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# THE PODCAST EDITING CHECKLIST

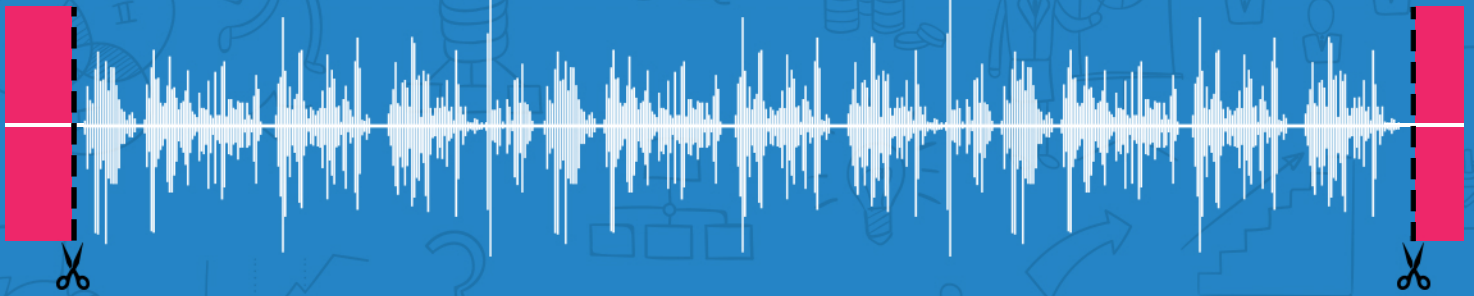
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# THERE'S NO ONE SINGLE WAY TO EDIT A PODCAST, BUT WE GET ASKED A LOT ABOUT OUR OWN PRODUCTION PROCESS. SO HERE IT IS, IN CHECKLIST FORM, JUST FOR YOU...

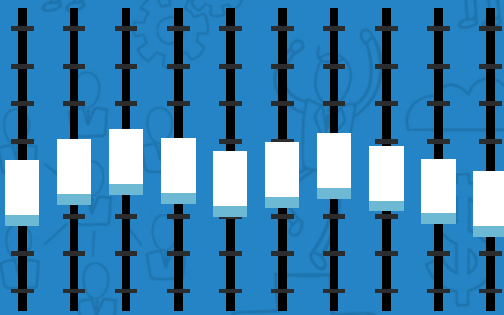
## 1. Top & Tail

This is a simple process where you chop off the unwanted audio from the very start and very end of your track. Add in "fade in" and "fade out" effects for added finesse.



## 2. EQ

Also known as Equalisation. This looks like a little radio studio mixing desk inside your editing software. Here, you can lower the 'low end' frequency sliders on the left (around 80Hz and under) to reduce the impact of mic pops, wind noise, and handling noise.



You can also enhance your audio by slightly raising frequencies between the 1k and 6k range.

## 3. Noise Reduction

If there's a noticeable layer of background hiss or buzz under your recording, you can reduce its effect with your editing software's Noise Reduction function.

This works by taking a sample of the "noise" you want to remove, and stripping it out from underneath your vocals.



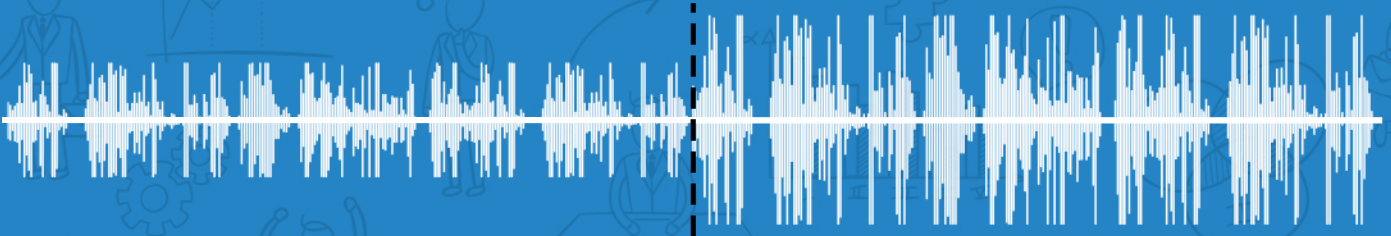
## 4. Limiting

Your raw recording volume levels might be all over the place. The Hard Limiting process lets you cut off or flatten those sporadic peaks to give yourself a much more consistent waveform from start to finish.



## 5. Normalisation

The Normalisation process lets you increase or decrease the overall volume of your audio without changing the shape of your waveform.



## 6. Editing

Once your file is cleaned up and processed, you can get to work with those scissors and cut out all the unwanted stuff.



## Checklist

- Top & Tail
- EQ
- Noise Reduction

- Limiting
- Normalisation
- Editing