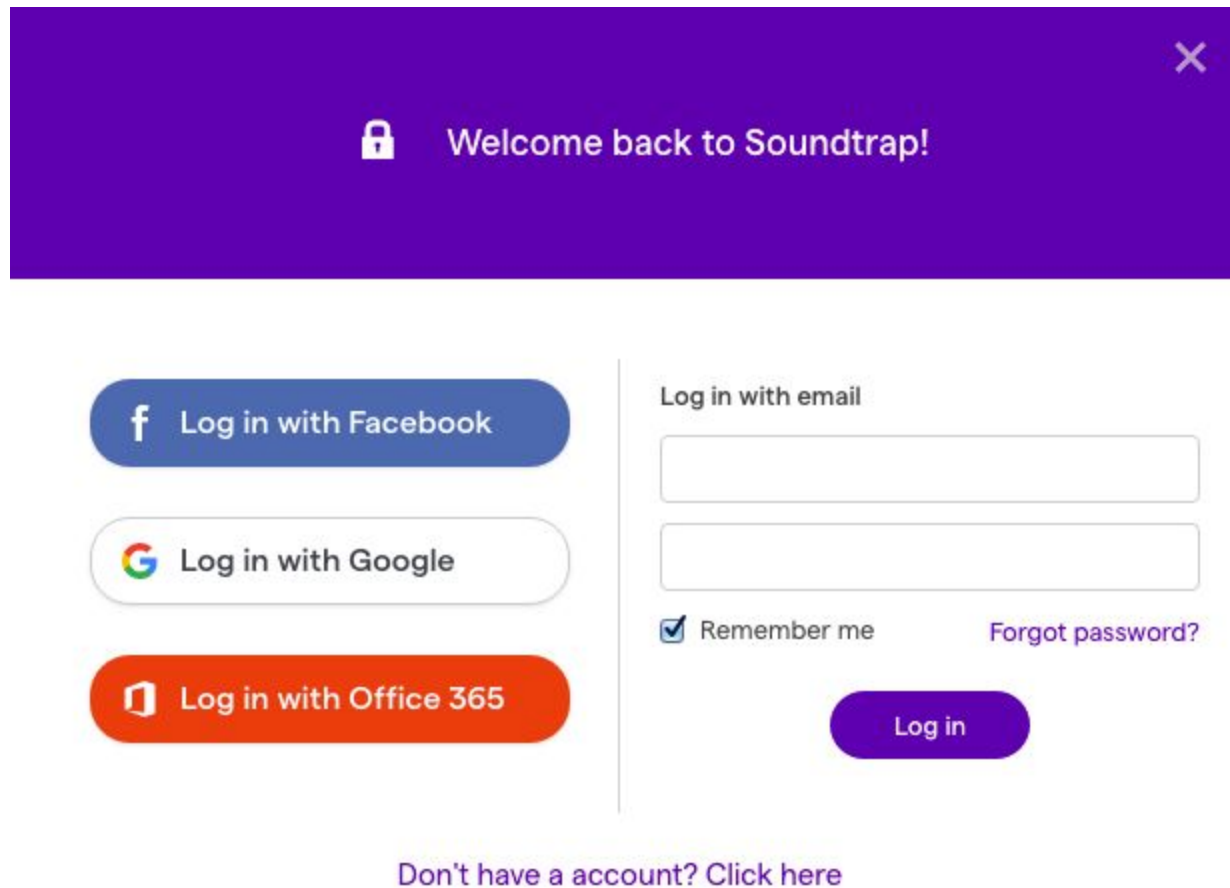


Creating a Podcast with Soundtrap

You will be working with Soundtrap's audio studio to create the podcast.

Logging In

First visit soundtrap.com. Then click the Log In button on the top right. You will then get this screen:

The image shows the Soundtrap login interface. At the top, there is a purple banner with a white padlock icon and the text "Welcome back to Soundtrap!". Below the banner, on the left, are three rounded buttons for social login: "Log in with Facebook" (blue), "Log in with Google" (white with a Google logo), and "Log in with Office 365" (orange). On the right, there is a section titled "Log in with email" containing two empty input fields for email and password. Below these fields are a checked checkbox for "Remember me" and a link for "Forgot password?". A purple "Log in" button is positioned below the email section. At the bottom center, there is a link that says "Don't have a account? Click here".

×

🔒 Welcome back to Soundtrap!

f Log in with Facebook

Log in with Google

Log in with Office 365

Log in with email

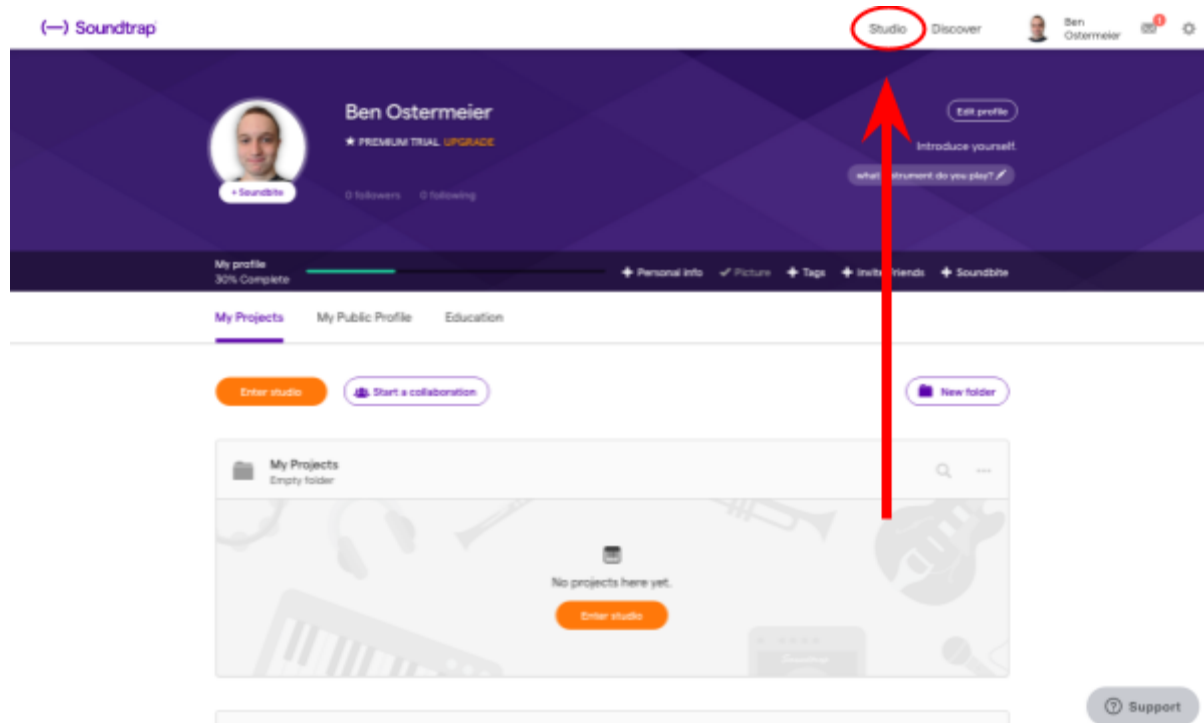
☒ Remember me [Forgot password?](#)

