

FUNDED BY TRUST FOR LONDON

Hands on...

AUDIO EDITING & PUBLISHING

with Audacity & SoundCloud

Brought to you by Datawise London
and Superhighways





What we'll cover today

- ✓ Editing an audio recording in Audacity
- ✓ Exporting as an audio file
- ✓ Uploading to a SoundCloud account & editing the settings
- ✓ Sharing with others publicly & privately
- ✓ Embedding your clip on a website

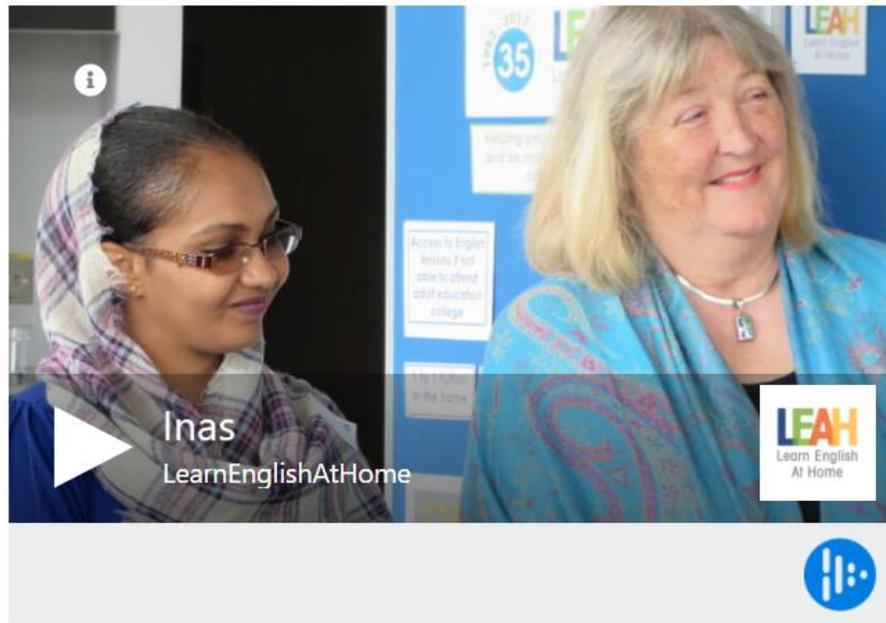
**Quick question:
what stories are
you editing and
sharing?**

Answers in chat



What can you do with Audio?

✓ Sound bites showing impact



✓ Longer 'digital stories'



✓ Collections of audio



CPOF

Crystal Palace Overground Festival

Crystal Palace Overground Festival is an event that has a wide range of diverse activities for people of all ages to get involved in. Follow us on twitter @CPOFestival , on Facebook at Crystal Palace Overground Festival and Instagram at cprofestival

Crystal Palace Park

crystalpalacefestival.org/

59 Posts 6 Playlists



Yoga Students

CPOF



Nicola talks to John Paul from Men in Sheds

CPOF



Yoga lessons

CPOF



London Mozart Players- Julia tells people what LMP is doing next.

CPOF



Share Embed



Asad's reflections of his work experience at Superhighways

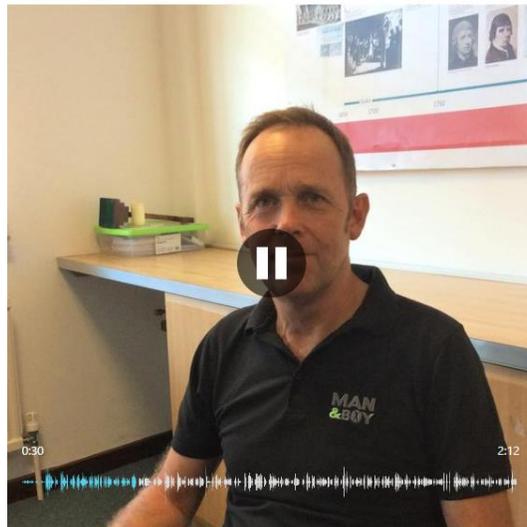
Asad spent a year's full time work experience with us as part of his Computer Science degree at Kingston University, and then continued part time whilst he was completing his fourth year studies.



✓ Bringing audio to presentations

Man & Boy: a positive story of impact

Sep 26, 2018, 4:58 PM



+ Playlist </> Embed

Trevor Quy shares a positive story of how Man & Boy can be 'a catalyst for some change' in a boy's life, giving them space to say how they're feeling in a safe environment.'

Subscribe

Apple Podcasts RSS

Next

Man & Boy: issues and challenges

Top Episodes

Matt Hay Talking about Refugee Action Kingston's Summer Playscheme by Small Charity Impact

Max Hamilton: a young ambassador for Express CIC in Kingston by Small Charity Impact

Hannah Craig on supporting mental health of SEN children by Small Charity Impact

Report this episode

Download audio

QRCode

KINGSTON'S CHARITABLE SECTOR





Our Work ▾

Publications

London's Poverty Profile ▾

News & Views



Listen to Danna's story

Trust for London
Danna

SOUNDCLOUD

Share

6:48

4

Cookie policy

Trust for London · Danna

✓ Following your funder's example?

Read Danna's story

Hi, I'm Danna. I'm from Colombia, but I grew up in Spain. I have been living here in London for eight years. I have two children, Juliet and Martina, I came to live in London to have these opportunities, to evolve as a person as well, so I found that London is the perfect city for me where I can fit. The diversity that I can find here you cannot find it in another part of the world, so that was perfect for me.



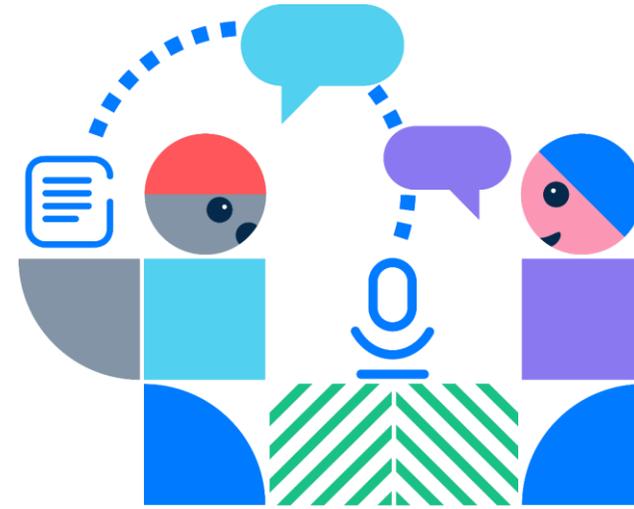


RECAP



**Recording and
transcribing
audio**

Recording & Transcribing – Otter.ai DEMO



Recent Activity



Chief Officers' Network Meeti... is ready

Apr 1

<https://otter.ai/pricing>

There are others (but paid for
multi-language e.g. [Rev](#) and [Sonix](#))



