

RØDECASTER **PRO**™
PODCAST PRODUCTION STUDIO



REAPER

Editing your podcast in Reaper | Windows

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Section 1

Reaper Basics

Reaper Overview

1. Track panel

Your audio files are displayed as **tracks** in Reaper. Tracks are displayed on the left side of the Reaper screen

2. Timeline

Your audio tracks are displayed on the **timeline**. The timeline is where you will edit your tracks.

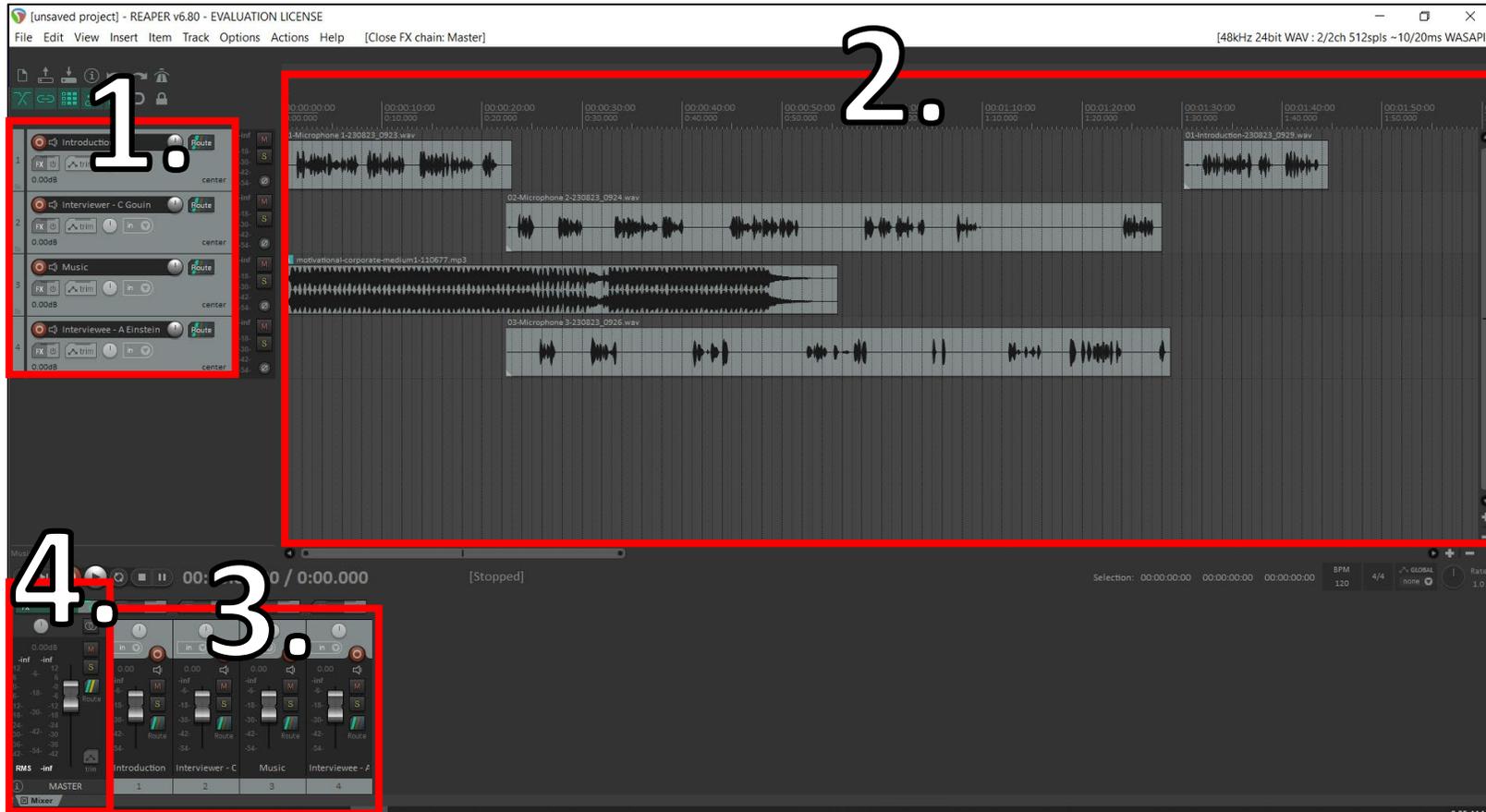
3. Meters and Faders

This lower section displays your track output level (**meters**) and allows you to adjust each track's volume level (**faders**)

4. Master channel

All your audio tracks are combined into a single audio track on the **Master channel**. This is where your final podcast will be exported from as a single stereo audio file.

If you use the **U29 Podcasting template**, Master channel effects have already been added to polish your podcast.



