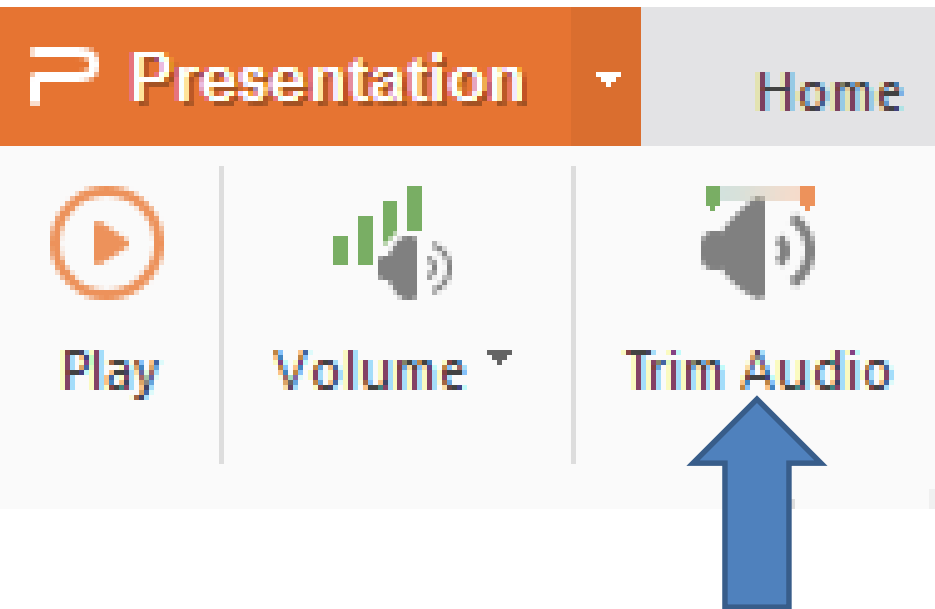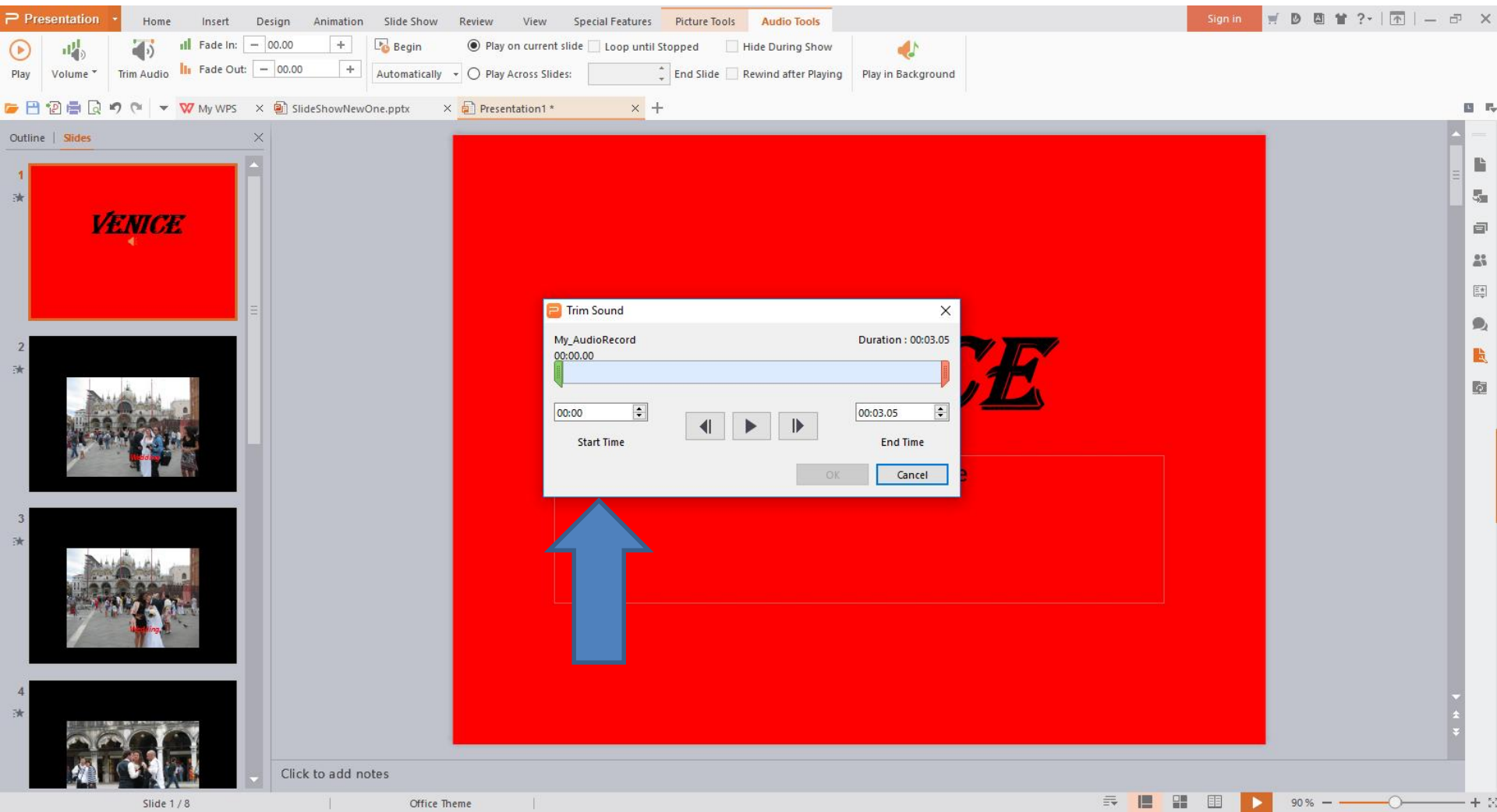# Step 7 - Part B – Trim Music