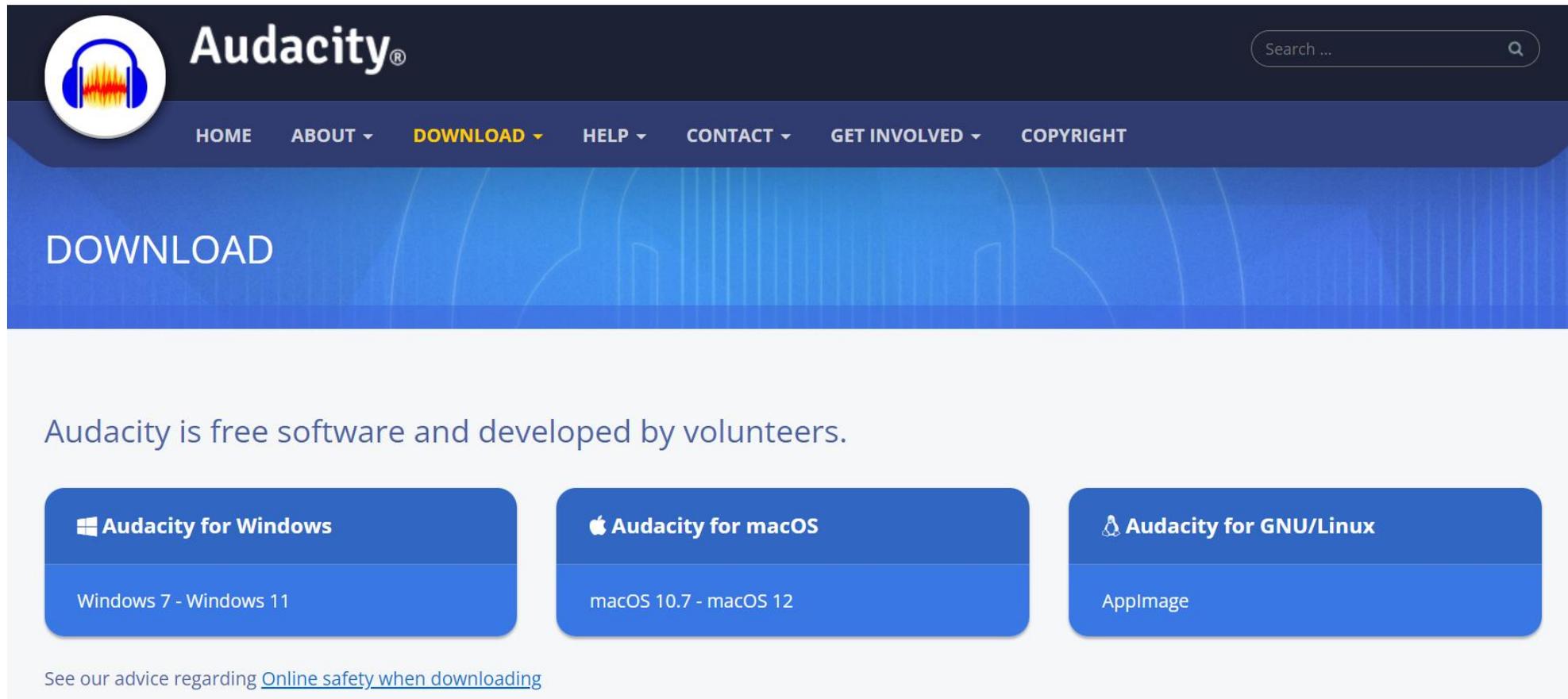


HOW TO



**Edit audio files
using Audacity**

Download Audacity – open source



The screenshot shows the Audacity website's download page. At the top left is the Audacity logo, which consists of a blue circle containing a white and red audio waveform with blue headphones. To the right of the logo is the word "Audacity" in a white, sans-serif font. Further right is a search bar with the text "Search ..." and a magnifying glass icon. Below the logo and search bar is a dark blue navigation bar with white text for "HOME", "ABOUT", "DOWNLOAD", "HELP", "CONTACT", "GET INVOLVED", and "COPYRIGHT". The "DOWNLOAD" link is highlighted in yellow. Below the navigation bar is a large blue banner with the word "DOWNLOAD" in white, uppercase letters. Underneath the banner is a light gray section with the text "Audacity is free software and developed by volunteers." Below this text are three blue buttons with white text and icons. The first button has a Windows logo and says "Audacity for Windows" with "Windows 7 - Windows 11" below it. The second button has an Apple logo and says "Audacity for macOS" with "macOS 10.7 - macOS 12" below it. The third button has a Linux logo and says "Audacity for GNU/Linux" with "AppImage" below it. At the bottom of the gray section is a link: "See our advice regarding [Online safety when downloading](#)".

Audacity

HOME ABOUT **DOWNLOAD** HELP CONTACT GET INVOLVED COPYRIGHT

DOWNLOAD

Audacity is free software and developed by volunteers.

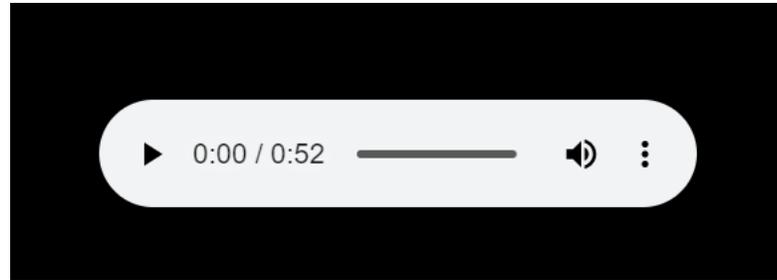
- Audacity for Windows**
Windows 7 - Windows 11
- Audacity for macOS**
macOS 10.7 - macOS 12
- Audacity for GNU/Linux**
AppImage

See our advice regarding [Online safety when downloading](#)

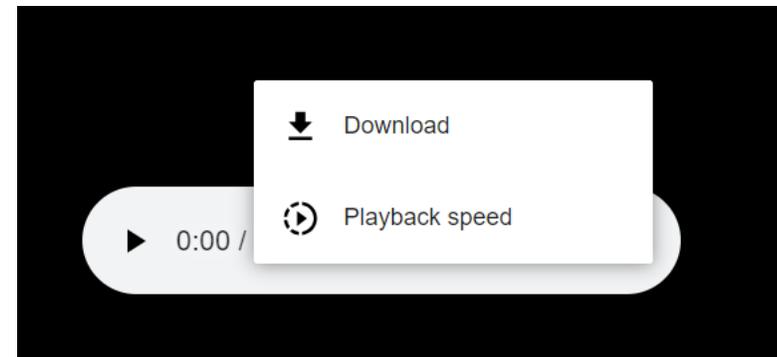


Download our conversation

✓ [Download this MP3 file](#) of Kate and Sorrel talking unless you already have a file to work on



