

The Basics of Podcasting: Recording Your Episode

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Today we will discuss

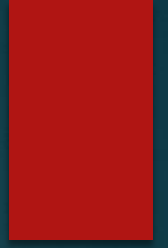


BEST PRACTICES FOR
PODCASTING



AN OVERVIEW OF AUDACITY
AUDIO EDITOR (RECORD,
TRIMMING AUDIO, TIME SHIFT
TOOL, ENVELOPE TOOL)

Podcast Recording Environment Considerations



- ▶ Find a room with good sound absorption and diffusion
- ▶ Carpet and curtains make great absorbers, bookshelves make great diffusers
- ▶ Be roughly two to four inches from the microphone (this can be your cellphone or laptop mic) at a 45 degree angle for recording voice, consider the proximity effect
- ▶ Listen for ambient sounds that can interfere with recording quality
- ▶ Apple juice is great to loosen the voice, as opposed to tea or honey

Recording your episode

- ▶ Recording remotely: Record via Skype, Zoom,
- ▶ There are many 3rd party apps to facilitate remote recording (i.e. Anchor, ZenCastr, Squadcast)
- ▶ Warm Up! Get comfortable talking with your guest(s) with 'softball' questions ("what did you have for breakfast? or "What are your weekend plans?"")
- ▶ You don't have to get it in a single take. It's ok to stop and start over!

Introducing Your Podcast

- ▶ 10-30 seconds of original audio that cues listeners that the podcast is about to begin
- ▶ Montage or opening segment (question, secondary actuality)
- ▶ Music Resources
 - ▶ [Free Music Archive](#)
 - ▶ [YouTube](#)
 - ▶ What mood are you aiming for?
- ▶ Podcast talent (you!) identifies themselves, their guest and topic of the episode

General best practices

- ▶ Record a few minutes of test audio before launching into the episode.
- ▶ Don't be afraid to start over!
- ▶ Don't be afraid of filler words or phrases ("um," "like," "so") – you can always edit them out if you need to.
- ▶ Write out complicated names, words or long numbers ("twenty two thousand two hundred and forty seven" as opposed to 22,247). Phonetic spelling is your friend!
- ▶ Mark out spaces for transitions (between topics, between parts of the episode).
- ▶ Transcripts for accessibility (Otter AI).

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- ▶ “This episode was made possible by...”
 - ▶ “We would like to thank (list of staff/organizations) for their contribution to today’s episode.”
 - ▶ Outro music
 - ▶ Exporting your podcast as an .mp3 file
 - ▶ Putting your podcast in the DRS: what does it mean?

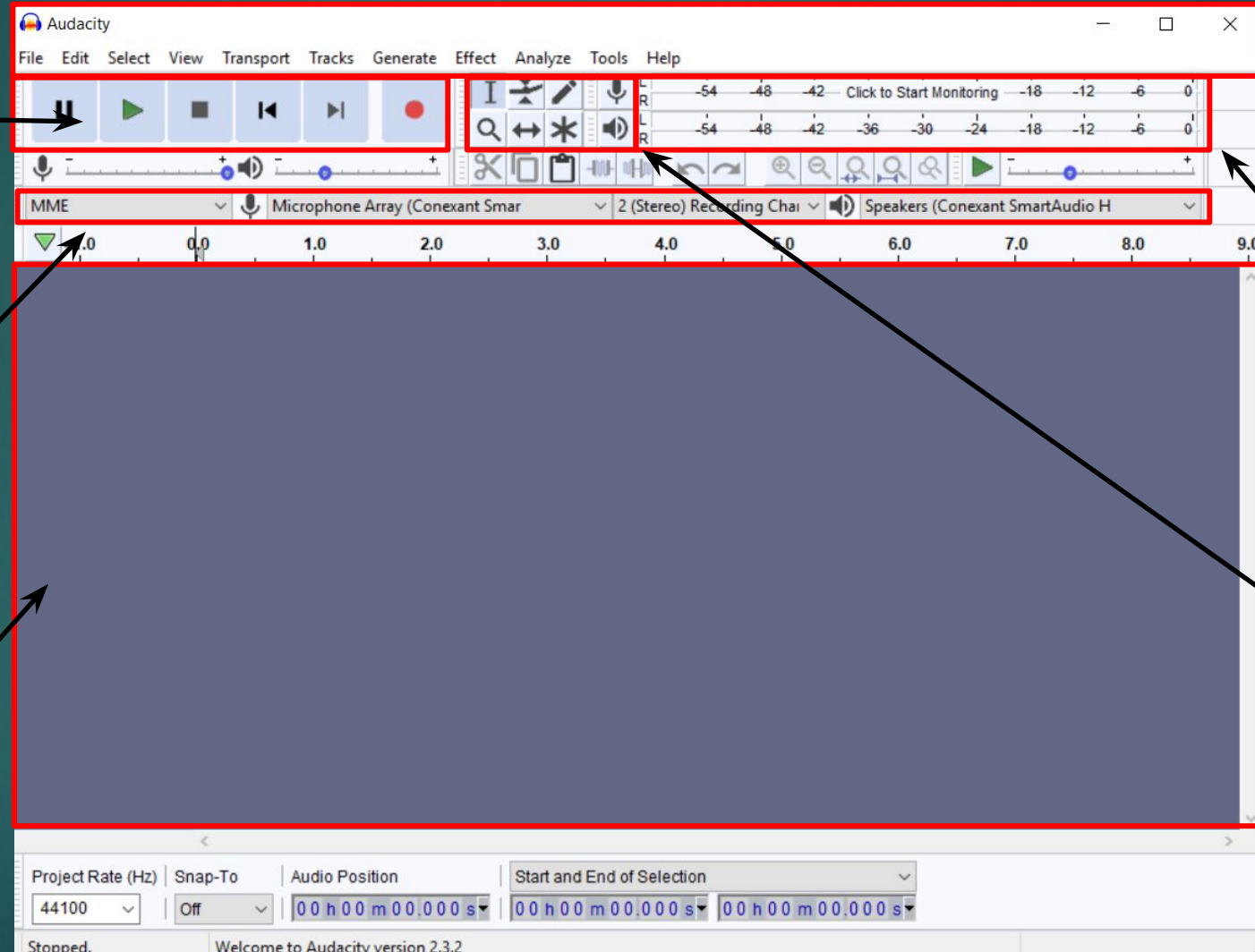
Ending and publishing your podcast episode

Audacity Interface

Transport (L-R):
pause, play, stop,
fast-forward/
backward, record

Microphone,
volume, Input,
and output
selection

Audio tracks will
display in this
window



Editing,
saving,
effects, etc.
tabs

Output
Volume level
(Try for -12 to
-6 db)

Audacity
Tools
(selection,
time shift,
envelope,
zoom)

Technical Notes on Audacity

- ▶ Audacity project files (.aup file _data folder vs. exported files (.wav .mp3)
- ▶ Codecs needed to use various files (LAME encoder for .mp3, .mp4 encoder for PC users)
- ▶ Always make sure you organize files!
- ▶ Saving a Audacity project twice can't hurt
- ▶ <https://manual.audacityteam.org/>