Log in

[Don't have a account? Click here](#)

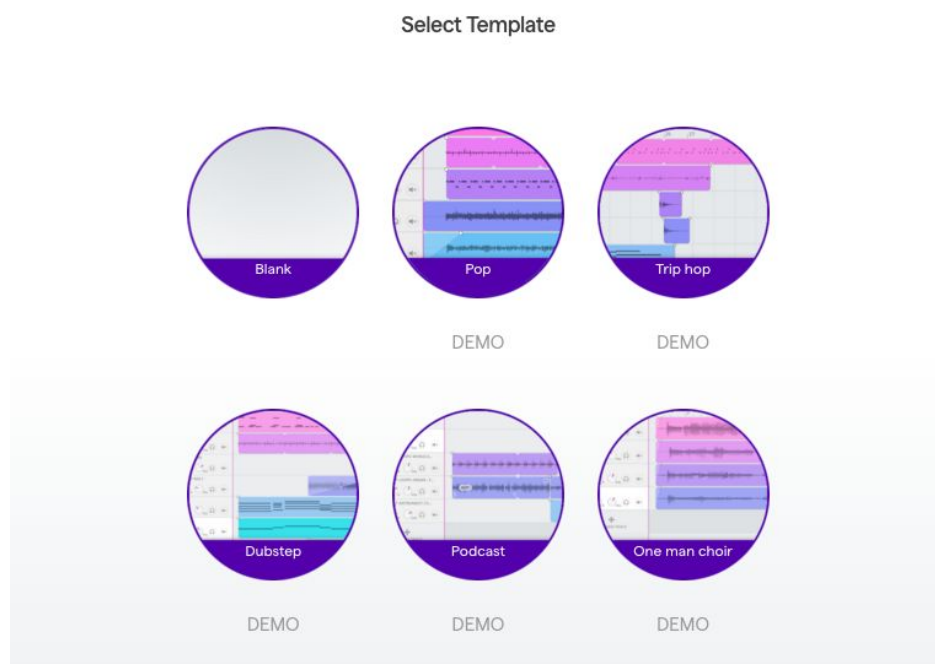
Choose **Log in with Google**. This will connect with your Google account on your Chromebook.

You will then a screen like this:



Click **Studio** at the top right.

It then asks you to pick a template:

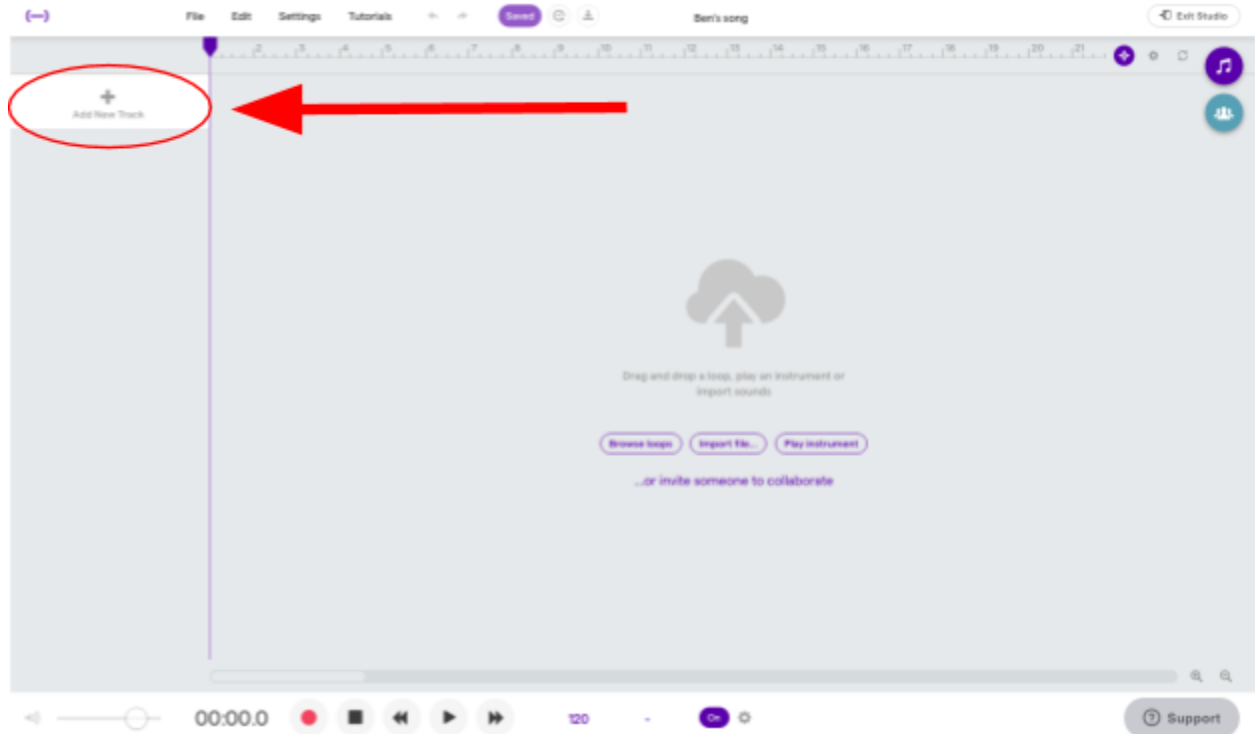


Choose **Blank**.

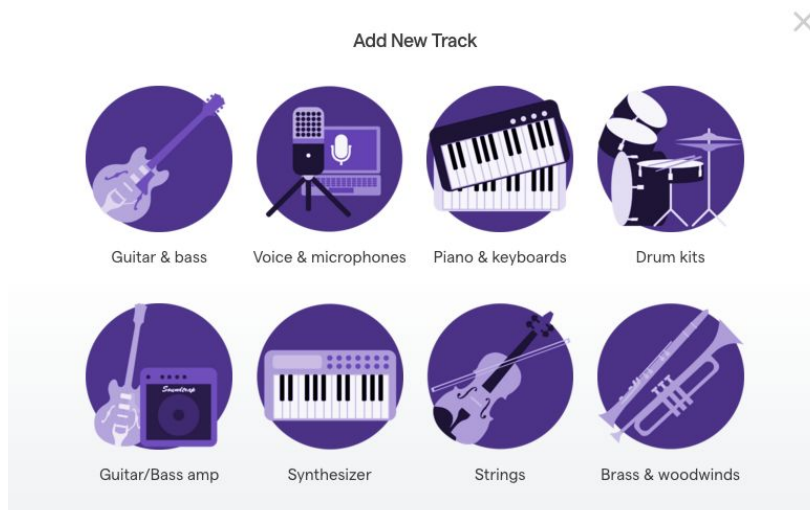
You are now in the studio, which is where you will be making the podcast.