Click on the three dots (ellipsis)



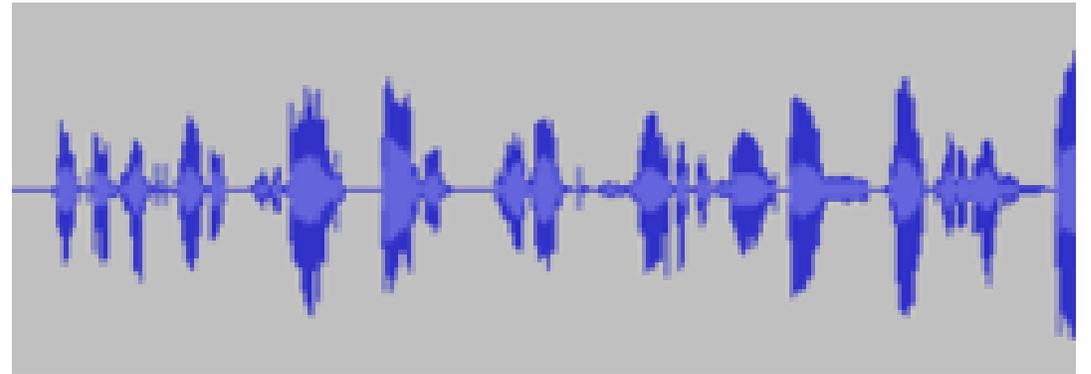
Click on download



[Refer to our step
by step guide](#)



Editing DEMO: Essentials



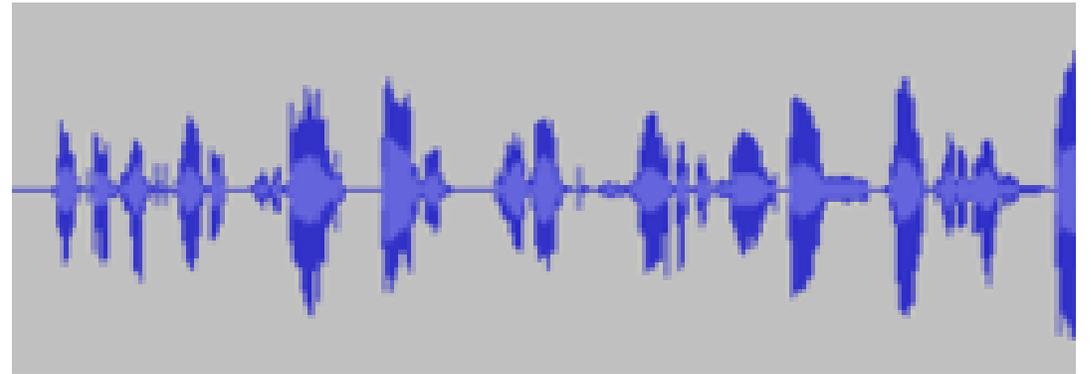


Try it for yourself:

1. Download [this audio file](#) (or your own)
2. Import into Audacity
3. Get familiar with key audacity controls including Selecting audio, jumping to a specific point, Zooming in and out
4. Now delete ums, parts where people speak over each other, and the end.
5. Split at a place of your choosing and add a pause
6. Save and Export your file with a new name



