



Basic Editing Techniques for your Podcast

Webinar

15.12.20

@llannerch

russell@russelltodd.cymru

[linkedin.com/in/russelljtodd/](https://www.linkedin.com/in/russelljtodd/)

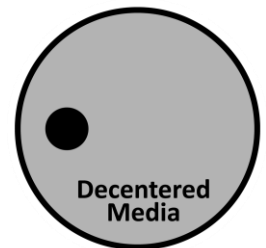
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Art Fund_

Sporting
Heritage

podcast

My podcasts



What do we want to achieve?

Learning outcome

Confident use of the basic and core features of Audacity to edit your podcast

Learning objectives - *This webinar will enable you to:*

1. Improve the audio quality of your raw audio
2. Learn how to import additional tracks
3. Learn how to set background audio to spoken word ('enveloping')
4. Learn how to effectively navigate your audio file
5. Split, label and re-order tracks

What we won't be covering

We won't:

- Cover all features of Audacity – impossible!
- Discuss equipment and hardware; or make recommendations for purchase
- Record an actual podcast
- Aspire for 'grand' production values

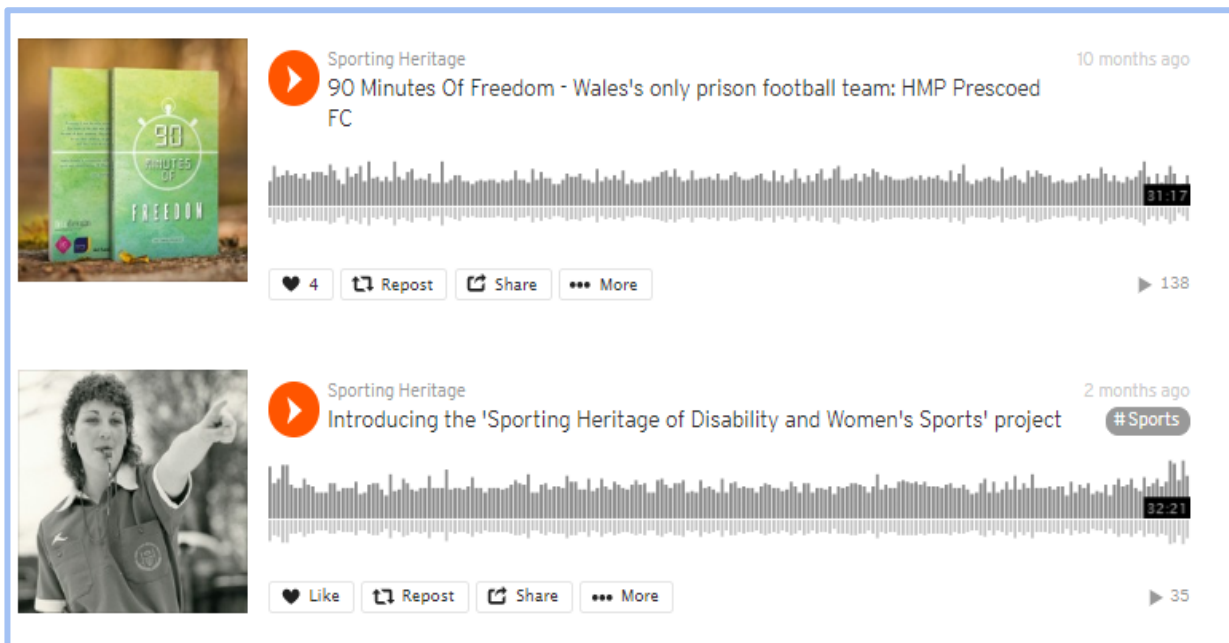
Sporting Heritage CIC podcasts

Sporting
Heritage

podcast

First produced at the 2017 national conference in Bradford

- subsequent conferences (Liverpool, Cardiff)
- SH & the Armed Forces project
- Sport England Women's and Disability Sport project
- 'standalone' episodes



Glossary

Given podcasting is a technical process, we will inevitably encounter some jargon

I've prepared a glossary of some of the terms that will hopefully help demystify the jargon

But please ask a question if you don't understand any terminologies

Editing



Joe Turner
@bucksci

Following

If I never hear a podcast which is (a) unedited and (b) men chatting, I will die happy. Edit your damn podcasts.