- **You don't have to Trim Music on Background Music, unless you want to start the music different then the beginning. You may want to Trim Music of the Sound Music. The reason is to do that is decrease the length of the Music or if there is problem with your Voice Music.**

- **You have 2 options to Trim Music.**

- **The first option is click on the Music Icon again, like in Part A and you see Audio Tools at the top and next is how to Trim Music in the Audio Tools.**
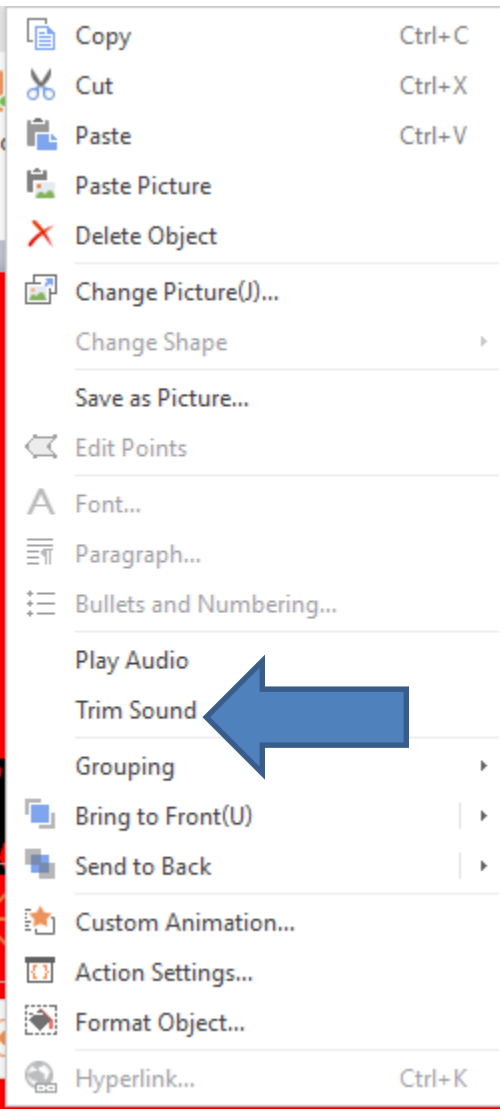
- **If you are on the Audio Tools at the top, you click on Trim Audio in the upper left next to Volume that I showed you before.**

- **Next is what happens when you click on Trim Audio.**

- **A new window opens in the middle.**

- **Next is the second option to open that new window and after that explains what to do.**

Copy   Ctrl+C

Cut   Ctrl+X

Paste   Ctrl+V

Paste Picture

Delete Object

Change Picture(J)...