Editing DEMO: Effects





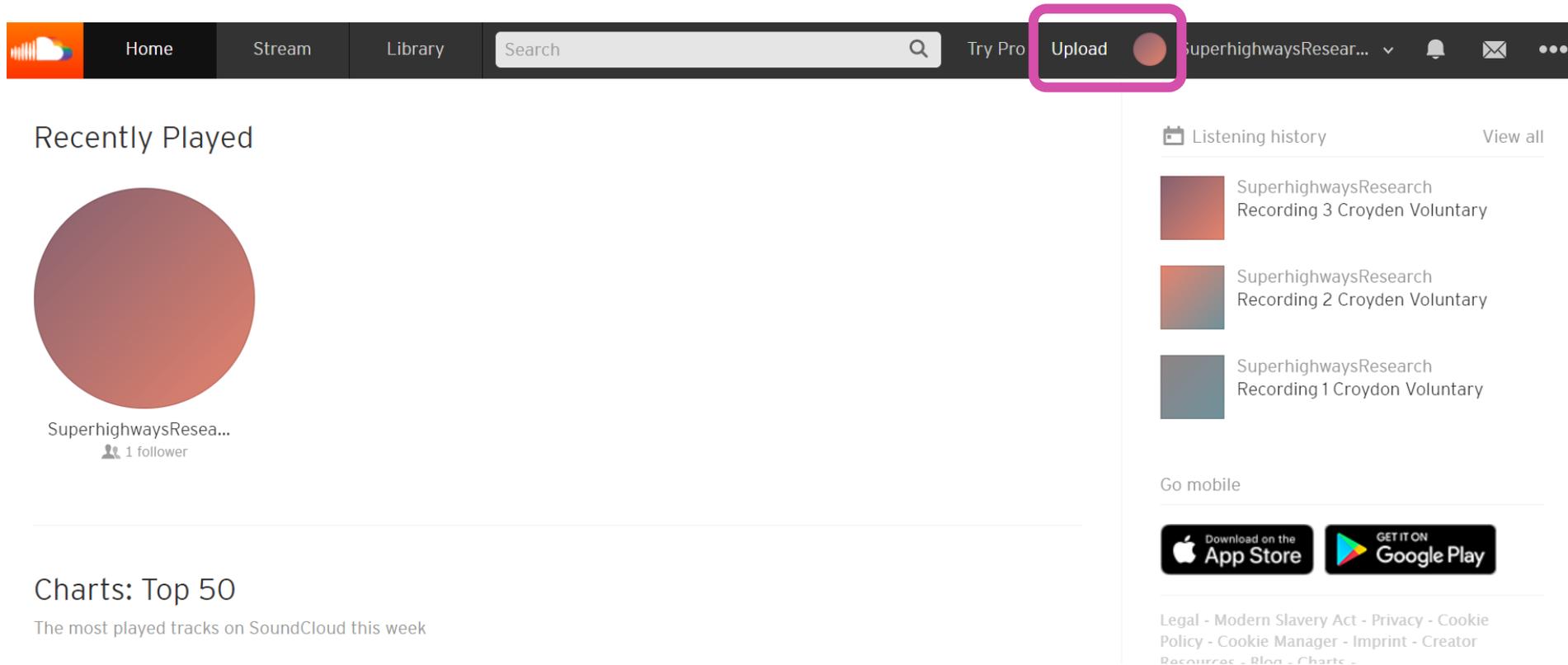
HOW TO



**Publish your
audio recording
via SoundCloud**

Publishing audio with SoundCloud

1. Log in to your SoundCloud account
2. Click on Upload



The screenshot displays the SoundCloud user interface. At the top, a dark navigation bar contains the SoundCloud logo, 'Home', 'Stream', 'Library', a search bar, 'Try Pro', and an 'Upload' button highlighted with a pink box. To the right of the 'Upload' button is the user's profile name 'SuperhighwaysResear...' and icons for notifications, messages, and a menu. Below the navigation bar, the main content area is divided into two columns. The left column features a 'Recently Played' section with a large circular placeholder for a track and the user's profile information: 'SuperhighwaysResea...' with '1 follower'. Below this is a 'Charts: Top 50' section with the subtitle 'The most played tracks on SoundCloud this week'. The right column shows a 'Listening history' section with a 'View all' link and three track entries: 'SuperhighwaysResearch Recording 3 Croyden Voluntary', 'SuperhighwaysResearch Recording 2 Croyden Voluntary', and 'SuperhighwaysResearch Recording 1 Croydon Voluntary'. At the bottom of the right column, there are 'Go mobile' links for the 'App Store' and 'Google Play', and a footer with links for 'Legal', 'Modern Slavery Act', 'Privacy', 'Cookie Policy', 'Cookie Manager', 'Imprint', 'Creator Resources', 'Plan', and 'Charts'.

Uploading audio files

- ✓ In the free account you have 180 free minutes of free uploads
- ✓ Choose the file/s you want to upload and select whether you want to publish Publicly
- ✓ Or Privately – Only you and people you share a secret link with will be able to listen to this track.

24% of free uploads used

[Try Next Pro](#) to get unlimited uploads.

Drag and drop your tracks & albums here

or choose files to upload

Make a playlist when multiple files are selected

Privacy: Public Private



Hands on audio editing with Audacity audio file.mp3 Ready. Click Save to post this track.

Basic info Metadata Permissions Advanced NEW



Title *
Hands On Audio Editing With Audacity Audio File

soundcloud.com/user-816499528/ hands-on-audio-editing-with-audac

Genre Custom Genre
Custom

Additional tags
Add tags to describe the genre and mood of your track

Description
Describe your track

Caption
Add a caption to your post (optional) 140

Privacy:
 Public
Anyone will be able to listen to this track.
 Private
 Scheduled

Save

Editing settings

- ✓ Choose to upload an image (optional)
- ✓ Edit the title, and add a description & tags
- ✓ Click Save to publish the audio track



Check your permissions

Download file

Replace file

Basic info

Metadata

Permissions

Advanced NEW

Access



Enable direct downloads

This track will not be available for direct download in the original format it was uploaded.



Offline listening

This track can be played on devices without an internet connection.



Include in RSS feed

This track will not be included in your RSS feed.



Display embed code

This track's embedded-player code will be displayed publicly.



Enable app playback

This track will be playable outside of SoundCloud and its apps.

You may not want anyone to download your recording. This will not prevent you downloading your own recording as an administrator of the account





Try it for yourself:

1. Upload the Audio file you have just edited & exported from Audacity
2. Add an image and some context for your clip & select Private
3. Publish to your SoundCloud account



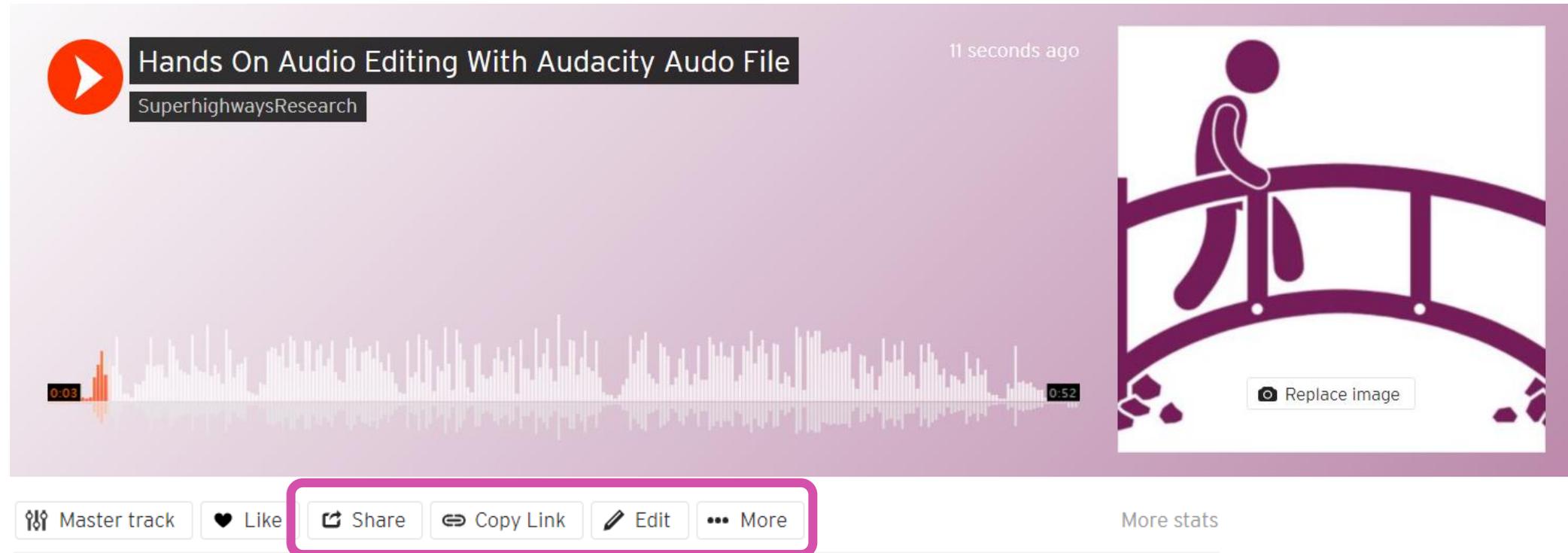


HOW TO



Share your
recording

Your audio track is published



The screenshot displays an audio track interface. At the top left, there is a red play button icon, the title "Hands On Audio Editing With Audacity Audio File", and the channel name "SuperhighwaysResearch". To the right, it says "11 seconds ago". Below the title is a waveform of the audio track with time markers at 0:03 and 0:52. On the right side, there is a video thumbnail showing a person walking on a treadmill, with a "Replace image" button below it. At the bottom, there is a control bar with buttons for "Master track", "Like", "Share", "Copy Link", "Edit", and "More". The "Share", "Copy Link", "Edit", and "More" buttons are highlighted with a pink border.

- ✓ You can Copy a link to share with others
- ✓ Go back to edit settings
- ✓ Or Share enables the following options...