Reaper Basics

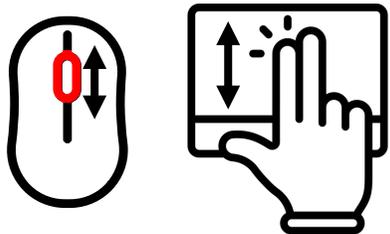
Timeline Navigation

1. Zoom in/out

A. Manually zoom in/out by clicking the +/- symbol.

B. Use the **scroll wheel** on a mouse

C. Vertically move two fingers on the trackpad.

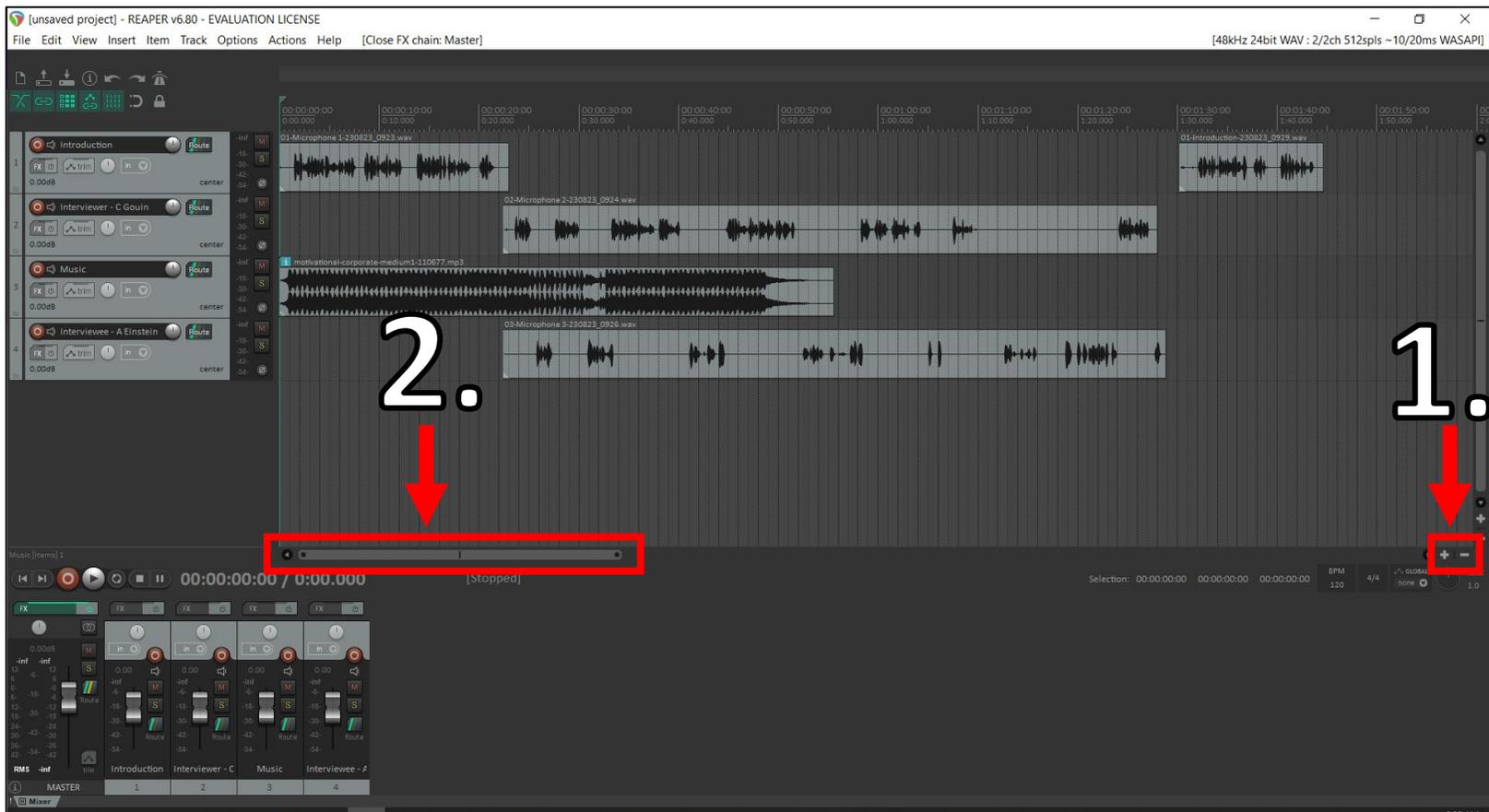
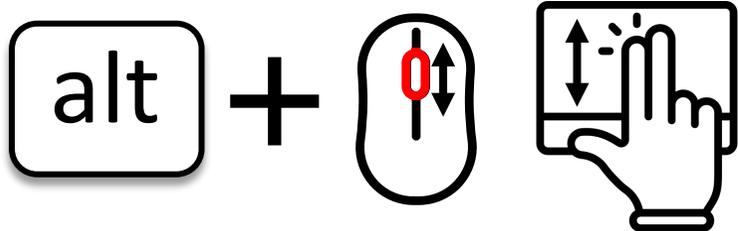


2. Scroll left/right

A. Click and drag the bar on the bottom of the timeline

B. Hold the **ALT** key + scroll on the mouse wheel

C. Hold the **ALT** key + vertically move two fingers on the trackpad.



Reaper Basics

Reaper toolbar settings

Enabling settings

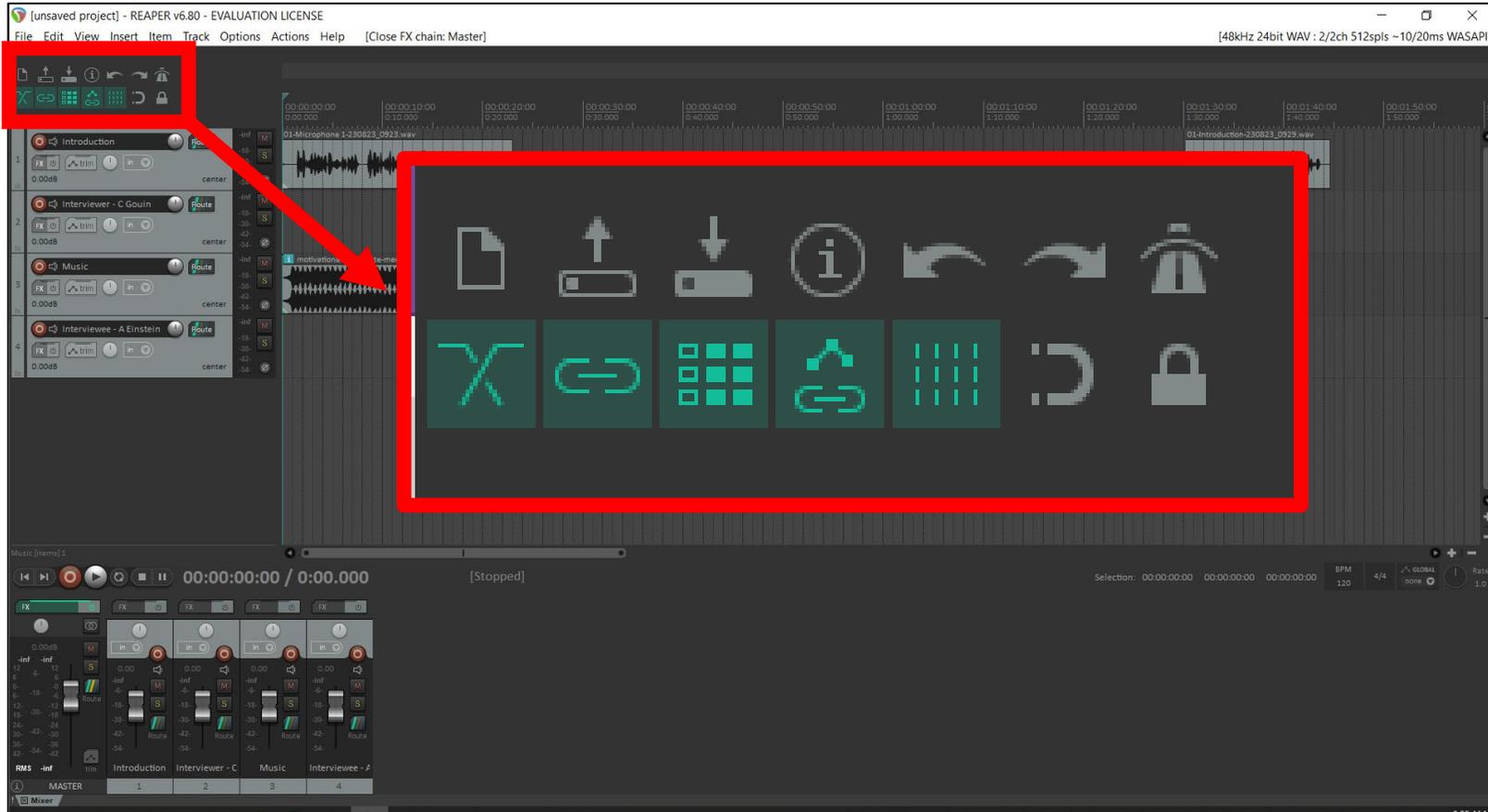
Reaper provides easy access to basic editing settings that will make editing more efficient.

