



## Checklist 7- Edit Your Podcast

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Yes No

*Editing is the most crucial part of recording your podcast in that it is the final touch before publishing content. With the right equipment and software, it is possible to remove any unwanted segments and noises in the podcast. Here is a how-to guide when it comes to editing your recording:*

### Step 1 – Organize Your Audio Files

- |   |  |                          |                          |
|---|--|--------------------------|--------------------------|
| 1 | Separate the audio editing and content editing files and tasks.                | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Set a system for naming and storing different files for convenience.           | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Separate the tracks for each speaker or music.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Group different audios according to type through dedicated tracks in your DAW. | <input type="checkbox"/> | <input type="checkbox"/> |

*Notes*

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- 5 Use available tools such as session organization for mixing and creating templates.

### Step 2 – Use Universal Editing Techniques

- 6 Import your tracks using the track-based work flow.

- 7 Organize the tracks according to your preferred layout.

- 8 Create a punch list with descriptions for efficient editing.

- 9 Use tools such as select, trim, fade, cut, and grab in your DAW to make appropriate changes.

### Step 3 – Differentiate The Functions Of DAW And Audio Editors

- 10 Understand the multi-track capabilities of DAW.

*Notes*



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- 11 Research the tools for non-destructive editing such as garageband and Adobe Audition.
- 12 Understand that audio editing tools such as Audacity have no multi-track capabilities.
- 13 Changes made to a file through audio editing tools is also done to the source file.

### Step 4 – Making The Edits

- 14 Stitch the takes together.
- 15 Remove unwanted background noises.
- 16 Remove any awkward spaces as a result of awkward silence to perfect the flow of the podcast.
- 17 Add your intro and outro.

*Notes*



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- 18 Add your main podcast theme.
- 19 Add your pre-recorded self-sponsored ads.
- 20 Normalize the recording.
- 21 Export the file as .wav.
- 22 Convert the file to mp3.

*Notes*