Sharing options

Share

Embed

Message



SuperhighwaysResearch
Hands On Audio Editing With
Audacity Audio File

14 hours ago



<https://soundcloud.com/user-816499528/hands-on-audio>

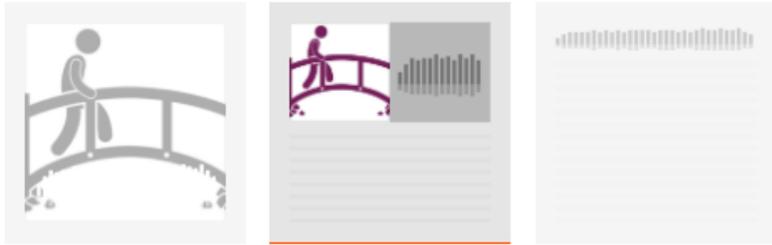
at

0:00

Save

✓ Share straight out to social media





Code

```
<iframe width="100%" height="166" scrolling="no" frameborder="0" src="https://w.soundcloud.com/player/?url=https%3A%3Fwww.superhighwaysresearch.com.au/wp-content/uploads/2017/07/Hands-On-Audio-Editing-With-Audacity-Audio-File.mp3&visual=true" style="width: 100%; height: 166px; border: none; margin: 0; padding: 0;"></iframe>
```

WordPress code

Options

Color:  #1e00ff 

- Enable automatic play
- Show comments
- Show recommendations
- Show SoundCloud overlays

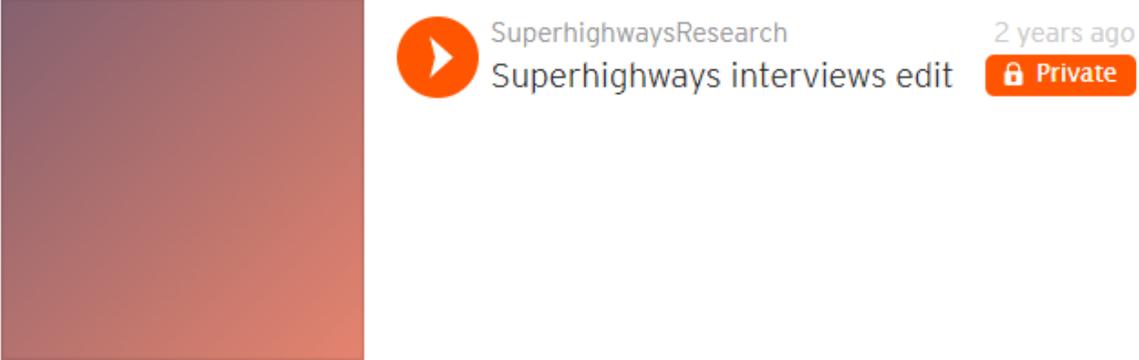


Embed on a website

- ✓ Embed in your website by copying and pasting the code into the html of your web page
- ✓ Customise colours (& potentially size of embed)
- ✓ Use [Embed Responsively](#) website if having problems with sizing

Pro Plans

Share Embed Message



SuperhighwaysResearch
Superhighways interviews edit 2 years ago
Private

Private Share

<https://soundcloud.com/user-816499528/superhighways-> at 0:00

This track is set to private and can only be shared using the secret link above.
You can reset the secret link if you want to revoke access.

Reset secret link

Share a secret link

- ✓ Private share is available if your recording is private but you still want to share with some people
- ✓ Reset secret link will immediately revoke access



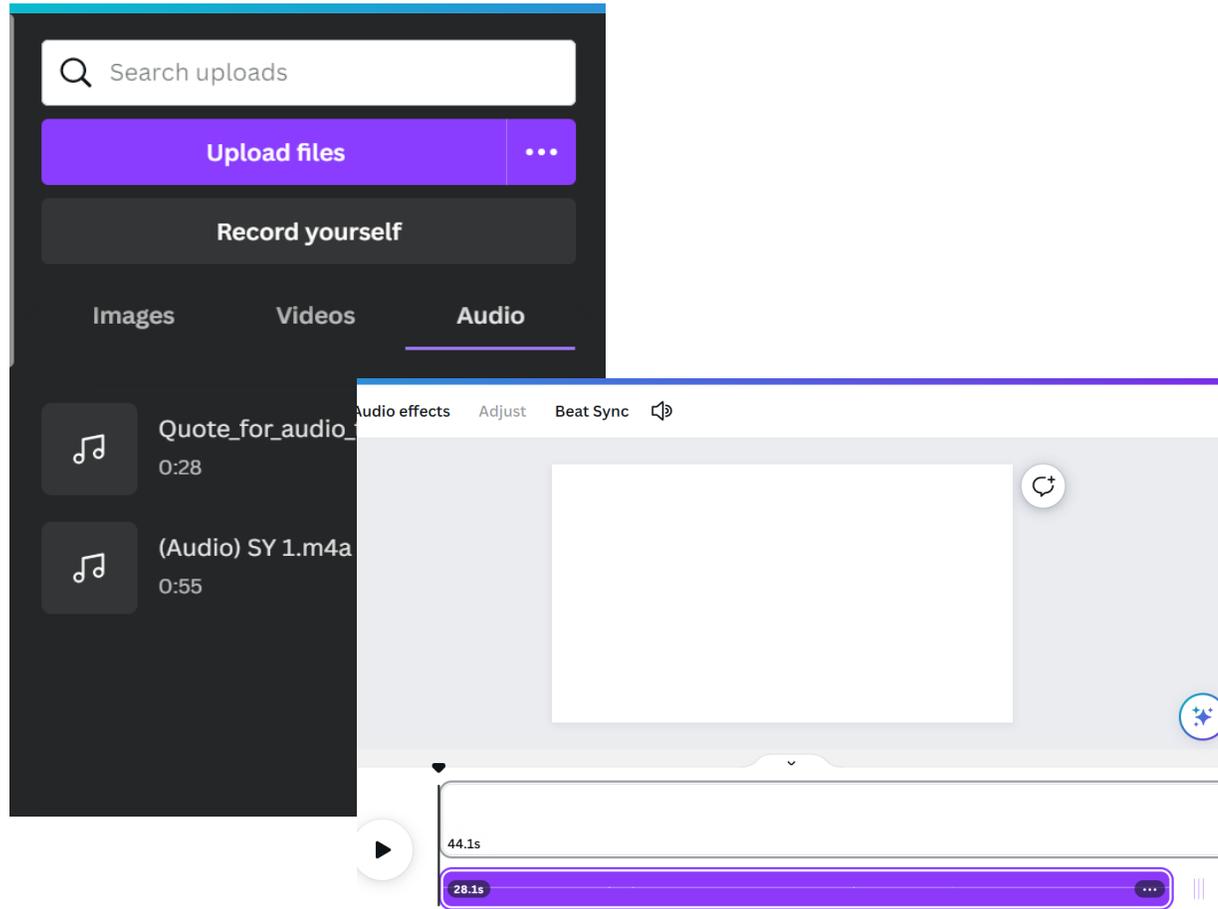


Try it for yourself:

1. Share a secret link to your recording in Chat



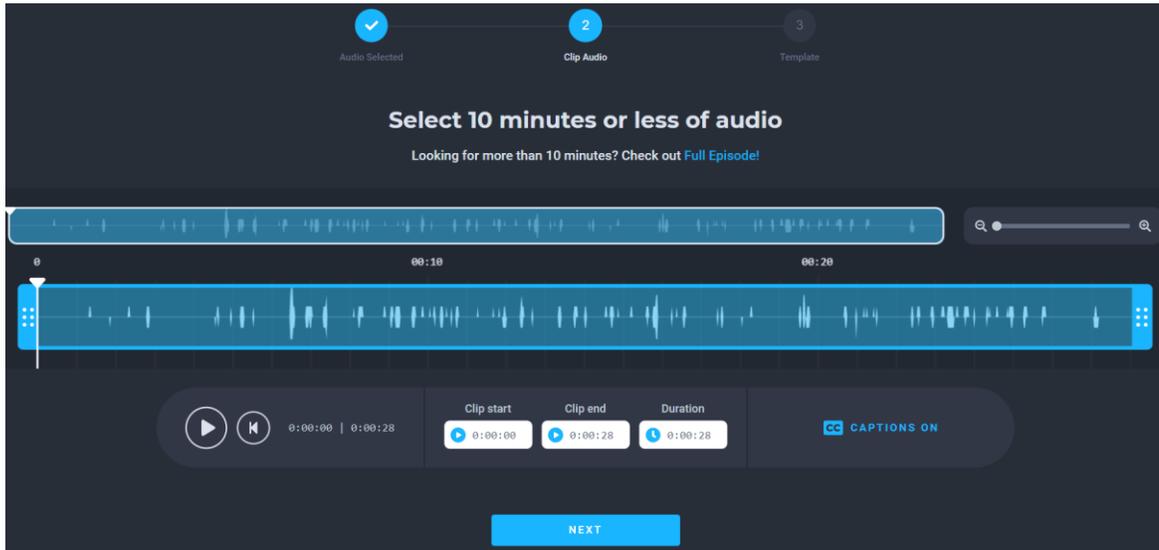
Additional option: Canva



- ✓ Turn your audio into a video
- ✓ Upload and insert an audio recording
- ✓ Add a waveform graphic or video or your own photos
- ✓ Share, publish to social, embed on your website or download