Ensure your **toolbar** looks similar to the image.

Green icons means a function is **enabled**

Gray icons means a function is **disabled**

By setting up your toolbar like the displayed image, you will have the easiest experience with basic editing.



NOTE:

If you use the **U29 Podcasting template**, Reaper's toolbar will already be set up like the image above.

Section 2

Organizing tracks

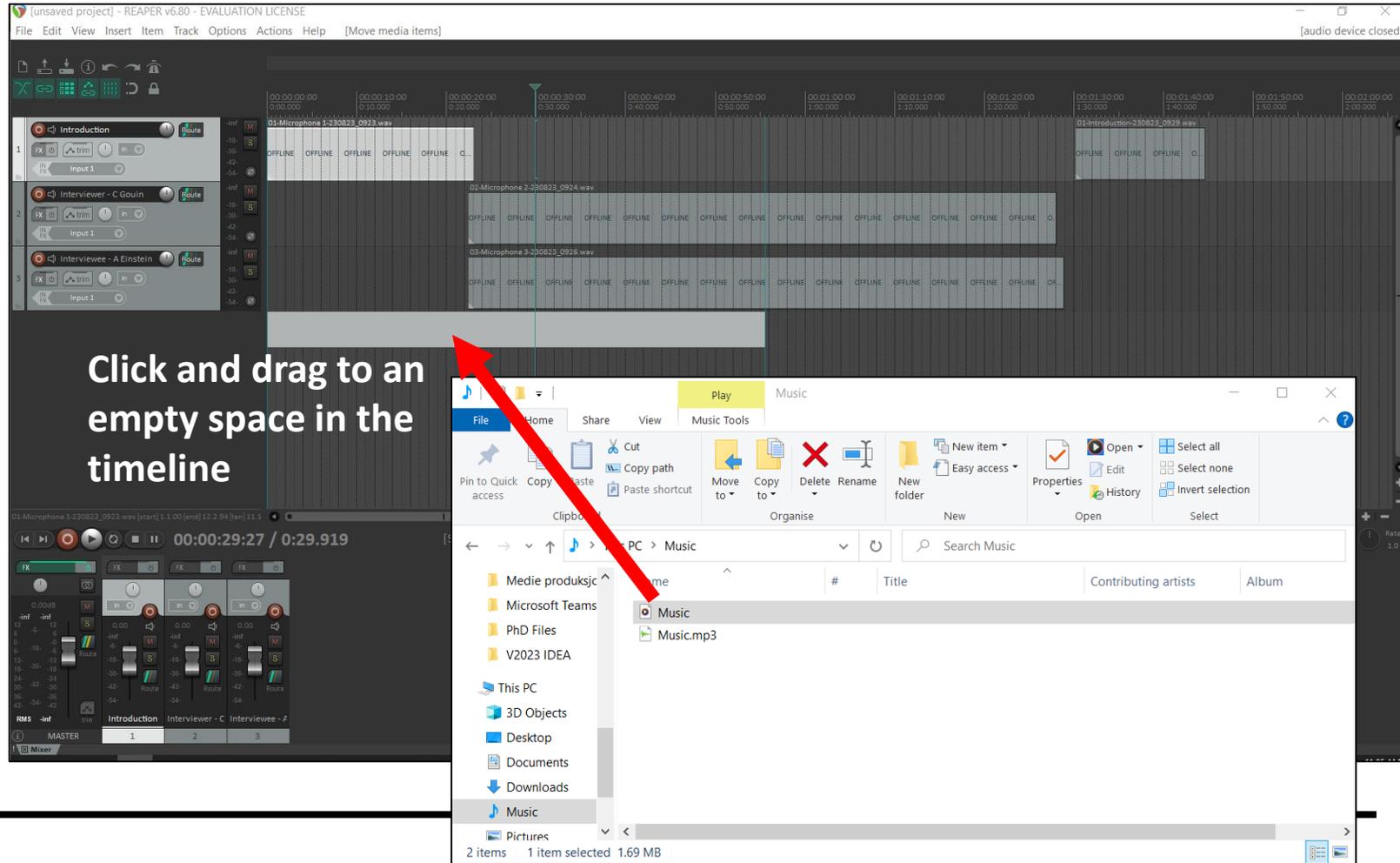
Importing files

To import audio (ex. Music, voice over, additional audio) simply **drag and drop** an audio file into an empty space on the **timeline**.

NOTE

Reaper will automatically create another version of the file in your folder. Do not delete or move this file or Reaper will be unable to open your project later.

