

Introduction to Podcasting: Editing Audio with Audacity



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HUSV 3900: Social Policy

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*Feel free to ask questions at any point
during the presentation!*

Discussion

Break into groups of 2–3 and discuss these questions. Then, we will talk in the larger group.

- What are some of your favorite things to listen to? This might be music, the radio, podcasts, talk shows, audiobooks, etc.
- How do you listen to them? (what devices do you use, where do you listen, etc.).
- What about these forms appeals to you? What do you find effective?



Workshop Agenda

- Objectives
- Sample podcast
- What are podcasts?
- How to create a podcast
- Introduction to Audacity

Slides and handouts available at

<http://bit.ly/diti-spring2020-mann>



Objectives

- Understand narrative devices used in podcasts
- Learn about fair use & copyright
- Learn about and explore Audacity as a podcast editing tool



“Sex Appeal” from Radiolab’s *More Perfect* (2017)

Listen to this five-minute clip from the *More Perfect* podcast, which is a spin-off series from Radiolab (WNYC) about historic cases in the U.S. Supreme Court.

- What techniques do they use to engage their audience?
- How do they introduce their topic?
- What kinds of media are included?

[Radiolab Episode \(listen until 5:45\)](#)



Podcast Profile: *More Perfect* by Radiolab

We listened to an episode of *More Perfect*. Here is how we might analyze their podcast profile:

1. **Audience:** people interested in history of law and social policy
2. **Genre:** journalism, non-fiction historical narratives
3. **Structure:** 30–50 minute episodes with advertisement breaks and story segments
4. **Media:** music, sound effects, intro (“In Order to form a more perfect Union...”), and a theme song



A Note on Fair Use

Types of Materials

Fair use is an exemption to the laws governing reuse of certain types of use of **copyright material**.

Material that is in the **public domain** is no longer under copyright and can be used.

Materials under a **Creative Commons** license have set guidelines for use and republication.

Use /Adaptation

Fair use considers how **material under copyright** is used or adapted following four factors:

- Purpose and Character
- Nature of Work
- Amount
- Market Effect

Exceptions largely favor the use of material for commentary and critique and for educational settings.

Publication /Distribution

Fair use also considers how material under copyright is being **published** or **distributed**:

Restricted or **public access**: is it being published for a restricted community (a classroom) or published for everyone?

Commercial or **not-for-profit**: fair use favors not-for-profit use of copyrighted material as it doesn't signify financial gain.

Audio File Credits (Best Practices)

Always credit any audio files you use! Look for a Creative Commons license and follow the publisher's requests for how they want you to cite their work. Cite them in both your podcast description and in the podcast itself! Here are our attributions for the audio files forwarded to you:

"Footsteps, Dry Leaves, F.wav" by InspectorJ (www.jshaw.co.uk) of Freesound.org

"Wholesome" Kevin MacLeod (incompetech.com)

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Tips for Getting Started

- Figure out who your ideal **audience** is and listen to other podcasts that appeal to a similar audience. What techniques do they use?
- Develop a detailed **script** first and indicate when specific types of audio and media should be included.
 - For example, make a note when will you use snippets from news media or sound bites
- Involve **multiple** voices and media types. One person talking without interacting with another person or media is probably not interesting.
- Read the script out loud to **practice** so the recording sounds natural. You want it to sound like a discussion or dialogue, rather than you reading off a script



Tips for Recording Audio

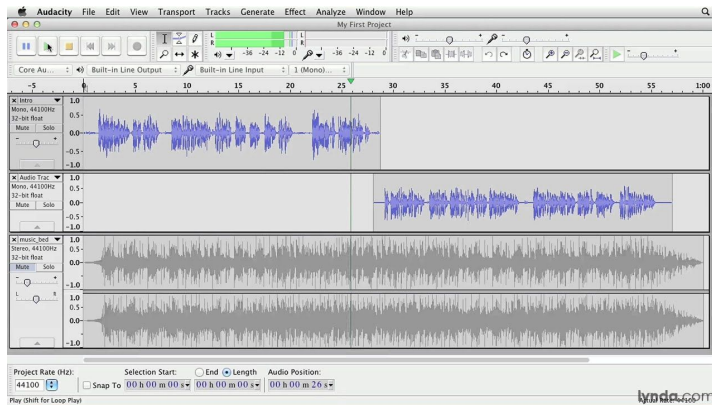
- Start recording **way in advance** and do several **takes**
 - The original recorded audio is often much longer than the actual podcast episode.
 - Do not record everything at once! Break your script into segments that you can record several takes of individually.
 - **Editing often takes much longer than the actual recording!**
- Find a **quiet** space to do any audio recording.
- Use headphones or **microphones** to capture your audio.
- Reserve space at the [Digital Media Commons](#) in Snell Library for professional studios and equipment!



