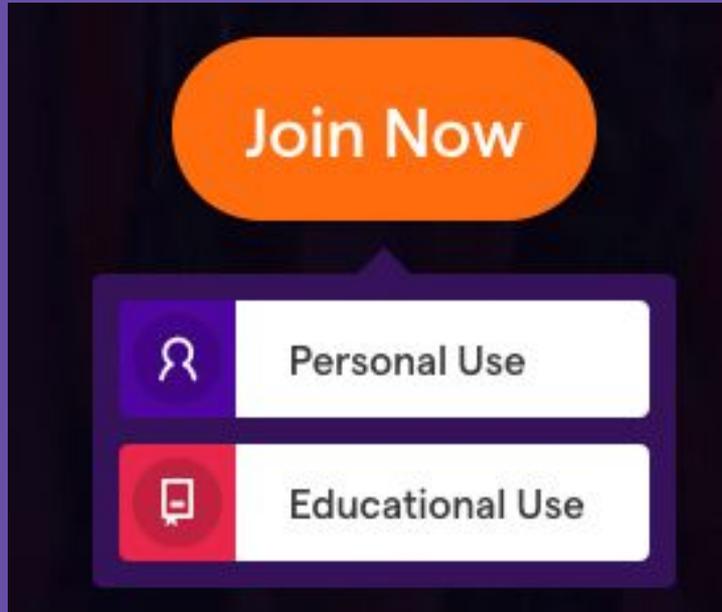
Join Now



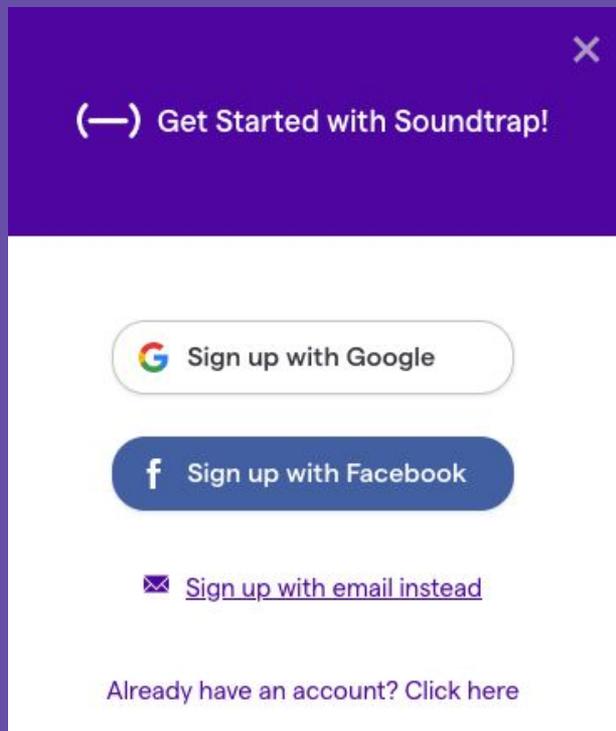
Go to www.soundtrap.com and press “Join Now” to create an account.

You can also download the app on [iOS](#) or [Android](#) devices.

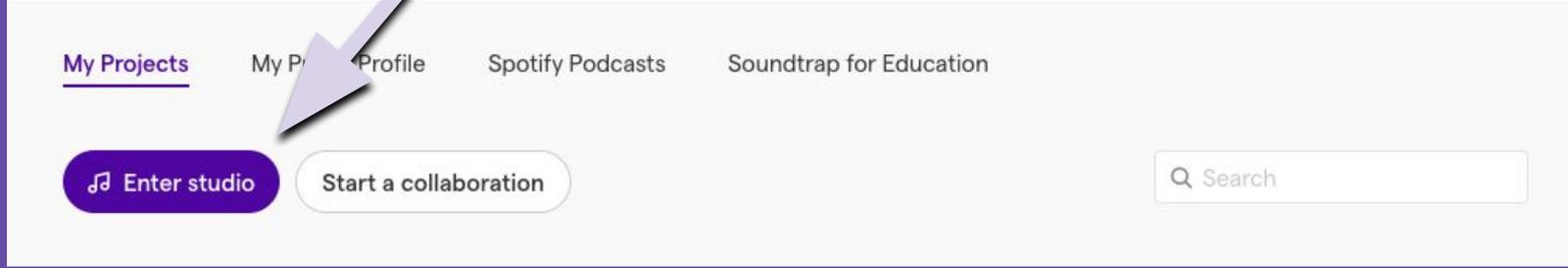




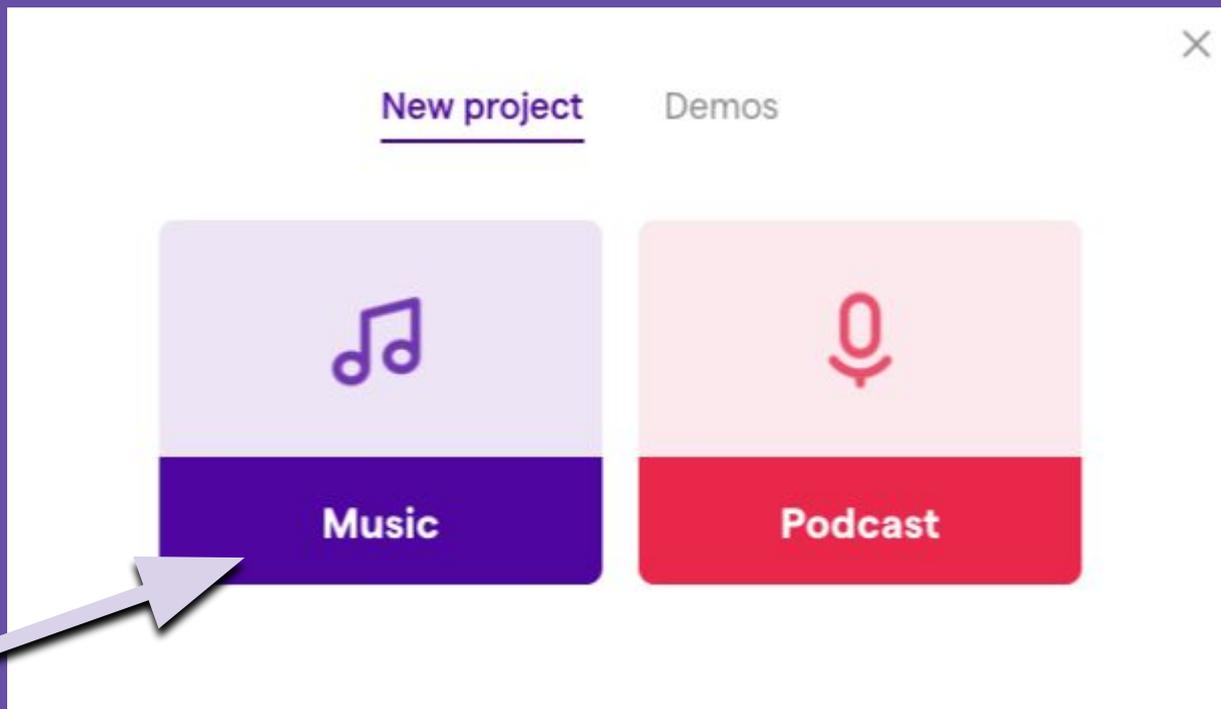
If your school has a Soundtrap account, you and your students can create an “Educational Use” account. If not, create a “Personal Use” account.



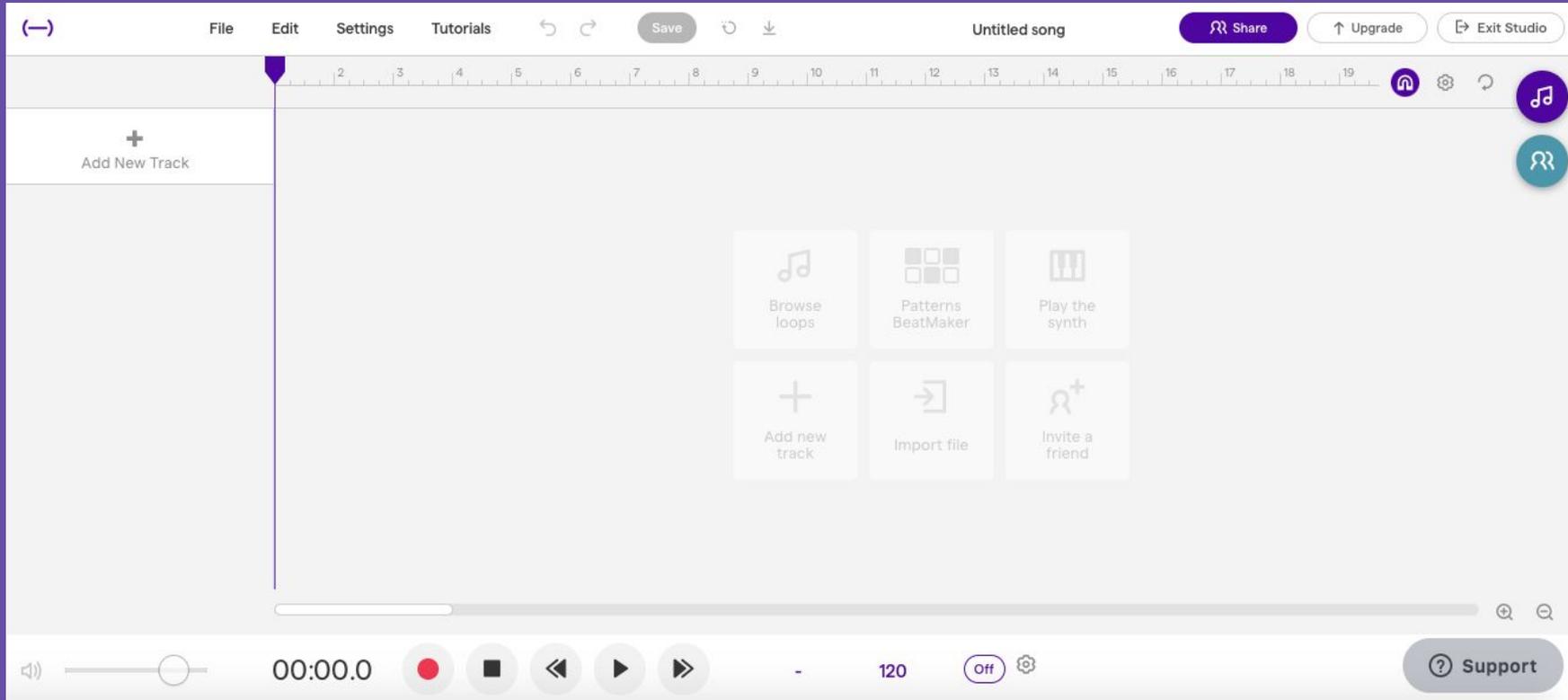
You can quickly join Soundtrap by signing in with your Google Account or your Facebook Account. You can also sign up with your email.



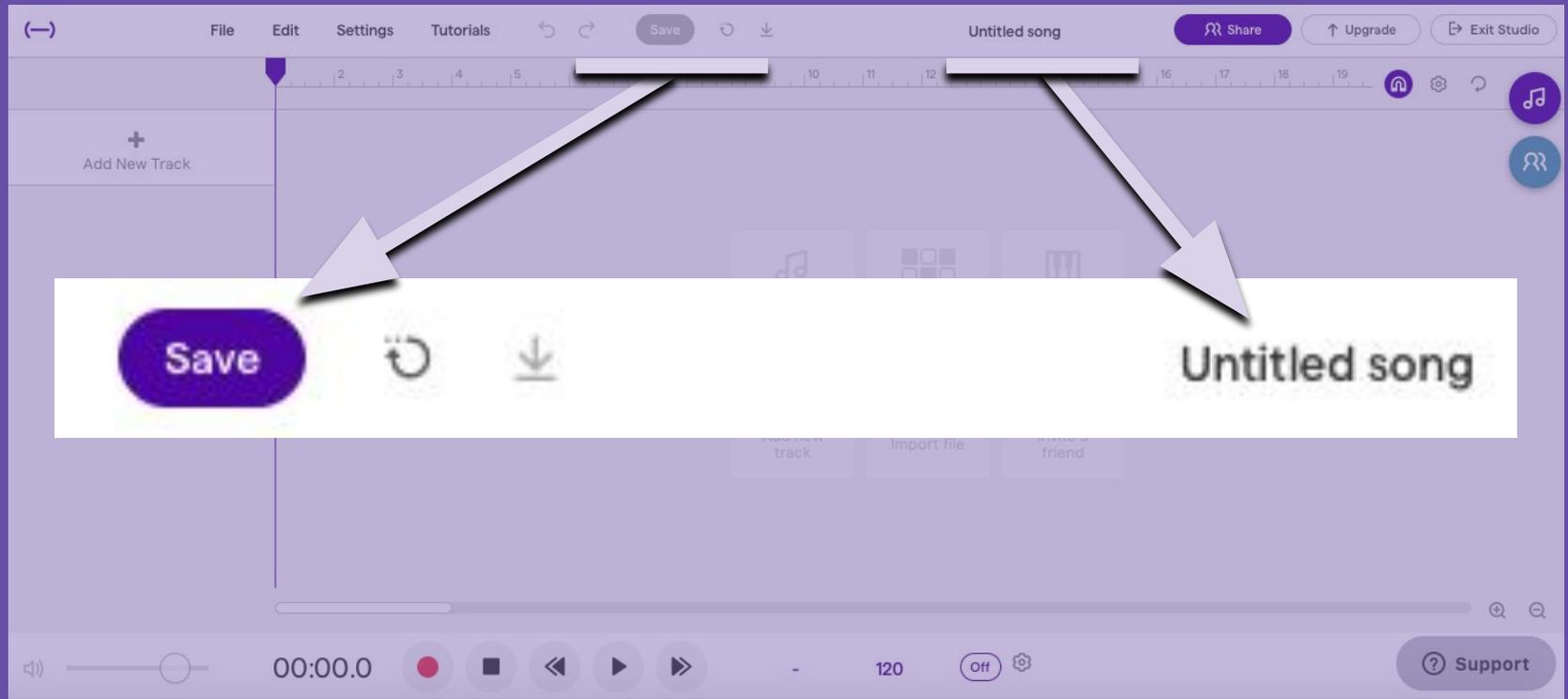
Now that you have an account you can create a new project by clicking on “Enter studio” in your profile page under the “My Projects” section.