8:02 AM - 9 Feb 2017



Alyssa Edes
@alyssaedes

Follow

Sometimes I hear a convo podcast and I'm like, you couldn't have edited this even a little bit? I know you're trying to be all raw but...

RETWEET
1

LIKES
10



3:45 AM - 3 Feb 2017



1



10



Joe Turner
@bucksci

Following

@LeSprocketista what drives me nuts is unedited chatty podcasts. Or "live radio" recordings. No. Cut that hour of eaffoe down to 10 mins

1:49 PM - 16 Jan 2017

Why do we edit?

Quality

Audio

Content

Identity and branding

Save time

Respect

Why do we edit?

Quality – Audio

- To reduce opportunity for ear-fatigue
- Inc/decrease volume
- Remove interruptions and unwanted noises
- Recording under socially-distant conditions means you are overly reliant on the quality of contributors' internet

Why do we edit?

Quality – Content

- Better flow; better paced; restore balance of contributors
- ‘Less is more’
- Reduce repetition
- Remove your prompts, reassuring comments, errors, etc.
- Add additional elements (re-recorded parts)

Why do we edit?

Identity and branding

- To add your theme tune
 - Copyright
 - [Free Music Archive](#)
- To add standard intros and outros
- Develop a consistency and familiarity for listeners

Save time

- Standard reference to funders or partners can be pre-recorded and re-used

Why do we edit?

Mississippi's literacy
program shows
improvement

10A Watertown Public Opinion < [redacted] > Saturday, October 25, 2008

One in for kids drops
out of high school

■ Schools aren't
being held
accountable.

WASHINGTON (AP) —
Your child is less likely to
graduate from high school
than you were, and most
states are doing little to hold

So in North Carolina —
which has won praise for a
series of innovations to keep
kids in school — the graduation
goal has not changed.
Officials are coming up with
a new goal but are hoping No
Child Left Behind will be
rewritten to be less punitive.
“To be candid, we’re waiting
for NCLB to change,” said