Change Shape   ▸

Save as Picture...

Edit Points

Font...

Paragraph...

Bullets and Numbering...

Play Audio

Trim Sound

Grouping   ▸

Bring to Front(U)   ▸

Send to Back   ▸

Custom Animation...

Action Settings...

Format Object...
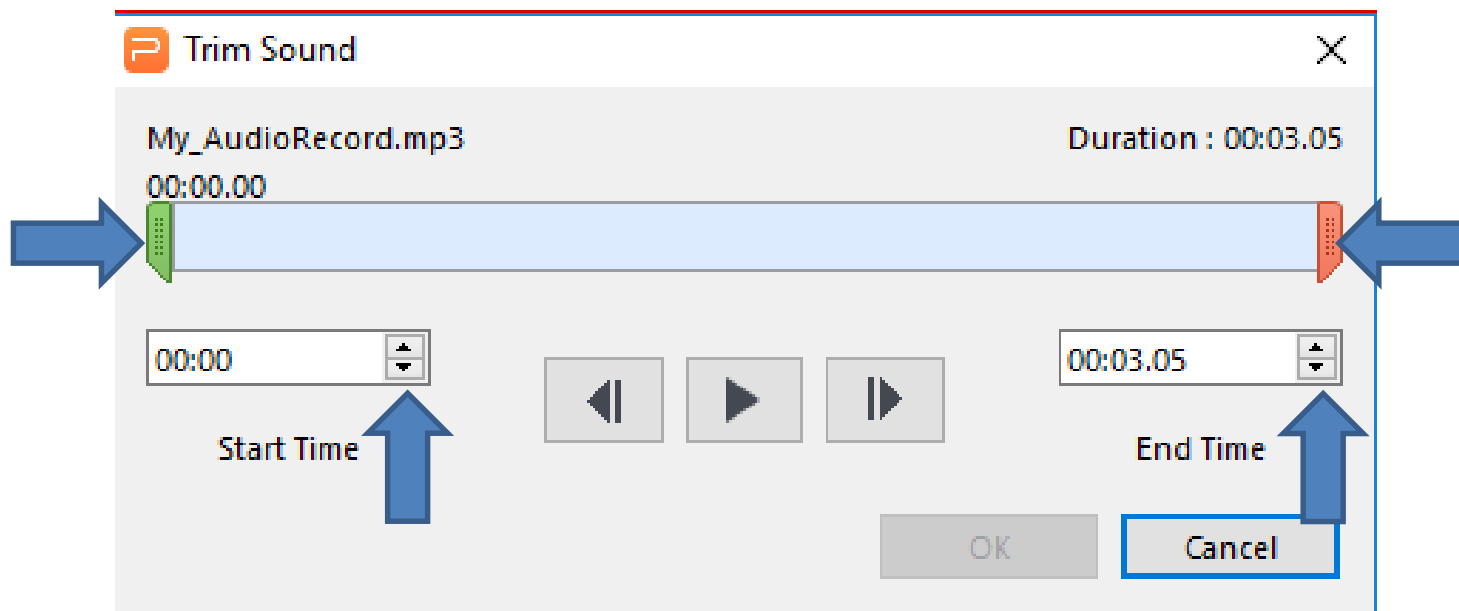
Hyperlink...   Ctrl+K

