

Podcasting, Opening Doors, Sharing Our Locality Project (PODSOL)

BASIC EDITING

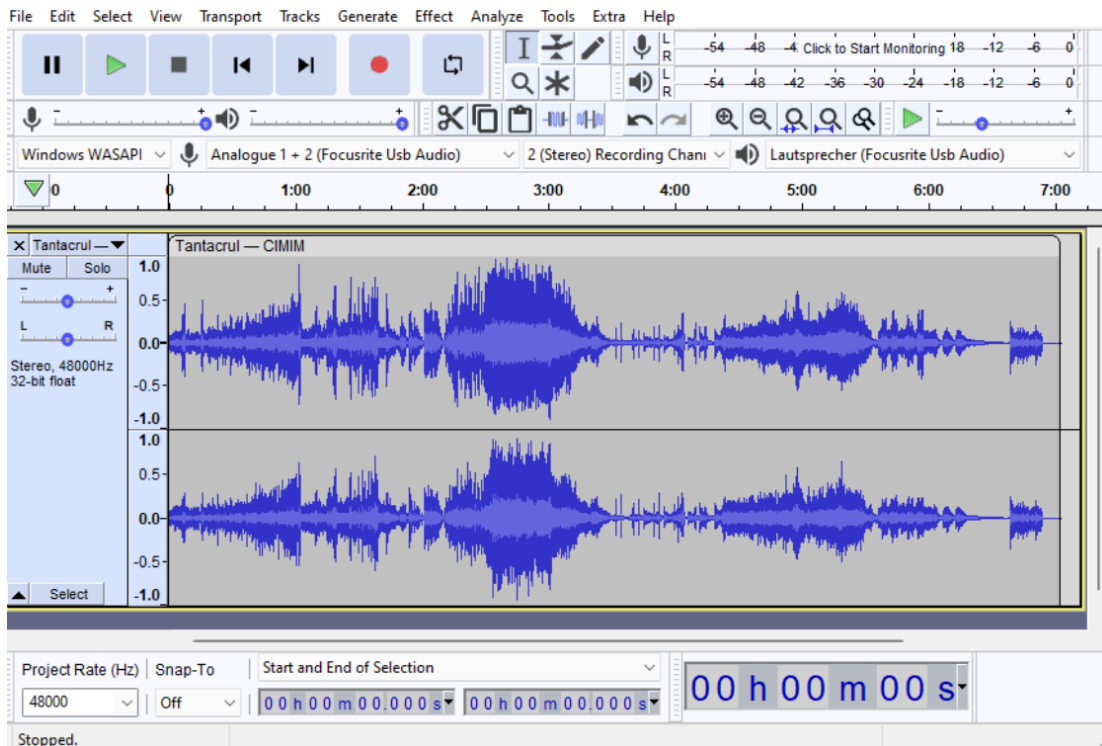
EILISH KAVANAGH – KINVARA FM

Basic Editing

All podcasts need to be normalised to -1db and the beginning and end must have fade in and fade out.

Importing a file

To start editing, you need some sort of sound to edit. You can either record some sound, or import an existing sound file (for example, an MP3 or WAV) by dragging & dropping it into the project window. You can also import files via the File > Import menus.

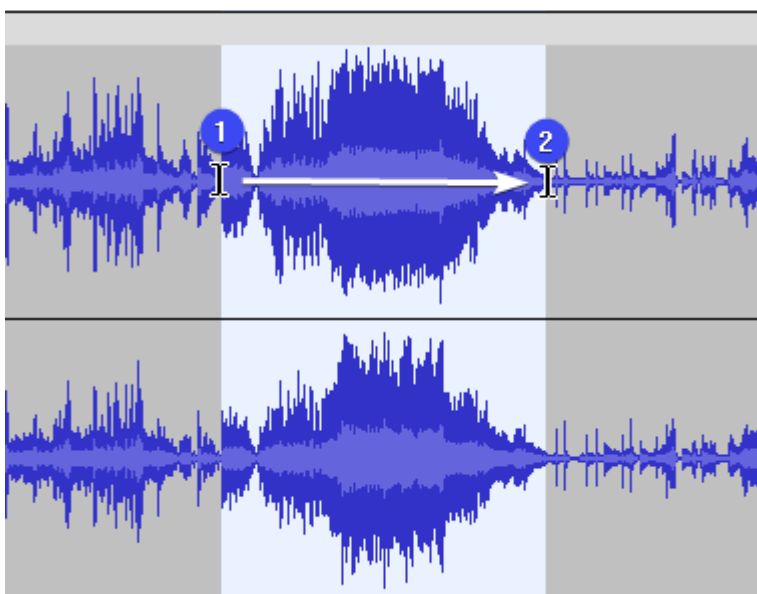


You might have to edit each track before mixing down to one new track

Removing sections of a song or interview

Hint: You can zoom in using the Zoom+ icon, or by Ctrl+Scroll (Cmd+Scroll) to precisely adjust the beginning and end of the selection.

To remove a section of an audio file, first select the section by clicking and dragging in the waveform.



Once you have a selection, press Delete or Backspace to delete it.