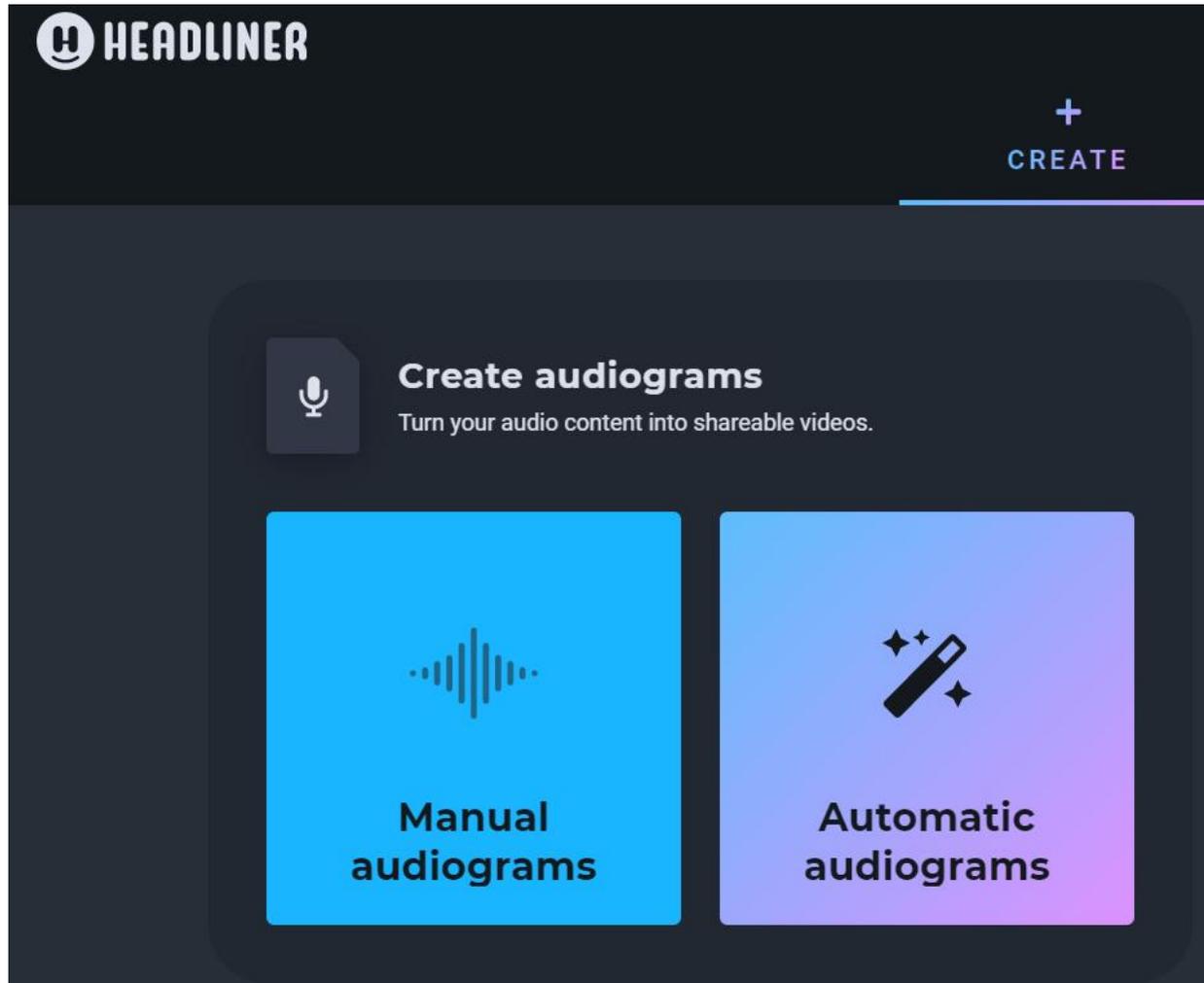
Additional option: Headliner



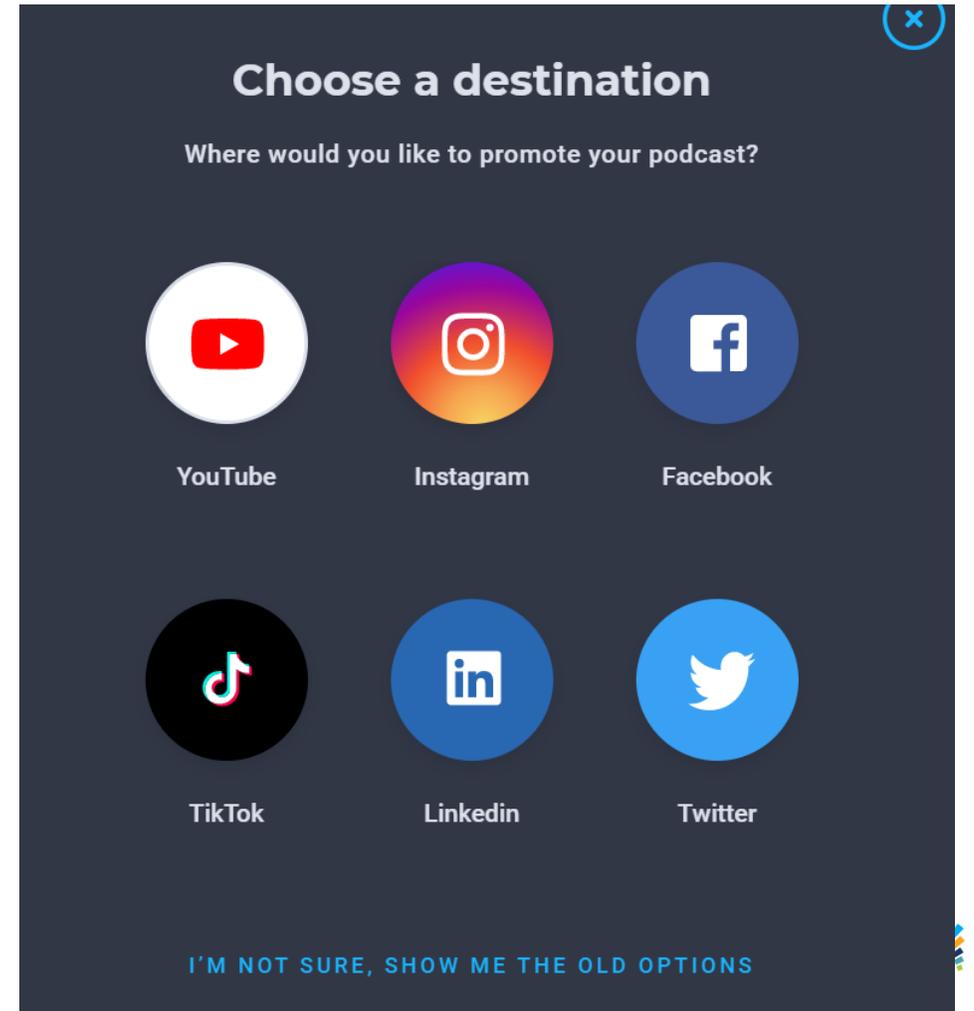
- ✓ Turn your audio into video in 3 easy steps
 - 1. Upload your audio and trim the ends
 - 2. Pick a template
 - 3. Click on create
-
- ✓ Up to 5 videos per month
 - ✓ 10 mins transcription per month



Step 1: Choose Manual Audiograms



Step 2: Choose destination means pick a size. So you can also click **I'm not sure, show me the old options**



Step 3: Choose up to 10 min

Select audiogram length

How long would you like to make your video?

Up to 10 min
Create eye-catching social videos featuring waveforms, captions, progress bars & much more!

Full-length
Turn entire podcast episodes into waveform videos to post on YouTube, Vimeo, etc.

Step 4: Go the upload tab and drag or choose your audio file

1 Select Audio 2 Clip Audio 3 Template

Use audio files up to 4 hours long [UPGRADE NOW](#)

PODCASTS **UPLOAD**

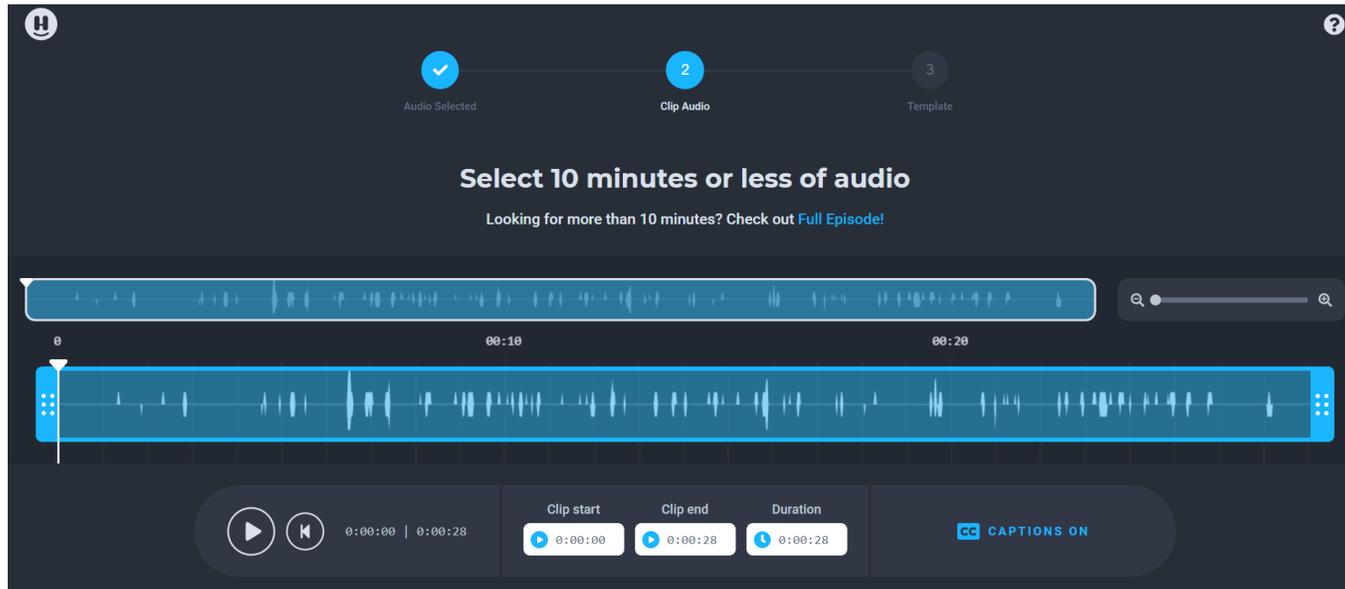
DRAG & DROP
MP3, WAV, M4A
500MB, 2 HRS MAX

OR CHOOSE A FILE

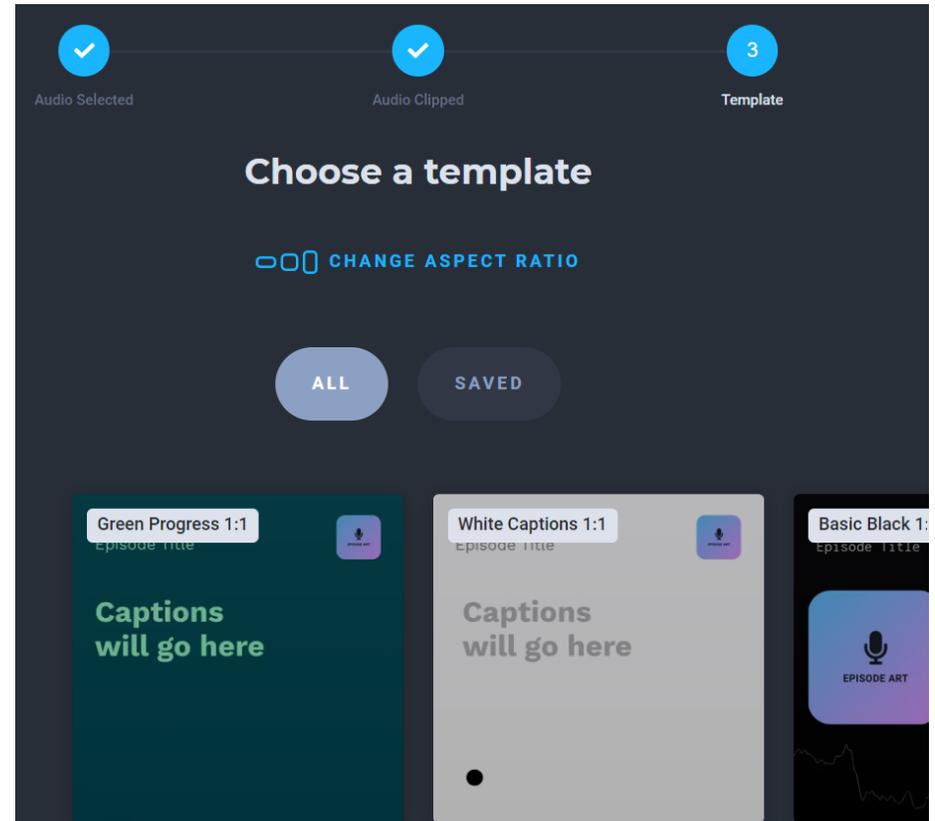
[No audio file? Try our sample.](#)



Step 5: Trim the beginning and end if needed. Turn captions on.



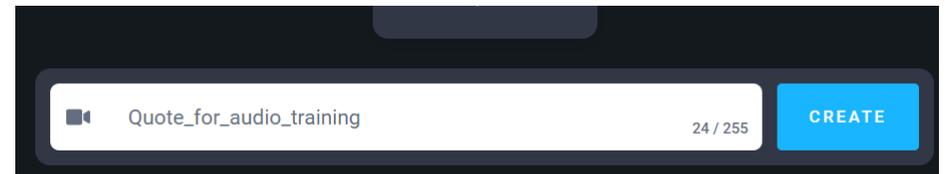
Step 6: Choose a template. It shows you where your captions will sit if you've turned this on



Step 5: Choose waveform

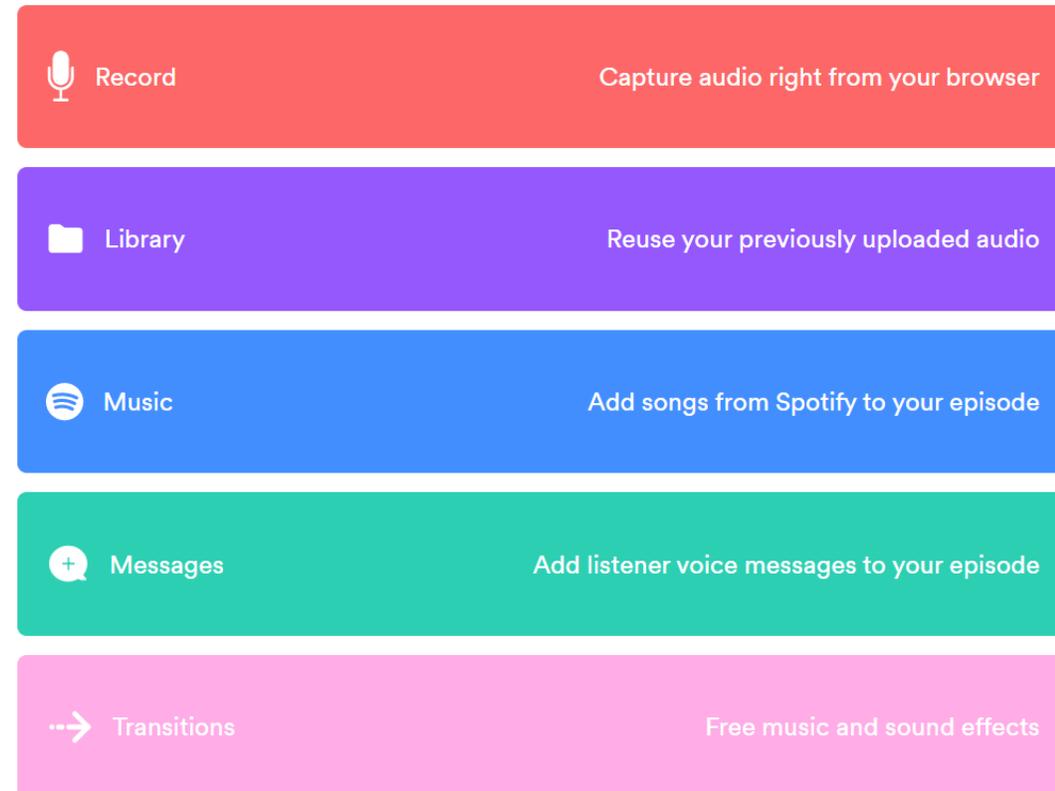


Step 6: Click on Escape to shut the waveform types down once you've clicked on one. Then scroll down to the bottom of the screen to rename and create your video



Additional option: Spotify for Podcasters

Create your episode



The screenshot displays five horizontal buttons stacked vertically, each with an icon, a title, and a description:

- Record** (Microphone icon): Capture audio right from your browser
- Library** (Folder icon): Reuse your previously uploaded audio
- Music** (Spotify logo icon): Add songs from Spotify to your episode
- Messages** (Speech bubble icon): Add listener voice messages to your episode
- Transitions** (Double arrow icon): Free music and sound effects

- ✓ All in one platform: upload, edit, download and share
- ✓ You can also use it to edit out bits you don't want and download the new files as MP3s
- ✓ Free version



Final thought



Thank you for taking part



SORREL PARSONS / KATE WHITE

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www.datawise.london

www.superhighways.org.uk



Trust for London

Tackling poverty and inequality





**Happy
audioing!**