Lamphills

Podcast Editing Checklist

1. Organize Your Files
  - Put all your audio files in one folder.
  - Label each file clearly (e.g., "Episode 1 - Intro").

2. Listen to the Full Recording
  - Play the entire recording to catch any mistakes or issues.
  - Note any sections that need fixing or improvement.

3. Cut Out Mistakes
  - Remove any long pauses, "ums," or mistakes.
  - Trim unnecessary parts to keep the episode focused.

4. Adjust the Volume
  - Make sure the audio levels are even throughout the episode.
  - Avoid parts that are too loud or too quiet.

5. Reduce Background Noise
  - Use noise reduction tools to minimize background sounds.
  - Ensure your voice is clear and easy to hear.

6. Add Music or Sound Effects
  - Insert background music at the beginning and end of your episode.
  - Add sound effects if needed, but keep them subtle.

7. Check for Audio Quality
  - Listen for any clicks, pops, or distortions and fix them.
  - Ensure the overall sound is smooth and consistent.

8. Add Intro and Outro
  - Place your podcast intro at the start and the outro at the end.
  - Make sure they match the tone of your podcast.

9. Save Your Edited File
  - Save the edited version in a common format like MP3.
  - Double-check that the file name is correct.

10. Backup Your Work
  - Keep a backup copy of the final edited file.
  - Store it on an external drive or cloud storage for safety.

This checklist will help you polish your podcast episodes, ensuring they sound great and are ready to share with your audience.