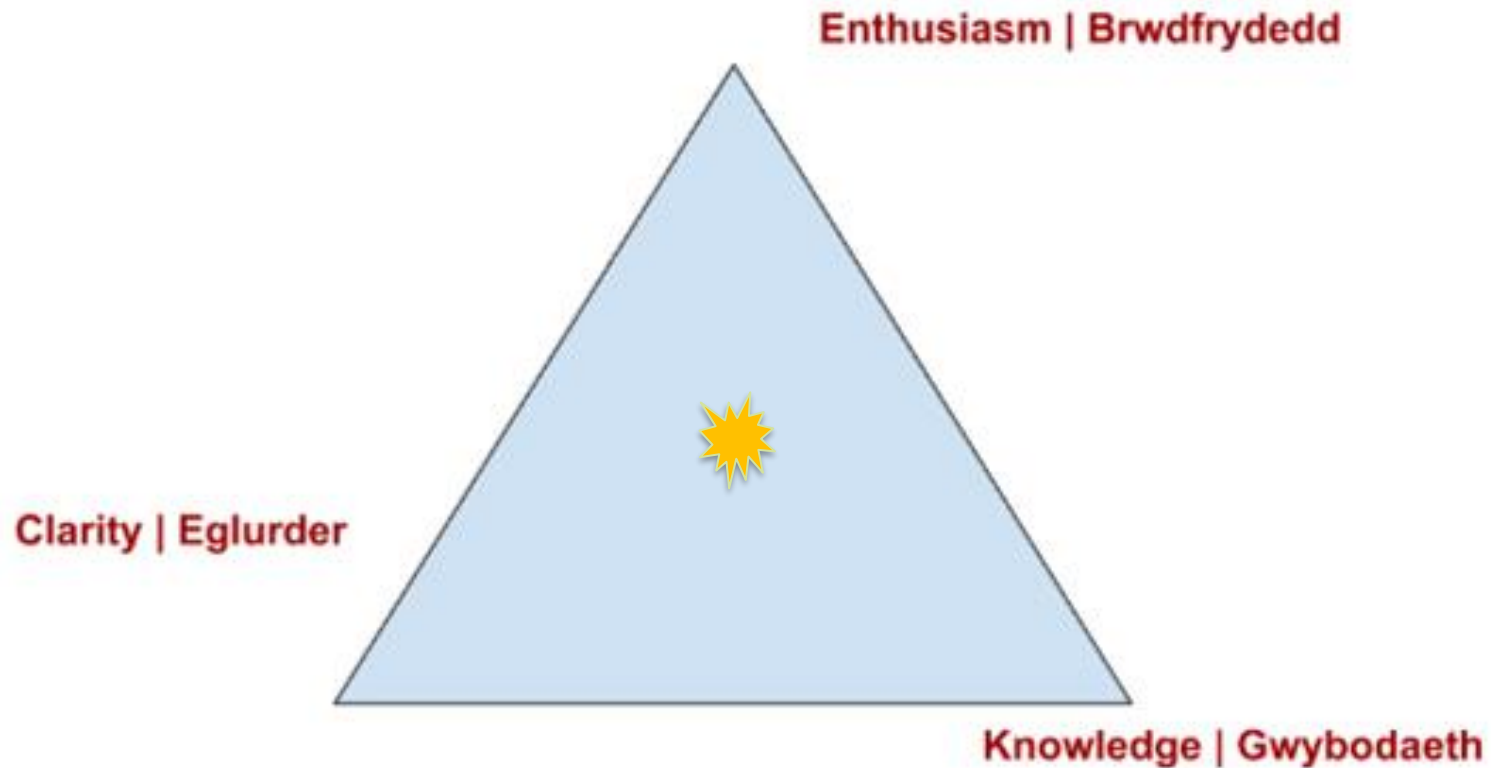
NORMANDY
Students at a
Louis high school
the gymnasium
this weekend
person told her
many as 50 feet
have been exposed
that causes AII
Officials re
details on who

High
Rep

Respect

- the quality of your output
- your listeners / podcast community

The podcasting sweet spot



** applies to participants individually and collectively

Preparing an individual episode - guests

Key tips:

Factor in time at the start of each recording to chat, get conversation flowing and guests feeling at ease

Reassurance

- it's fine to make mistakes, get tongue-tied, forget one's name!
- stop, compose oneself and start again

I've seen physical reactions in people because of nerves

Hold eye contact with people; reassure them as they're talking; thumbs up

“We start when everyone is ok to start”