Click and drag to an empty space in the timeline



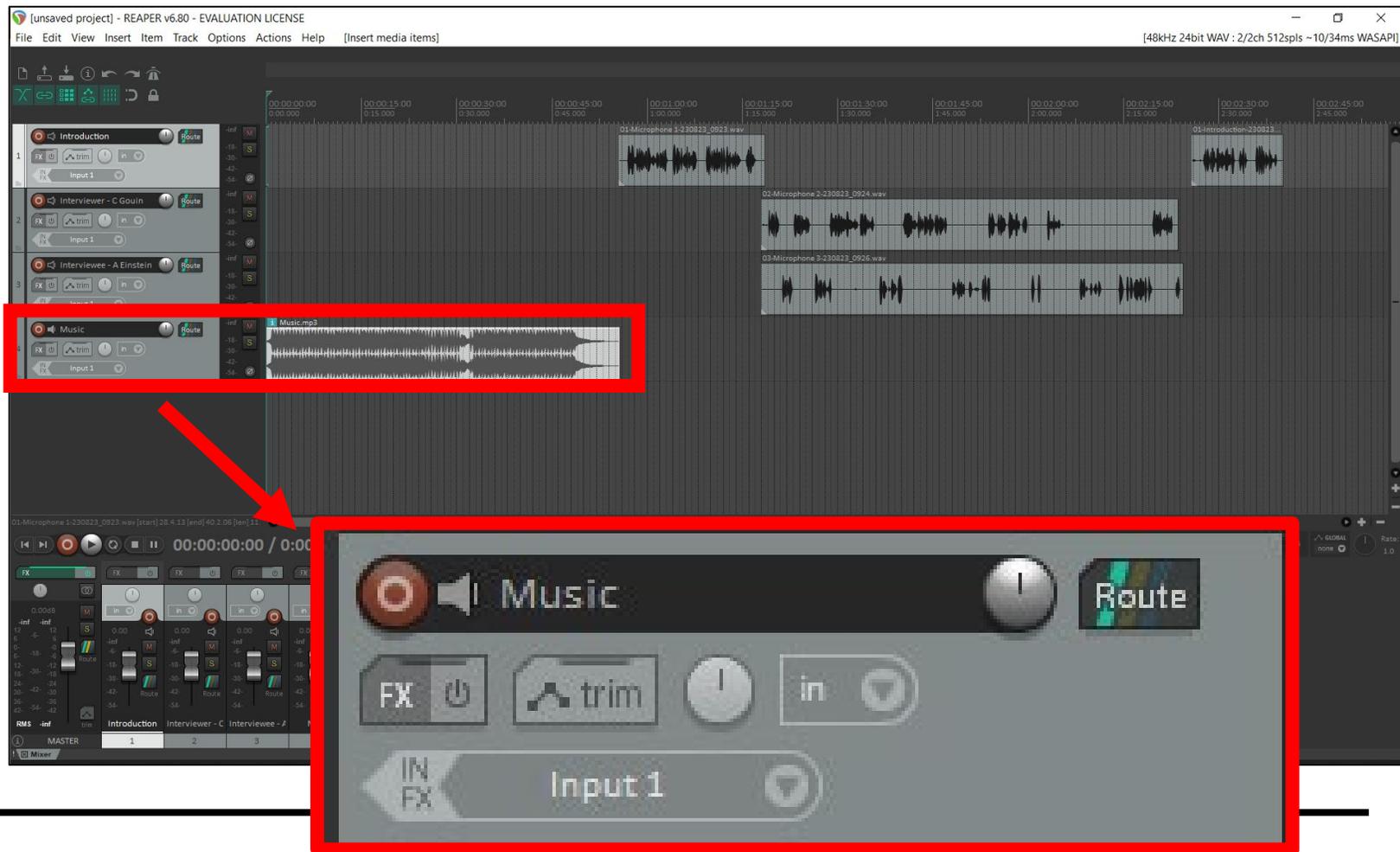
Organizing tracks

Importing files

Once you have dragged and dropped your audio file into Reaper's **timeline**, Reaper automatically creates a new **track**.

The new track will include the file name.

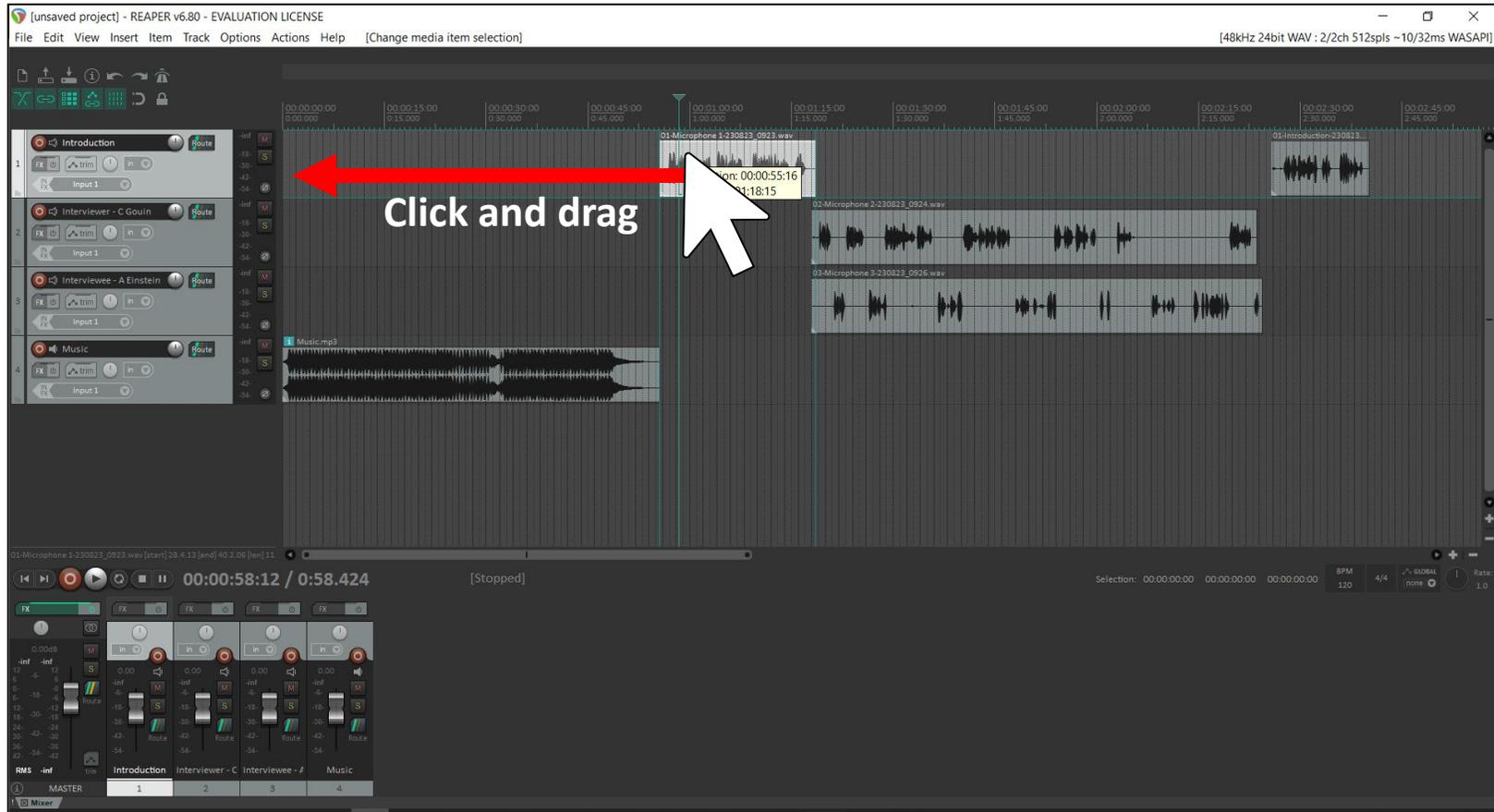
In this example, the file was called **Music**, and we can see the **track** is also called **Music**



