Pi^2 Podcast Editing & Uploading Instructions

<u>EDITING</u>

1. Download needed files through Dropbox
   a. [PI^2 Private Innovation in the Public Interest](#) > 1 Interviews
   b. Find subfolder for desired podcast, click "Zoom" subfolder and download MP4 audio file
2. Convert MP4 file to MP3 file
   a. [Website for converting audios](#)
3. *If not done previously* Download Intro and Outro audio files
   a. Go to [PI^2 Private Innovation in the Public Interest](#) > 1 Interviews > Podcasts > 0 Intro and Outro
   b. Download intro and outro files
4. Open Audacity[1] and insert audio file
   a. In toolbar click File > Import > Audio OR Ctrl+Shift+I
   b. Import Interview MP3 file
5. Zoom in and slice
   a. Zoom in to audio holding Ctrl and scrolling with mouse wheel
   b. Drag and select beginning of audio and press delete on keyboard to remove any dead noise or imperfections (such as mic glitching)
   c. I often listen through the podcast and also slice out any glitches or points of drawn out, unintentional, silence

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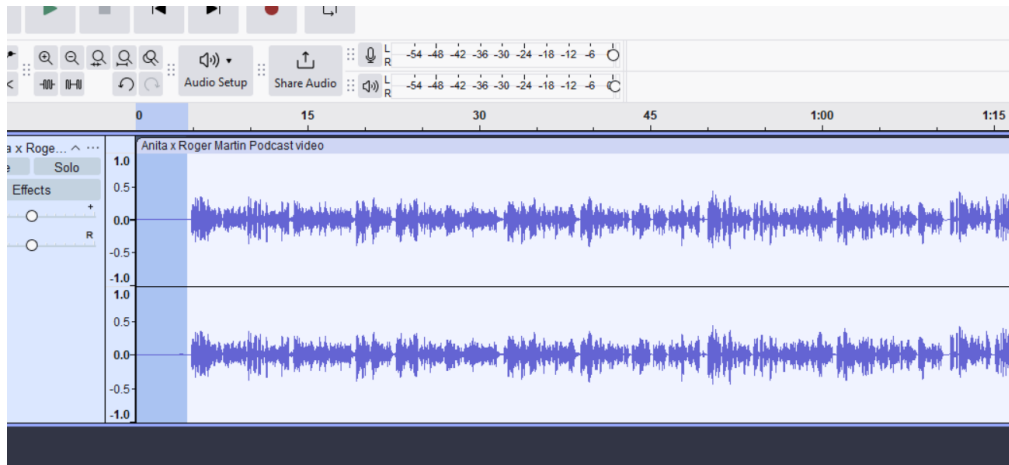[1] I use Audacity 3.7.0 to edit. It is free to download [here](#)

Figure 1 Selecting empty noise to delete

6. Insert intro and outro audio files
    a. Ctrl+Shift+I and insert "PiSquared Intro FINAL" & "PiSquared Outro FINAL"
    b. Click and drag the top bar of the inserted audio files to slide them into place
    c. The Outro file should overlap slightly with the interview audio to have the outro music fade in
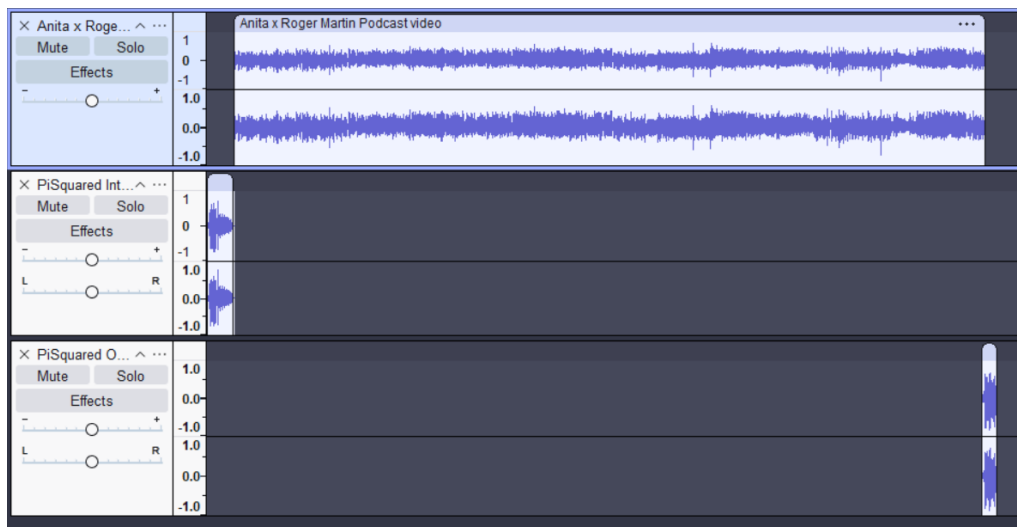

