

## **Making a Podcast on Soundtrap**

1. Enter Soundtrap
2. Enter studio
3. Select make podcast
4. Start by selecting Add New Track
5. Select voice and microphone
  - a. You might have to give Soundtrap access to your microphone on your Chromebook.
6. Go to the drop-down menu and select Scarlett mic (which is the red box connecting the mic to your Chromebook)
  - a. When the red light/ dot is on the tab, it means the mic is recording
7. Record the script in one take
  - a. DO NOT stop recording if you mess up! You can go back after you finish and cut out the mistake. Then you can rerecord and add in the new recording part.
8. **Record your script AT LEAST twice.** That way you can choose the clips you like the best for your final podcast.
9. Have all of the recording clips organized how you want them to be by the week of December 16th so you're ready to do final edits.

\*Make sure to edit out deep breaths, awkward laughs, etc. so your podcast sounds clear to understand.

### **To edit a recording or sound clip:**

1. Hit the spacebar to pause the sound where you want to cut the clip.
2. Click the recording
3. Control E will break up the recording.
4. Pause again at the end of the portion you want to remove.
5. Click the recording
6. Control E to break that piece off.
7. Click on the new, smaller clip you want to remove and delete it.

### **To add music or sound effects to your podcast:**

1. Click Add Track
2. Select Loop Library to see the sounds available on Soundtrap
3. Select Import a File to access the royalty free music you downloaded from another website.

\* Both of these options are at the bottom of the pop up when you click on Add Track

\*The volume button on the side of your track on the podcast webpage can make each sound louder or quieter based on what you think is best for your podcast (remember that we should be able to hear you speaking so don't make your sound effects too loud!)