Importing audio

First, we need to add some audio to the program. Let's start with your interview files.



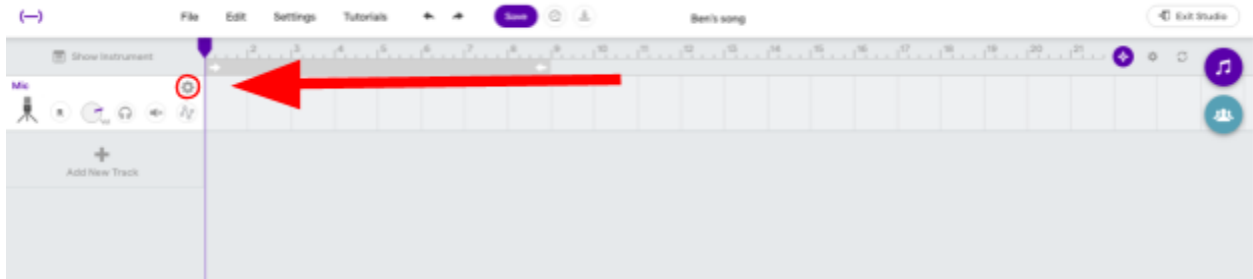
Click **Add New Track**.



[Or open loop library](#)

Select **Voice & microphones**.

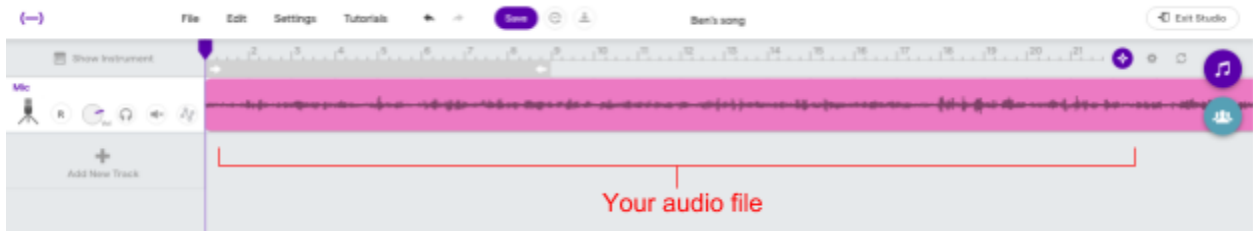
You now have an empty track for voice recordings.



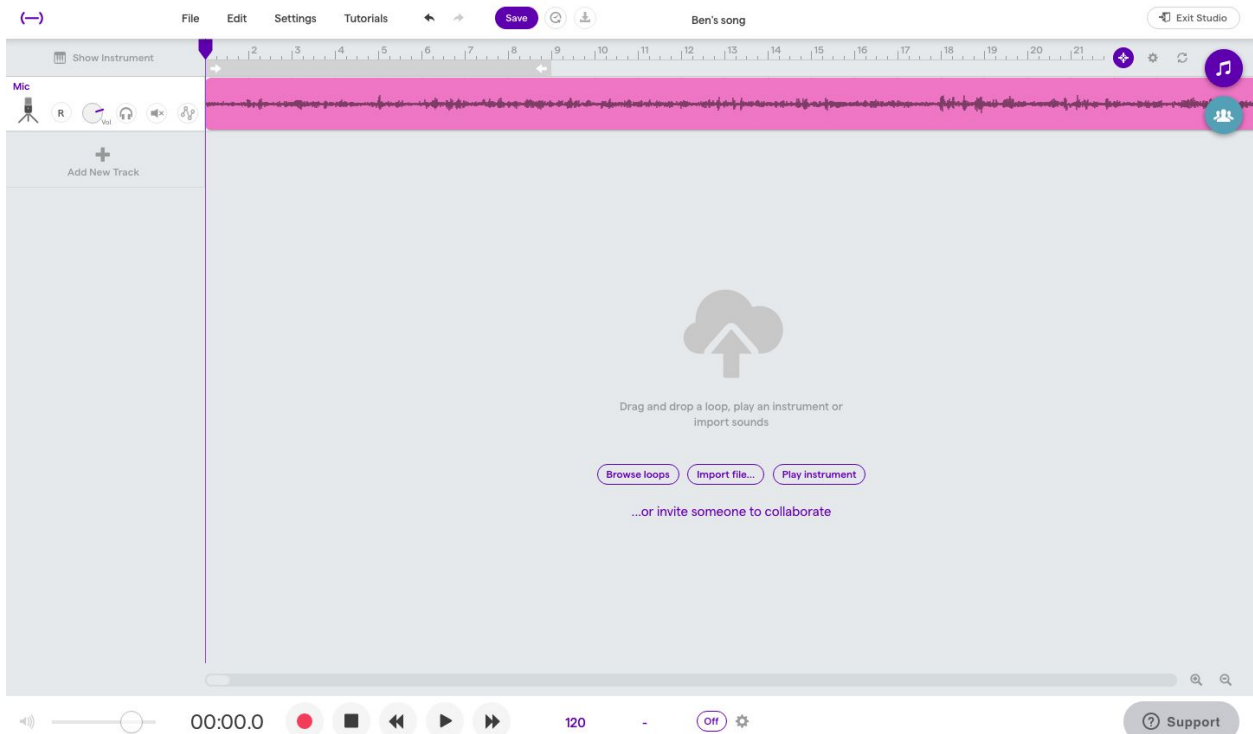
If you hover your mouse over the white box on the left side of the track, a gear will appear. Click the gear, and then click **Import...**

Then, navigate to wherever your audio file is stored on your Chromebook. Click the file and then click **Open**.

Your audio file should now be in Soundtrap, and will look like this:

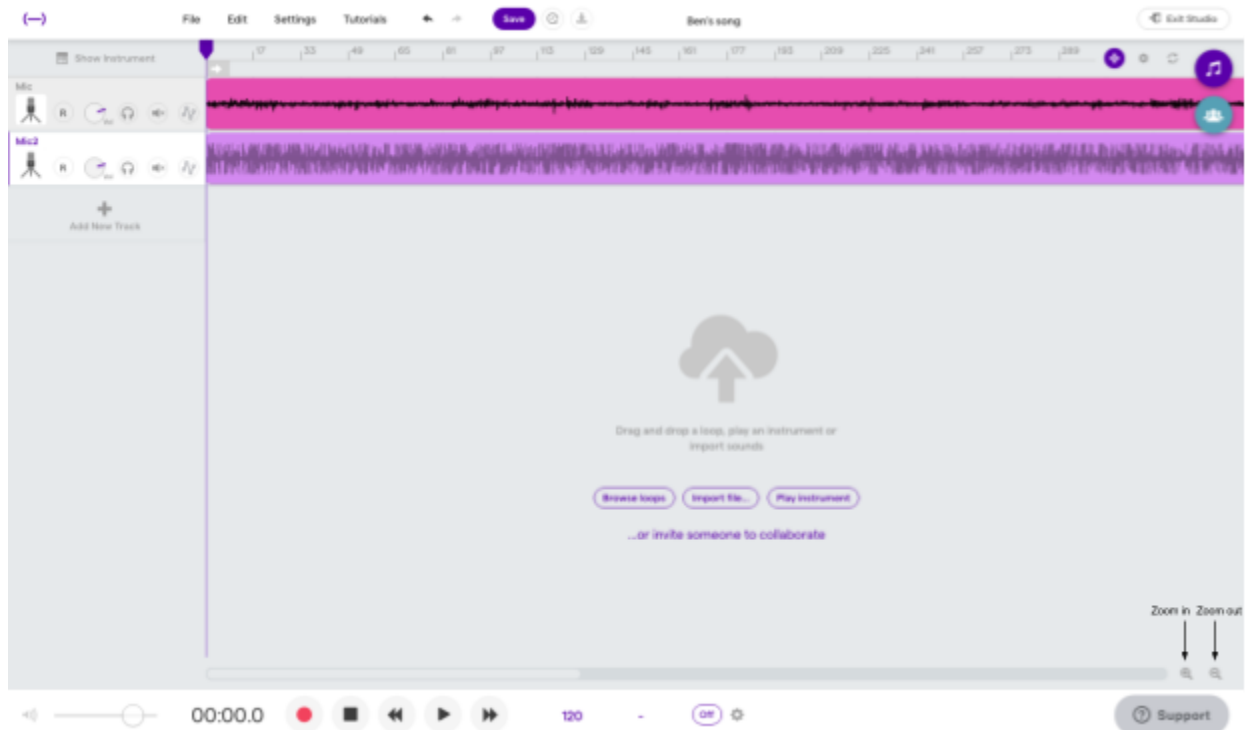


You can add multiple audio files as needed, including music. Just repeat the previous process. Here is a project with two audio files:

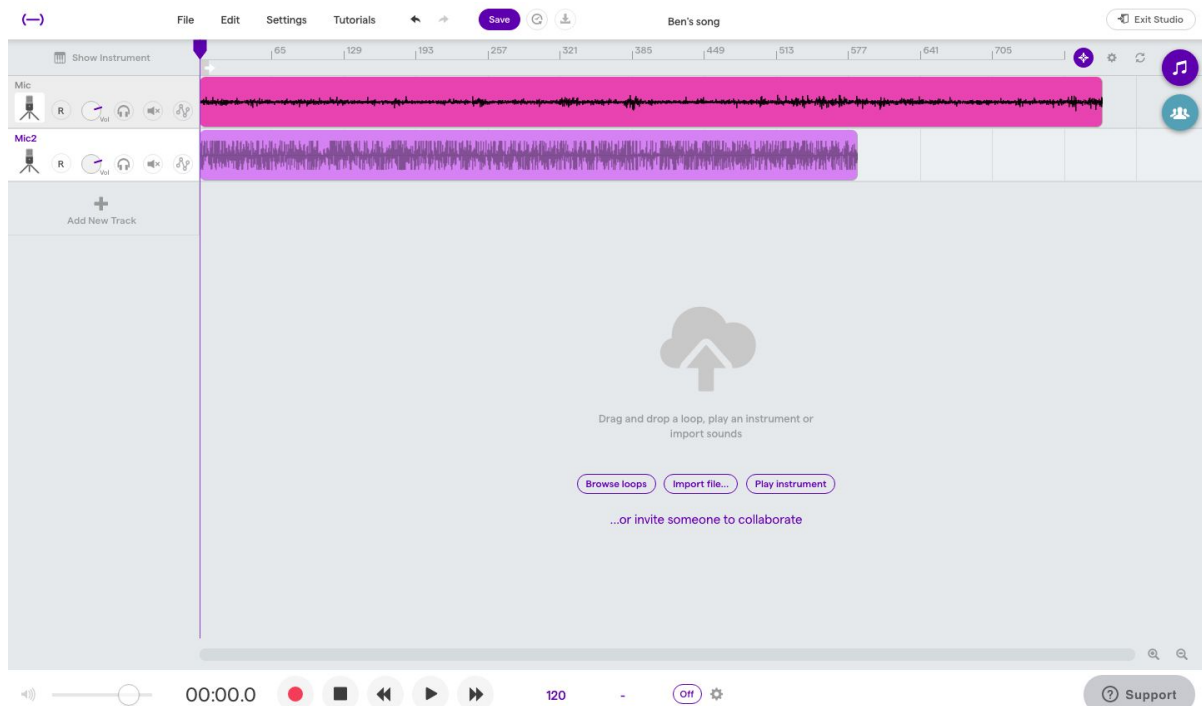


Playing audio

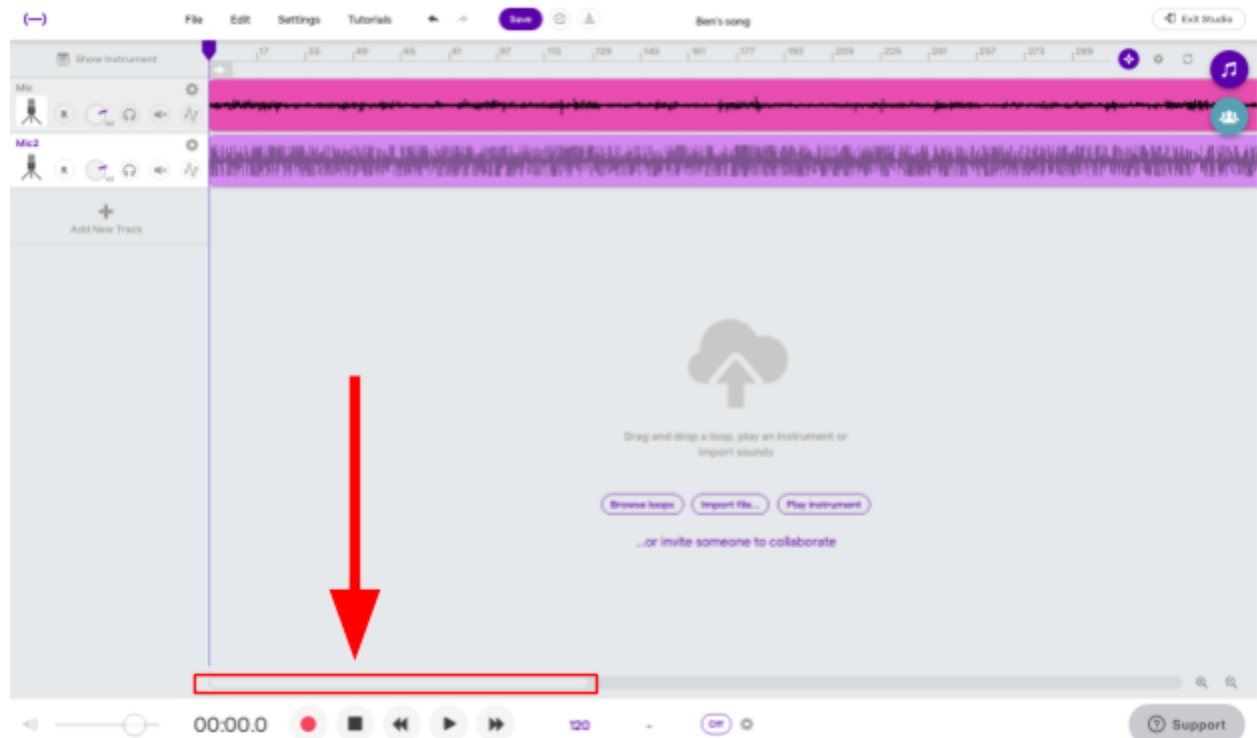
The first audio file I added is 25 minutes long and not fully visible unless I zoom out. You can zoom in and out on the audio using the magnifying buttons on the lower right:



Here is the studio fully zoomed out:



If you're zoomed in, you can also use the scroll bar at the bottom to move forwards and backwards through the audio:



Below the scrollbar are the playback controls:



The numbers at the far left represent your playback position, so if it reads "01:03.5" it means you are at one minute, three seconds, and five milliseconds.

Next to the numbers is the record button.



You will not be using this button.

Next is the stop button.



If you press the button while it is playing, the audio will stop.

Next is the rewind button.



It moves the audio back a few seconds.

Next is the play button.



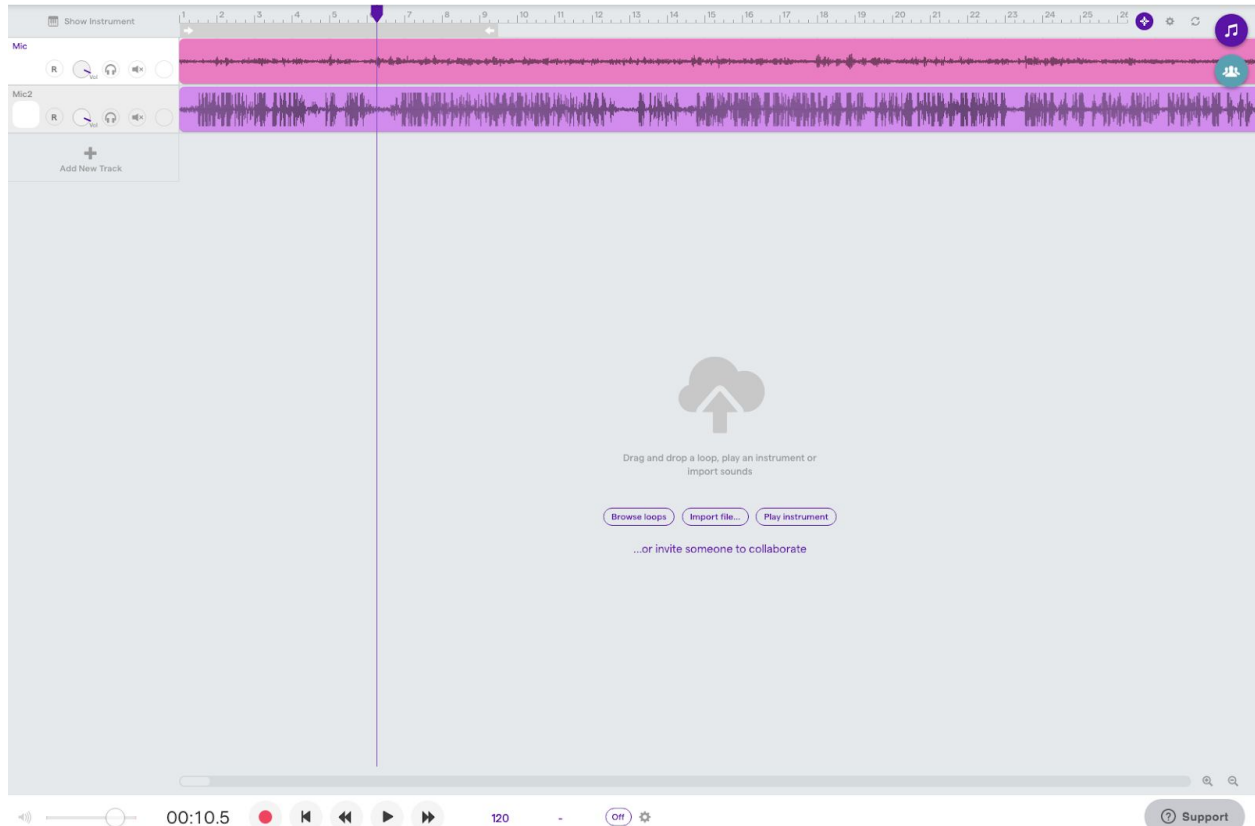
Press this button to play the audio.

Last is the fast-forward button.



It moves the audio forward a few seconds.

Try playing your audio for a short time, then press stop.



Notice as you're playing how the purple, vertical line moves to the right. This line is your playback position within the audio.

If you have multiple audio files on top of each other, like in this screenshot, notice also how both files play at the same time.

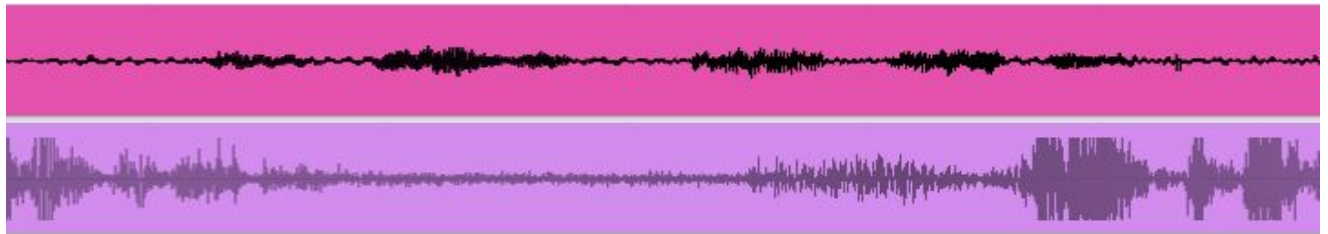
Editing

Seeing Audio

Before you start editing, it is helpful to recognize what is going on in the audio track just by looking at it. Digital audio is represented visually as a wave. The higher the wave, the louder the audio:



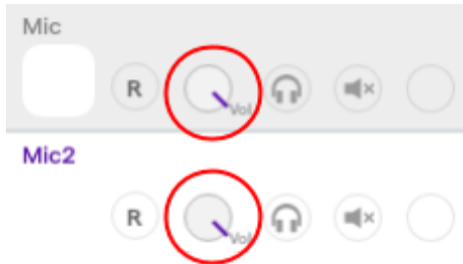
Here is a closeup of the audio. The circled areas have higher waves, so they represent when the person is talking. The shorter waves outside the circles are the quiet parts when the person isn't talking.



