

Editing Your Podcast With Audacity

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SONIVIA



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Hey Friend!

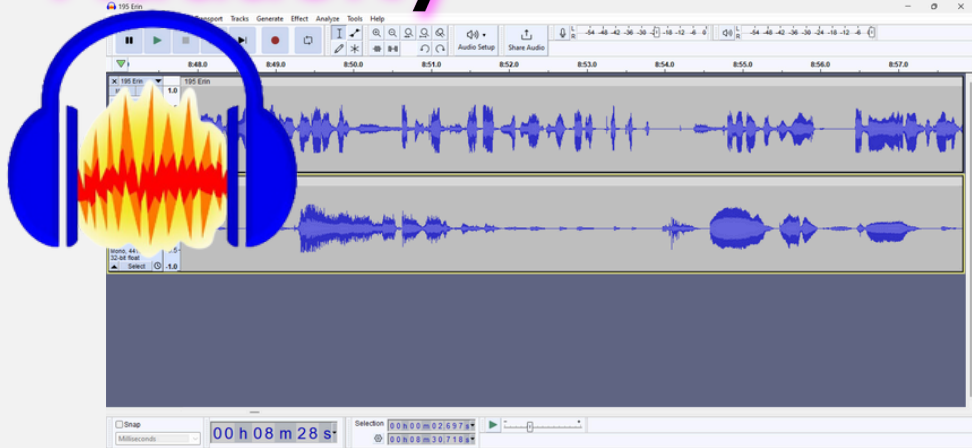


Welcome to the Editing Your Podcast With Audacity guide! If we haven't met before, I'm Rue Spence, the founder of SONIVIA, a podcasting agency dedicated to helping women and nonbinary folks create better podcasts.

I've spent years in the podcasting world, and I know how hard it can be to find resources that support you in producing high-quality episodes for your voice. At SONIVIA, I help podcasters streamline their process, sharpen their content, and, most importantly, make shows that make a difference.

Whether you're a seasoned podcaster looking to up your game and polish your show or a complete newbie trying to navigate the world of audio editing, this guide will walk you through the essentials. From cutting out filler words to improving audio quality with noise reduction and equalization tailored to your voice. By the end of this guide, you'll have the confidence to edit your episodes like a pro. Time to make some podcasting magic happen!

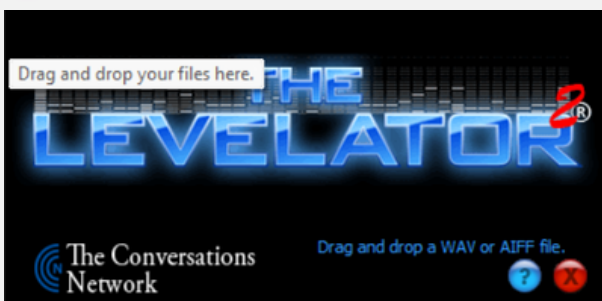
Audacity



Audacity is an open-source (free) DAW – Digital Audio Workstation. Audacity allows you to record solo episodes, edit, and fully master them. This guide will cover version 3.3.3, my preferred version of the software. This version can be downloaded at the site below, which is approved by audacityteam.org
<https://www.foosshub.com/Audacity-old.html>

Levelator

Another free software that I recommend is The Levelator. This software helps to balance your audio and is beneficial if you have inconsistency in volume, especially in guest episodes.



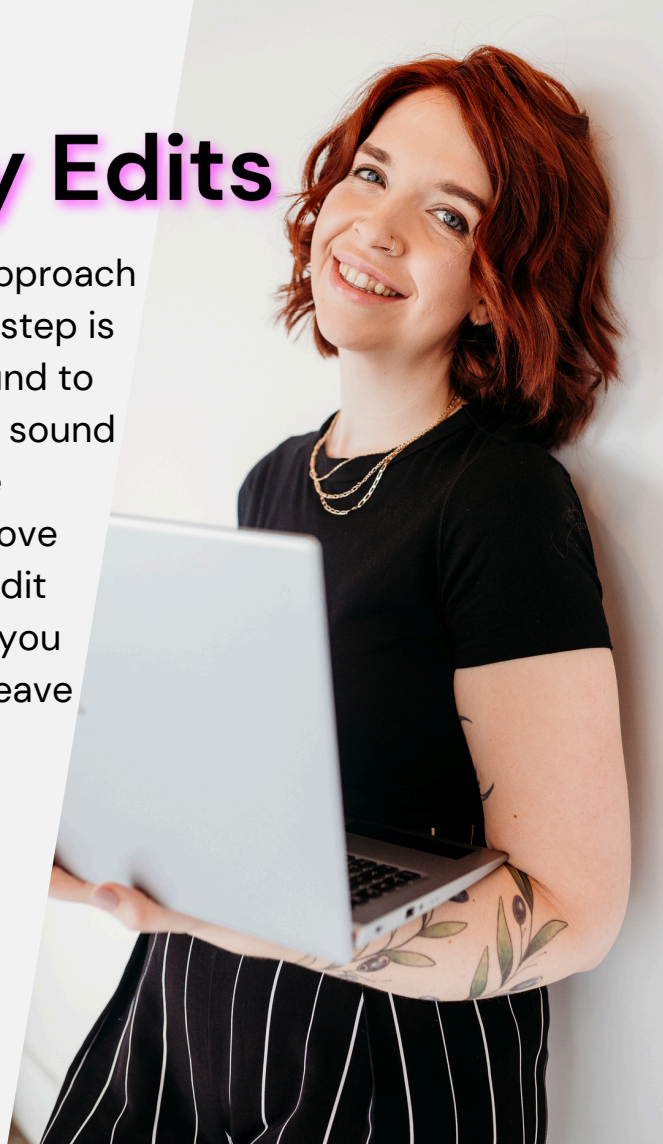
(Pro-Tip: Use .wav files for Levelator)

Download Levelator:

<https://singsoft-levelator3.s3.amazonaws.com/Levelator3.0.2.dmg>

Quality Edits

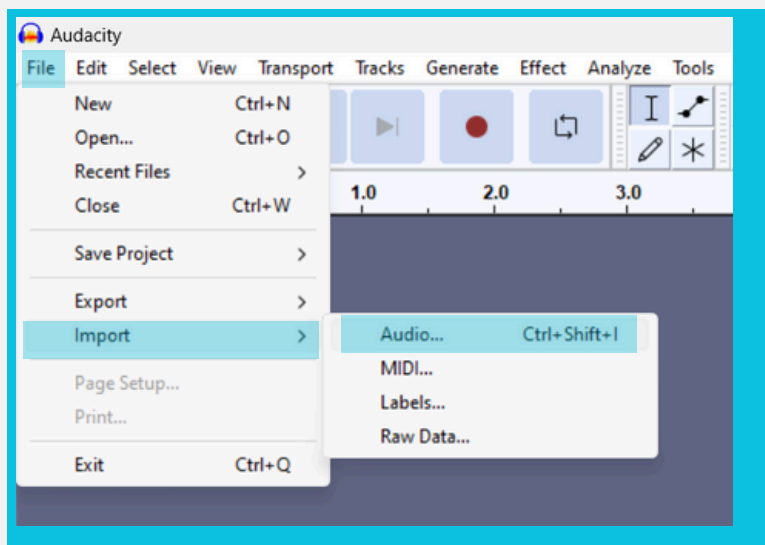
I take a two-step approach to editing. The first step is cleaning up the sound to make sure that you sound your best. After the quality edit, we'll move on to the content edit and remove things you might not want to leave in the final episode.



In this section, you'll learn about:

- Room Tone
- Equalizing for your voice
- Setting LUFS
- Using a Noise Gate
- Balancing Audio

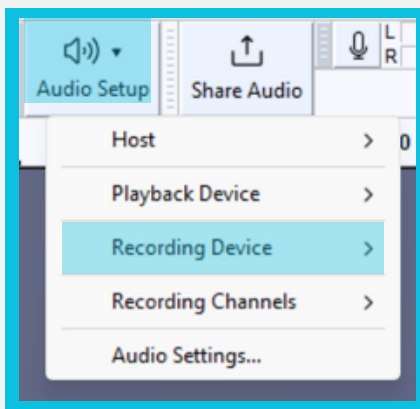
Step 1: Open Audacity



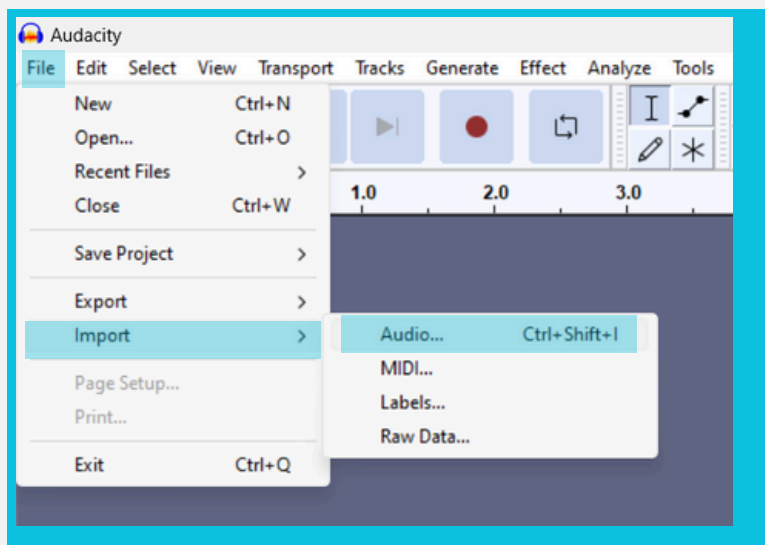
To get your files ready to edit, select FILE, IMPORT, AUDIO, and then find your files.

Recording directly in Audacity?

ensure that your correct microphone is selected. Run a soundcheck by speaking into your mic and then speaking away from it to make sure you're picking up the right input.



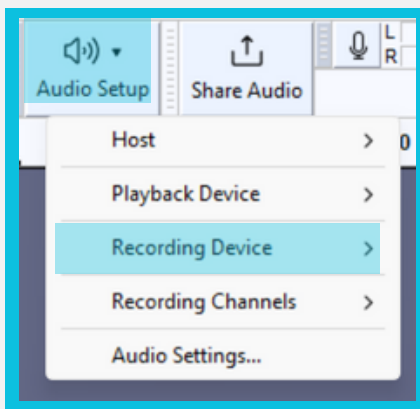
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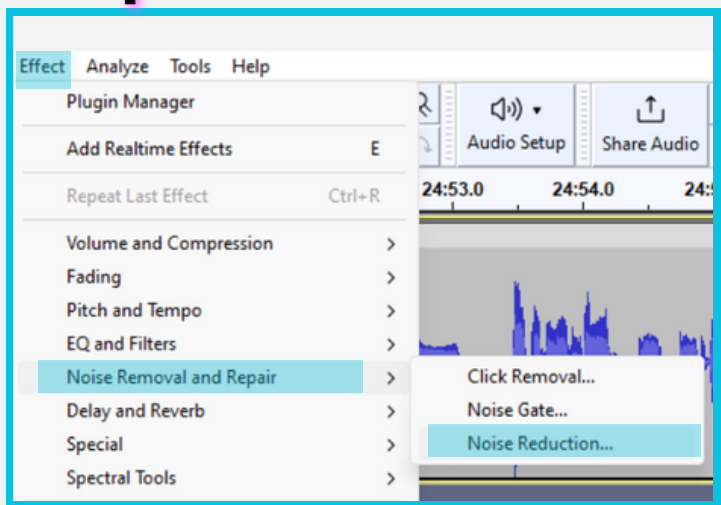
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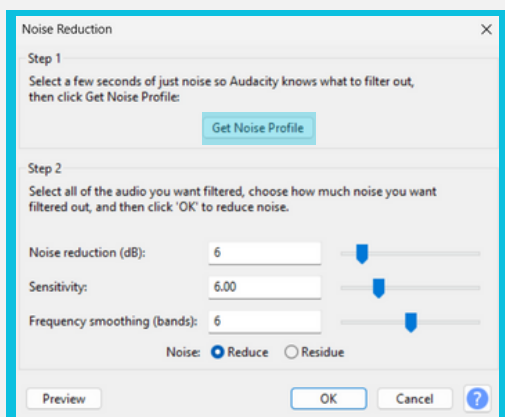
Step 2: Noise Reduction



Noise reduction helps you manage **ROOM TONE**. The pesky HVAC, electrical hums, etc. that make up the ambient noise of a recording space.

Click and drag to select around 5 seconds of silence and then go to **EFFECT > NOISE REMOVAL AND REPAIR > NOISE REDUCTION...**

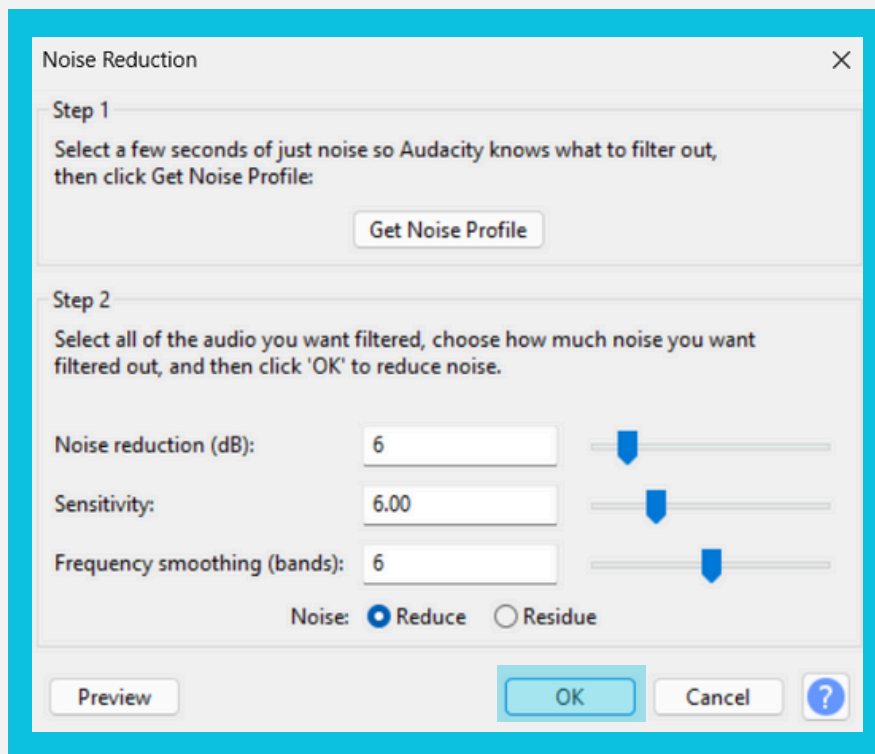
Select "Get Noise Profile" to teach the software what sounds to remove.



Step 2: Noise Reduction

Double click the track to highlight the entire thing and then return to that menu by selecting EFFECT > NOISE REMOVAL AND REPAIR > NOISE REDUCTION...

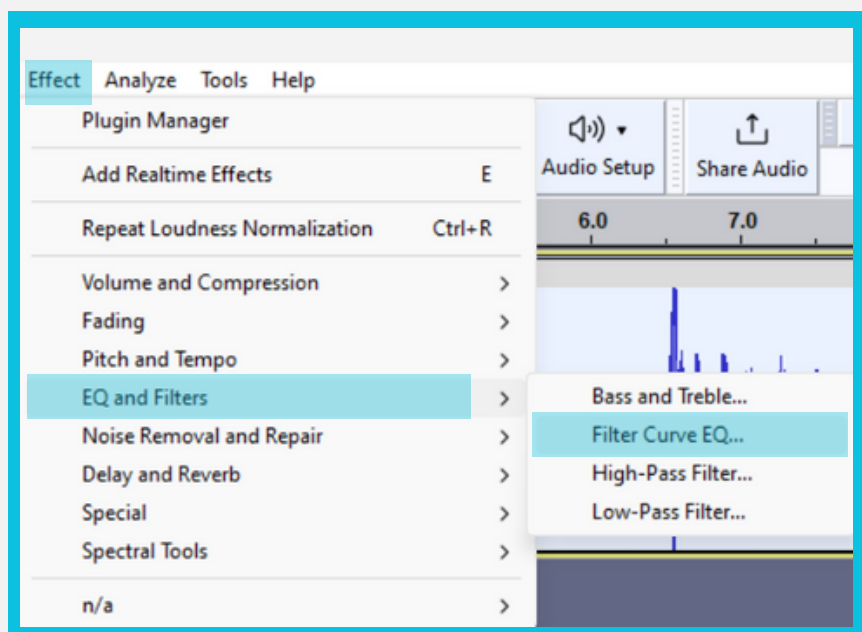
This time you'll select OK. (Leave the settings as they are)



Step 3: Equalizing

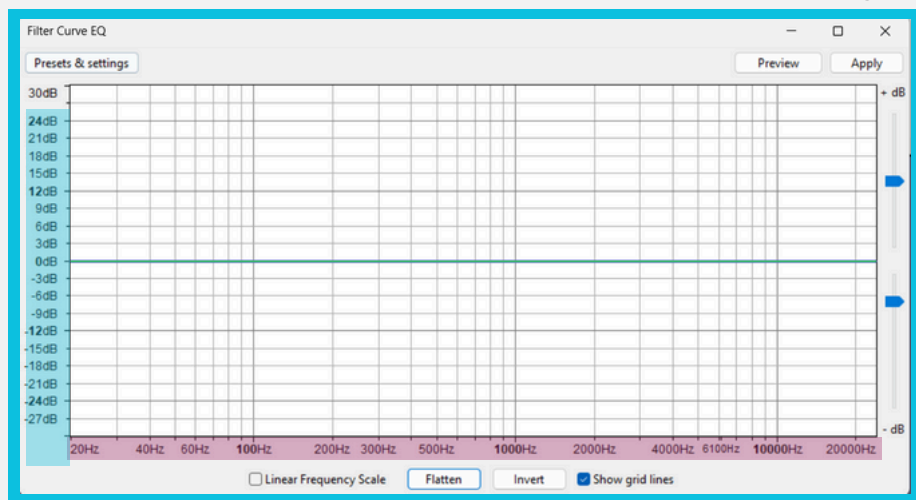
Equalizing helps to balance your voice by highlighting its best features while eliminating sounds that don't *sound* great, like ssssss sounds (fun fact: those are called sibilants)