- **As I showed you in Step 7 – Part A, you right click on the Music Icon in Sound Music or Background Music and you see a list and click on Trim Sound.**
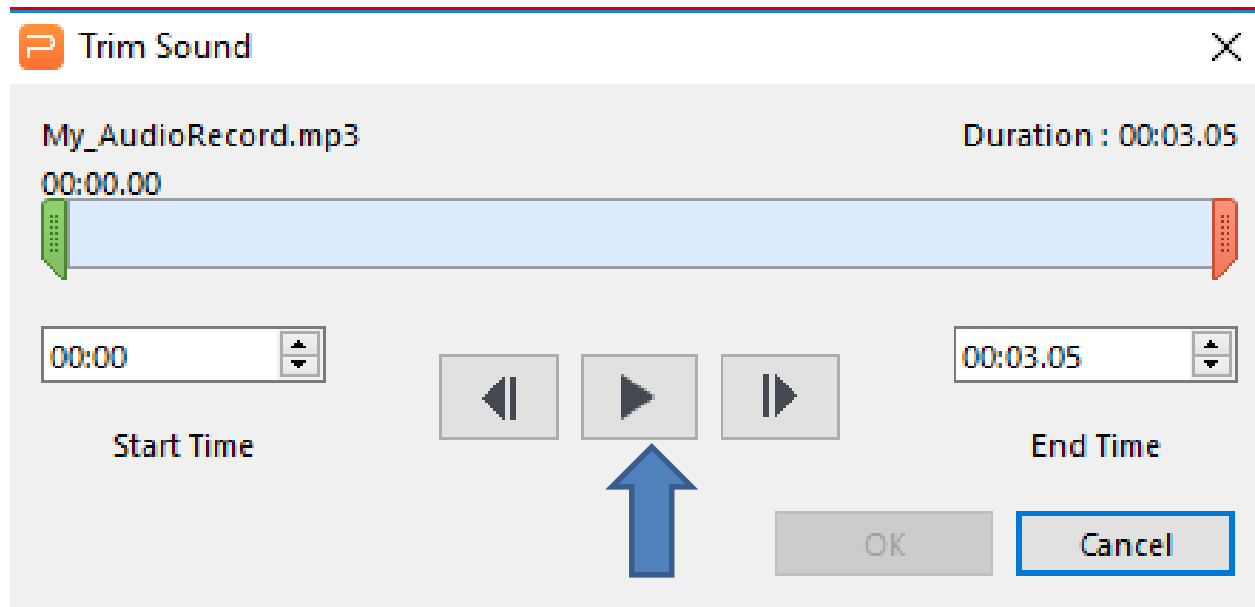
- **When you click on Trim Sound, the list closes and a new window opens, like I showed before.**

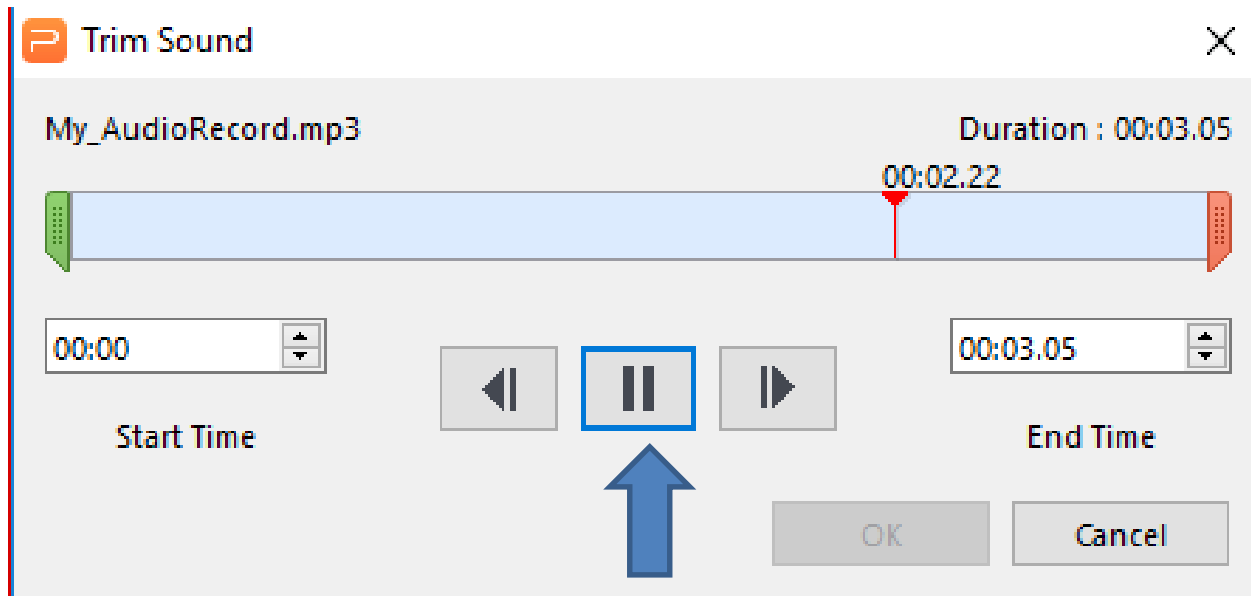- **Next I will zoom in the new window and explain it.**