Audacity



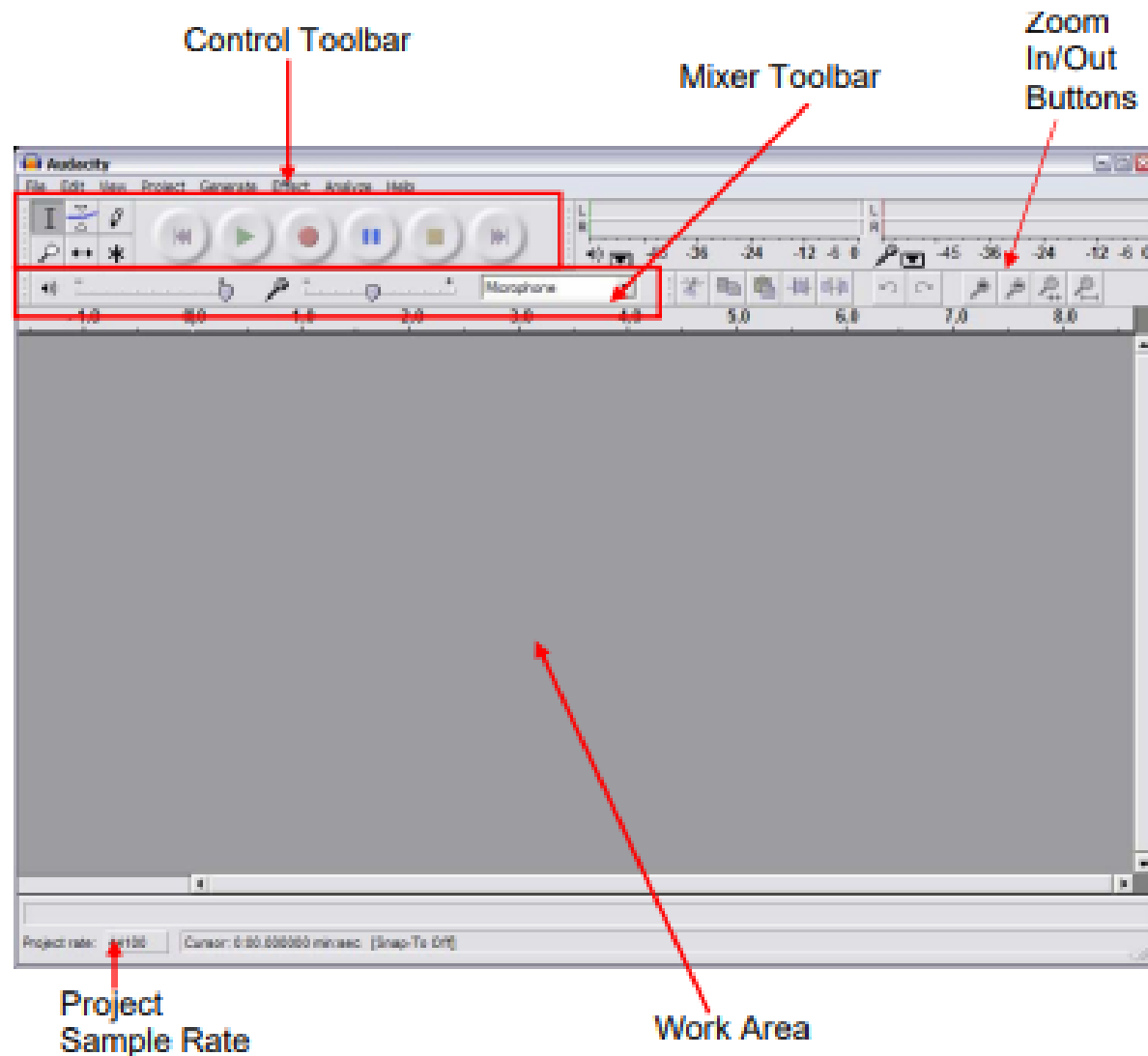
Uni of Sheffield guide:

https://www.sheffield.ac.uk/polopoly_fs/1.76668!/file/using-audacity.pdf

Wiki -

[https://wiki.audacityteam.org/wiki/Audacity Wiki Home Page](https://wiki.audacityteam.org/wiki/Audacity_Wiki_Home_Page)

Audacity – quick glossary



Audacity – quick glossary



Features of Audacity

Navigation

- Import
- Labels
- Master files and project files
- Zoom
- Naming tracks
- (Un)muting tracks
- Solo tracks
- Sync-lock

Volume

- Gain
- Amplify
- Silence

Editing

- Cut/copy/paste
- Noise reduction
- Split
- Fade in/out

Features of Audacity

Music/soundtracks

- Adding a track
- Enveloping
- Voiceovers

Finalising your podcast

- Normalise
- Export
- Metadata
- File storage (incl. Audacity's linked files)