What is Audacity?

An open source, multi-track audio recorder and editor.

Multi-track: the ability to have different layers of audio in one clip.



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It's similar to GarageBand....



.....but *audio*-centric, not music-centric



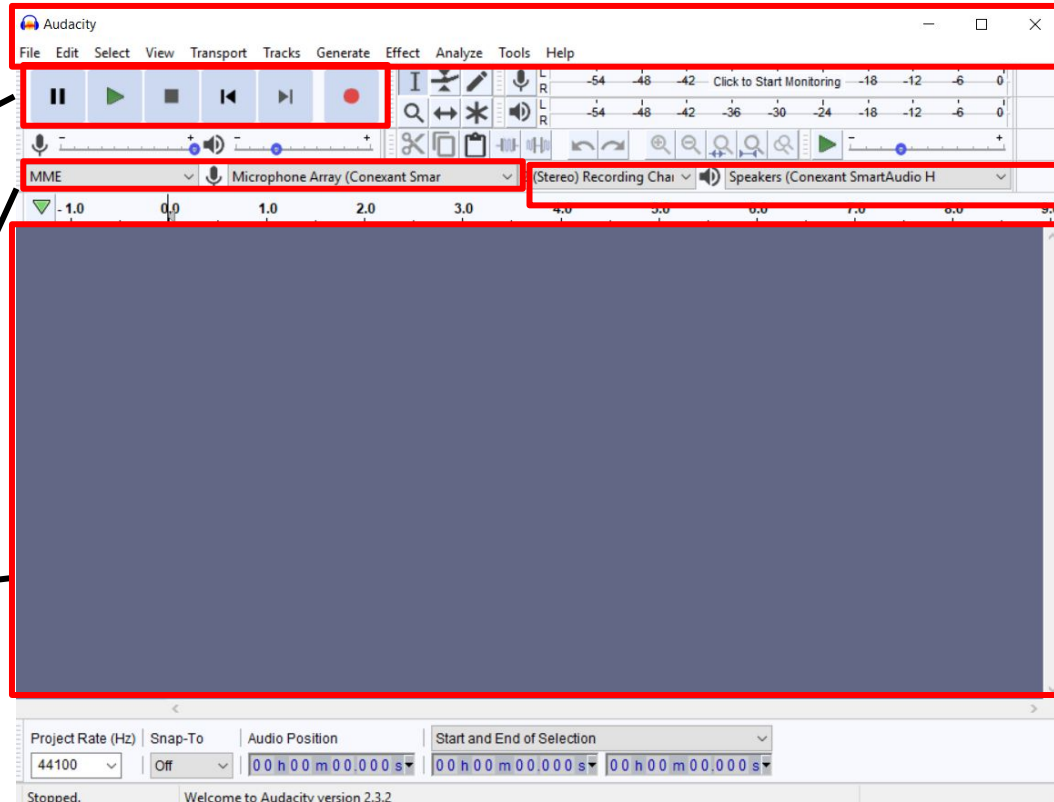
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Anatomy of Audacity

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

Microphone,
volume (the
“input”)

Recordings will
appear here.



Editing, saving,
effects,
transporting or
exporting the
recording.

Stereo
adjustments
(the “output”)

Key Terms

- **Track:** a single audio channel or stream.
 - **Multi-track:** an audio recording or channel with more than one track or recording of sound. Another term for this is "multimedia."
- **Clipping:** splitting audio into separate sections—that is, making “clips.”
- **White Noise/Ambient Noise:** the background noise that is picked up when recording. This can include machines hums, talking, or sounds from the surroundings (i.e. cars and people).
- **Mixing:** the process of audio production, or mixing tracks of recordings, music, and other desired media.
- **MP3 File:** the most general audio file format. Others include .wav, .mp4, etc.



Downloading Audacity

<https://www.audacityteam.org/> --- Choose if you want it for Windows, Mac, or Linux

Audacity is free software and developed by volunteers.

 **Audacity for Windows**

Windows 10/8/7/Vista (XP support has officially been dropped)

 **Audacity for Mac OS X / macOS**

Mac OS X/macOS 10.7 and later.

 **Audacity for GNU/Linux**

Source code

For PC users: download **Windows Installer**

For Mac users: download **MacOS.dmg**



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DOWNLOAD				
FILE	SIZE	VERSION	ANTIVIRUS	
Audacity Windows Installer	Signature	26.6 MB	2.3.2	0 / 15
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Audacity macOS DMG	Signature	36.2 MB	2.3.2	0 / 15
Audacity Linux Source	Signature	8.6 MB	2.3.2	0 / 15
Audacity Manual	Signature	20.2 MB	2.3.2	0 / 15
Audacity macOS 2.1.1-DMG (screen reader accessible)	Signature	38.6 MB	2.1.1	0 / 15

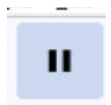
Recording

Make sure your **microphone** is working by checking which one is selected in the drop-down microphone area in the toolbar. 

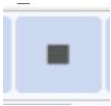
Each computer will have different microphones, so check your sound settings for your model.



To **record**, click the button with the **red circle**.



Hit the **pause** button to pause a recording.



Hit the **stop** button to stop recording.



Use **Re-play** to verify that the recording is the quality/volume that you want.



SAVE YOUR RECORDINGS

If you do a recording that you're happy with,
EXPORT IT AS AN MP3 FILE IMMEDIATELY
(File > Export as > MP3).

If something happens to your Audacity project file, at least you will still have your recording saved as an MP3.

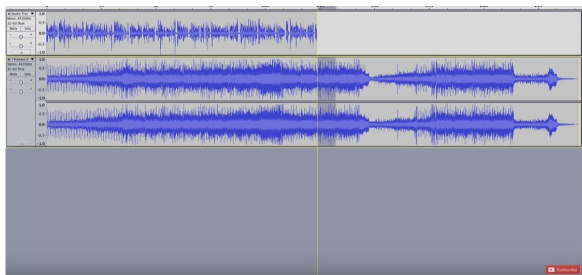


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Basic Editing

- To remove sections of your recording, just select the part of your track you want to remove, then hit “delete” on your keyboard.
- You can also split your track (Edit > Clip Boundaries > Split) once you have the specific section of your track you want to divide selected.
- You can move clips around by clicking and dragging the tracks with your mouse using the Time Shift Tool (F5).

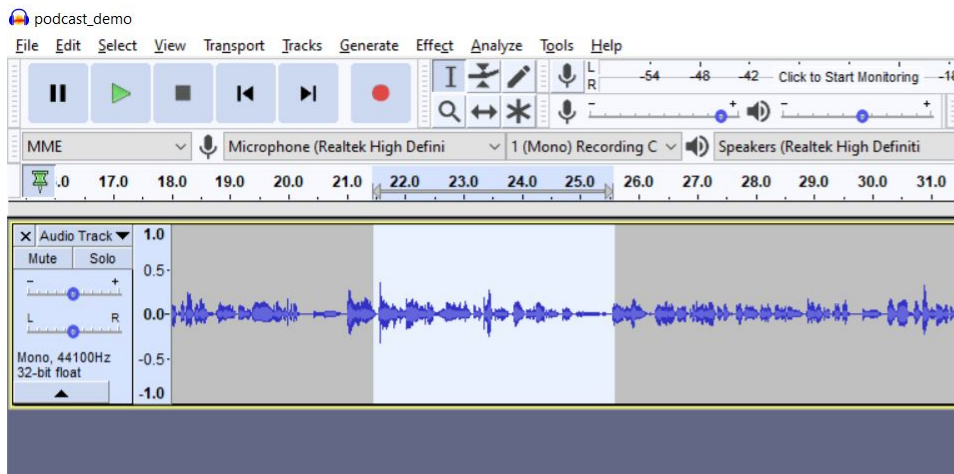


Check out this video for more information:
<https://www.youtube.com/watch?v=xl-WDjWrTtk>



Removing Parts of Tracks

Once you have recorded audio in Audacity, you can easily edit it. Here is how to remove sections using the Selection Tool (F1):



Use your cursor to click and drag to select the portion you wish to remove.

Then, hit backspace or delete on your keyboard.

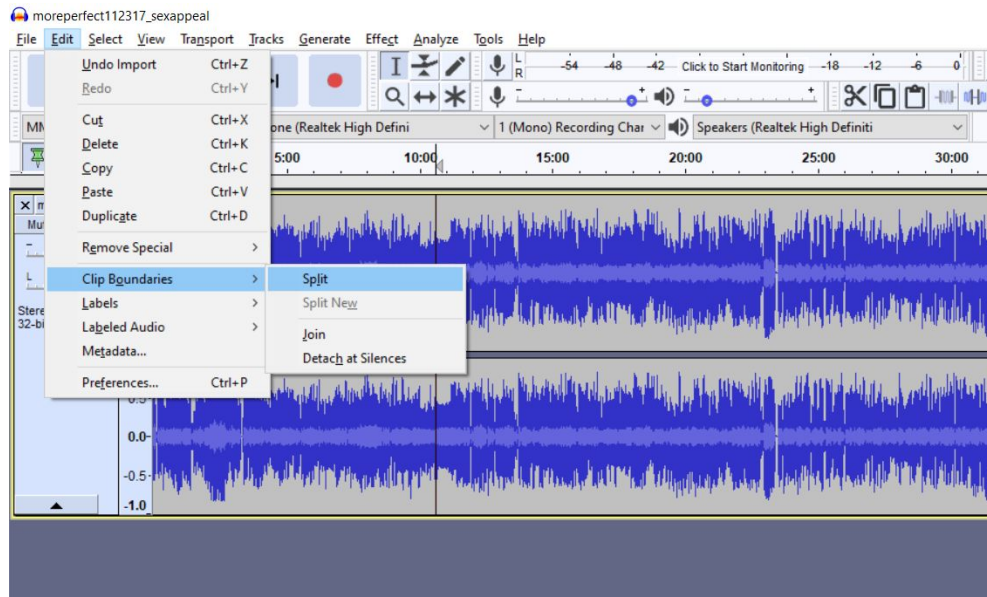


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Splitting Tracks

To split a track in Audacity, follow these steps:

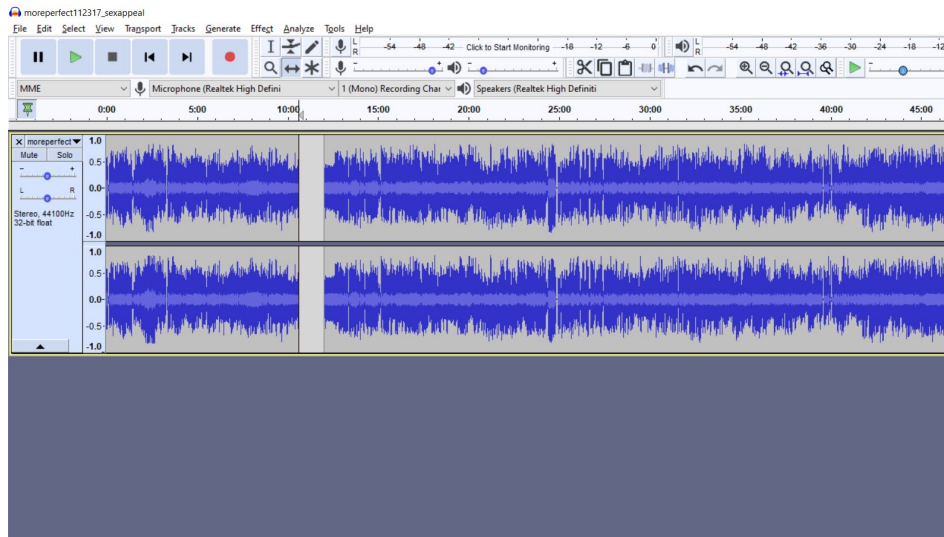


- With the Selection Tool (F1), place your cursor over the section where you want to split your track.
- Navigate to the Edit section, click under “Clip Boundaries” and select “Split.”



Moving Tracks

To move entire tracks or audio around in Audacity, you can click and drag them using the Time Shift Tool (F5) in the upper navigation bar.

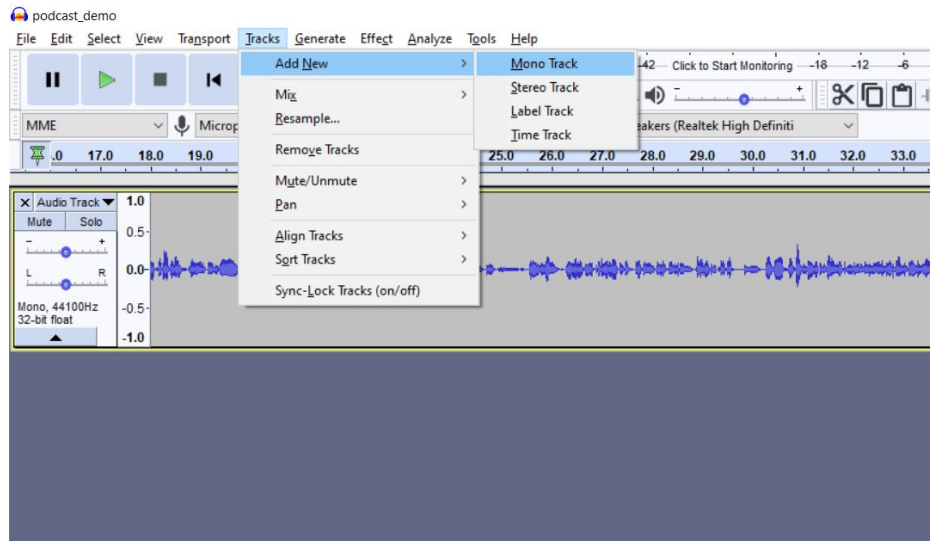


Once you have selected this tool, click whatever clip or track you want to move and drag it into position.



Adding Tracks

To create additional tracks in Audacity for a new recording, simply hit the record button and it will start a new track. Another option is:



Navigate to the “Tracks” menu option and select “Add New.” This will open a list of options. Select the “Mono Track”



Sound Effects

You can import sound effects or music by downloading MP3 versions of the sounds to your computer.

- A great site to find open-source, non-copyrighted music/sounds is: <https://freesound.org/>

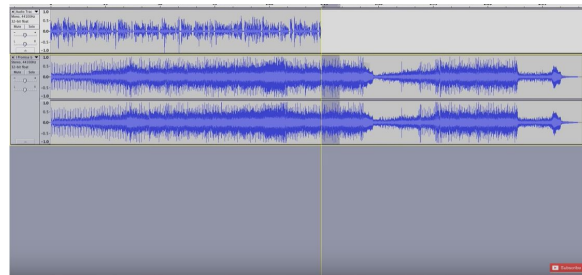
Then, you can just drag and drop the files into your Audacity recording space (below).

You can also use:

File > Import > Audio to add in MP3s.

You can also use any of the effects on Audacity!

- An “Effect” option is in the taskbar.



Saving

Don't forget to save your recording!

Try and save after each major edit/ input of a recording, just to be safe.

File > Save Project > Save Project As> “Name of your podcast”

And once your project is saved...

File > Save Project > Save Project > [saves the updates to your file]



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Exporting and Sharing

Finished with your recording?

Make sure you export before you send or share your project!

File > Export > Export as MP3



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Your turn!

Time to explore Audacity! Use the folder forwarded to you, which contains a pre-recorded introduction, a song, and a sound-effect clip of a person walking through leaves. During this time, practice on Audacity:

- Adding each file
- Splitting, removing, and deleting parts of tracks
- Recording yourself saying “This track is the song “Wholesome” by Kevin MacLeod” and place that recording right before the song plays
- Using “Sound Effect” options, like the fade out
- Exporting your file as an MP3

Find these slides at <http://bit.ly/diti-spring2020-mann>



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Thank you!

If you have any questions, contact us at:

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Slides and handouts available at <http://bit.ly/diti-spring2020-mann>

Schedule an appointment with us! <https://calendly.com/diti-nu>



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