Organizing tracks

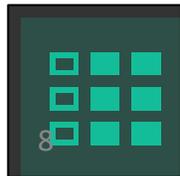
Moving tracks in the Timeline

Importing a file can shift the location of your podcast files. This is because the **Ripple Editing** function is enabled. (*Ripple editing is discussed on page 16*)



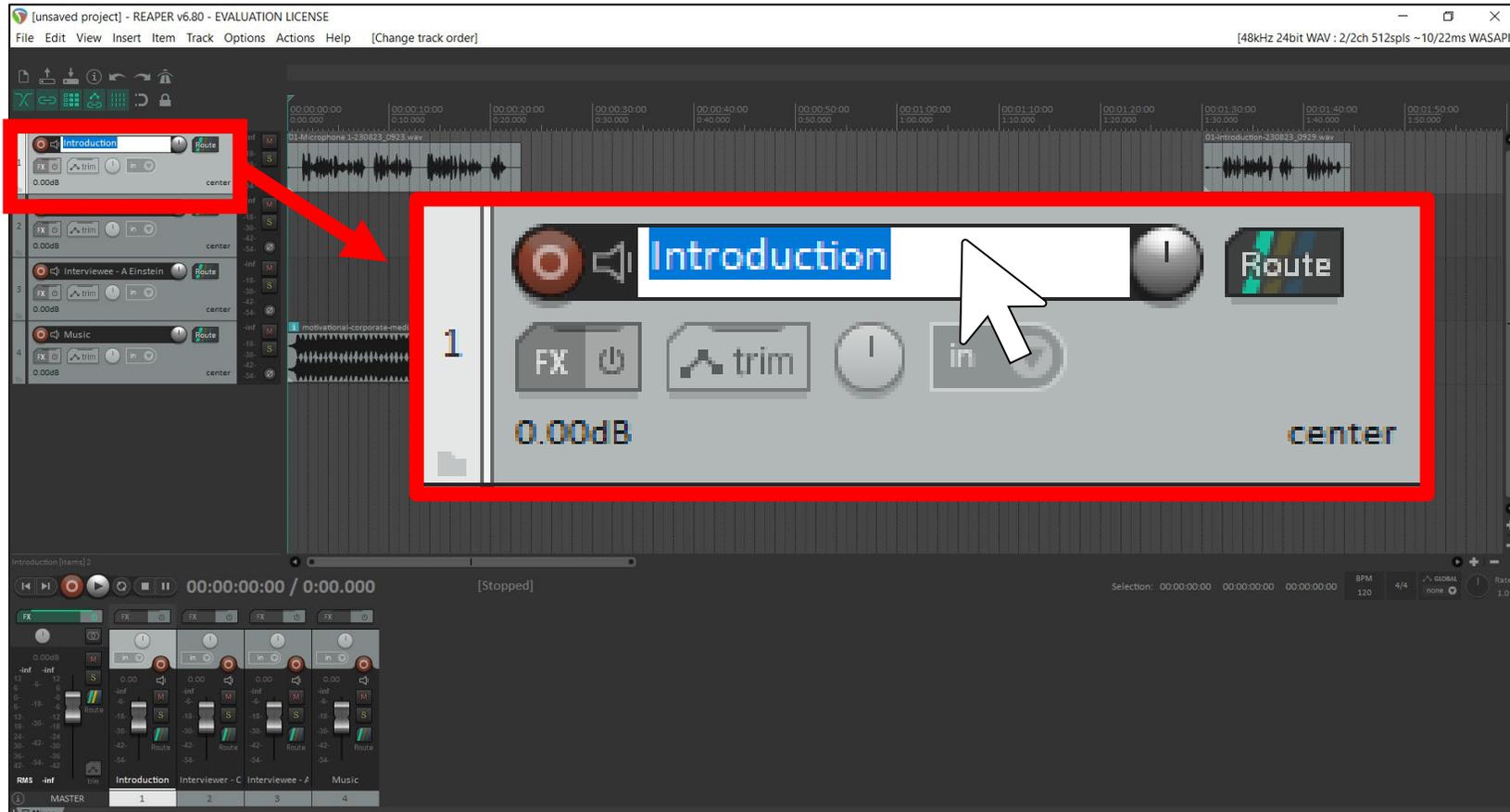
To get your files back to the start of the **timeline**, simply **click and drag** one track to the start of the **timeline**.

Note: If you want to freely move one track on your timeline without moving other tracks, disable the **Ripple edit all tracks** function by clicking on this button. To re-enable **Ripple editing on all tracks**, click the same button twice (2x).



Organizing tracks

Renaming tracks



You can rename a track by double clicking on the track text.

Choose a name that clearly describes what each track is so you can easily navigate and edit tracks.