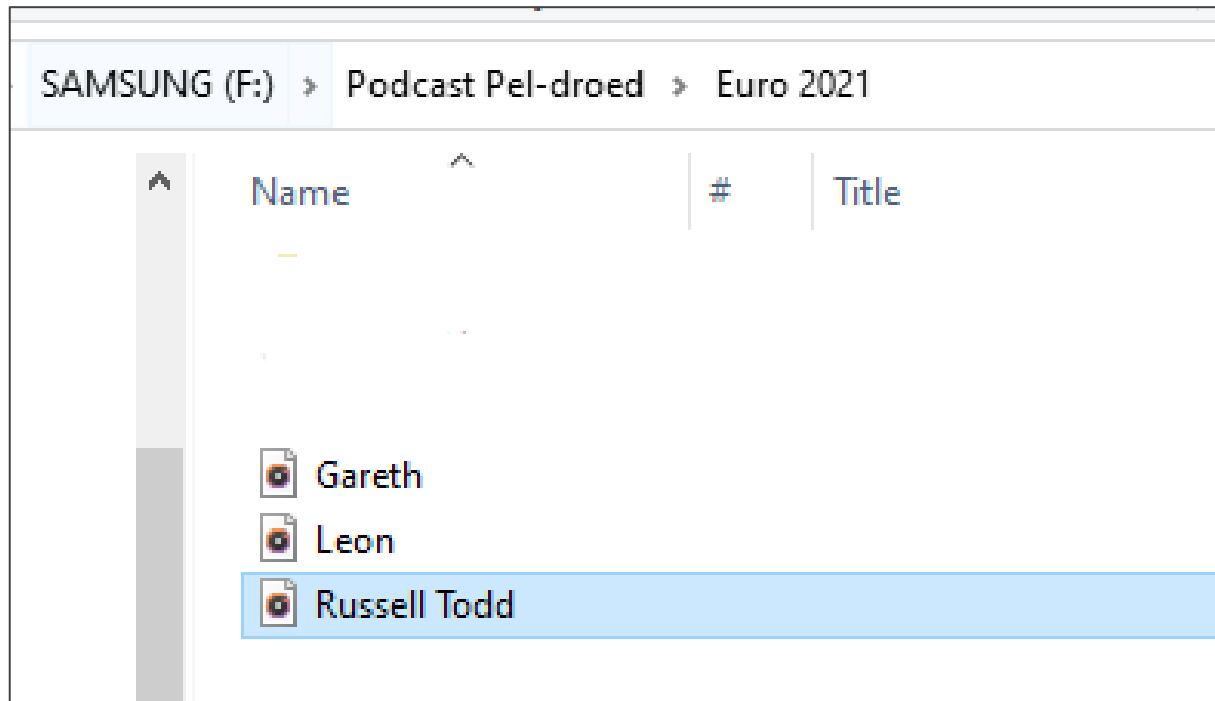
Cleanfeed

The screenshot displays the Cleanfeed Pro interface. At the top, there is a navigation bar with 'Record', 'Clips', and 'Audio' tabs, and a user profile icon on the right. Below this, a list of items is shown:

- Russell Todd** (Ready) with a microphone icon and a settings gear.
- Autumn review and Maradona tribute** (0:36) with a red circle icon, a download icon, and a close icon.
- A sub-list for the above item:
 - Russell Todd** with a download icon and a status dot.
 - Clips** with a download icon and a status dot.
 - Gareth** with a download icon and a status dot.
 - Leon** with a download icon and a status dot.
- Gareth** (Connected) with a phone icon, a list icon, a settings gear, and a close icon.
- Leon** (Connected) with a phone icon, a list icon, a settings gear, and a close icon.

