

Recording & Editing the Podcast: Tips & Tricks

Even before we were quarantined & then socially distancing, I assumed two people might be recording their parts of the script on separate devices and possibly in separate locations. If you cannot work together in the same space, use a shared Google Drive folder to store and share all of your materials.

You may not have access to headphones with mics, so use voice recording apps on your phone and the microphones in your laptop. I tested these steps using two different Google accounts on three different devices (Voice Memos app and Voice Record & Audio Editor app on an iPhone, Audacity on a Windows laptop, and AudioStudio Chrome extension on a Macbook - this one will also work on a Chromebook).

Unfortunately only one person can use editing software to weave the audio clips into a final project, so you will need to decide which partner will take all the audio files and edit them together. If you have any questions (or tips/better software you want to share), please let me know!!

Step 1: Organizing

Create a podcasting folder in Google Drive. Share this folder if you are working with a partner

- Makes finding files so much easier!!!
- Save all scripts, notes, audio recordings, etc. into the shared Google folder
- Download the Drive app to your phone to upload voice recording files (or you could email clips if they are short and then place them into the folder)

Name the clips as you create, save and export them

- Rename or number voice recording clips and audio files as they are created so that you can put them into the correct order as you edit the final product

Step 2: Recording & Editing the Podcast

Whatever device, app or software program you use, test to make sure your voice is being clearly recorded by the internal or external microphone! Check volume levels, try sitting closer to the microphone, and make other adjustments as needed. Always test your equipment **each time** you go to record!

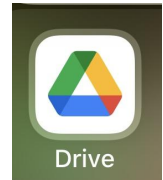
Unfortunately only one person can use editing software to weave the audio clips into a final project, so you will need to decide which partner will take all the audio files and edit them together.

Recording Devices Available in Library for Borrowing:

- Headphones with microphones (22 available) - **use red connector in the headphone jack to record & playback**
- Headphone splitters - allows you to record more than one speaker at once (13 available)

Recording Apps


- Step 1 - make sure you have **Google Drive** downloaded onto your phone!!
- Mobile Apps allow you to use your phone to:
 - record multiple segments of the podcast
 - conduct interviews
 - edit and trim audio clips inside the app
 - some allow you to share/export to Google Drive
- iPhone/iPad/Mac devices:



1. [Voice Memos](#)

- Comes with the devices
- Only use this if you will record your podcast in one long file on one device
- You can edit, trim and cut portions of the audio file right inside the app
- NOTE: the .m4a file created cannot be edited by the external software programs listed below unless you convert them first (and then you will need to download another program)

TO USE:

- Click red circle to record your audio file in one sitting
- Click red square to end & save
- Click the circle with 3 dots next to that audio clip
- Edit, Duplicate (if you want to use only part of the clip but not lose the whole recording)
- Click Share and upload to Google Drive 


2. [Voice Recorder & Audio Editor](#) (RECOMMENDED)

- Free download
- You can edit, trim and cut portions of the audio file right inside the app



- **Make sure you don't accidentally add free trials of other apps (SKIP)**
- Select *This Phone Only* when setting it up



TO USE:

- Record your audio in small clips
- Click the upload icon 
 - File can be renamed, trimmed, shared from there
 - Choose share and then .mp3
 - Choose Google Drive
 - Select the shared Google Drive folder

3. [GarageBand](#) - another recording option if you have an iphone, ipad or macbook


- Android devices:
 - [Voice Recorder](#)
 - I do not have an Android device so could not test the features of this app, but it is a free download, allows basic editing and files can be exported as .mp3
 - The .mp3 files can then be emailed or uploaded to Google Drive

Recording and Editing Software

- **Chromebook or Chrome Browser**
 - If you are using your Chromebook or another computer running the Chrome browser - try **AudioStudio** (a Chromebook extension)
 - This program allows you to record and edit audio files
 - You can record directly into this program or upload recordings you made using your iphone or other devices.
 - Click here to access [AudioStudio: Audio editor & music editor](#)
 - Click the blue **Add to Chrome** button and add the extension to Chrome
 - Once downloaded, you can access the program from Google Chrome by clicking the  icon in the upper right corner of the screen
 - Here is a [AudioStudio tutorial](#) that walks you through the steps of using the program. I apologize in advance for the incorrect use of “showed” so many times...
 - Using AudioStudio:
 - Sign in with Google 
 - Add content:


- Record by speaking directly into the laptop's microphone or connect a microphone headset
- Import audio files you have saved to your Google Drive from Voice Recording apps and other sources

■ Recording Content

- Click the round record button  to start recording.
- If you pause/unpause, the recording will continue on the same audio track file.



