

## Audio Editing and Software Guide

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Now that you have recorded preliminary material for a podcast, it is time to move on to the editing stage. This is an intimidating aspect of podcast production, but following an order of operations makes it simple. The best approach to edit podcasts is following this set of steps.

1. Listen to the raw material and ensure that is fluid sounding. If a host repeats a question, the guest restarts their answer, there are long pauses between words, or there are a lot of ‘Um’s and ‘Er’s, these should be removed in the first pass. Adjusting the individual levels of speakers is also critical. The end result of this stage should be a smooth-sounding interview that can be shared with other editors and team members.
2. Re-ordering and restructuring of the interview should be done next. Was the intro unclear and did not set the stage correctly? Delete it and ensure that you know what the ‘new’ beginning of the podcast is for when you re-record the introduction. If the transitions between questions is unnatural, now is the time to trim that out and decide how you want to re-record this section. A good thing to keep in mind is that anything that doesn’t require the guest can be re-recorded.
3. If additional recording needs to be done, now is the time to do it. Any new material should be fixed and edited similar to the manner in step one.
4. The final step is to add external material such as clips referenced, re-recorded segments, and music. Once this is done, you have a rough draft that can be quality checked by other members of the team and, pending approval, ready to be published.

There are a lot of software options that can be used to perform audio editing. The recommended programs are Audacity and Adobe Audition, and each can be used to do all steps mentioned above. However, the interface and features of these programs mean that each is better at performing different tasks. This guide will provide a basic overview of each, give recommendations on usage, and link to some helpful tutorials.

### **Audacity**

Audacity is a [free](#), open-source, multi-track editing software. It is available for MacOS and Windows, and is lightweight and runs on most machines. It’s webpage has rich [documentation](#), and has a very active online [community](#). It is very simple to trim, delete, and fade audio, which are the tasks that will be used most frequently in step one, two, and three. For that reason, it is recommended that Audacity be the first software used to start editing a podcast. Once some familiarity with the tools there, it will be much easier and effective to edit dialogue with Audacity than with Audition.

- Helpful Guides:
  - This is the [official manual](#) from the audacity team. It is incredibly detailed and will provide answers for specific questions.
  - Central European University has a simple, [step-by-step guide](#) that expands on some of the points mentioned in this guide.

## Audition

Audition is the audio editing software that is part of the Adobe Creative Cloud. It is available free (LINK) to all UNC Students, for free. It is more feature-rich than Audacity, and is capable of handling every stage of podcast production. It is also better at handling projects with audio from multiple sources, which is why it is recommended that it be utilized for steps 3 and 4 of the process, as it will be much easier to manage your project.

- Helpful Guides
  - [This is the official guide from Adobe.](#) It is handy for answering technical questions and provides information about specific settings.
  - The UNC Media and Design Center has a [series of videos](#) that walk you through every step of creating a podcast, all using Audition.

## Notes:

- It is important to remember that these are just tools, the real magic of podcasting is in the conversations captured. Use them in a way that you feel comfortable, so you can spend less time worrying about editing and more about the material.
- The best way to learn this software is by doing, so keep trying different workflows and techniques to find what works best for you.
- If you have any other questions, the staff at the Digital Innovation Lab is available for assistance.