Figure 2 Audio files lined up

7. Equalizing the audio/adjusting frequencies
    a. For each file, select the audio so it is highlighted in blue and in the toolbar click Effect > Volume and Compression > Compressor
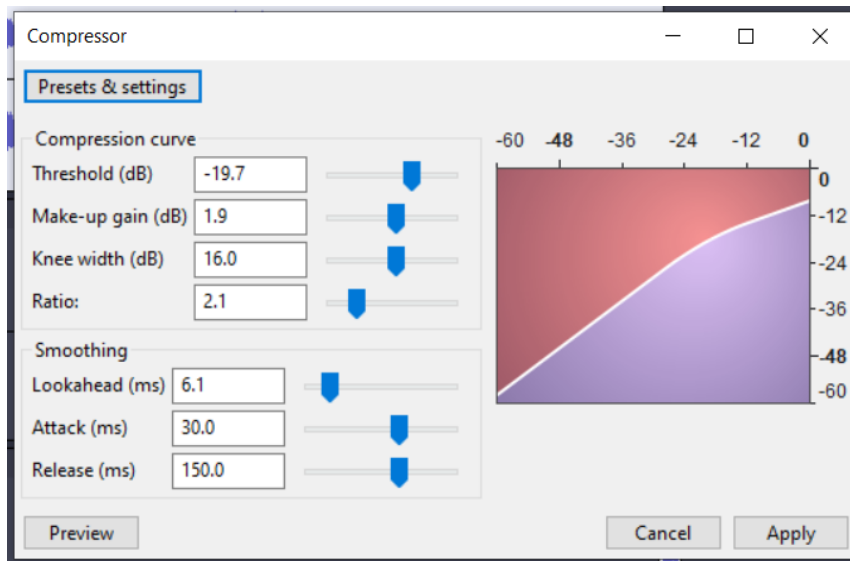   b. Using settings below, click Apply

Figure 3 Settings used in compressor - haven't figured out <u>why</u> it works, but it does!

    c. Then, repeat process but using <u>Limiter</u> instead of <u>Compressor</u>
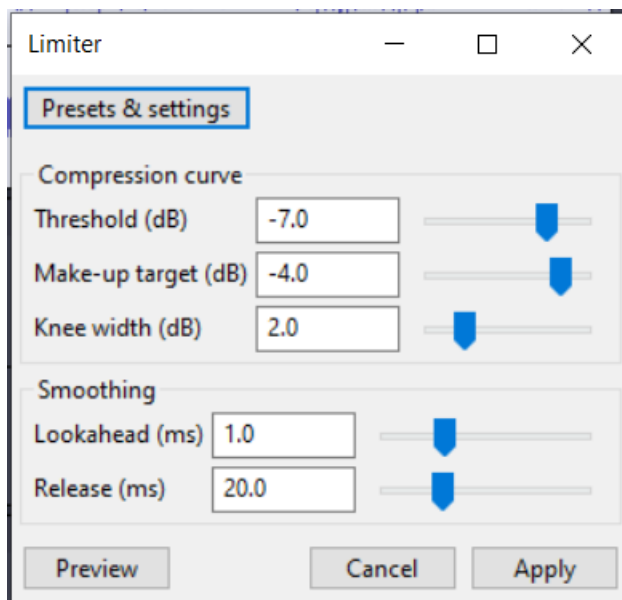
    d. Using settings below, click Apply