Pause and rewind are located in the top left part of the screen.

- If you click stop  and record again, the next part will record on a separate audio track.

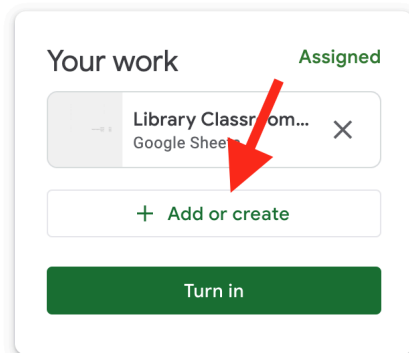
• Importing and Editing

- Sign in with Google and connect your account
- You can save projects still being edited to your computer to continue working on later
 - Choose File - Save Project to Local File - Click on name of project
- In addition to recording directly into the program, you can import files from the shared Google Drive folder
- Each file imported will end up on a different audio frame (see screenshot 1). You will need to drag and drop the files into the correct order on the first audio frame (see screenshot 2)
- Use the various editing buttons to trim, etc.
- Eventually you want all the individual audio clips on one track so that one single final audio file can be created and turned in



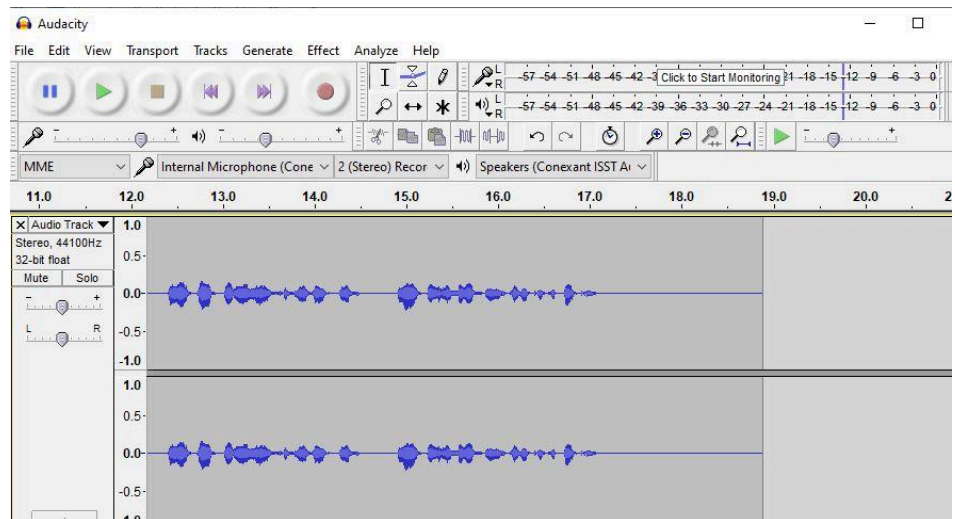
• Saving & Turning In on Google Classroom

- When the project is complete, you can export the audio file as .wav or .mp3 to upload into the Google Classroom assignment
 - Click the Export .mp3 or .wav button
- Upload the final file into the shared Google folder
- Then open the Google Classroom assignment, click Add, choose Google Drive and find the final podcast file. Click Add and then Turn In.

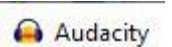



● Windows laptop or computer

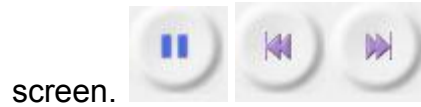
- If you have access to a Windows laptop or computer, I recommend **Audacity**
- This program allows you to record and edit audio files
- [Audacity](https://www.audacityteam.org/) is a free download




- Speak directly into the laptop's microphone or connect a microphone headset
 - Allow the computer to access the microphone if prompted
- Once downloaded, you can access the program from by clicking the icon on the desktop or selecting from the list of programs



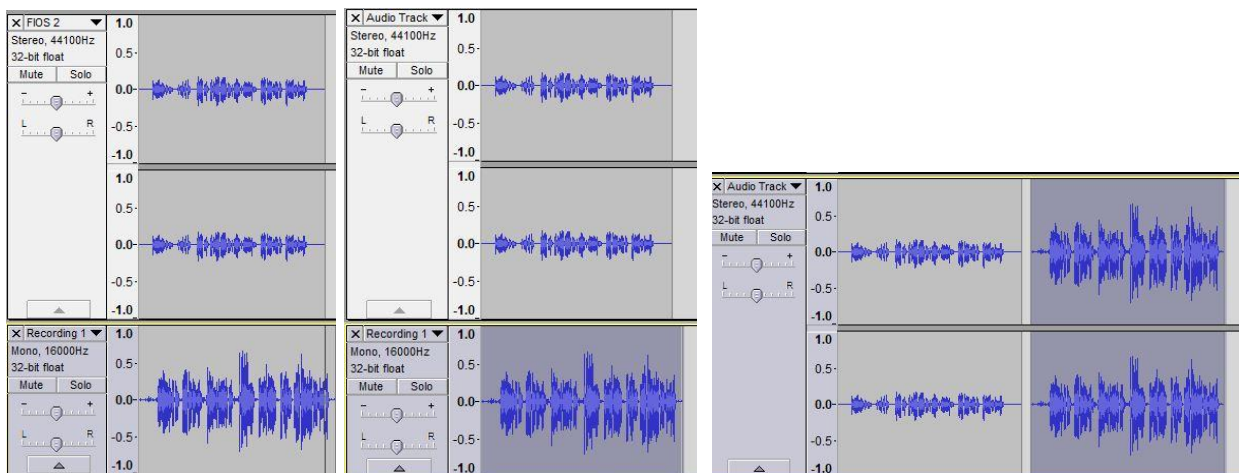
- Click the round record button  to start recording.
 - If you pause/unpause, the recording will continue on the same audio track file. Pause, rewind to start, and forward to end buttons are located in the top of the



- If you click stop  and record again, the next part will record on a separate audio track.

- Saving and Exporting

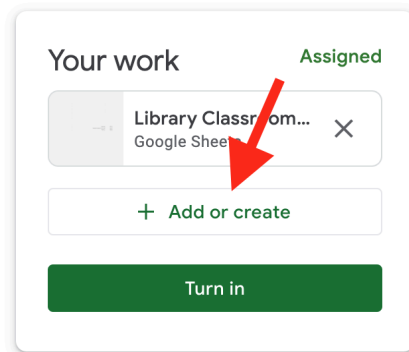
- You can save the project to your computer to continue working on it later
- You can download files from the shared Google folder and import them into the project
- Each file imported will end up on a different audio frame (see screenshot 3). You will need to click the arrow after the recording name you wish to move (see highlighted section of screenshot 3). Then highlight the section that you want to move (see screenshot 4), Edit - Copy (or Cut). Then select the new location and choose Edit - Paste (see screenshot 5). Now go back and delete that duplicated section if you used Copy instead of Cut.
- Eventually you want all the individual audio clips on one track so that one single final audio file can be created and turned in
- Use the various editing buttons to trim, etc.



- Saving & Turning In on Google Classroom

- When the project is complete, you can export audio files as .wav or .mp3 to upload into the Google Classroom assignment
- Export audio files
 - Click File - Export Audio - and save the file to your desktop

- Upload the final file into the shared Google folder
- Then open the Google Classroom assignment, click Add, choose Google Drive and find the final podcast file. Click Add and then Turn In.



Podcast Production Tips & Tricks

- Use Google Drive to store all of your resources - scripts, audio clips, etc.
- Introduce yourself/team
- Give credit to anyone who helped, anyone interviewed, any music included
- Use a music clip to introduce and end your podcast
 - [Royalty free music](#) you can use:
 - [Pixabay](#)
 - [Dig ccMixer](#): music is free, if you give credit. Attribution is everything! [How to Attribute ccMixer Tracks](#)
 - [Creative Commons Podcasting Tools](#)