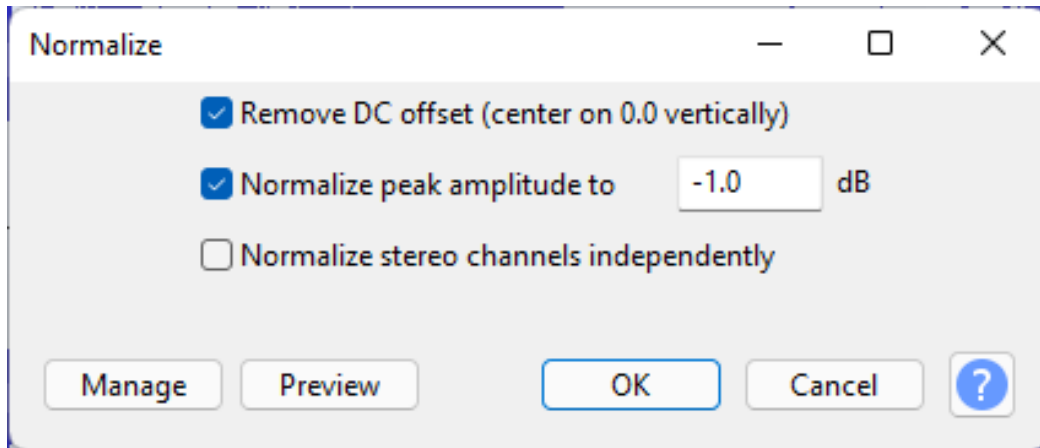
Applying Effects

Audacity supports a wide range of effects and effect plugins. These effects can be used for [Noise reduction & removal](#) and more, and while each effect does different things, they all generally can be applied in the following way:

Select the audio you want to apply the effect to.

Go to the **Effect menu**.

Select the effect you want to use. Typically, a window like this will open:



Tweak the effect to your liking. You can click the **Preview** button to hear a short sample before applying it to the whole selection.

Press OK to apply the effect.

(We 'Normalize' instead of increasing the volume because it does not distort the track)

Fading in and out of audio

It is important to 'Top and Tail' a piece of audio for broadcasting.

That is to fade in and fade out.

Select a piece of audio/song at the beginning and click Effect > Fade In or Effect > Fade Out

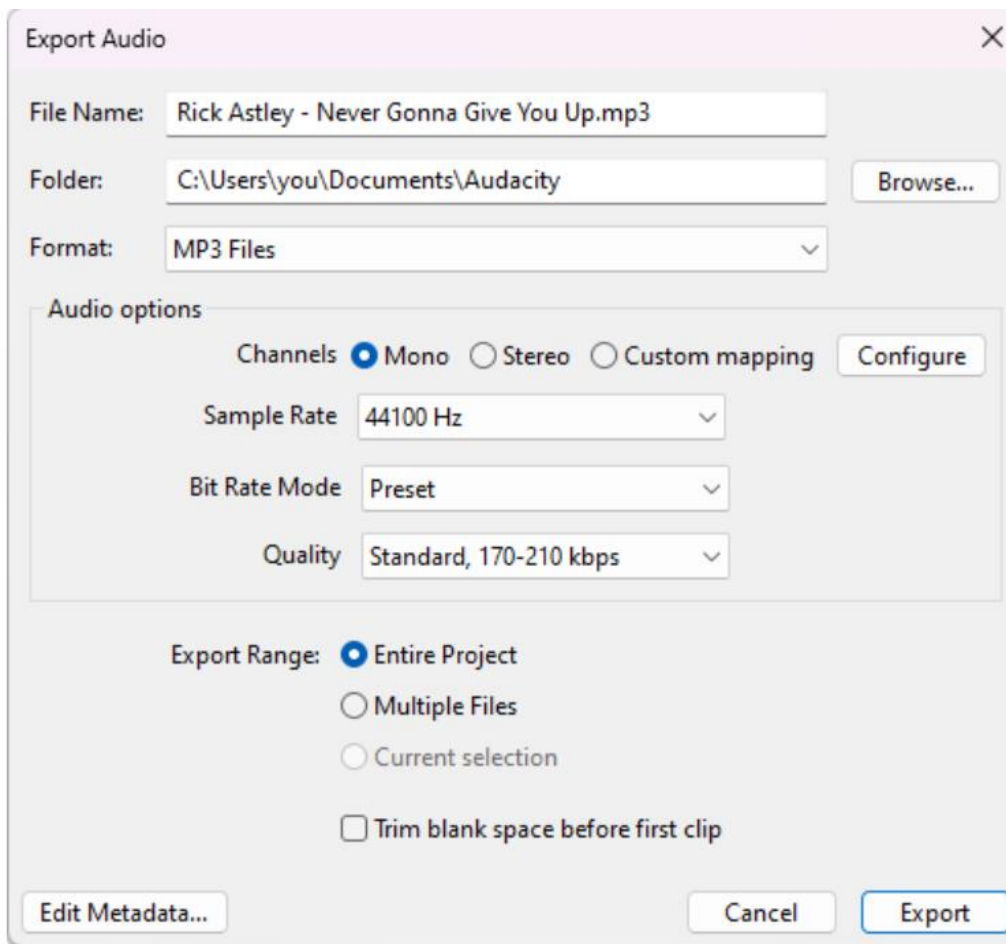
Saving and exporting projects

There are two ways to get your work out of Audacity: Saving the project, and exporting audio.

Saving projects (.aup3)

You can save projects using the File -> Save Project -> Save Project menu. A saved project has the most information about your project available. If you save a project, you can change later on, or untrim clips.

Warning: Avoid saving active projects on external drives, USB sticks, or network storage. Audacity requires fast, uninterrupted access to your storage when recording and editing.



Exporting audio (.mp3, .wav, .ogg, ...)

Note: You may need to access some of these options.

You can export your project into an audio file using the File -> Export Audio... menu item. Exported audio files can be opened with a wide variety of programs.