Figure 4 Limiter settings, which limit the maximum frequency of the audio

8. Amplifying interviewee
    a. <u>Sometimes </u>the interviewee's audio is either too loud or too quiet. You can tell by the height of the wavelengths
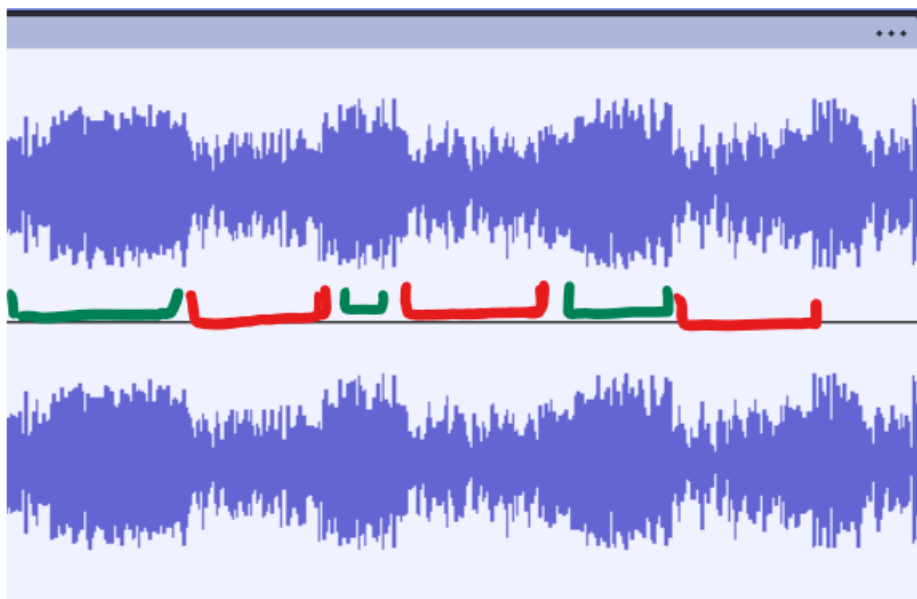
Figure 5 Green is <u>Anita</u> speaking while red is the <u>interviewee</u> speaking

      b. In this case, you must drag and select each "red" section of the audio and individually amplify them through the toolbar Effect > Volume and Compression > Amplify

9. Listen through the podcast and check for any problems
10. Export podcast
      a. To save as a work-in-progress (editable) file go to toolbar File > Save Project > Save Project As..
      b. Once the podcast is done being edited export by going to toolbar File > Export Audio > Export to Computer
           i. This will save it as a compressed MP3 file which makes it smaller and easier to work with, but also merges all the edits and, if re-opened in Audacity, will be one large audio file.

UPLOADING

1. Open Spotify for Creators
      a. https://creators.spotify.com/pod/dashboard/home
2. Click Login and use below details:
      a. User: pisquared@theburnescenter.org [2]
      b. Pass: goqnes-rigQud-kyrro4

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[2] Ani is connected to this account which means in case of verification codes or other security concerns, reach out to him.

3. You should now be on the Homepage of the podcast. On the left side of the screen click "+ New Episode"
4. From here, upload the file (click next), episode title, episode description, and episode season.
   a. These details can be found in the shared Dropbox file [Here](#) or through PI^2 Private Innovation in the Public Interest > 1 Interviews > Podcasts
5. Click Next and schedule podcast
   a. For now, podcasts are scheduled every Monday and Thursday at 1:00AM