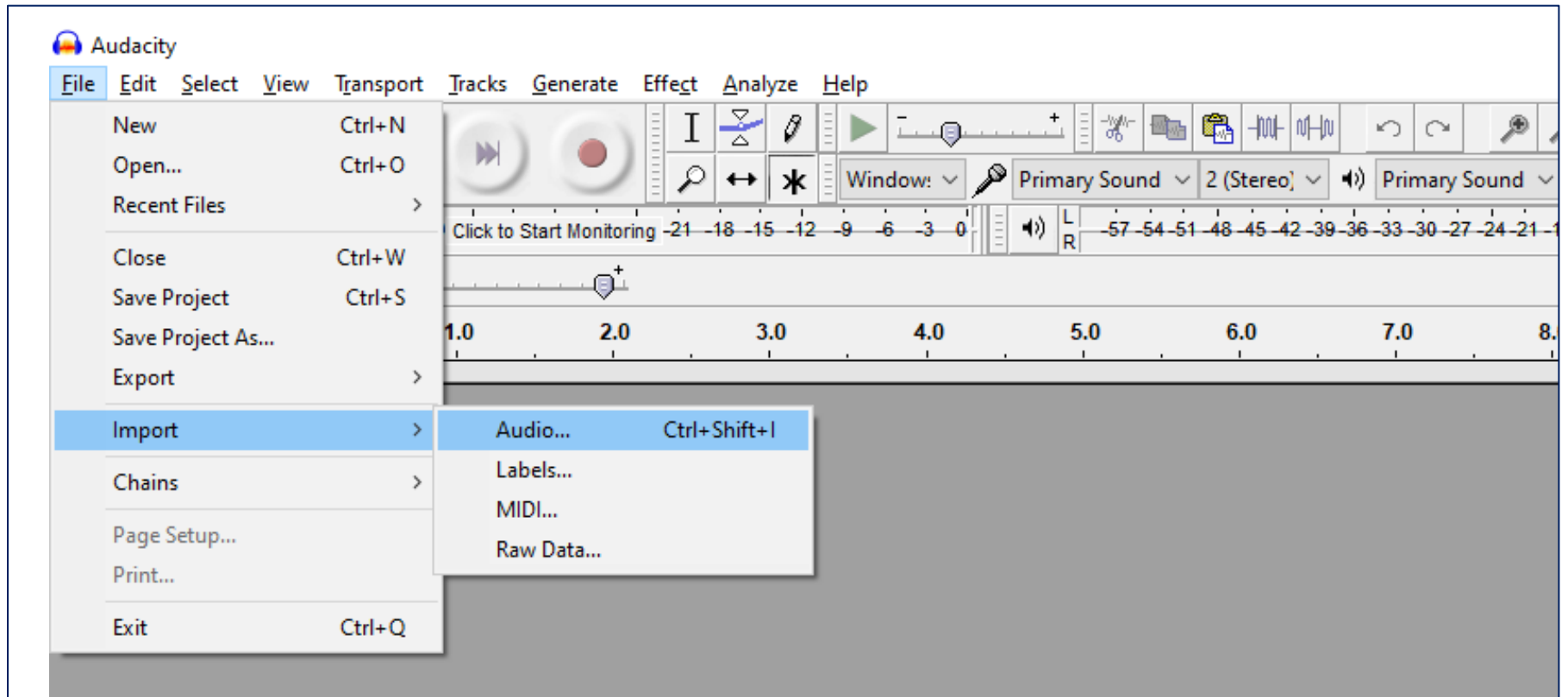
Below the list is a dark bar with a '+ CONNECT' button. The bottom of the interface features the 'cleanfeed PRO' logo.

When you download and unzip your Cleanfeed tracks you will be left with individual WAV. files:

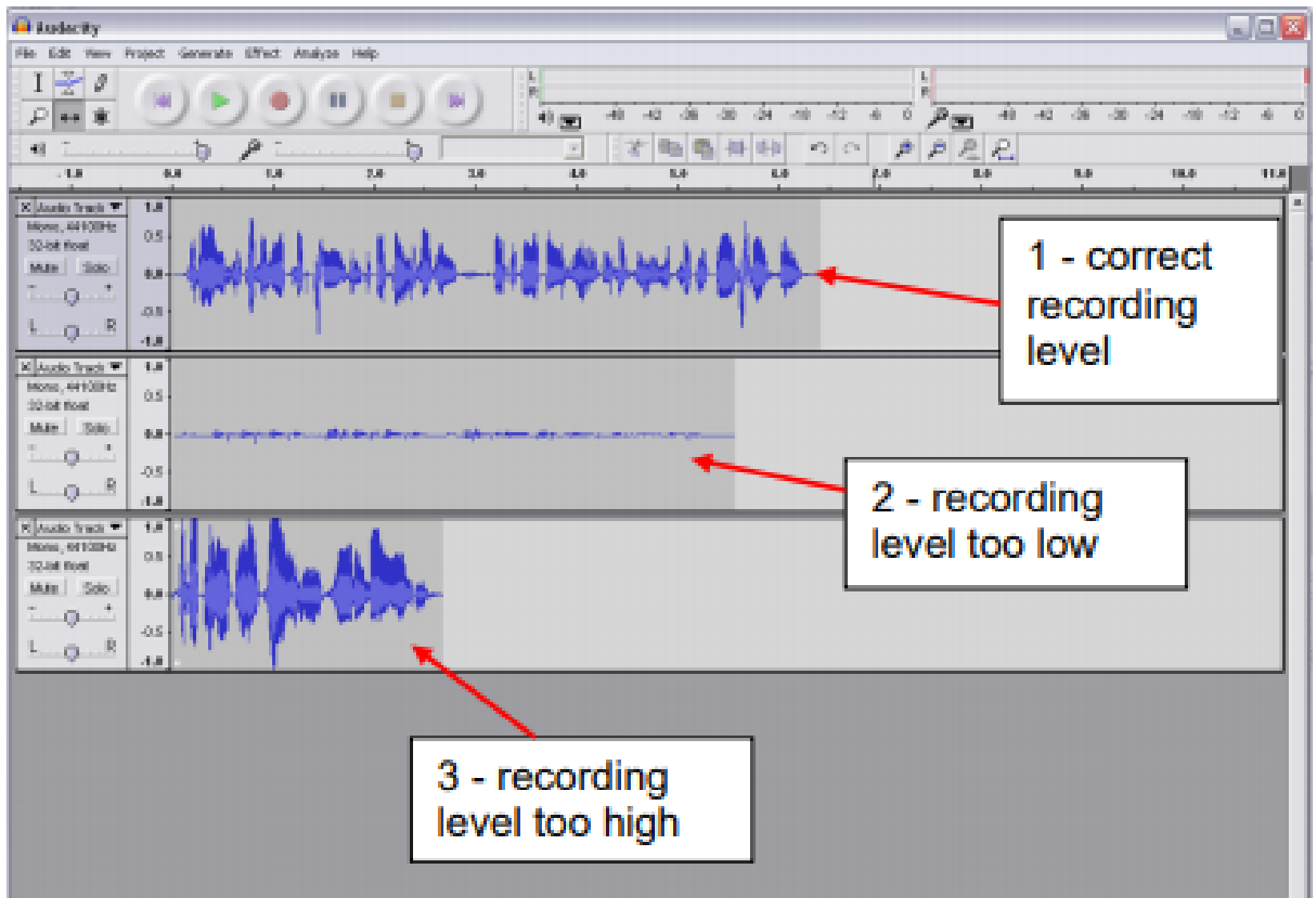


To edit these you need to import them into Audacity by either dragging to it; or:

File/Import/Audio



Then, Save as...:
Master file + Project file



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A vintage-style silver microphone with a mesh grille, mounted on a chrome stand with a circular base. It is positioned on a wooden surface with a blue gradient background.

@llannerch

russell@russelltodd.cymru

linkedin.com/in/russelljtodd/

belinda.scarlett@googlemail.com
@bg_scarlett

katejessturner@hotmail.com
@KateJessT

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