Now compare the two audio tracks. Notice how the second track, also a voice recording, has even higher waves than the first. Therefore, the second file is louder than the first.

Adjust track volume

It is important for multiple audio files to have approximately the same volume. Soundtrap let's you adjust the volume of each individual track.



If you look at the right side of the track, you will notice a volume adjuster. In this image, both tracks are at the loudest volume. If you click the adjuster, you can raise or lower the volume to the level you want.



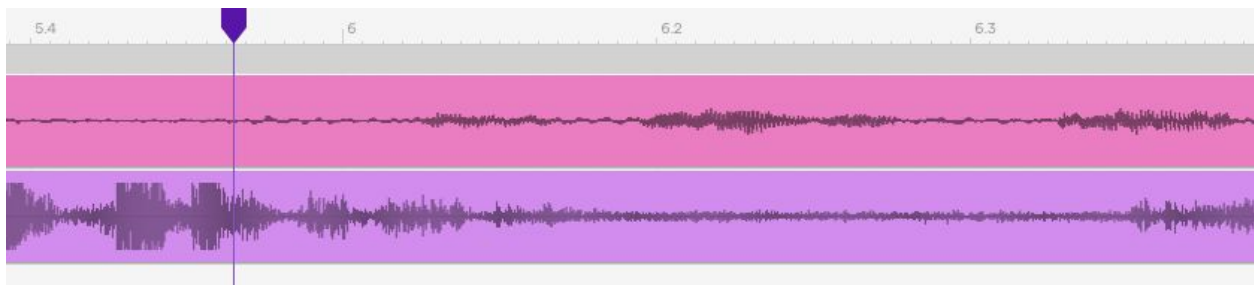
Here, I have lowered the volume of the second track, making it and the first track roughly the same volume.

Splitting Audio

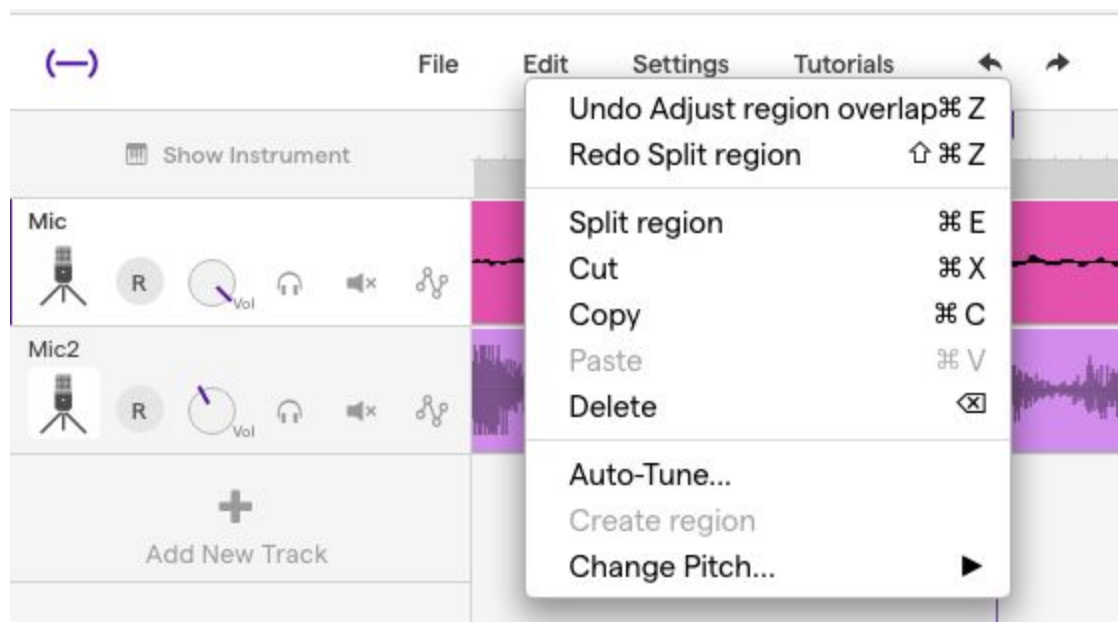
Probably the most useful tool in audio editing is the ability to split an audio track into multiple parts. This also lets you delete parts of the audio you don't want.

Here I am going to split the first track and put audio from the second track in between the split.

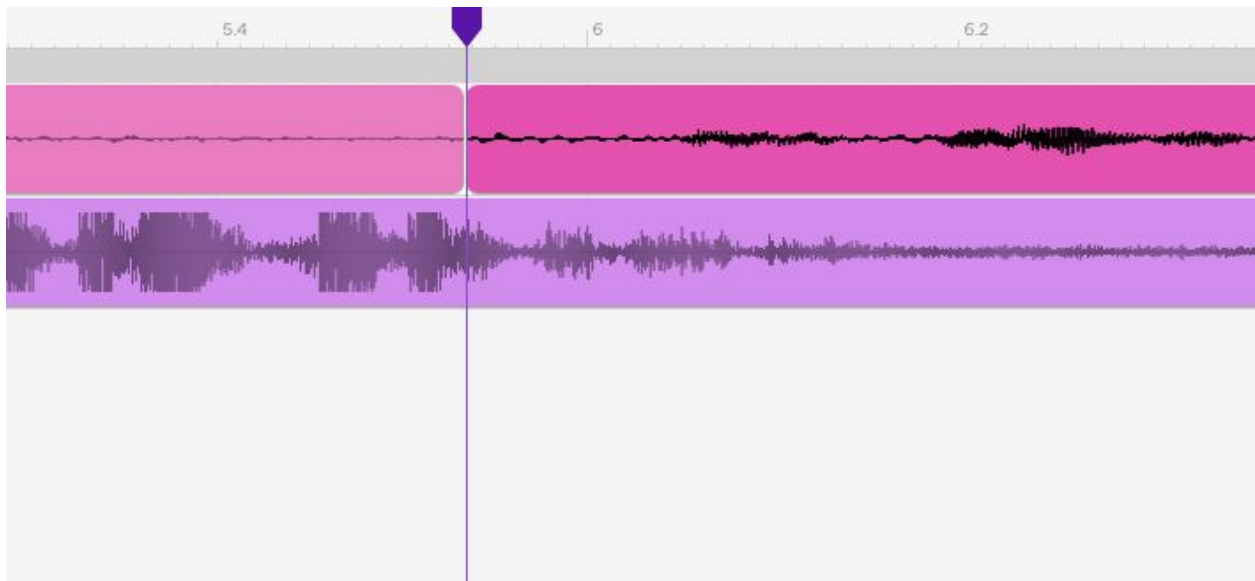
First, get the vertical, purple line at the start of the audio section you want to cut. I'm making sure to put it when a person isn't talking:



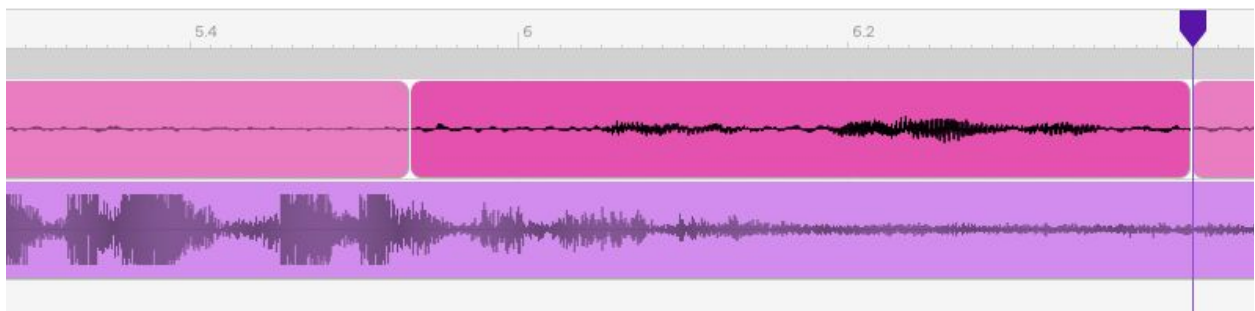
Next, click on the first track so that it is brighter, then go to the top and click **Edit** and then **Split Region**:



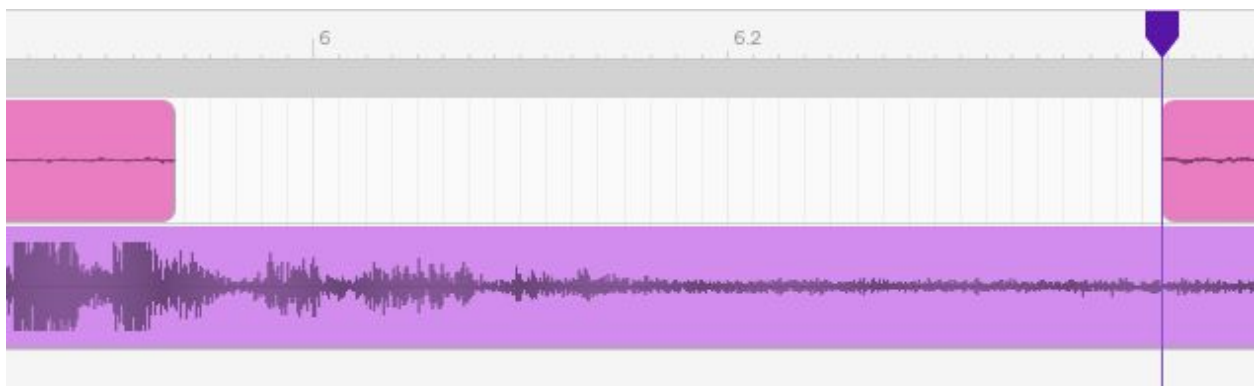
Now the first track is split into two audio segments at the purple line:



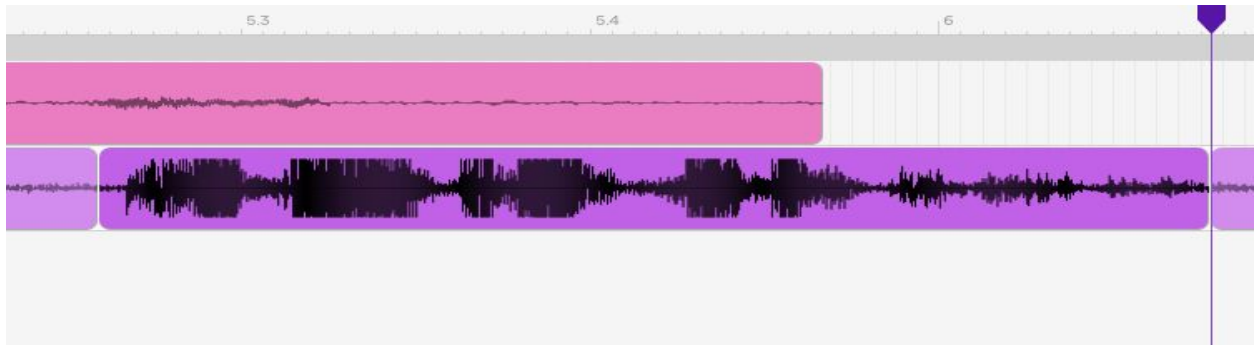
Now go to the end of the section you want to remove from the first track and do the same thing so you now have three segments:



Now select the segment you want to remove and press **Delete**. The segment is now gone:



Now we want to get the desired audio from the second track. Split the track into three segments as we did with the first track:

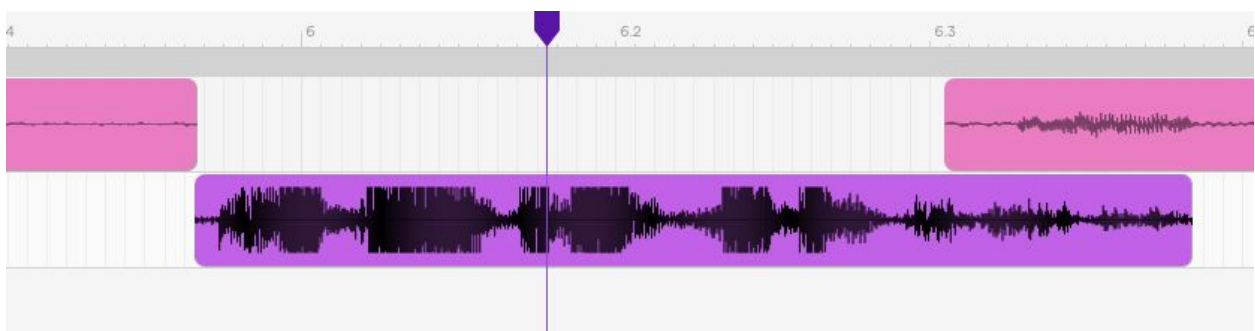


This time however, click the segment to the left of the desired track and press **Delete**, and click the segment to the right of the desired track and press **Delete**.