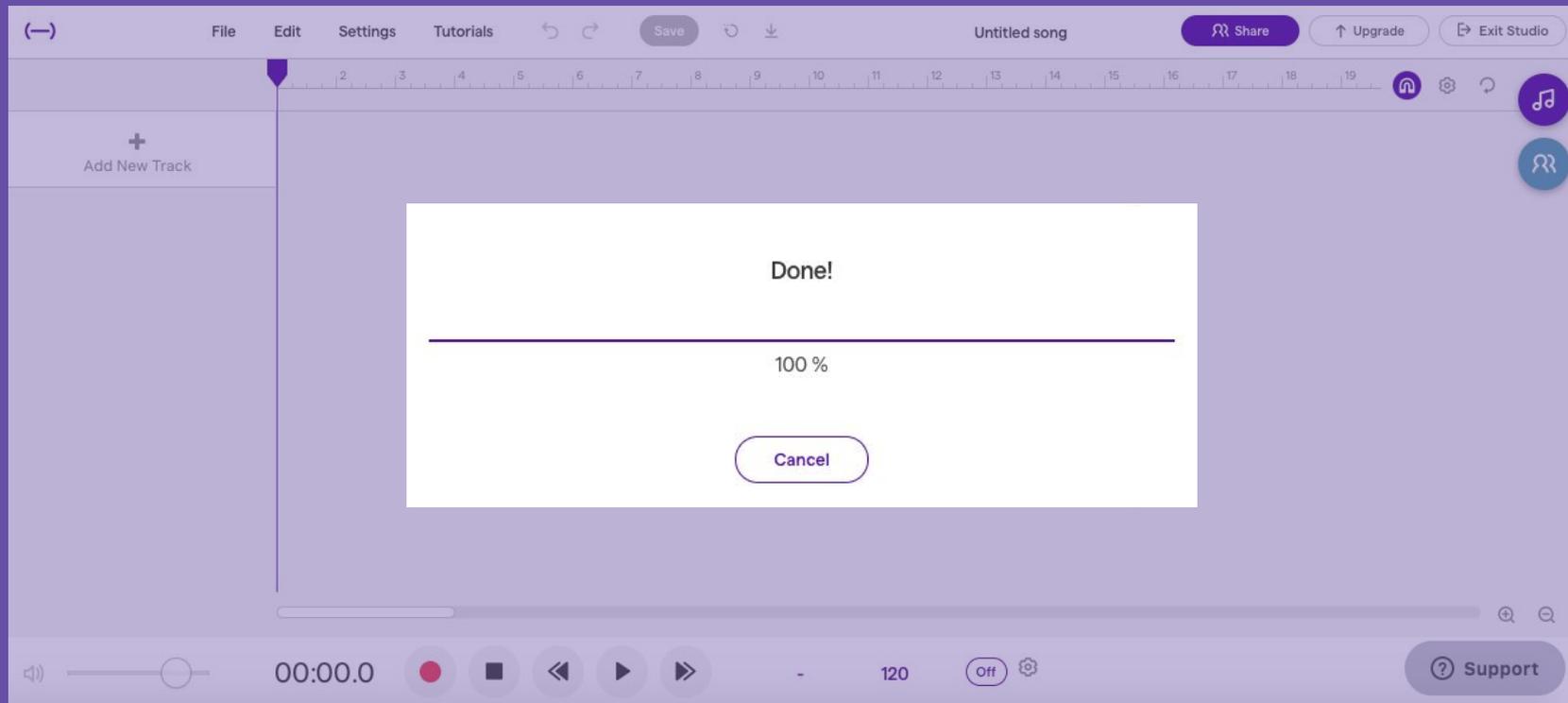
After entering the Soundtrap Studio you will have two project options.
Click the “Music” option.



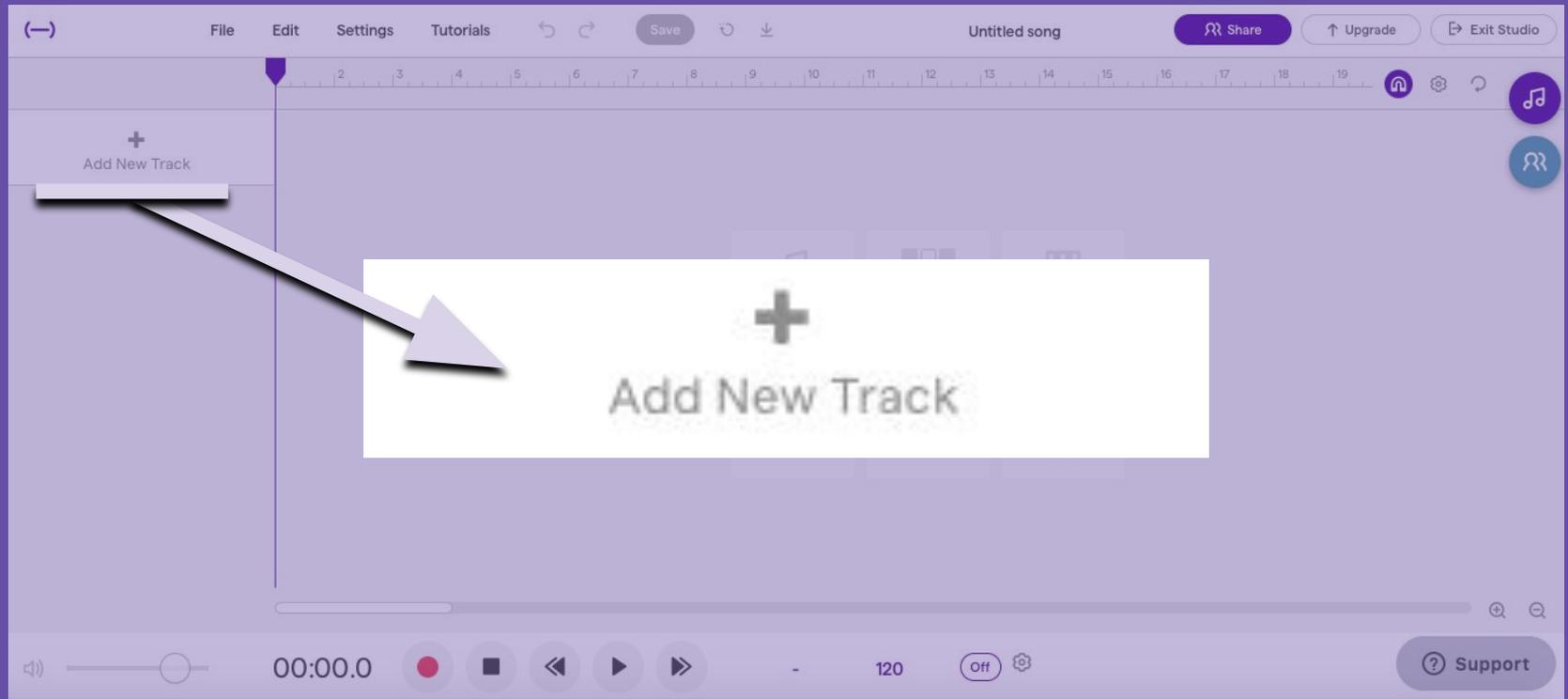
This is what a new project looks like.



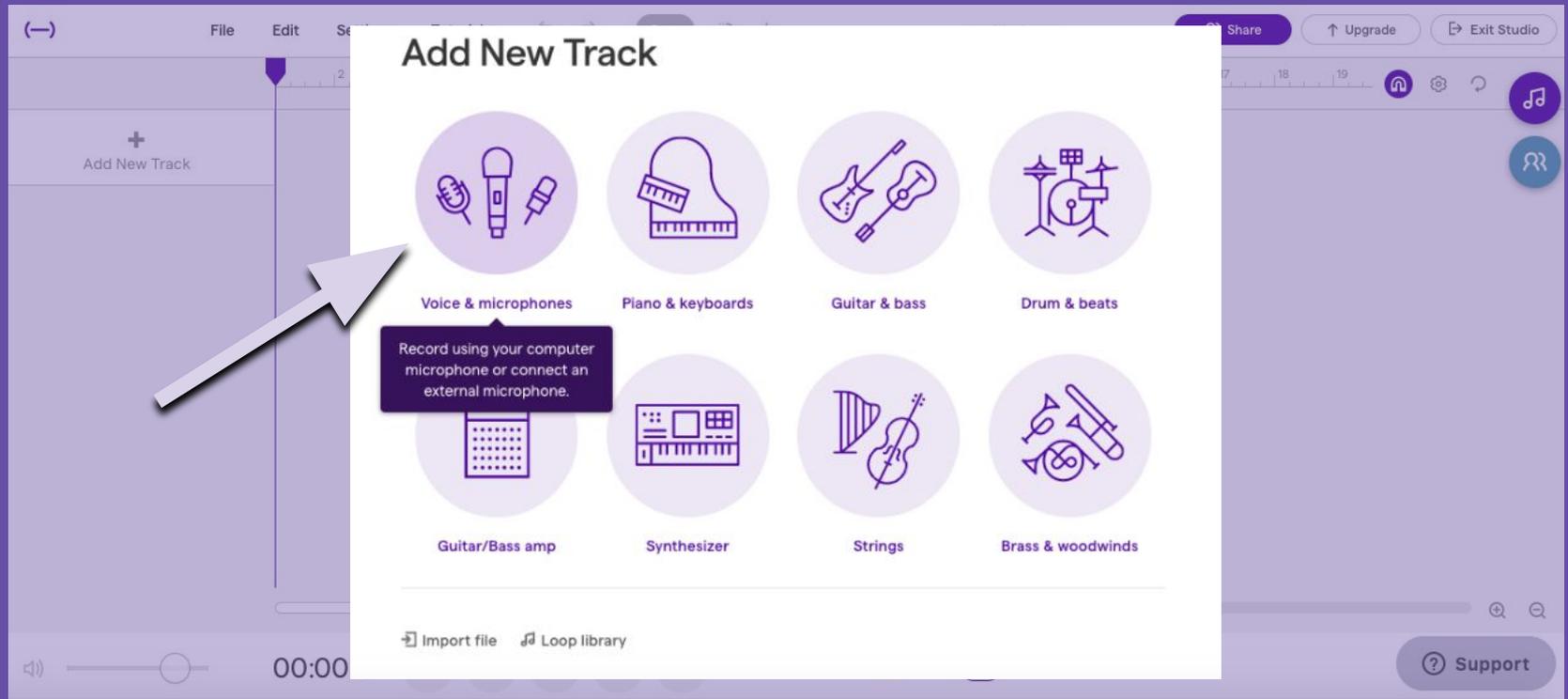
Start by renaming your project. Click the box “Untitled song” at the top of your page and then save the project by clicking the “Save” button to the left.