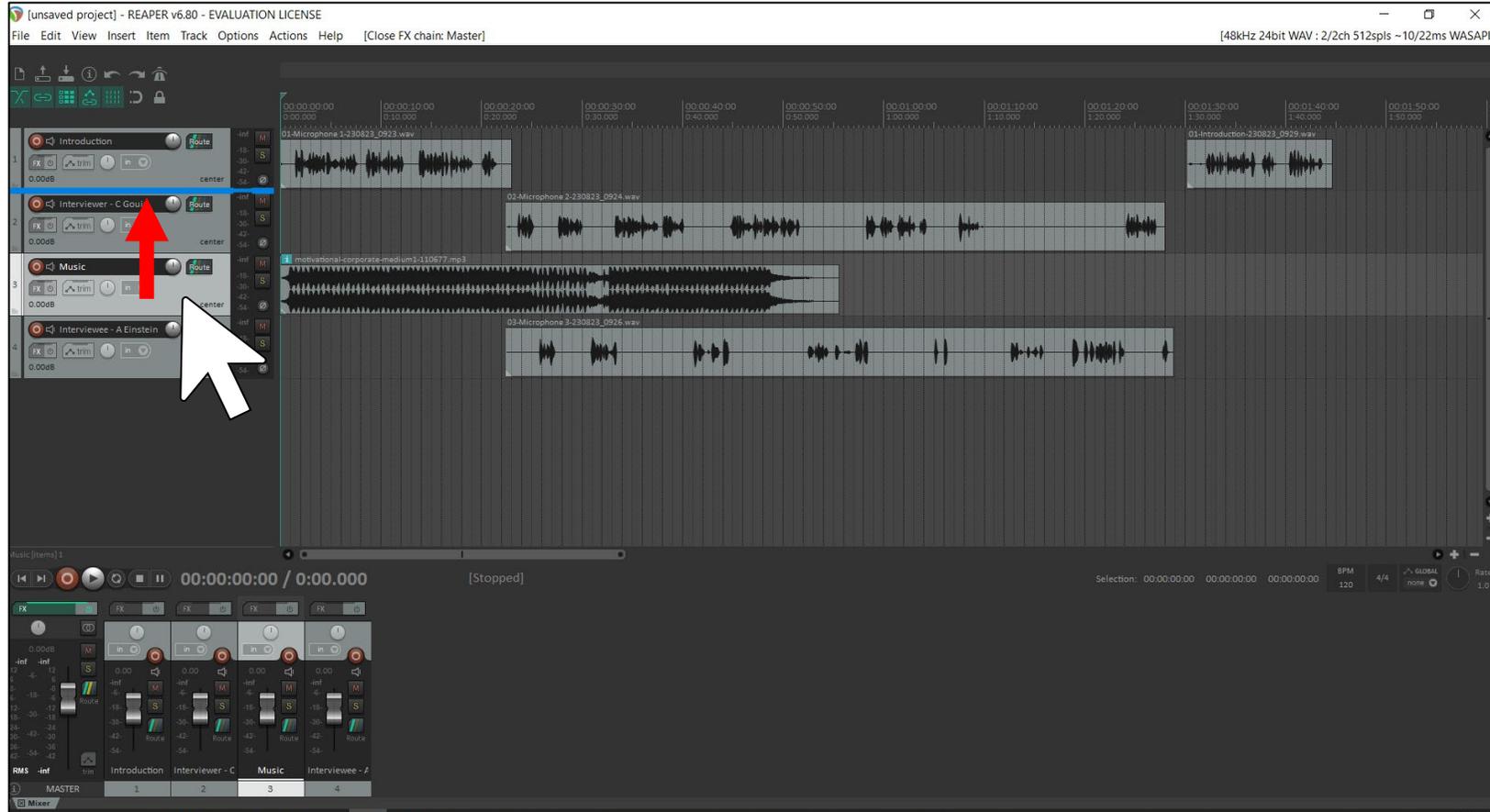
Organizing tracks

Reordering tracks in the Track Panel

For more efficient editing, you should order your tracks in a way that makes sense to you.

To move a track, **click and drag** the track from the **Track panel** and move the track where you want it to be placed.

The audio file in the timeline will move accordingly.



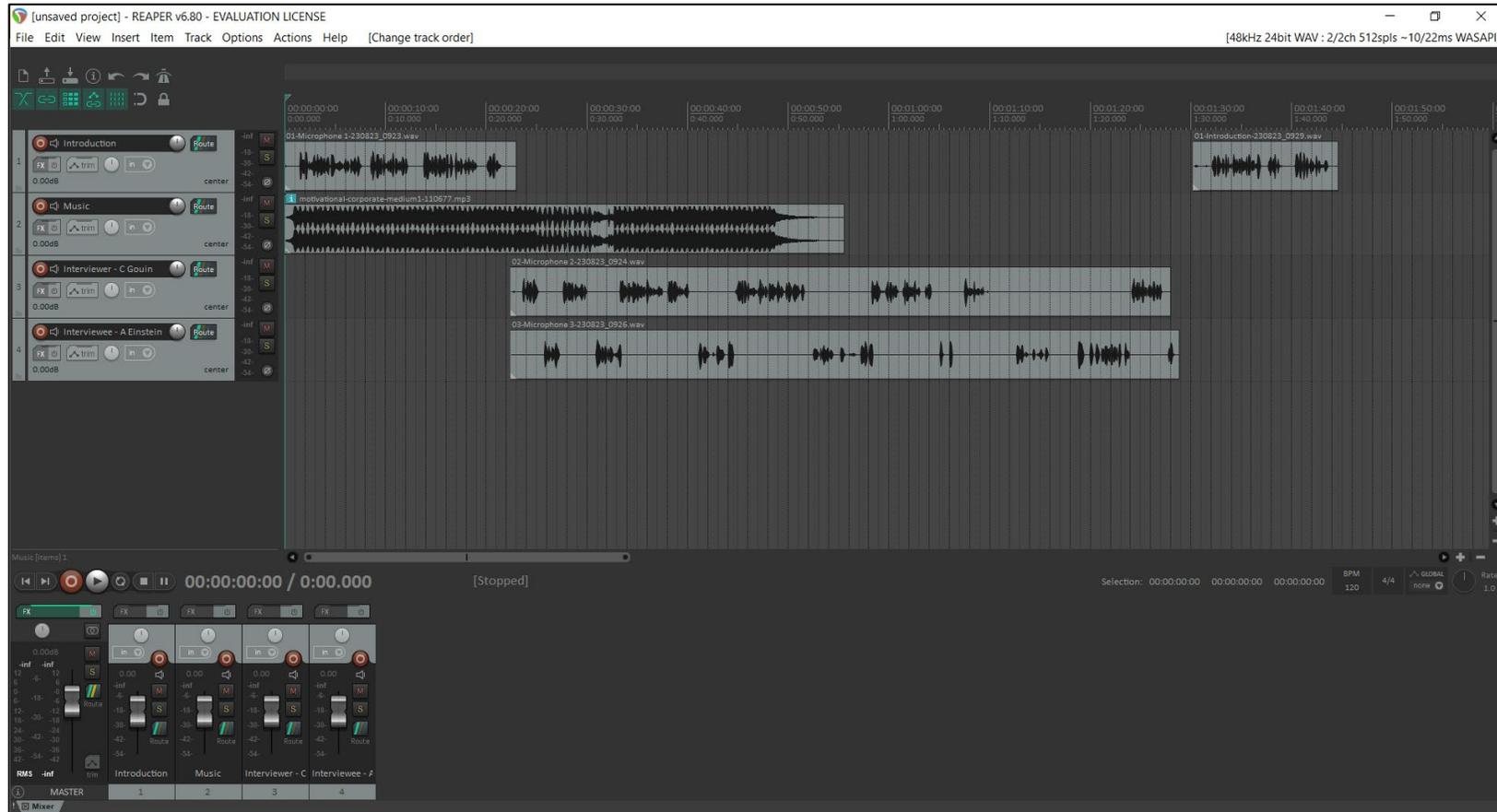
Organizing tracks

Reordering tracks in the Track Panel

It is smart to order your tracks in a system that makes sense for you as an editor.