- **The new window is called Trim Sound. You have two options to Trim Music. One is to change the Start Time and/or the End Time. Note – the time is because my voice.**

- **The second option is drag the first Icon to the right and/or drag the second Icon to the left.**
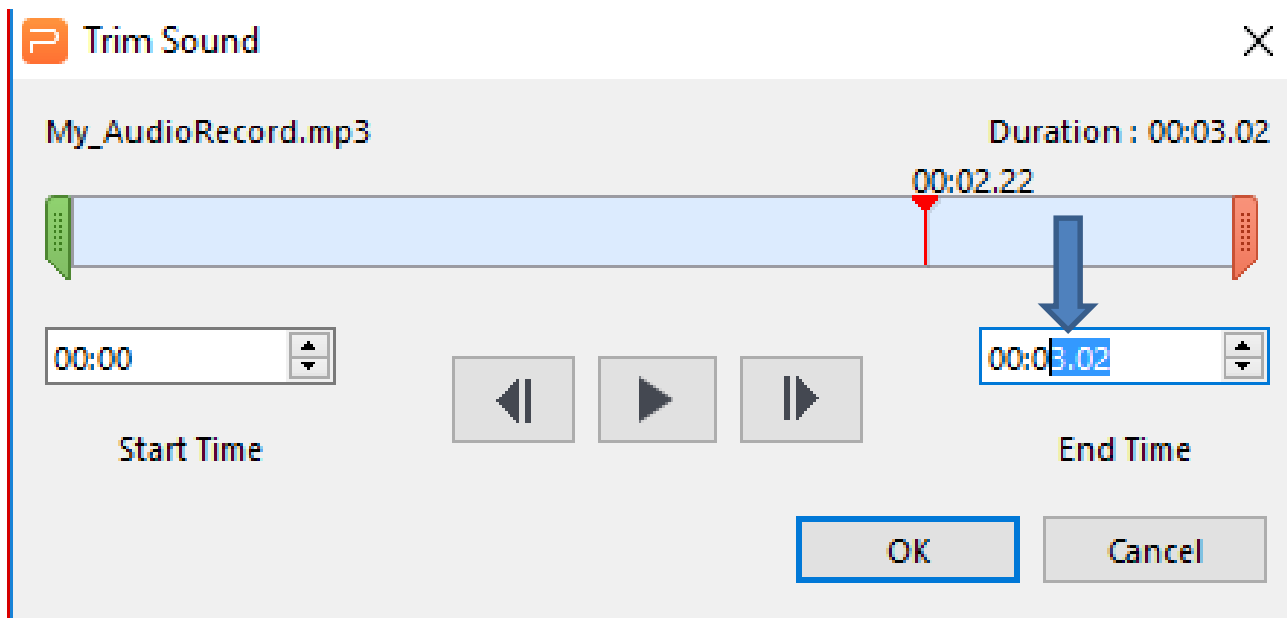
- **First I recommend you play first, which is next.**

- **You click on this** ▶ **Icon to play the Music, so you know what to Trim.**

- **Next is a sample of playing it and pause it so you know where to Trim.**

- **You click on play ▶ , it starts to play and when you find at the end that you want to Trim, like this one, you click on Pause ❚❚ .**
- **Next is the two options to Trim it.**

- **Once you click on Pause, the first option is to highlight the numbers above the End Time, as I did and then type in 2.22, which is next.**

Trim Sound

My_AudioRecord.mp3   Duration : 00:03.02

00:02.22

00:00   ◀| ▶ |▶   00:03.02

Start Time   End Time

OK   Cancel

- **Once you type in 2.22, you see the End Time changed and the End Icon moved to it.**

- **The second option is to left click and hold down the End Icon and drag it to the 00:02.22.**

- **To change the Start Time you follow the same process with Start Time and the Start Icon. Once complete, you click on OK. This is the End of Part B.**