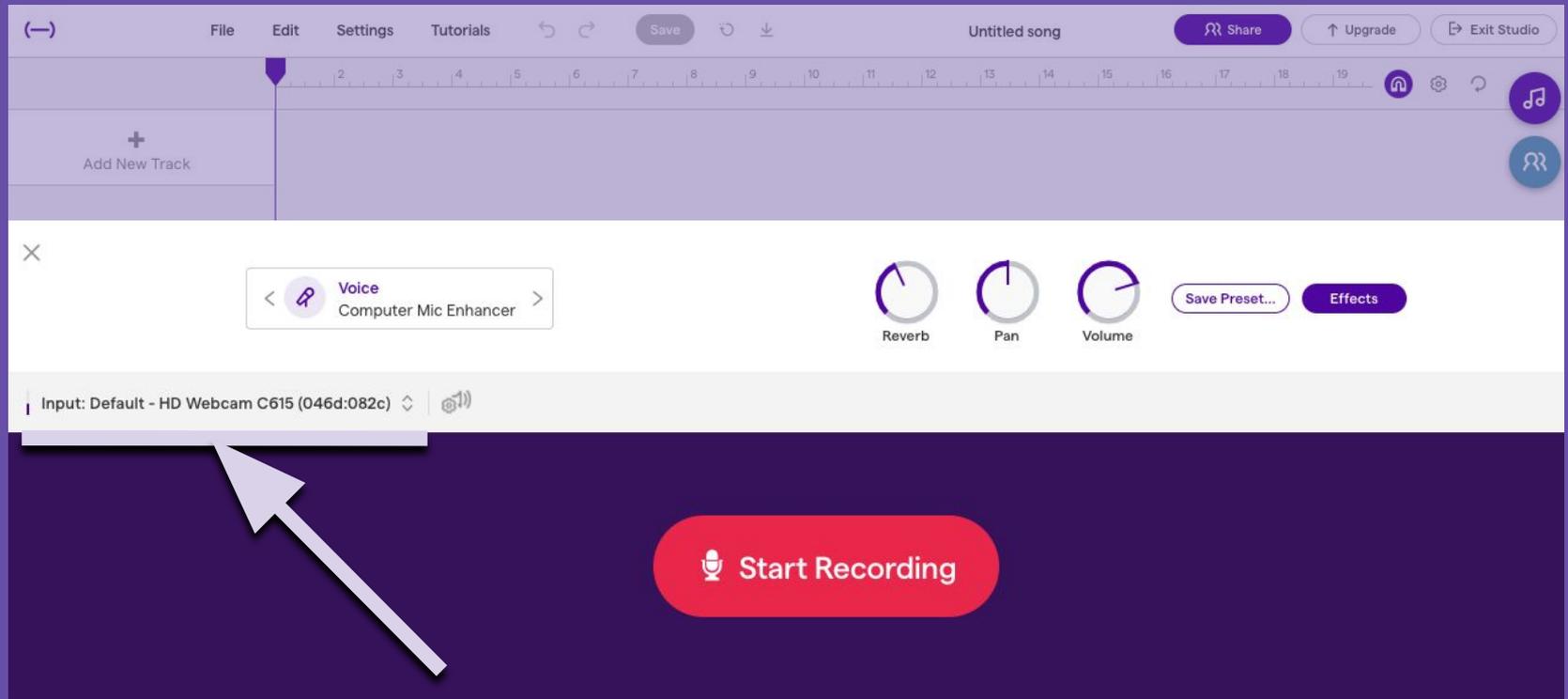
Done!
Your project is now saved.



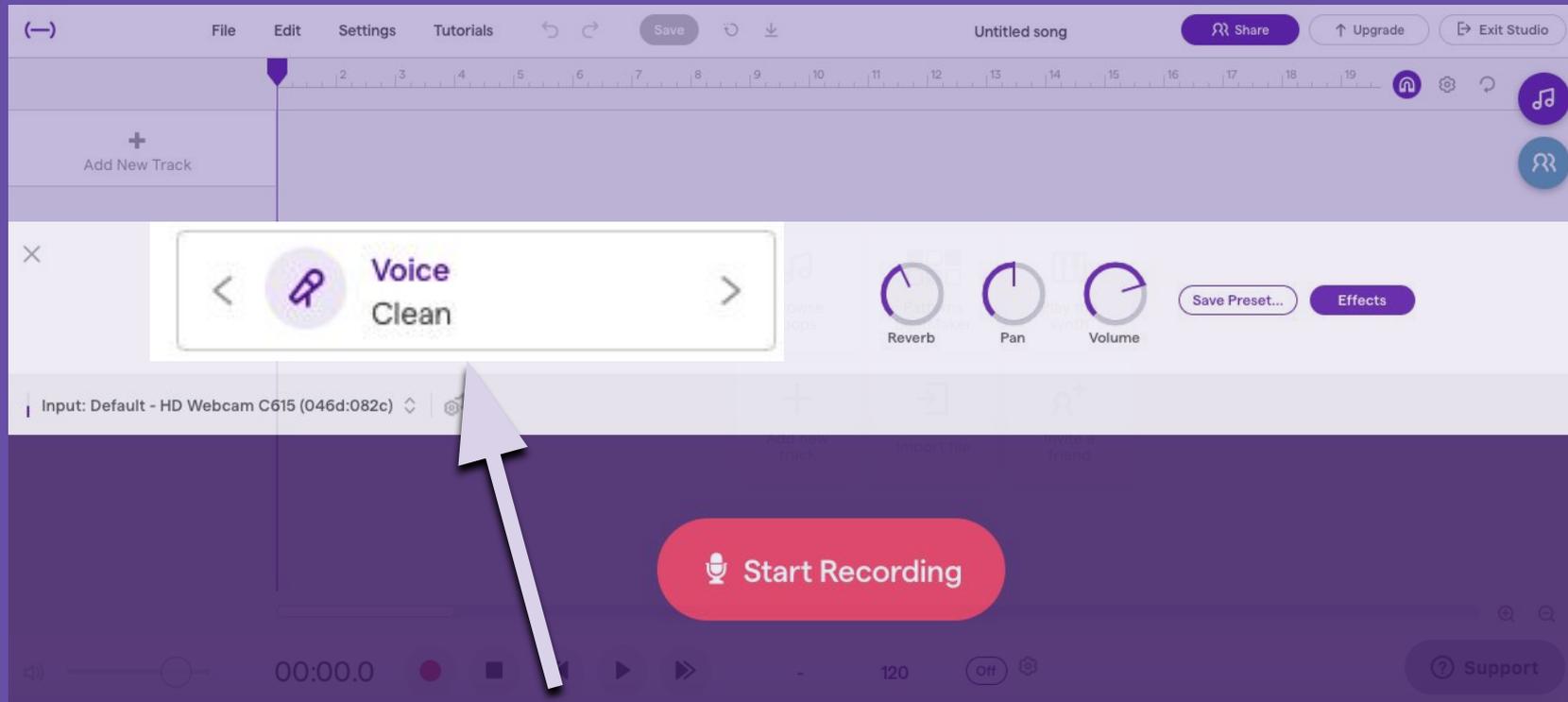
To add a new track, click on the “Add New Track” button on the left side of your screen.



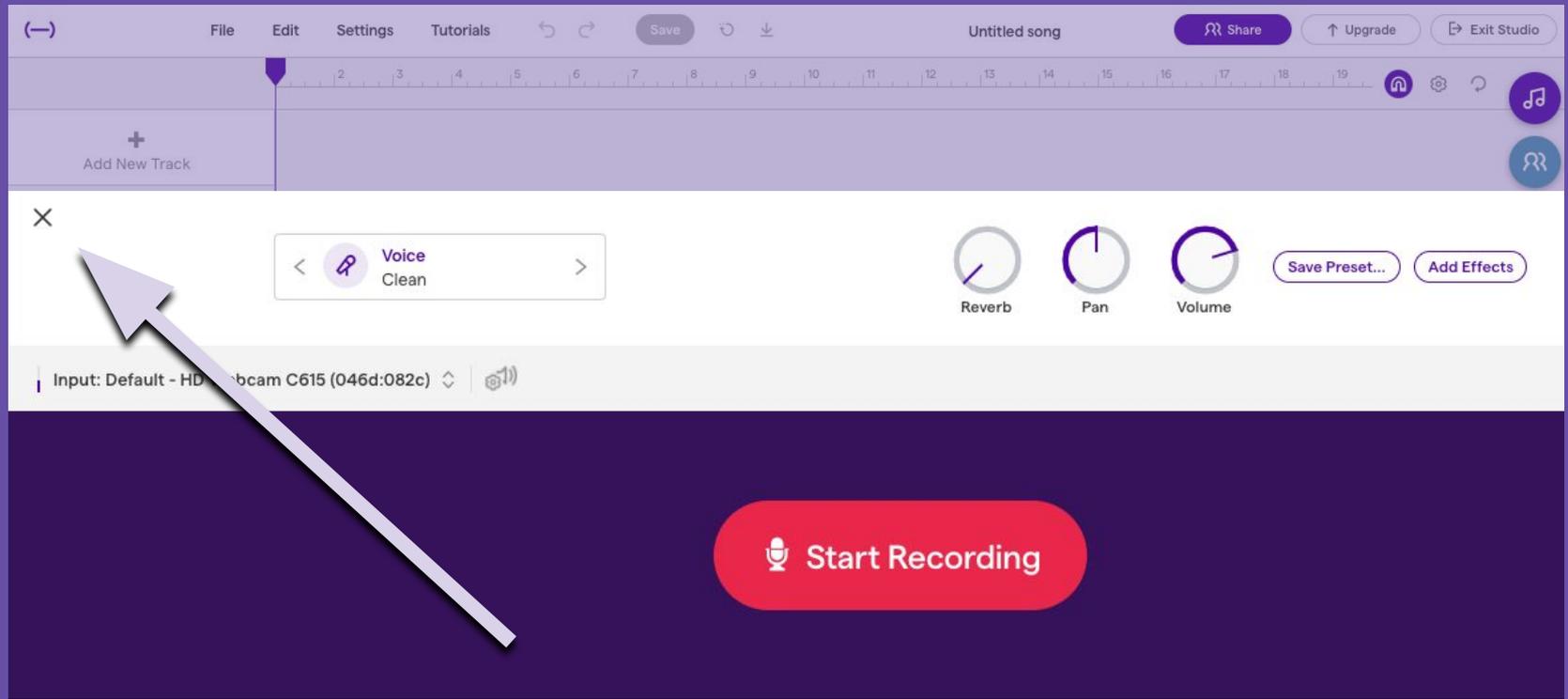
Click on the option "Voice & microphones."



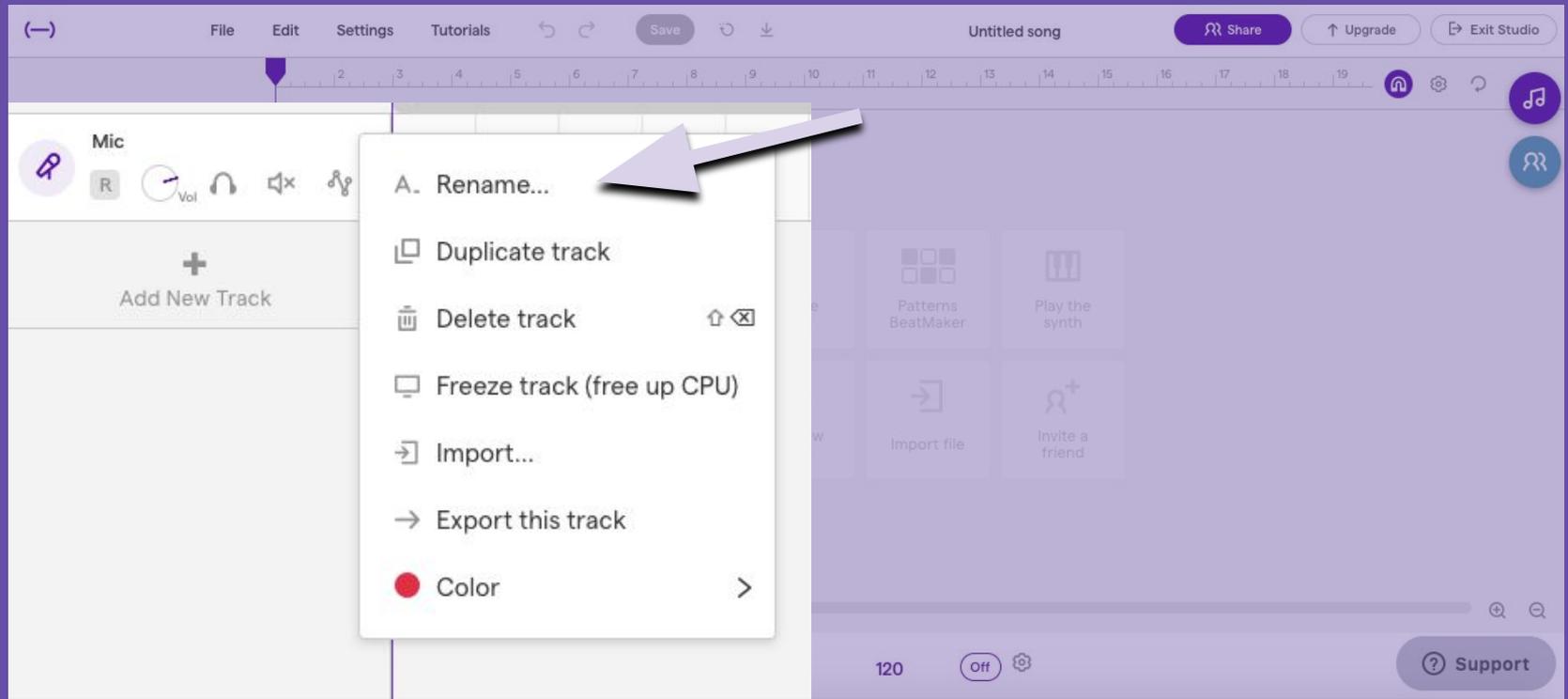
Here you will select the microphone you will use.
(Soundtrap might ask to be granted access to your microphone.)