In this example, the tracks **cascade** from top to bottom and left to right.

The top tracks are the tracks that play first, and the lower tracks are the tracks that play later in the podcast.



Organizing Tracks

Setting track colour

You can use colour to help you organize your tracks while editing.

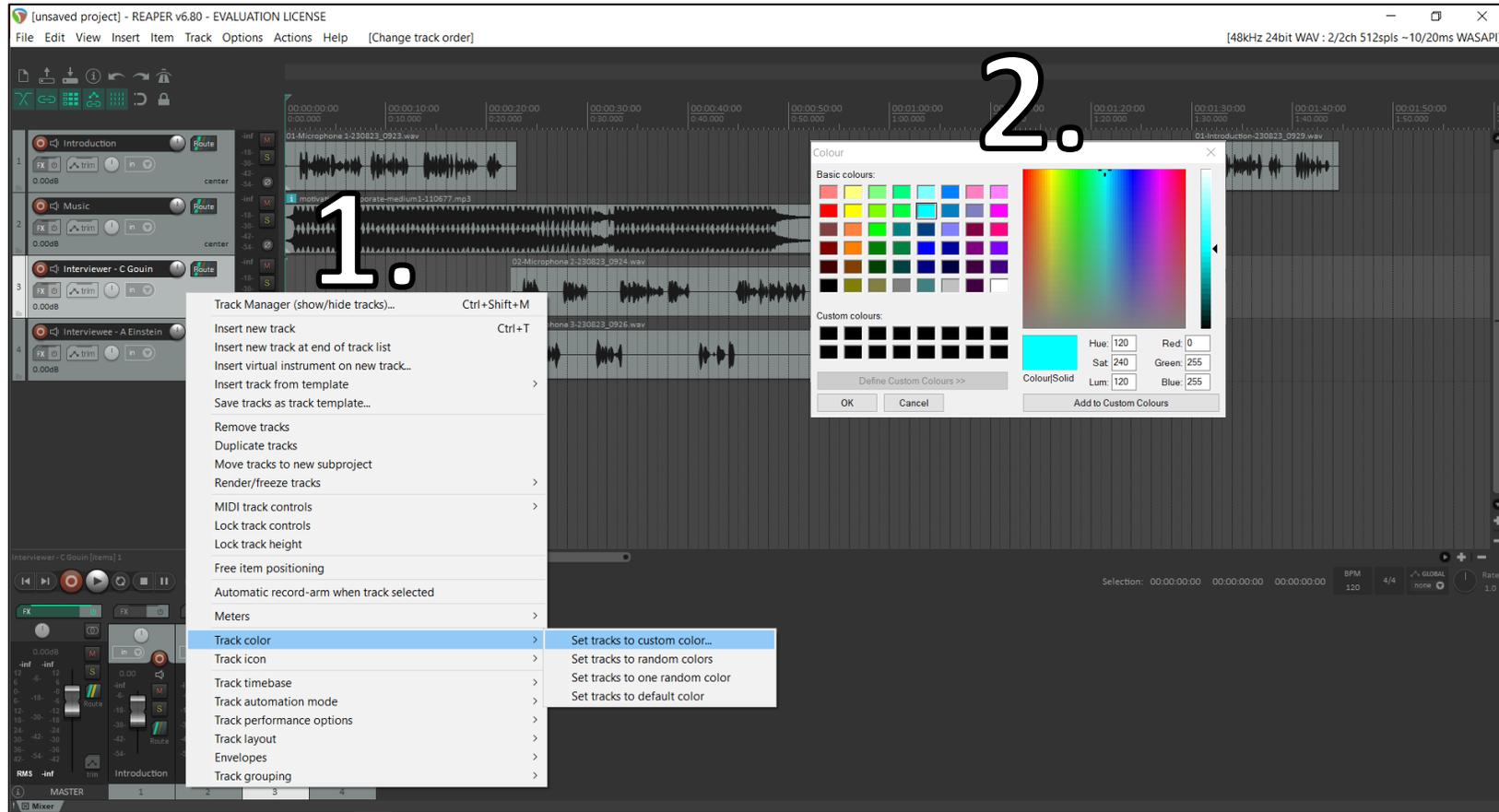
1. Right click

Right click on a selected track in the Track panel

Scroll to Track color>Set tracks to custom color..