With the whole track selected (double-click to highlight) select EFFECT > EQ and FILTERS > FILTER CURVE EQ

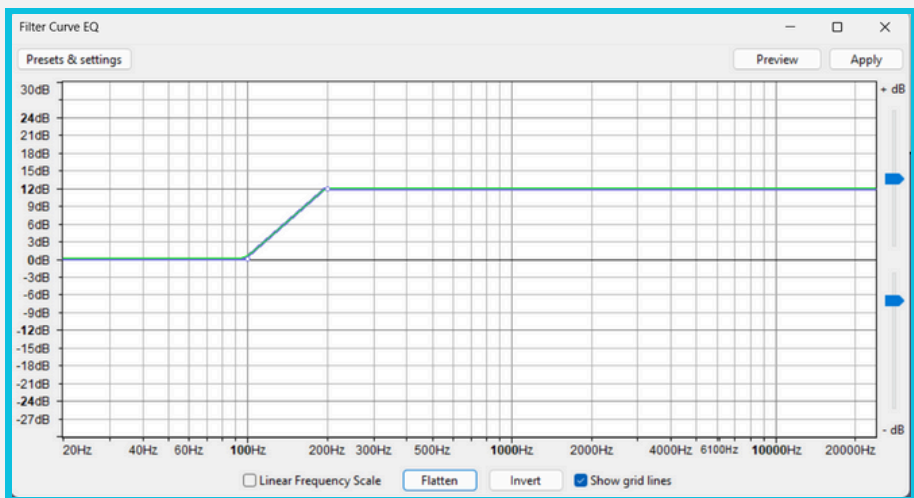


Step 3: Equalizing

This panel will pop up, and now the fun begins!

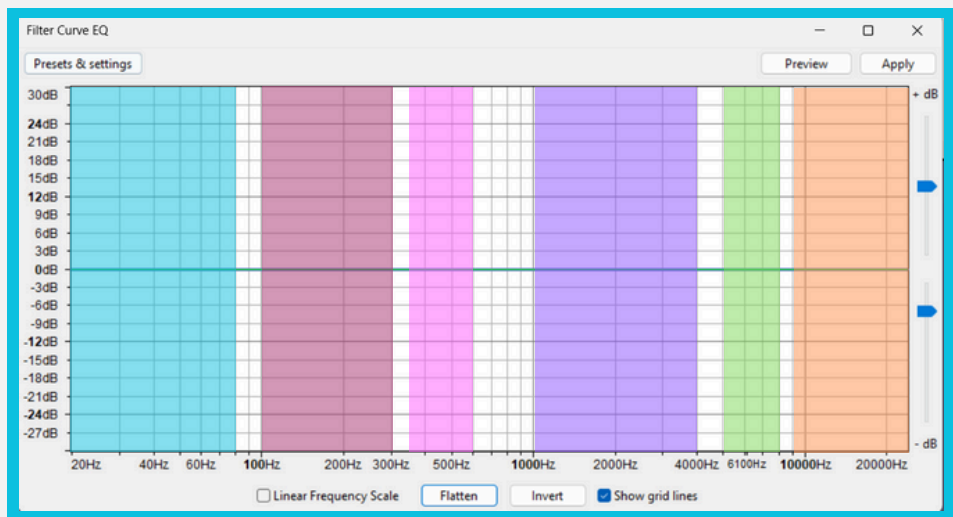


The **X axis** refers to the hertz (low to high pitch) and the **Y axis** refers to the volume (quieter to louder)



Clicking the line will create a point, and allow you to start creating a curve.

Step 3: Equalizing



20–80Hz is below most of your voice and will be mostly ambient sounds

100–300Hz is core human vocal frequency

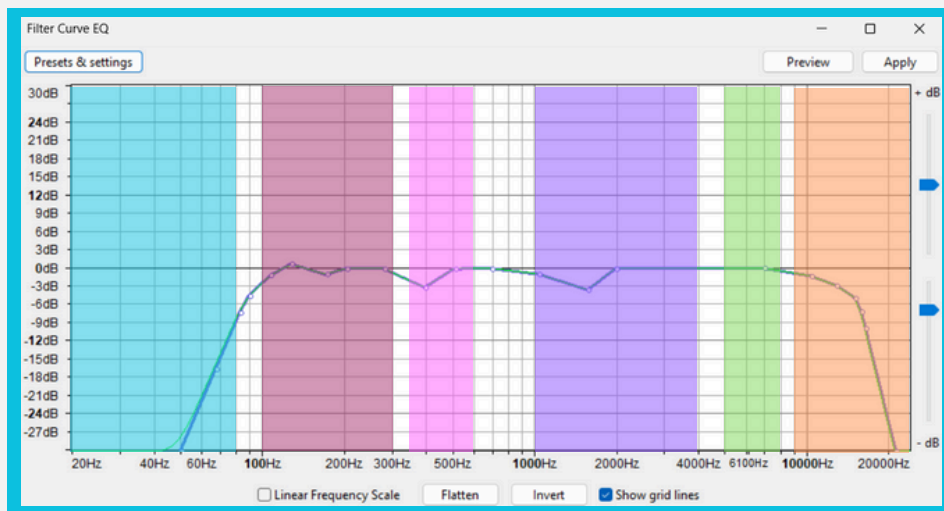
350–600Hz is where things can get boxy or echoey

1,000–4,000Hz is where things can get a little harsh or muddy depending on what extreme you go to

5,000–8,000Hz is the sibilance (ssss) zone

10,000–20,000Hz is going to be higher ambient sounds

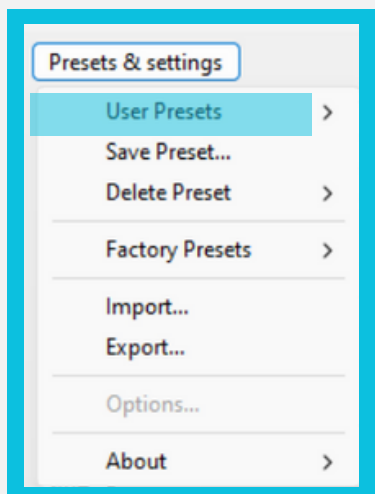
Step 3: Equalizing



This is the preset that I use for my voice in my recording space. You can see the choices I've made based on the different zones you've learned about.

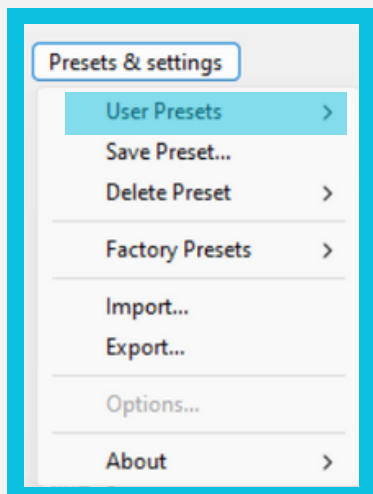
It's time for you to experiment and discover what you like best for your voice! Have fun with it.

Step 3: Equalizing



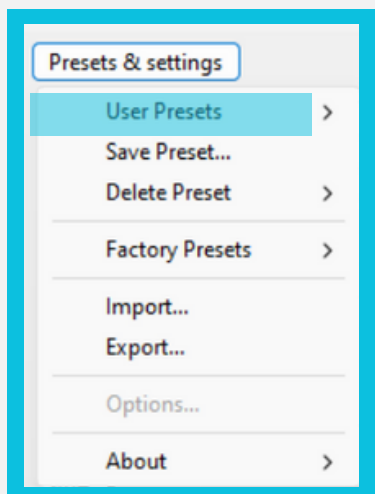
Once you get the settings to your preference make sure to save the preset!

In the future you'll be able to access your preset without all the tweaking under USER PRESETS



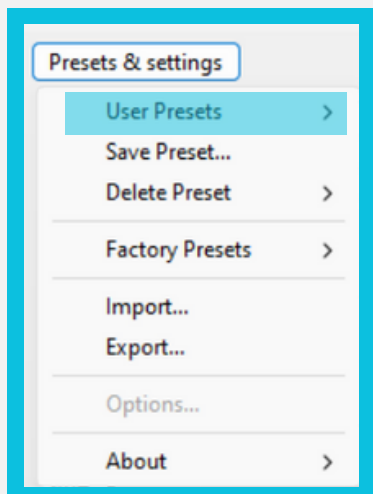
Make sure to hit ENTER to apply the EQ.

Step 3: Equalizing



Once you get the settings to your preference make sure to save the preset!

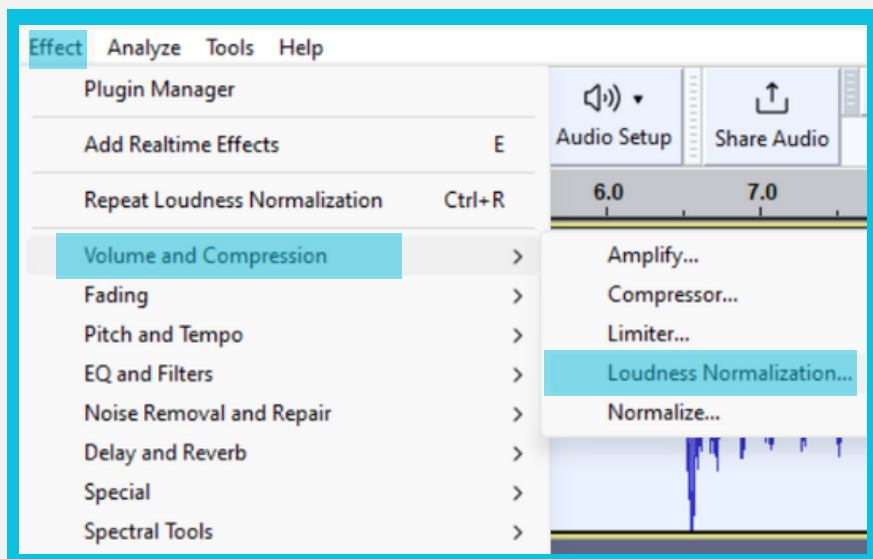
In the future you'll be able to access your preset without all the tweaking under USER PRESETS



Step 4: Loudness Normalization

It's time to set your LUFS (Loudness Units Full Scale)

This ensures that your audience has a pleasant experience listening on their phone, in their car, or anywhere, and that ads won't blast their ears off!

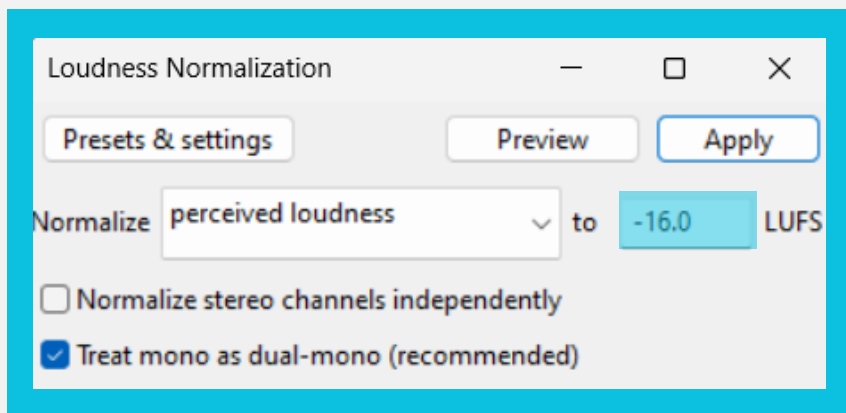


Access this by selecting EFFECT > VOLUME AND COMPRESSION > LOUDNESS NORMALIZATION

(Remember to have the entire track highlighted!)

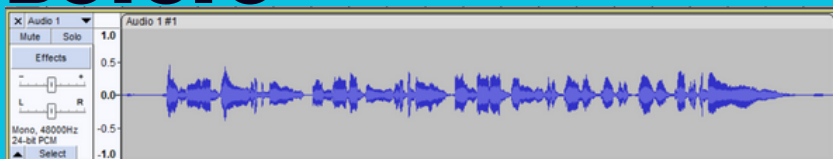
Step 4: Loudness Normalization

-16.0 is the podcasting industry standard for LUFS. Select APPLY and you're on your way.