We recommend you use the “Clean” voice setup, which you can find by scrolling through this box using the left and right arrows.

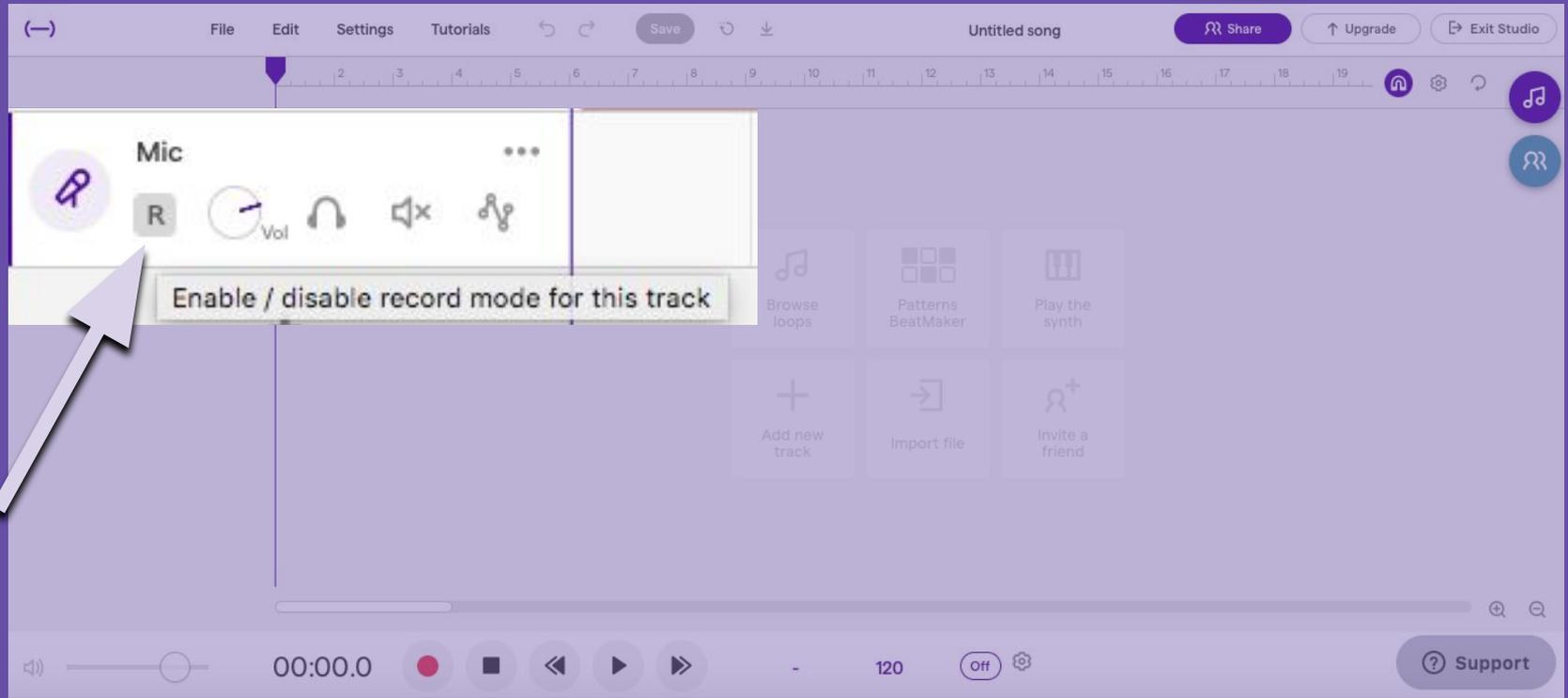


Click the X in the top left corner to exit this window.

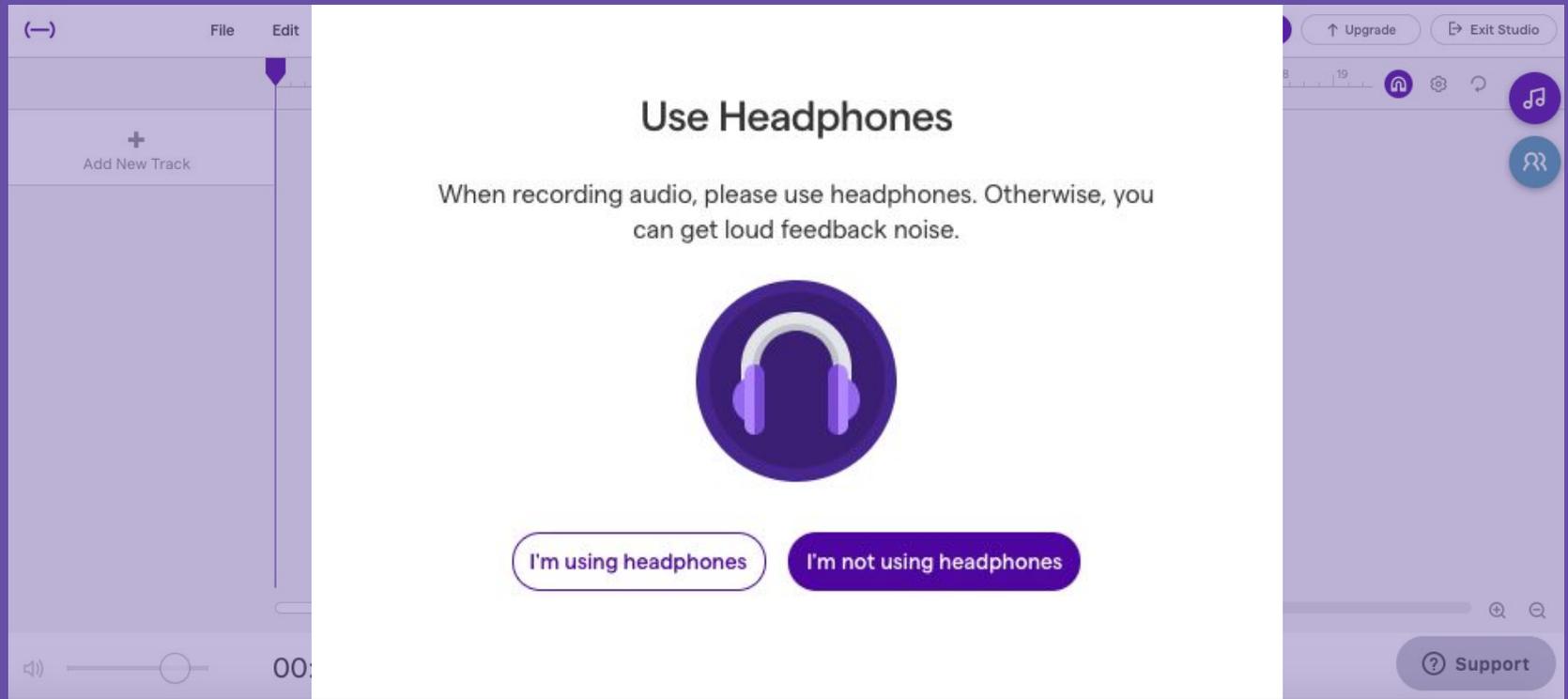


Before you start recording, rename your track by clicking on the three dots next to the track name (Ex: Mic, Mic2, etc.).

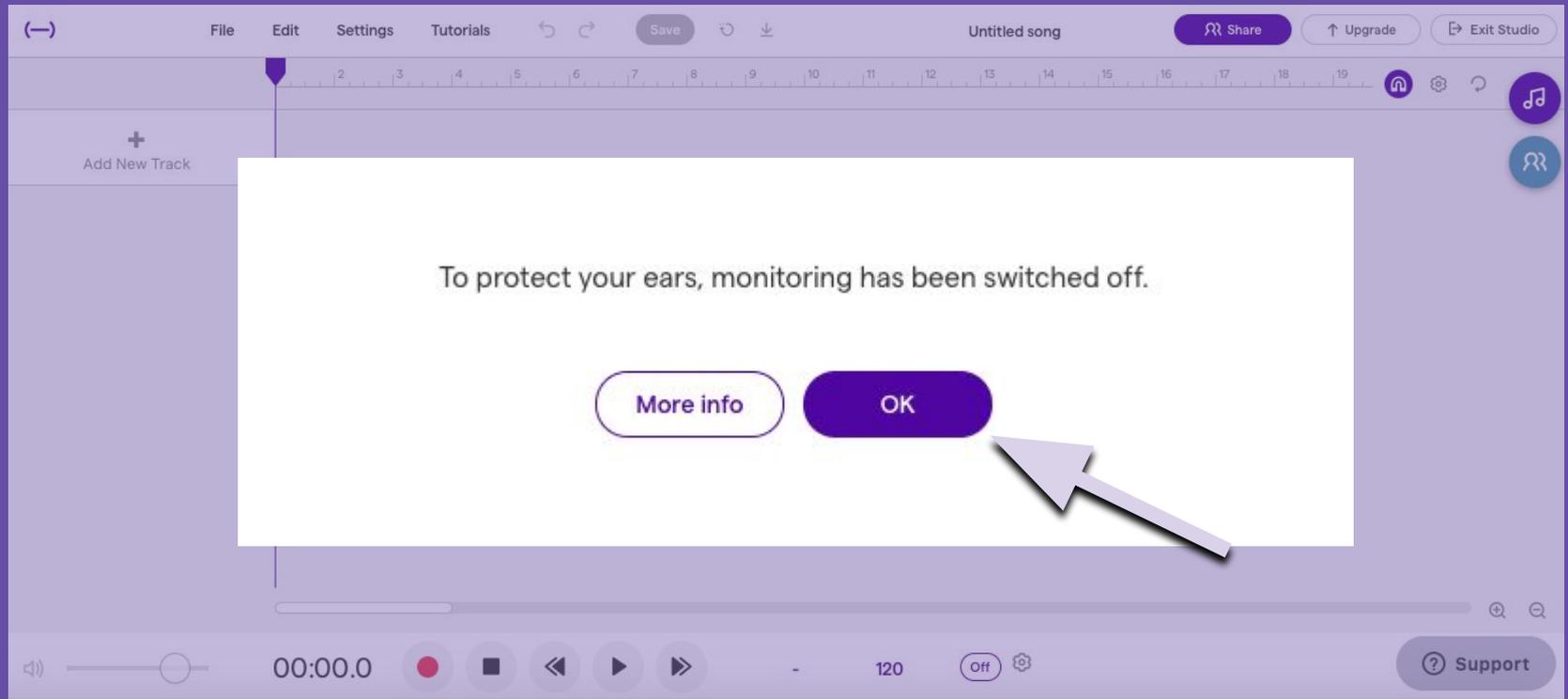
You will see a menu drop down. Click on the “Rename...” option and write a new track name.



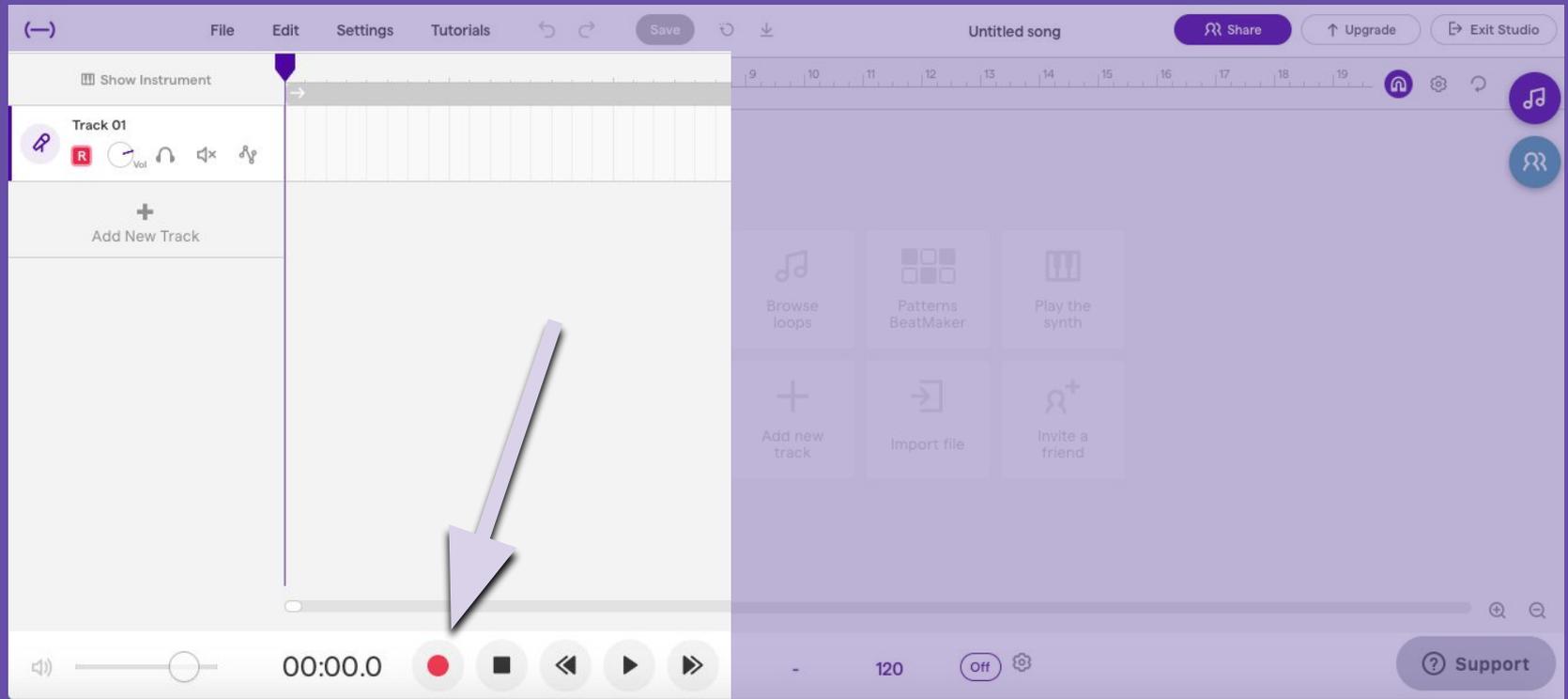
To enable recording on your track, click on the “R” button under the track name. This button will enable or disable the record mode for this track.



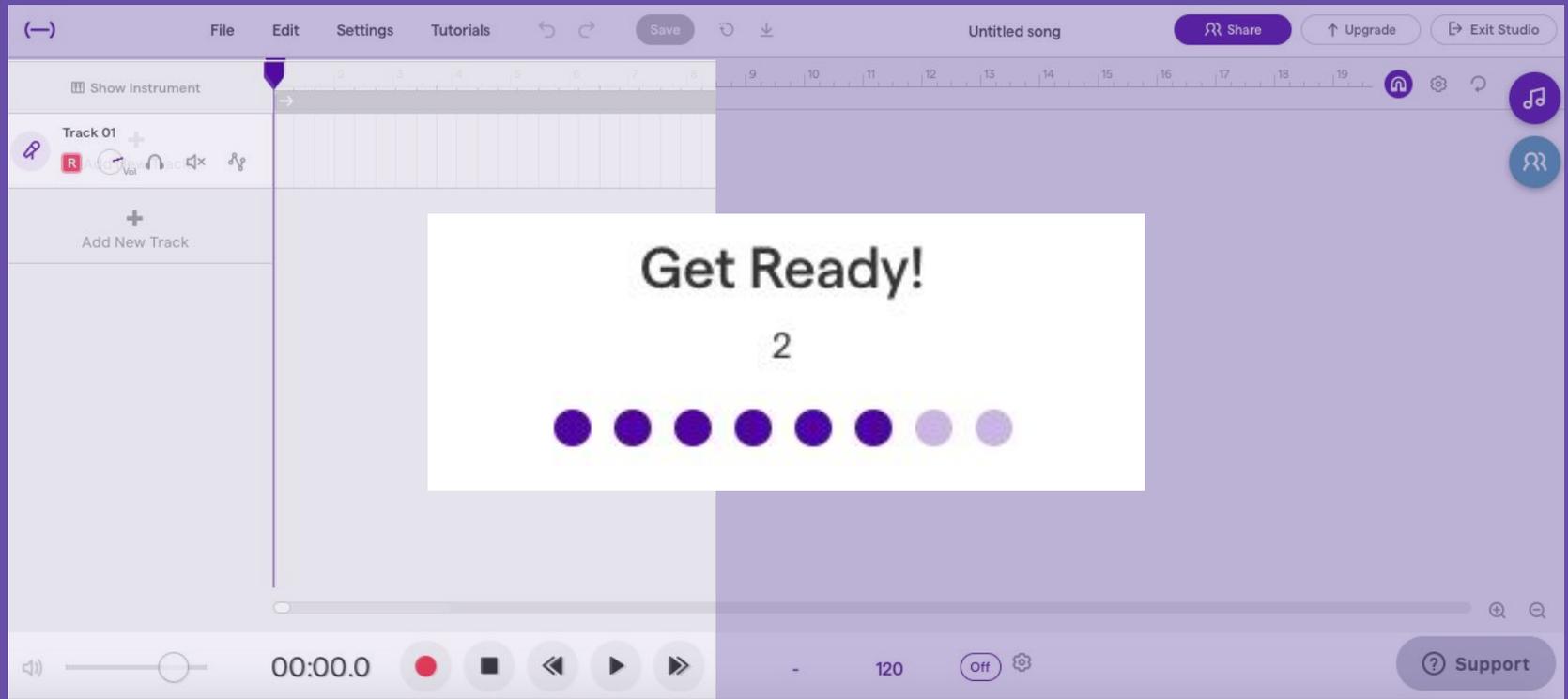
**This window will appear. Specify if you are using headphones or not.
(Wearing headphones helps with feedback noise, but they are not mandatory.)**



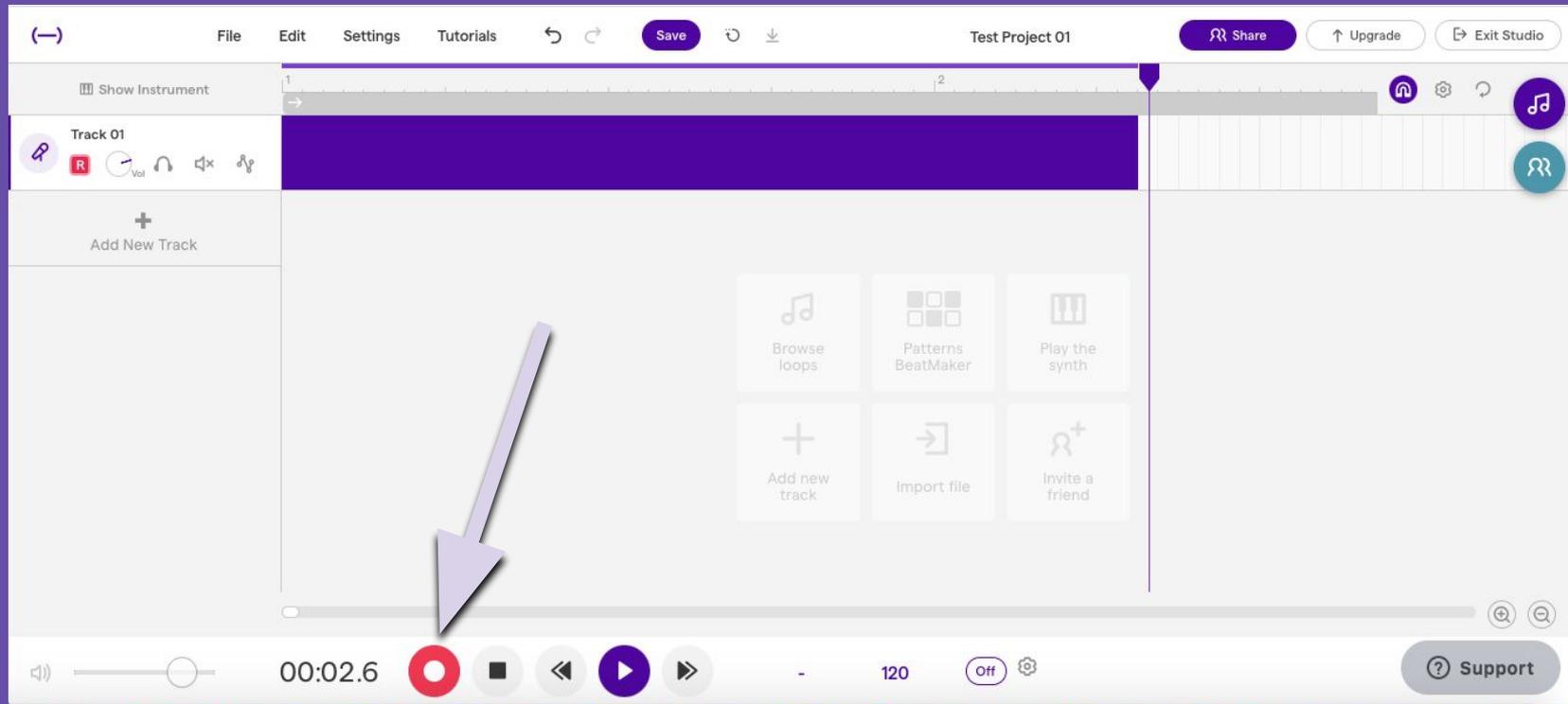
This window will appear. Click on the OK button.
(When monitoring is switched off it helps with the feedback from the speakers, so you don't hear yourself while you record.)



Now that you have enabled recording, the “R” button will be red. To begin recording, click on the red circle at the bottom of your page.

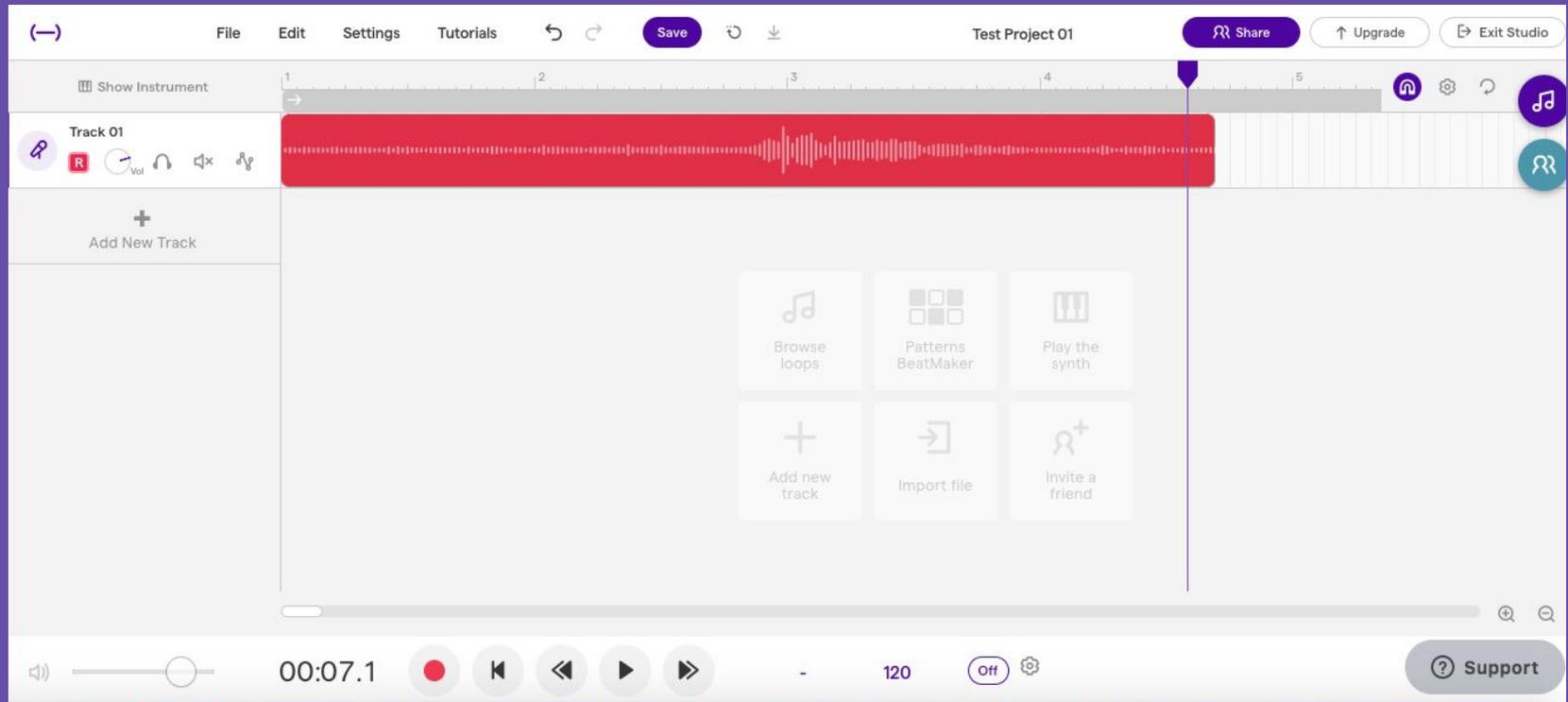


Get Ready!
Get ready to record your voice and sounds.

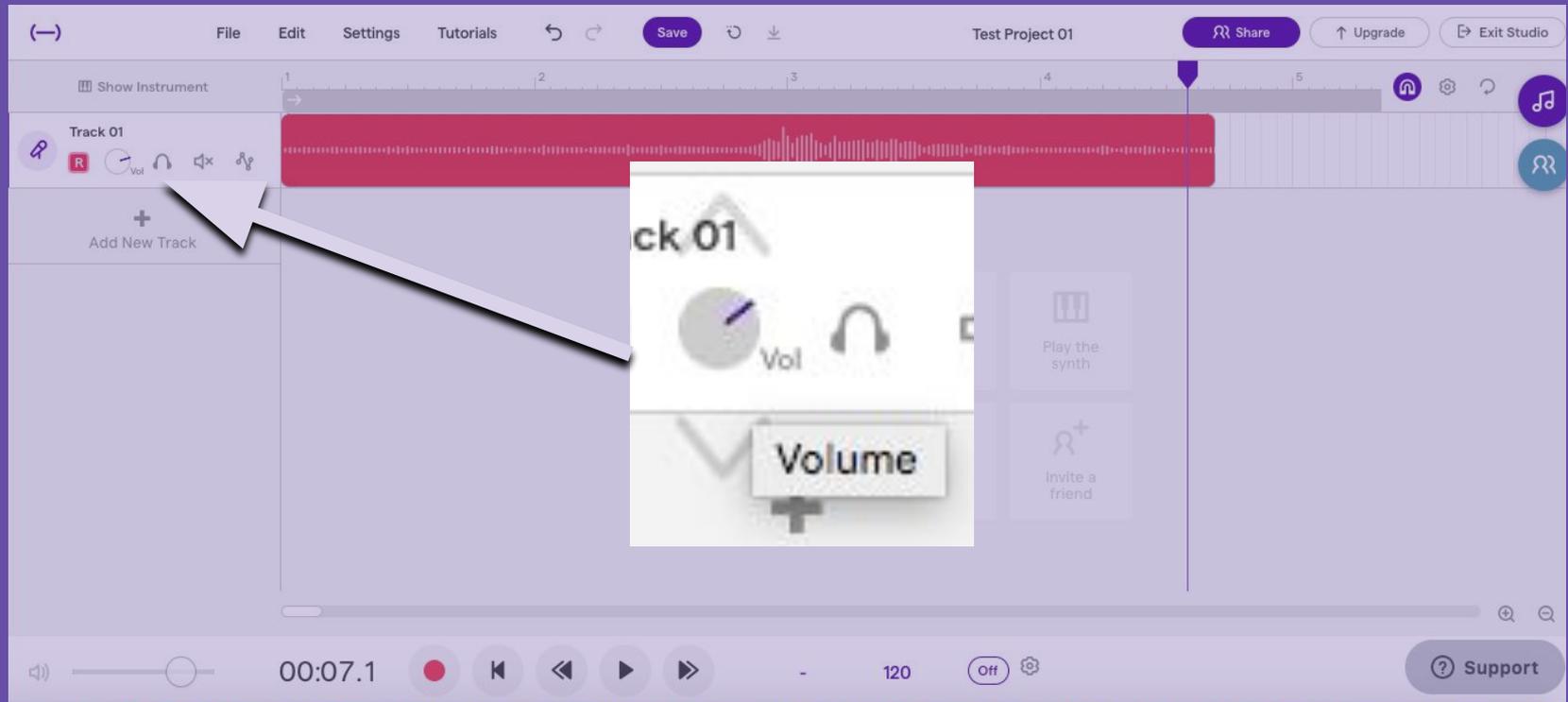


This is what it looks like when you are recording.

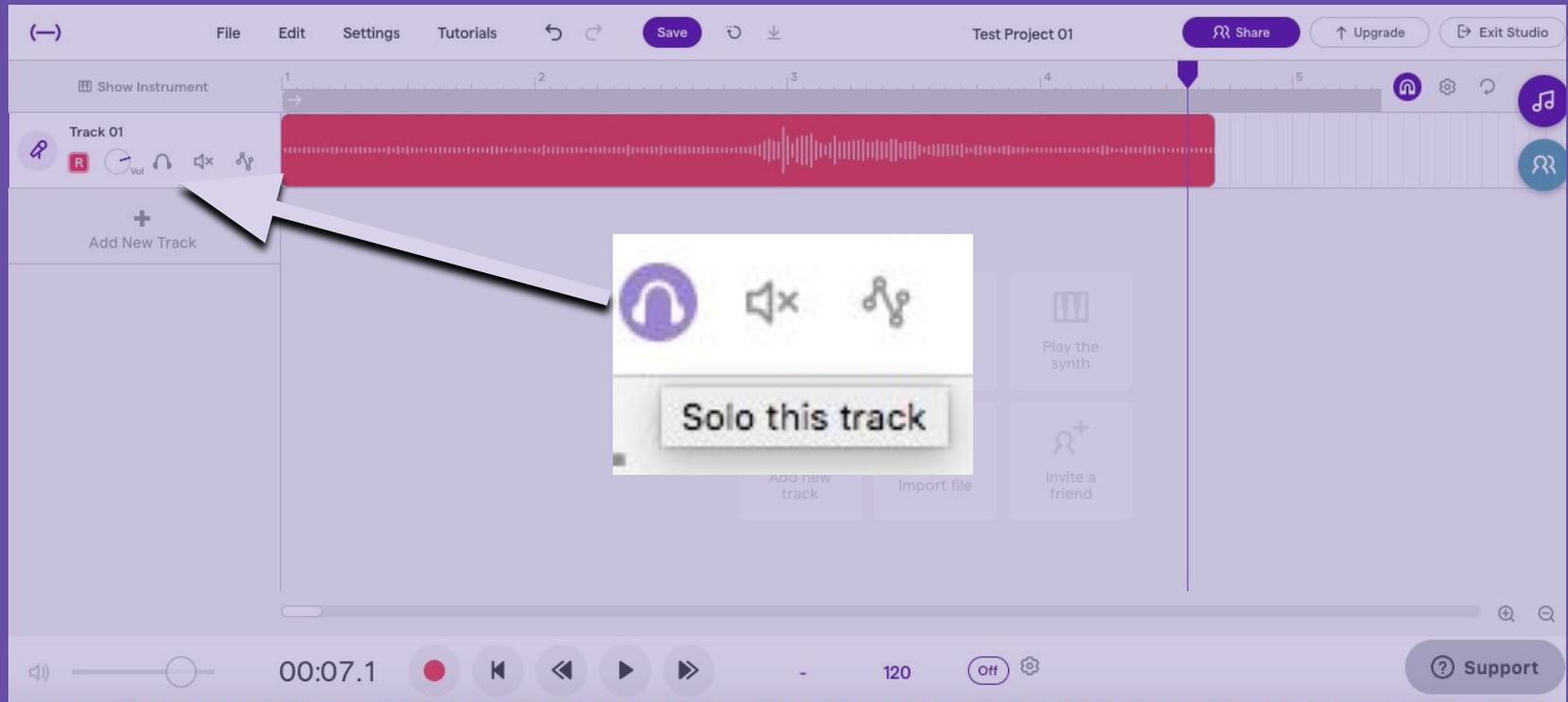
To stop recording, click on the red circle at the bottom of your page again.



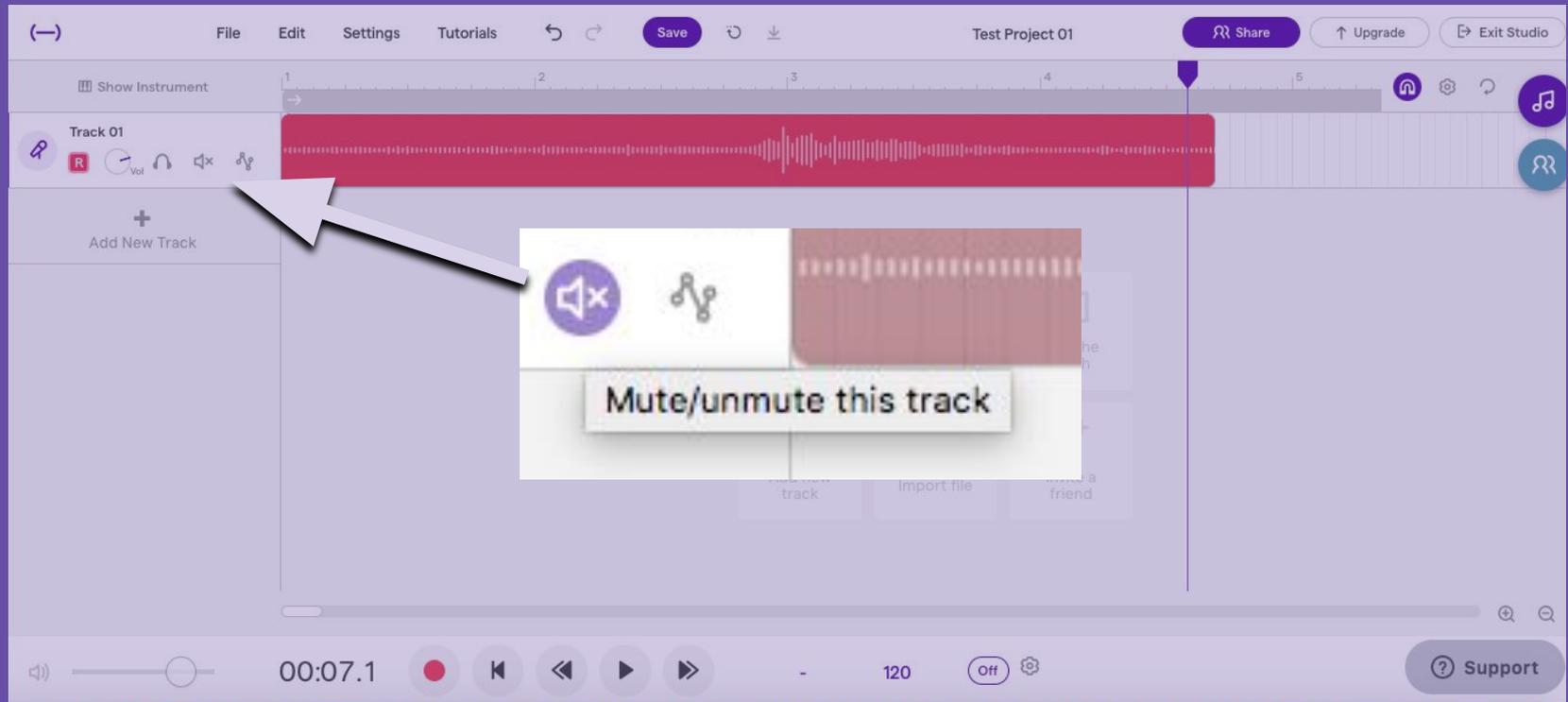
This is what it looks like after you record a track.
Now you can make some adjustments.



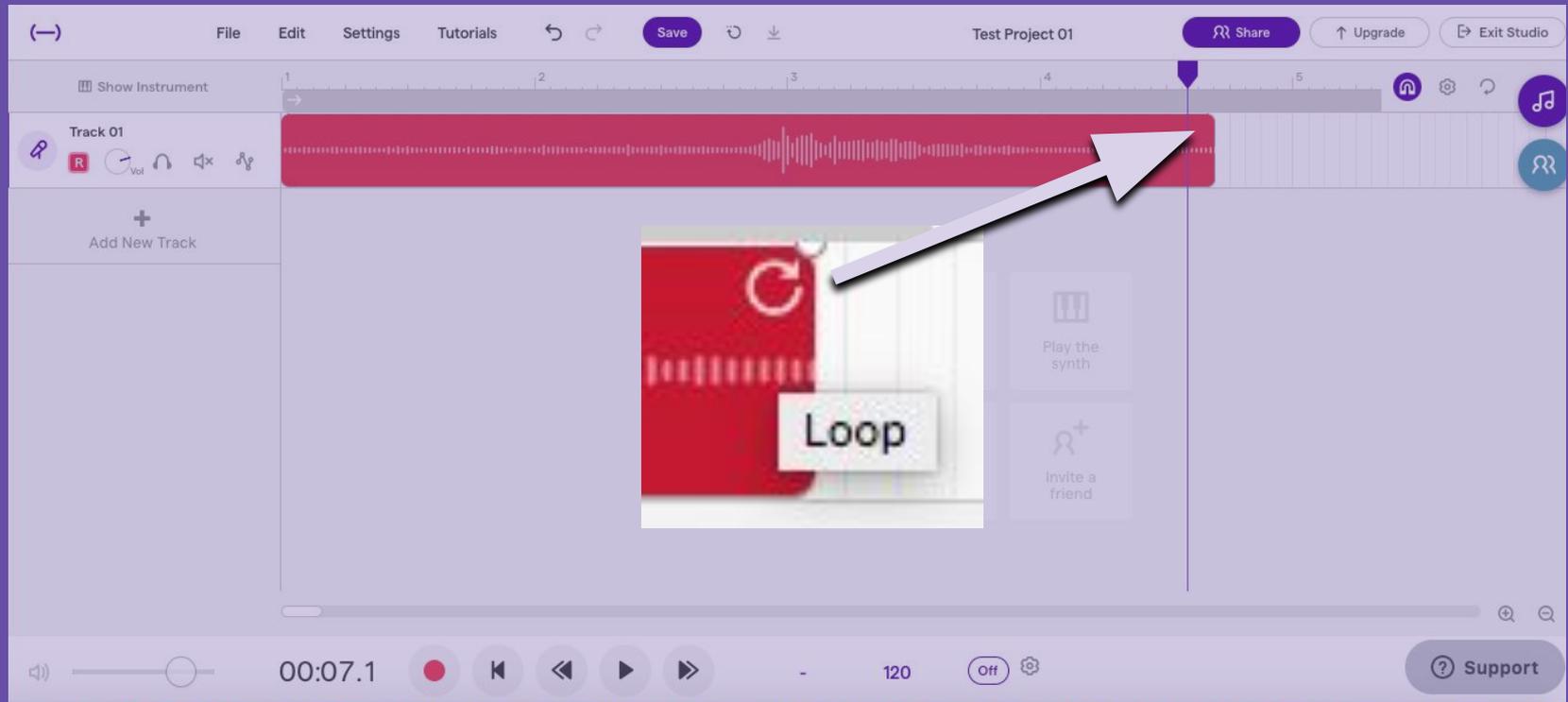
You can adjust the volume of your track by clicking the volume icon and moving your mouse up and down.



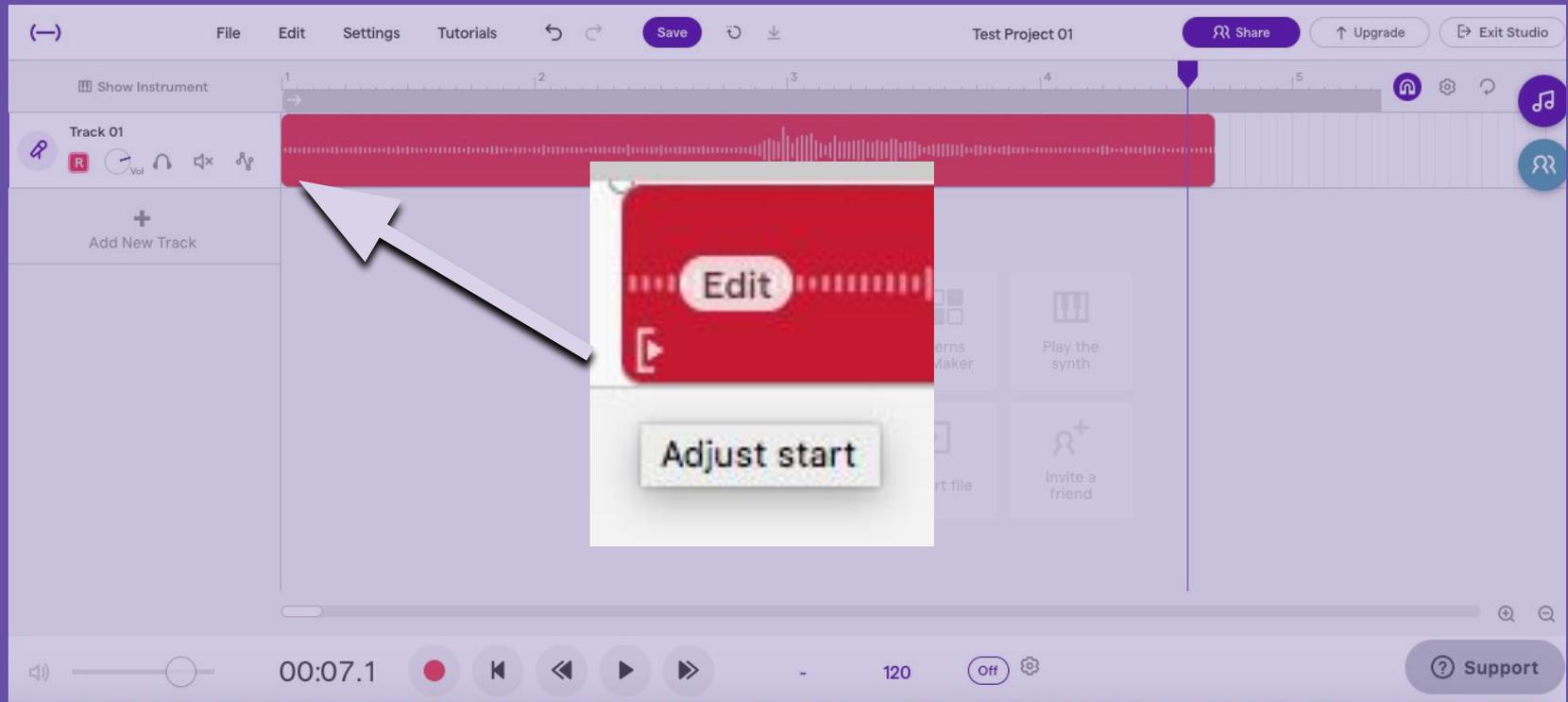
**You can solo the track by clicking on the headphone icon.
(When you listen back to your tracks this will be the only one you hear.)**



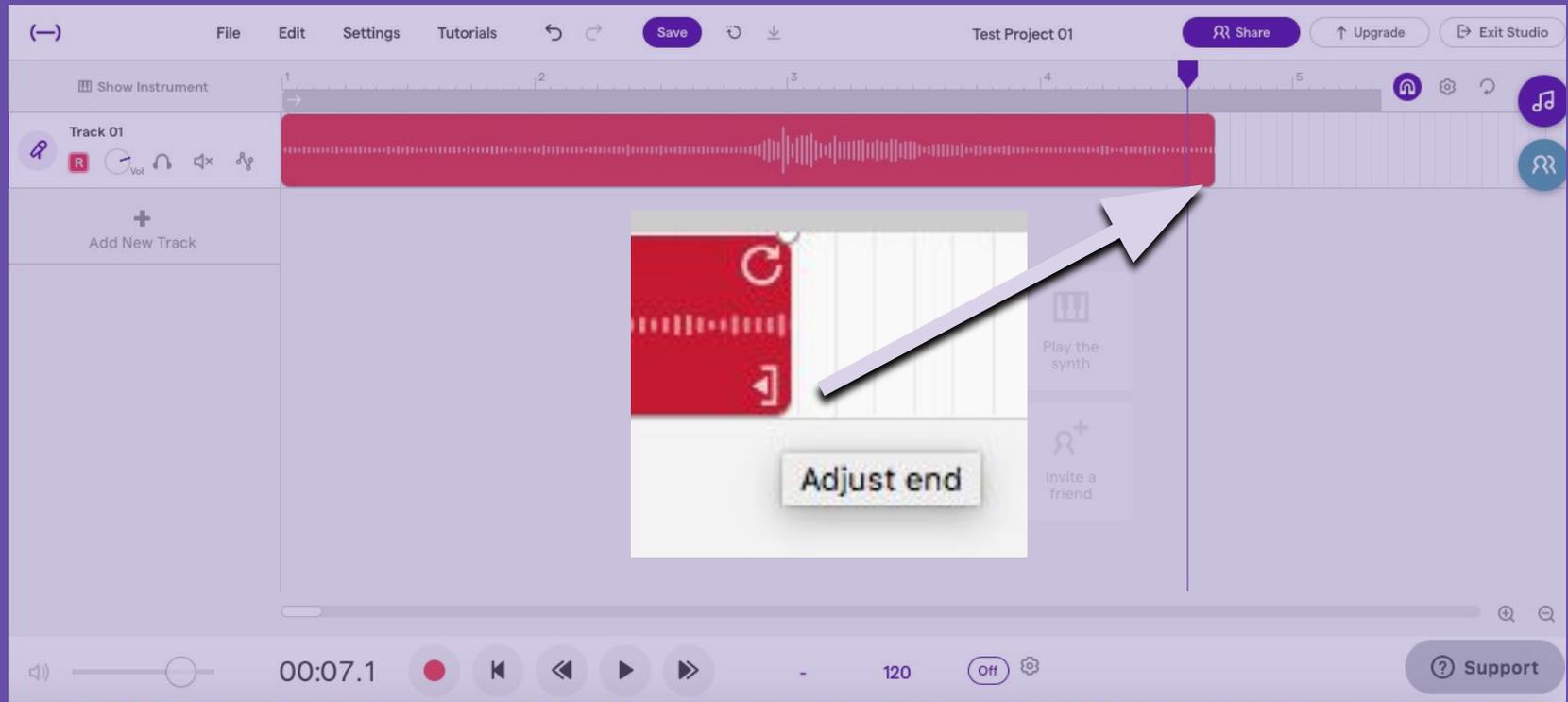
**You can mute/unmute the track by clicking on the speaker icon.
(When you listen back to your tracks you will not hear this track.)**



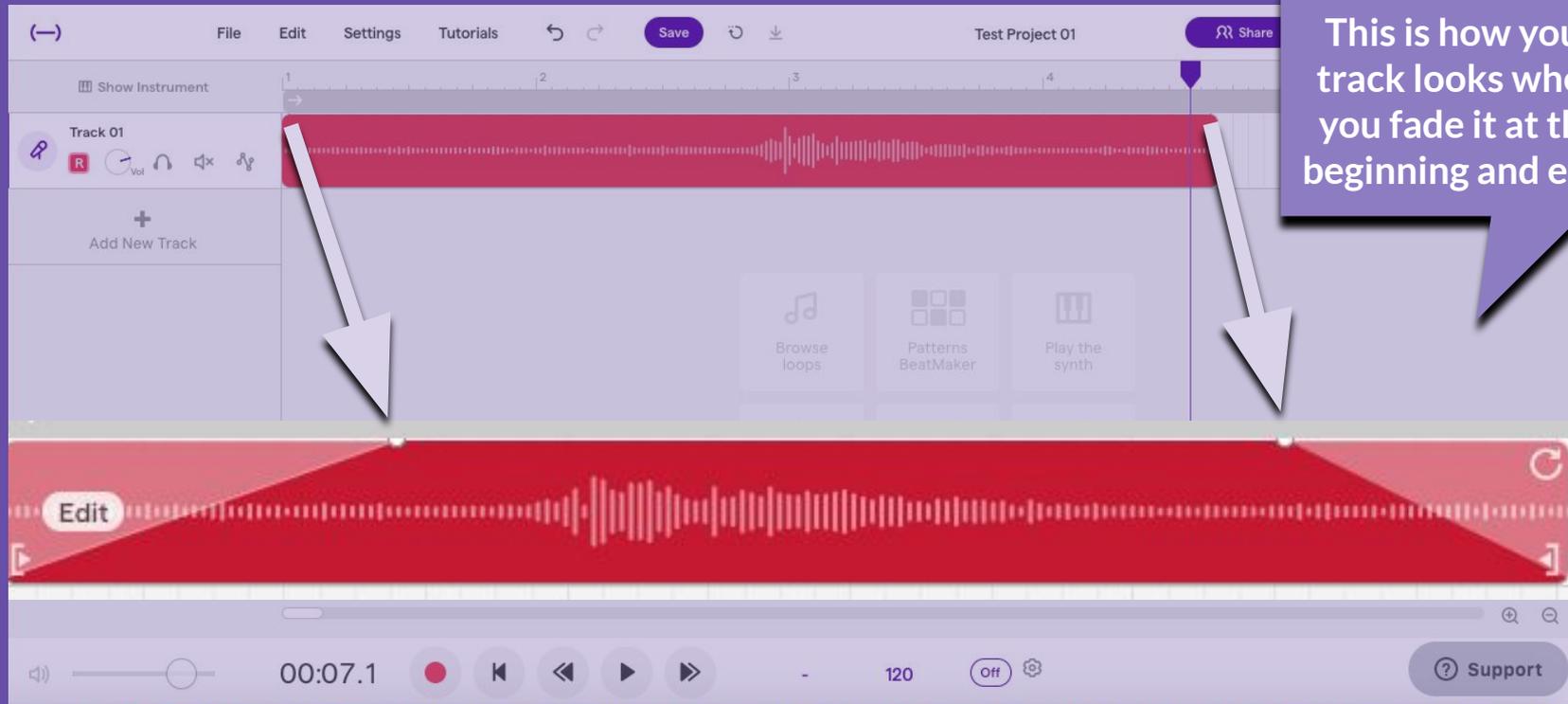
**You can make loops of your track by clicking and holding on the looping arrow icon and moving your mouse to the right.
(This icon will appear on the top right corner of your track when you hover over it.)**



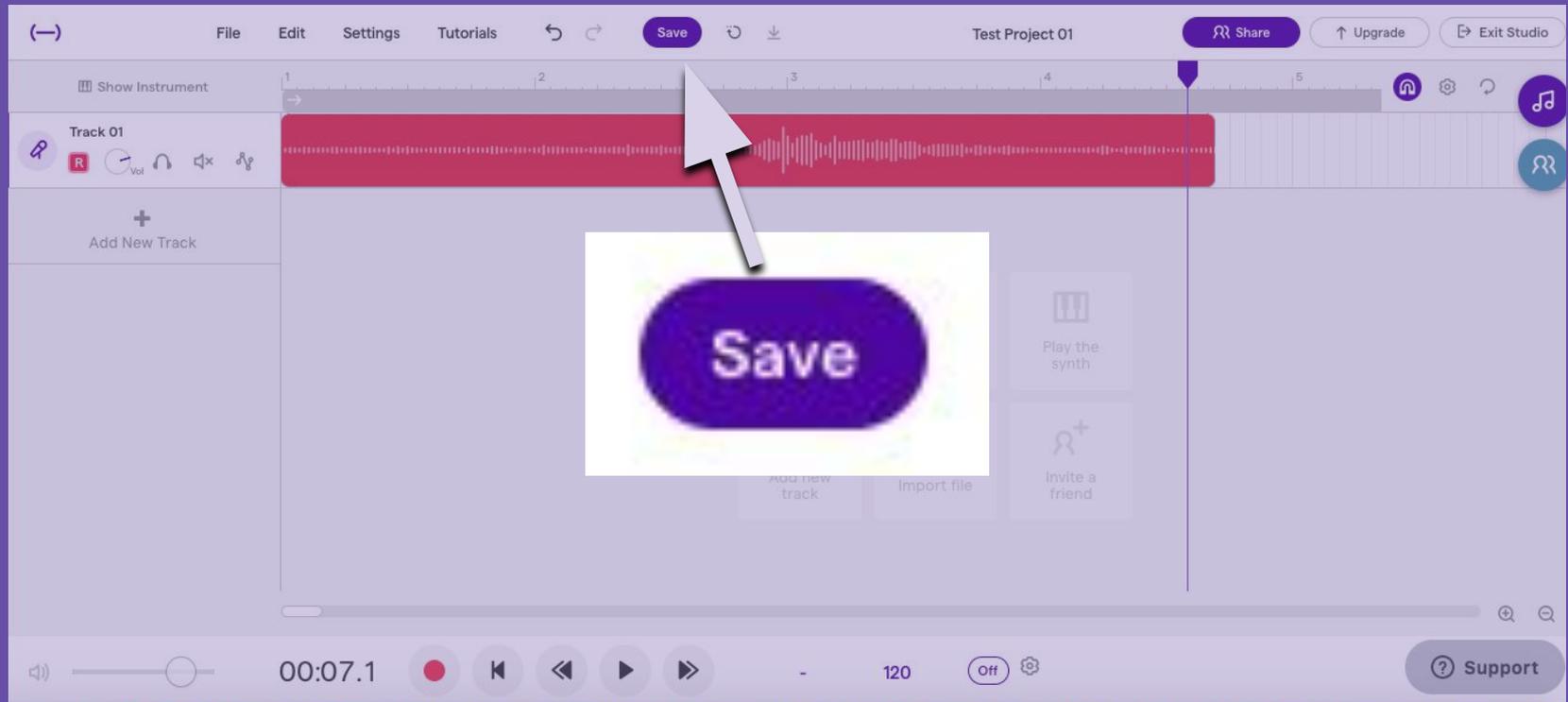
You can adjust the start of your track by clicking and holding on the open bracket icon and moving your mouse to the left or right. (This icon will appear on the bottom left corner of your track when you hover over it.)



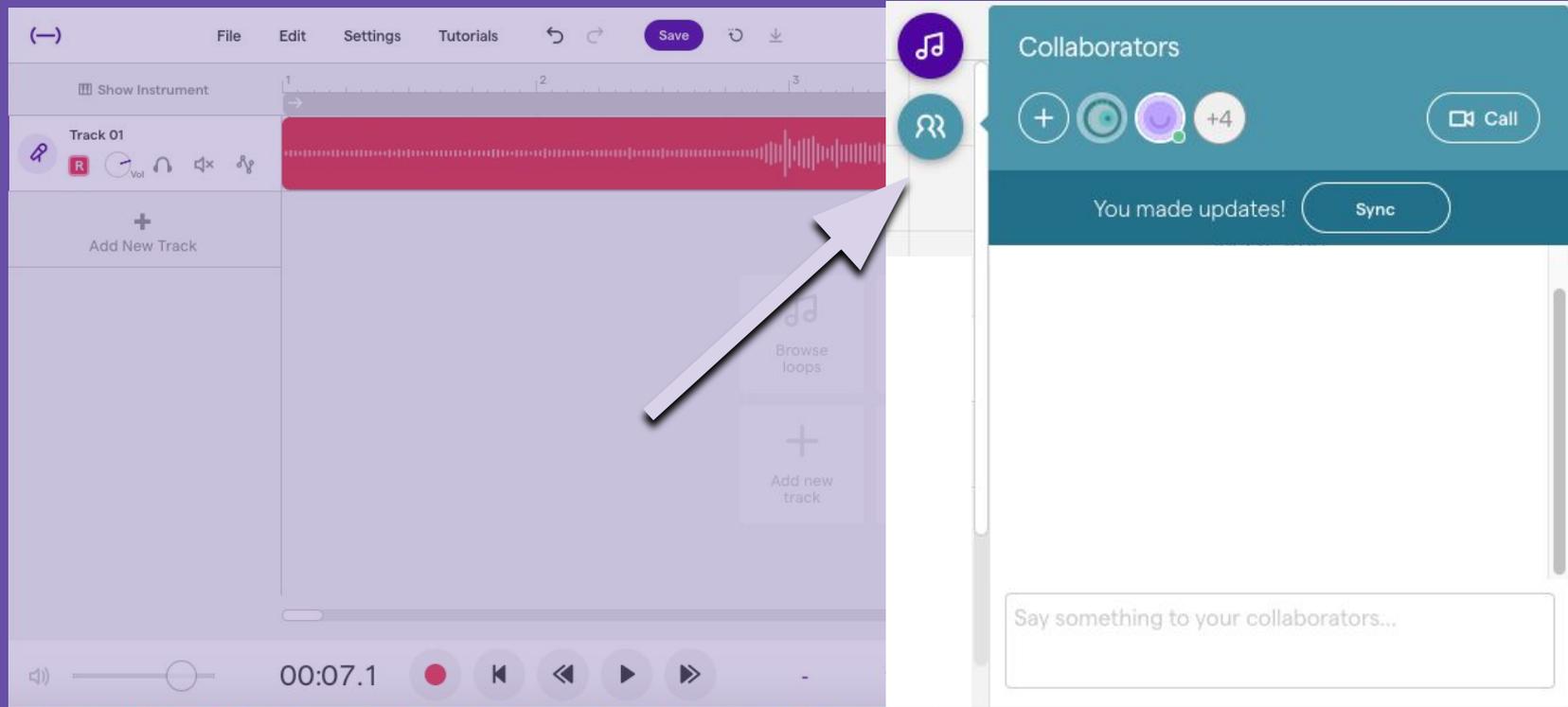
You can adjust the end of your track by clicking and holding on the closed bracket icon and moving your mouse to the left or right. (This icon will appear on the bottom right corner of your track when you hover over it.)



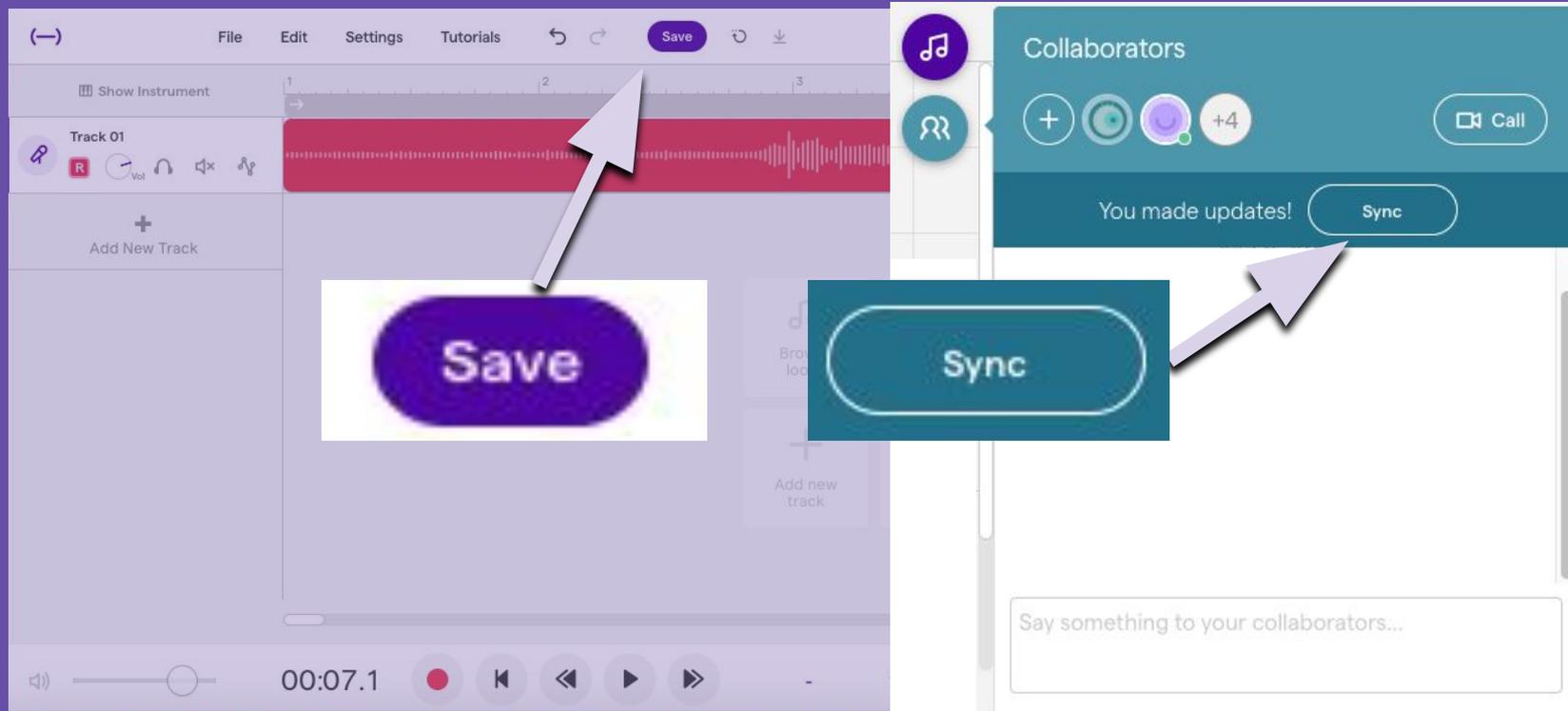
You can fade the beginning and/or the end of your track by clicking and dragging the grey circles at the edges of your track. (These little circles will appear on the top right and top left corner of your track when you hover over it.)



Don't forget to save your progress by clicking the "Save" button at the top of your page.



When you work on a project with more people you can communicate in the chat by clicking the green icon on the right side of your screen.

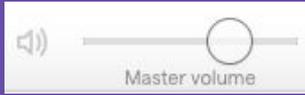


To see the updates your collaborators have made, first save your project and then click on the “Sync” button in the chat.

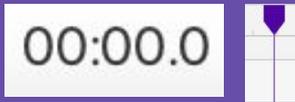
Tips for Collaboration

- To have a clean and clear project, delete the tracks you don't need.
- Think about your sounds as layers. What sounds do you want in the background? What sounds in the foreground? What are the sounds that you want to give importance to? Use the track volume tool to give more or less emphasis to a track.
- Discuss your project ideas before you start recording. If you are collaborating during a video call share your ideas, mute your microphones, and keep the conversation flowing in the Soundtrap chat.
- Be creative! Make your own sounds instead of recording Spotify or importing a song.
- Finally, always save before you sync; otherwise, you might lose your tracks.

Glossary



Master Volume
(This controls the volume of your entire project.)



Time and Cursor
(You can move the cursor back and forth on your track.)



Record and Stop Record Button
(To start and stop recording.)



Stop and Playback Button
(To stop and also to go back to the start of your track.)



Rewind and Fast Forward Button
(Move back or forward in your track.)



Play and Pause Button
(Play or pause the cursor on your track.)



Tempo and Metronome
(Decide the tempo of your track and listen to the beat of a metronome to help you keep the right tempo.)



Enable / Disable Record Mode
(To enable the track you want to record.)



Track Volume
(To calibrate the volume of your track.)



Track Solo
(To listen to a specific track.)



Mute / Unmute Track
(To mute or unmute a specific track.)



Undo and Redo
(If you make a mistake you can undo or redo.)



Chat and Collaborators
(To chat and see the collaborators on a track.)



Save Button and Sync Button
(Remember to always save before you sync.)

Have fun creating!

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