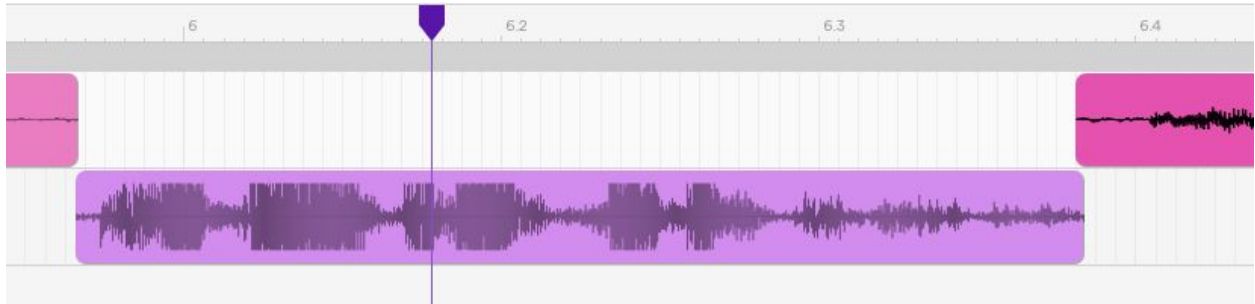


Moving Audio

Now that we have the audio we need, we just need to move it to the right spot. Click on the second track's segment and drag it to the right until it lines up with the end of the first track's first segment:



Now notice how the second track's segment is still longer than the blank space in the first track. Click and drag the first track's second segment until the blank space is the same length as the second track:



The two tracks are now properly mixed.

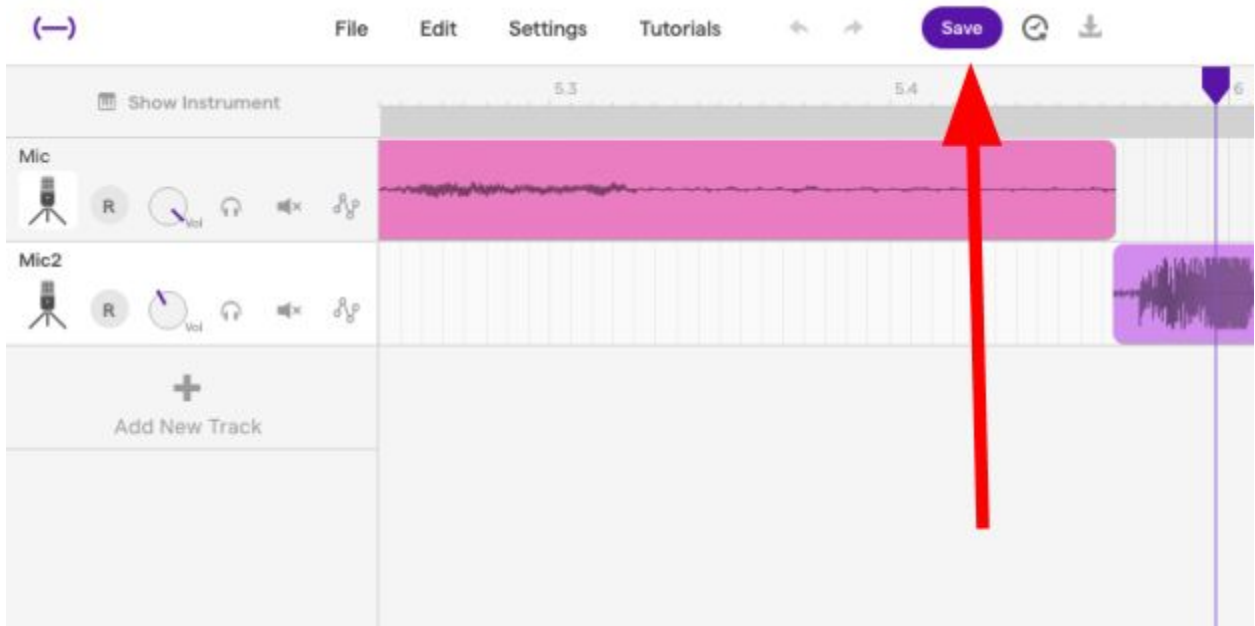
You can then add the audio from track two again as a third track to keep getting audio.

Moving forward, you may find it easier to separate all the segments you want from the audio you have and delete all the unnecessary parts. You can then move the audio around until you have it in the order you want.

Saving

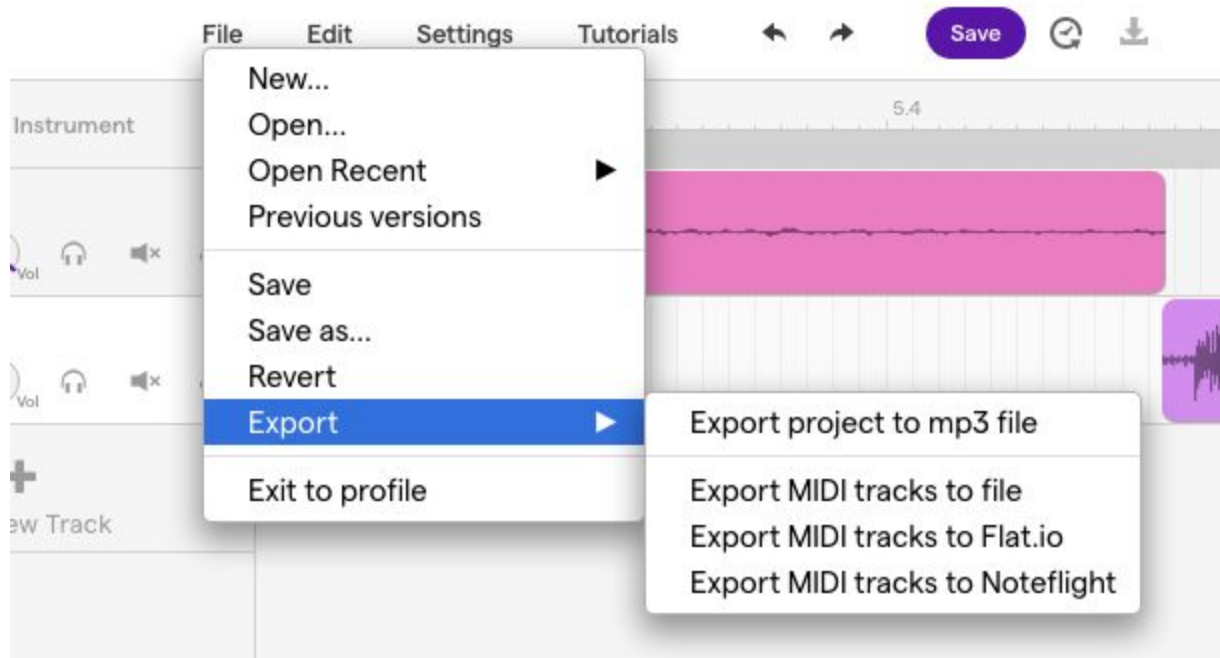
Once you are done editing, you can export a final audio file from Soundtrap.

First, click the save button at the top:



This may take awhile, but once it is done the project will then save in Soundtrap, meaning you can access it again from the website.

Now we can export the audio. Click **File**, then **Export**, and finally **Export project to mp3 file**:



It may give you this message:

The project is being mixed on our servers, please try again in a minute.

OK

If it does, you will have to wait a bit until it is ready to export. You can tell if it is still mixing if it says this at the top:

