Introduction to Podcasting: Editing Audio with Audacity

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Workshop Agenda

- Podcast Content and Formats
- Podcast Narrative and Genres
- A Note on Fair Use
- Tips for Getting Started & Audio Recording
- Learning Audacity
- Your turn! Play with Audacity

Slides and handouts available at **GITHUB LINK**

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Objectives

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

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Podcasts and Format

Podcasts can be categorized by content and format.

Content (For example: iTunes Podcast Categories)
- Arts, Comedy, Business, Education, Health, News & Politics, Technology, Arts

Format
- Interview, Panel, Co-hosted conversation, Commentary, Narrative Storytelling (Fiction and Nonfiction), Hybrid

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Narrative and Genre

Like other narratives, there are important aspects that inform the creation of a podcast:

1. **Audience:** who is the audience of listeners?
2. **Genre**: what will the podcast be about? (fiction, nonfiction, political or social commentary, news, etc.)
3. **Structure:** what is the structure? Are there different segments or one continuous narrative?
4. **Media**: is there additional media (sound effects, music, etc.)?

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A Note on Fair Use

Types of Media	Use /Adaptation	Publication /Distribution

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

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

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

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.

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 copyright material as it doesn't signify financial gain.

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Tips for Getting Started & Audio Recording

- 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.
- Read the script out loud to **practice** so the recording sounds natural.
- Start recording way in advance and do several takes – **editing takes much longer than recording**
- Use headphones or **microphones** to capture your audio & find a quiet space to record

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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.
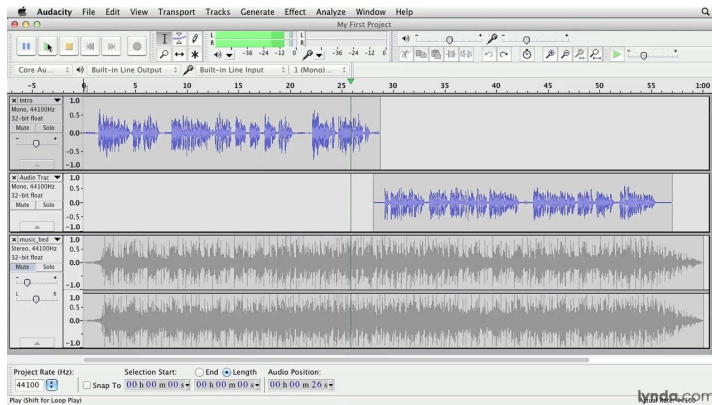
It's similar to GarageBand….

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

Anatomy of Audacity

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

Microphone, volume (the "input")

Recordings will appear here.
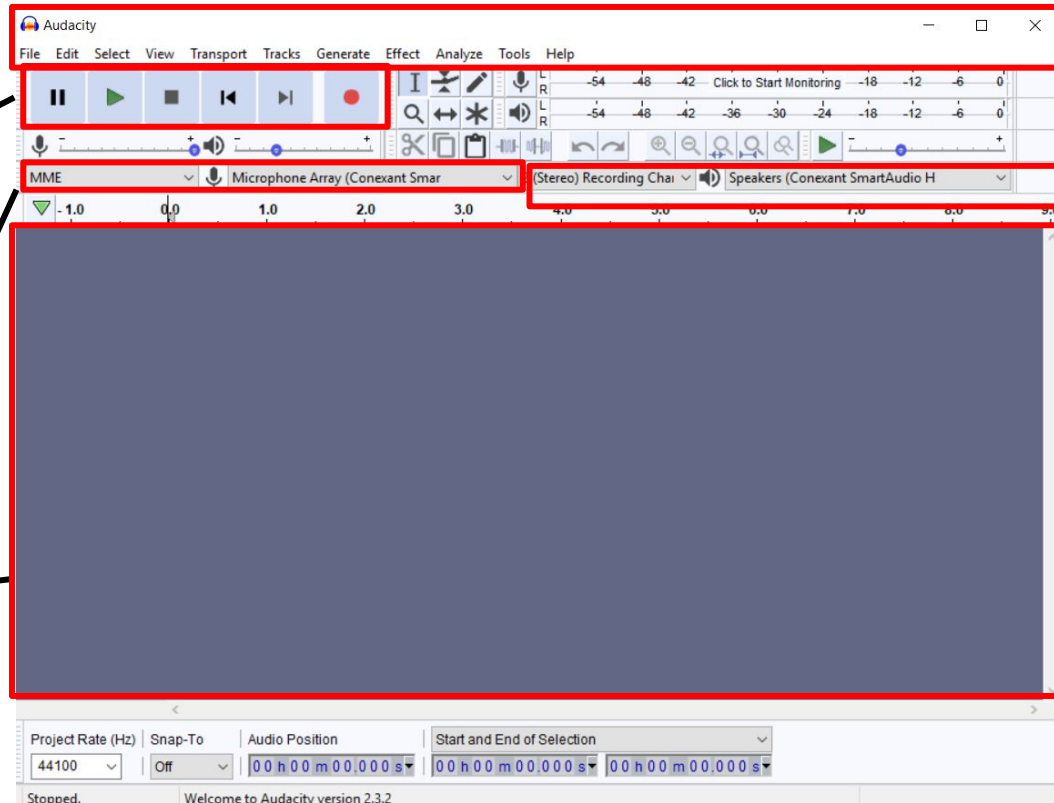
Editing, saving, effects, transporting or exporting the recording.

Stereo adjustments (the "output")

Key Terms

- **Track:** a single audio channel or stream.
  - **Multi-track**: an audio recording or chanel 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 in a particular room 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. Others include .wav, .mp4, etc.

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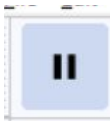*Feel free to ask questions at any point during the presentation!*
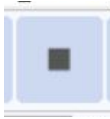
Recording

Make sure your **microphone** is working by checking which one is selected in the microphone section of the screen. Each computer will have different microphones, so check your sound settings for your model.

 Microphone Array (Conexant Smar

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

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

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

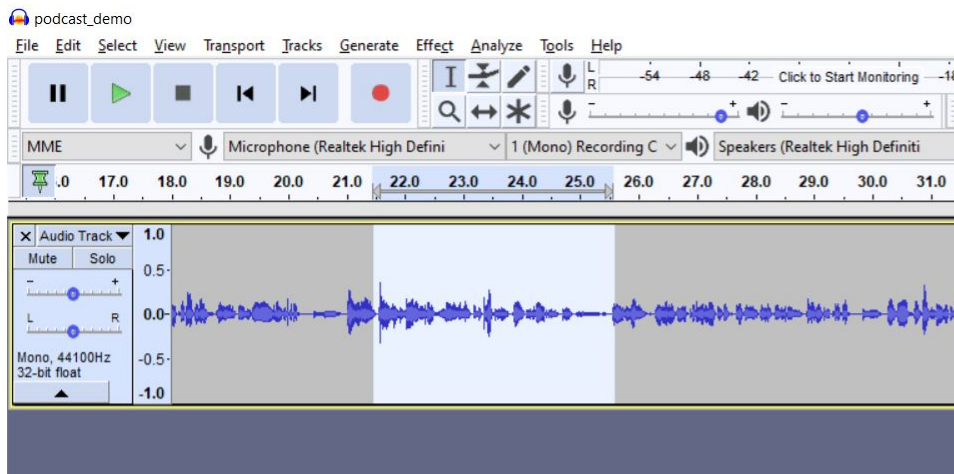**Re-play** to verify that the recording is the quality/ volume that you want.

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Removing Parts of Tracks

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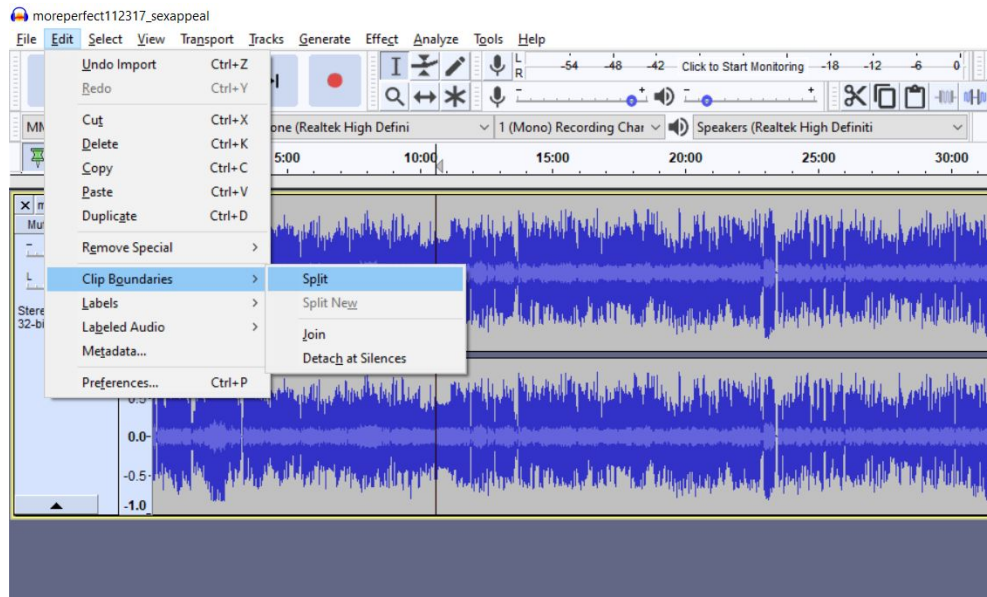

Use your cursor to click and drag to select the portion you wish to remove.

Then, hit backspace or delete on your keyboard.

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Splitting Tracks

To split a track in Audacity, follow these steps to make shorter clips:

- 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."

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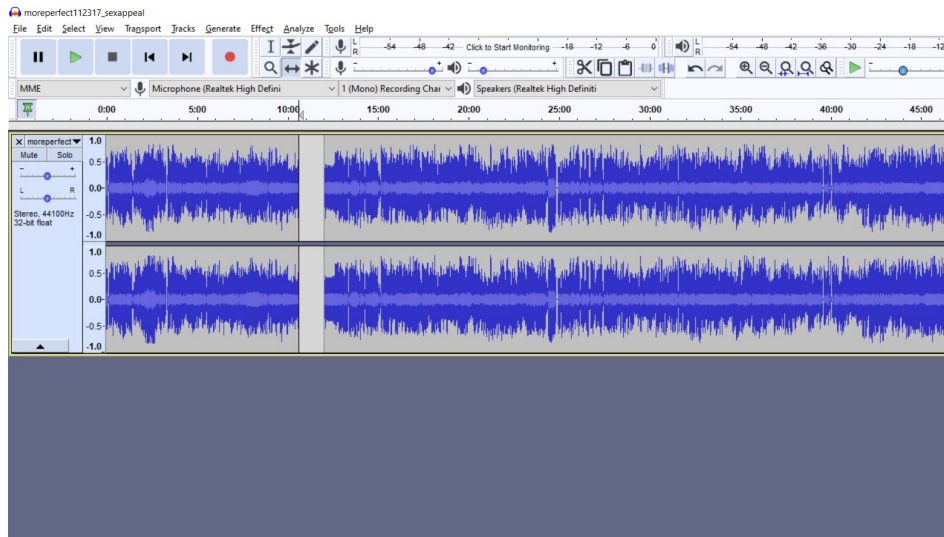
Once you have selected this tool, click whatever clip or track you want to move and drag it into position.
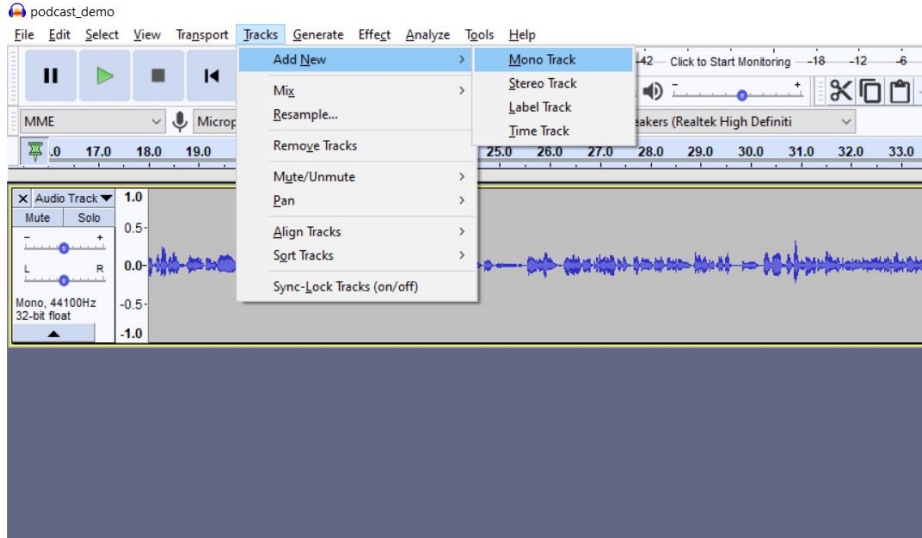
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Adding Tracks

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"

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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-sourced, non-copyrighted music/sounds is: **https://freesound.org/**
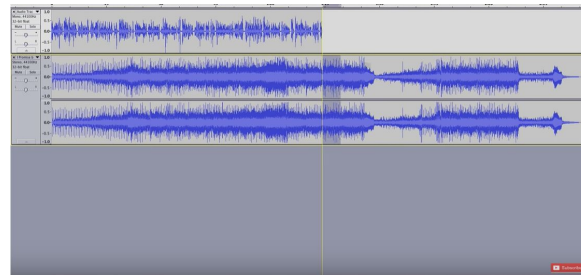
Then, you can just drag and drop the files into your Audacity recording space (below).

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!

Explore Audacity and editing sound clips using the audio files that were sent to you. Try:

- Uploading the files to Audacity
- Slicing audio files to create silence
- Using the other track to fill in that silence (such as adding some music to the talking)
- Adding in background music or sounds
- Use sound effects (fade in, distort the audio, etc)

Find these slides at **GITHUB LINK**

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Audio File Credits (Best Practices)

Always credit any audio files you use! Find their Creative Commons license and include how they want you to cite their work. Cite them in both your podcast description and in the podcast, itself! Here are our attributions:

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"Wholesome" Kevin MacLeod (incompetech.com)
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Thank you!

If you have any questions, contact us at:

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Office Hours: **Tuesdays from 1–3PM in 401 Nightingale Hall**

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