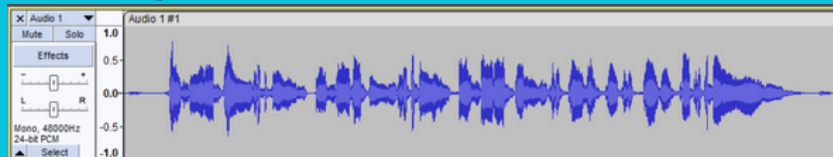


This is probably the most visually noticeable change you'll see in the whole editing process.

Before

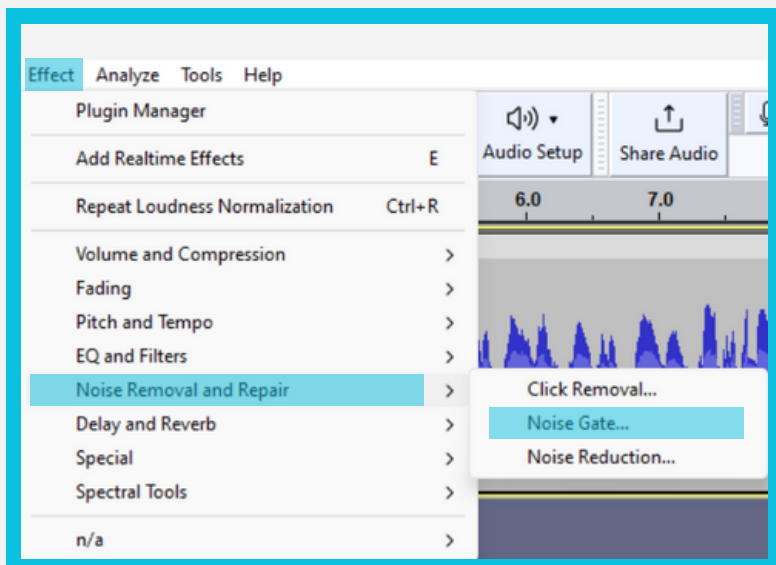


After



Step 4: Noise Gate

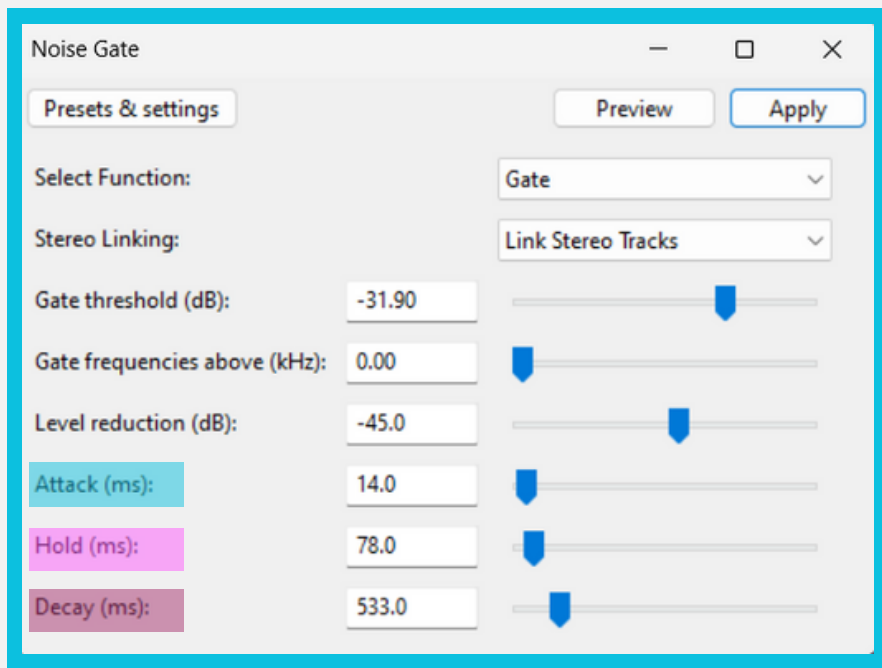
The Noise Gate acts like a literal gate and shuts out quieter noises like breaths.



Select this by going to EFFECT > NOISE REMOVAL AND REPAIR > NOISE GATE

Next we'll learn exactly how to fine-tune that gate to keep out the sounds you don't want in your final episode.

Step 4: Noise Gate



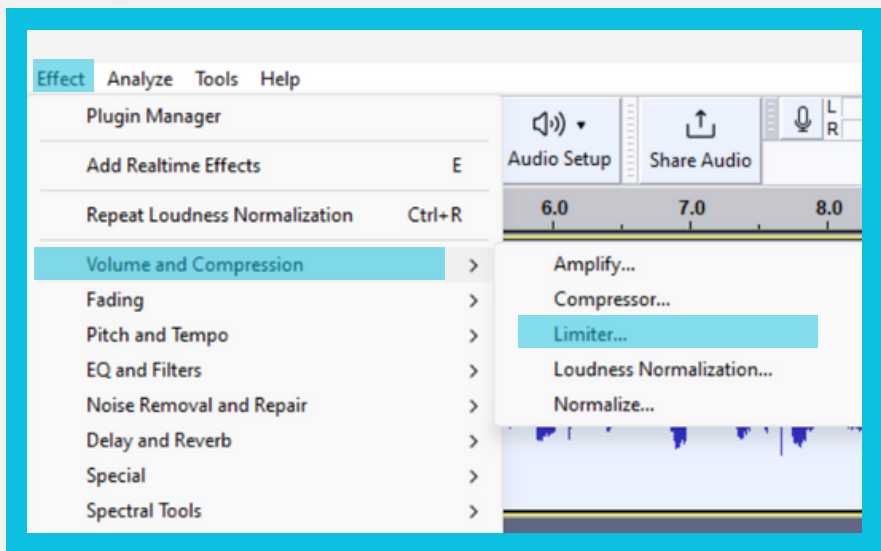
Attack determines how quickly the gate opens when the volume exceeds the threshold dB.

Hold controls how long the gate stays open after your voice's volume drops under the threshold dB.

Decay determines how quickly the gate closes after the hold time ends.

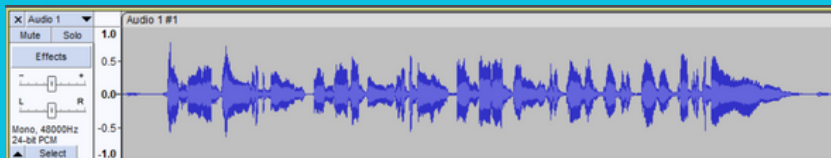
Play with these settings to see what sounds best with your voice. (My settings are above!)

Step 5: Limiter

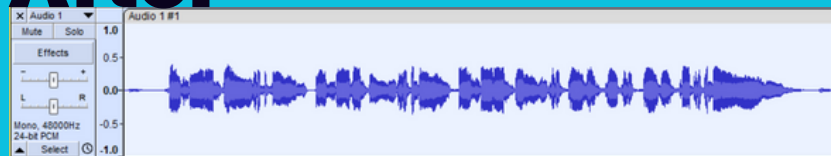


Limiter regulates your audio to help everything become more uniform. Access it by selecting EFFECT > VOLUME AND COMPRESSION > LIMITER

Before



After



Content Edits

Hooray!!! You've made it to the second phase in the editing process!

During the content editing phase, you'll decide what stays and what goes for your final episode. Consider the style of show you're making, it is more casual, or do you need to sound as polished and professional as possible? Let those concepts guide the choices that you make during this step.

Some things you might remove:

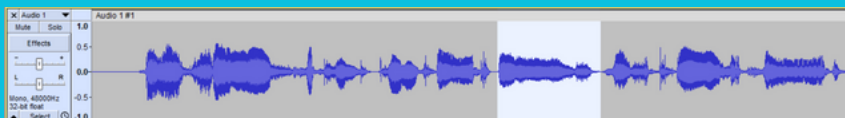
- Filler words
- False starts
- Noisy Interruptions
- Tangents



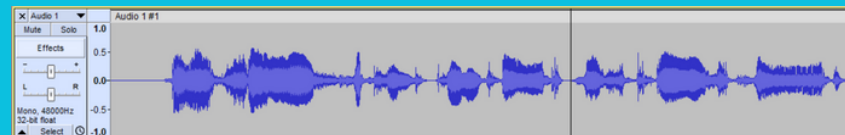
Removing Filler Words

Um, uh, like, so, y'know are the most common filler words you'll encounter. Removing them with audacity is as simple as clicking and dragging to highlight the filler word that you want to delete and then hitting backspace to remove it.

Before

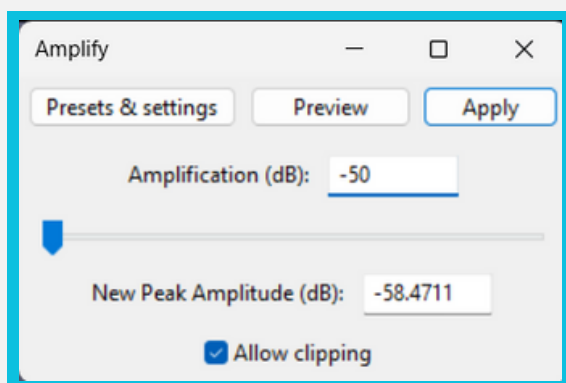
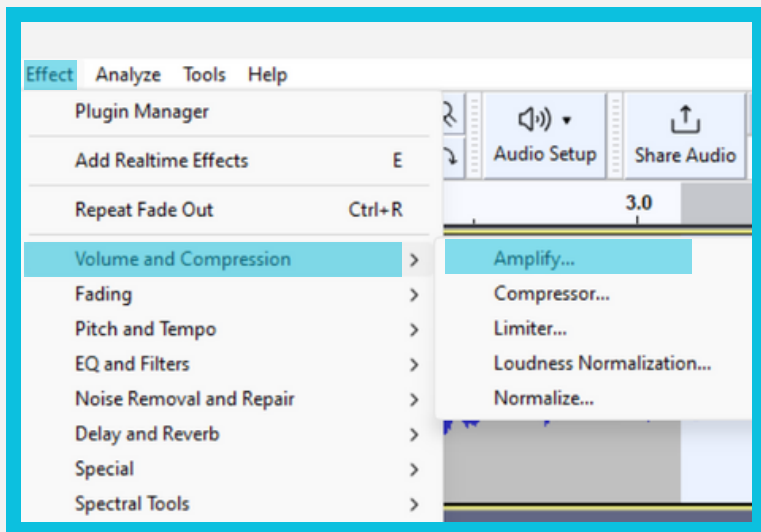


After



Removing Filler Words

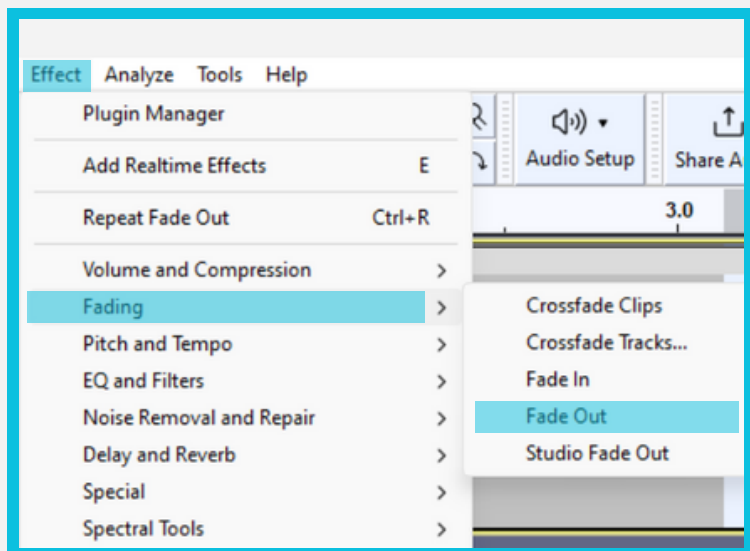
Sometimes you might not want to delete the space that the filler word occupies. In this case, you can de-amplify the section instead.



-50 should eliminate the sound, but if you can still hear it, hit CTRL (or COMMAND) + R to repeat your last action.

Fading

Sometimes you may want to fade in or out, this is especially useful when start or end your segment of speech with a filler or want to fade out your ambient sounds instead of chopping them off harshly.

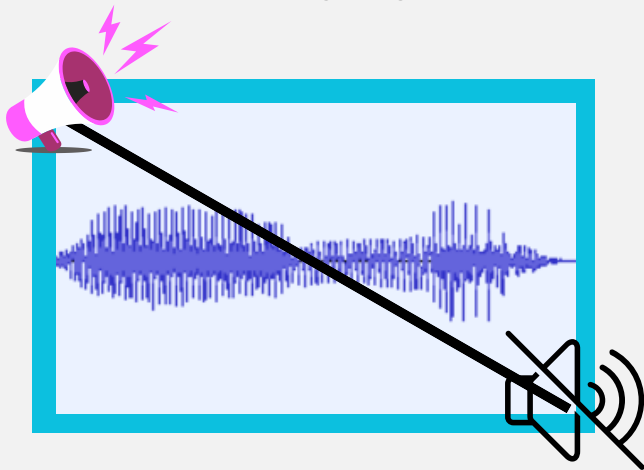


FADE OUT at the end of a word, and use FADE IN at the start of a word.

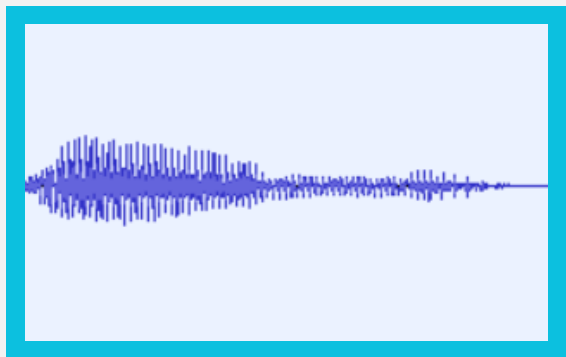
Fading

When Fading Out the left side of your highlight will remain almost as loud as it was before fading.

The right side of the highlight will be almost silent.



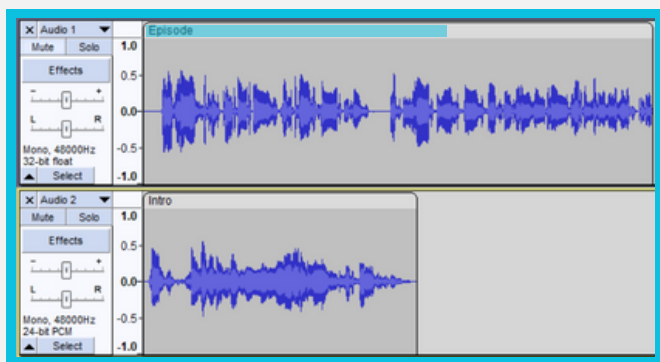
After



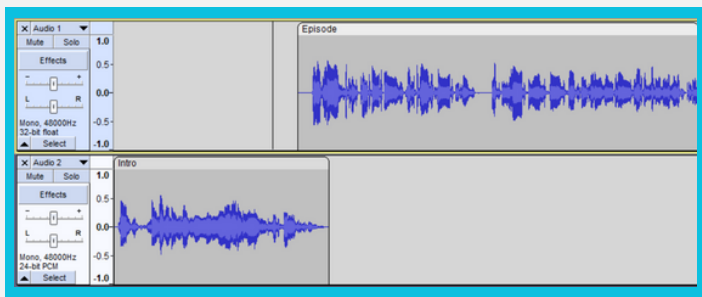
The opposite is true when Fading In.

Adding Tracks

Ready to add music to your episode?
Add the track by importing, just like you
did for your initial audio file.



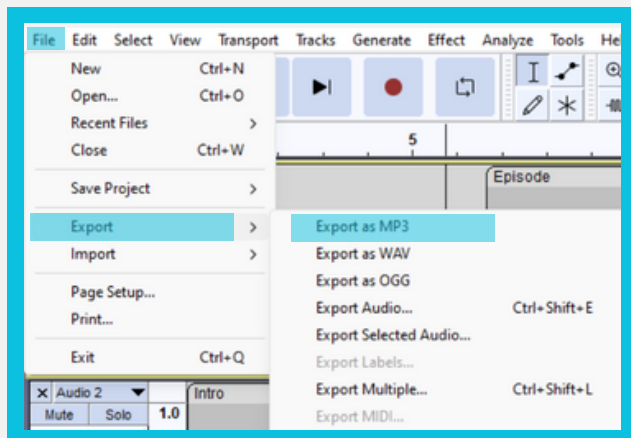
Now you have two tracks! Clicking and
dragging the title of a track allows you to
slide it along the timeline.



Slide the track to the spot you like and
you're ready to export!

Exporting

Saving and exporting are different. Saving only allows you to continue editing within Audacity. Exporting allows you to upload the file to your podcast host.



.aup3 files are only accessible in Audacity and can still be edited independently.

.mp3 or .wav files are exported as one, and can no longer be independently edited.

Save your work often!

My Favorite Tips

- Make sure that you're editing with headphones on, this will help you hear nuance and things that your regular speakers won't pick up.
- When editing multiple tracks, like in an interview, sync-lock your tracks to avoid accidentally de-syncing them (this leads to overlap and makes things trickier to handle)
 - Access this at TRACKS > SYNC-LOCK TRACKS on/off
- Remember that you get to make the show that you want to make, you're learning new skills which can be stressful, but at the end of the day, it should be fun.
- Sometimes you may need to repeat an action a few times to get it sounding how you want. Learn more about hotkeys to make this easier on the next page.

Speed Up Editing

Hot keys allow you to access different actions without clicking. This drastically speeds up your editing time.

CTRL/⌘+R = Repeat last action

CTRL/⌘+C = Copy highlighted segment

CTRL/⌘+V = Paste what you've copied

CTRL/⌘+X = Delete highlighted segment

CTRL/⌘+Backspace = Delete highlighted
segment

Delete = Delete highlighted segment

Left Arrow = Return to beginning of segment

Right Arrow = Proceed to end of segment

CTRL/⌘+S = Save Project

CONCLUSION

You Did It!

Learning something new is never easy, but look at you! You've stuck with it, and now you're well on your way to making a podcast that makes an impact. Go forth with this new knowledge and make some magic.

If you get stuck or need some extra love, I'm right here for you. Email me at **rue.sonivia@gmail.com**

I want to hear what you make! Share episodes with me on instagram **[@soniviastudios](https://www.instagram.com/soniviastudios)**!