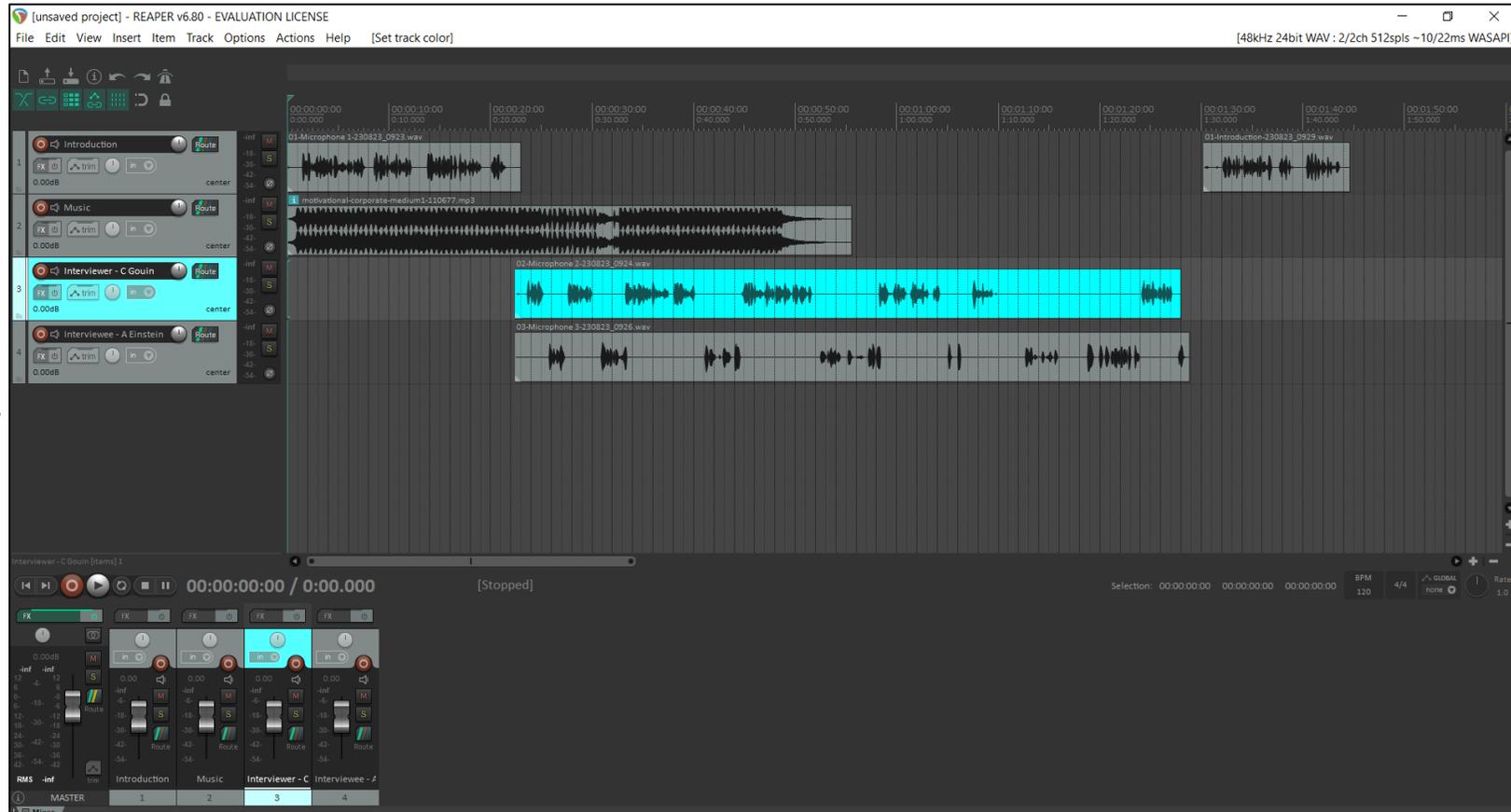
2. Set color

A dialogue box will open and you can select which colour you want your track to be



Organizing Tracks

Setting track colour



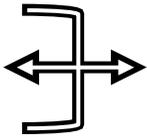
Your track will now be coloured in the **Track panel**, on the **timeline**, and in on the **Meter and Fader**.

Organizing Tracks

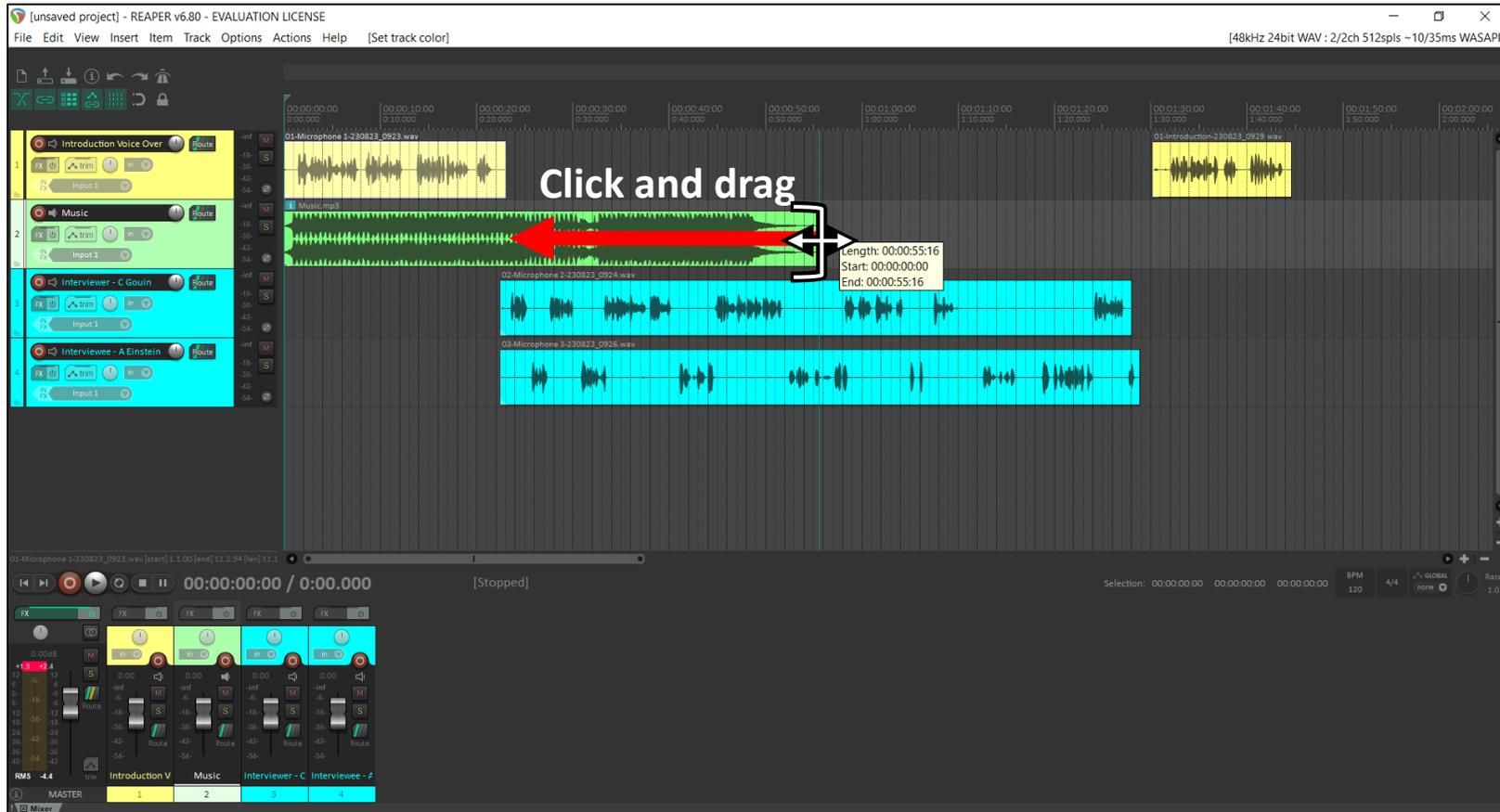
Changing Track lengths

In this example, the **Music** track is longer than the **Introduction** track.

To quickly adjust a **track length**, place your cursor at the start or end of a track until you see this icon appear over the cursor...



Then, **click and drag** the track to the desired length.



Note: To perfectly align the start or end of one track with another track, turn on **Snap enable** in the **Reaper Toolbar** (above the Track panel). Remember to **disable Snap Enable** after aligning track lengths to avoid problems with fine editing.



Organizing Tracks

Changing track volume

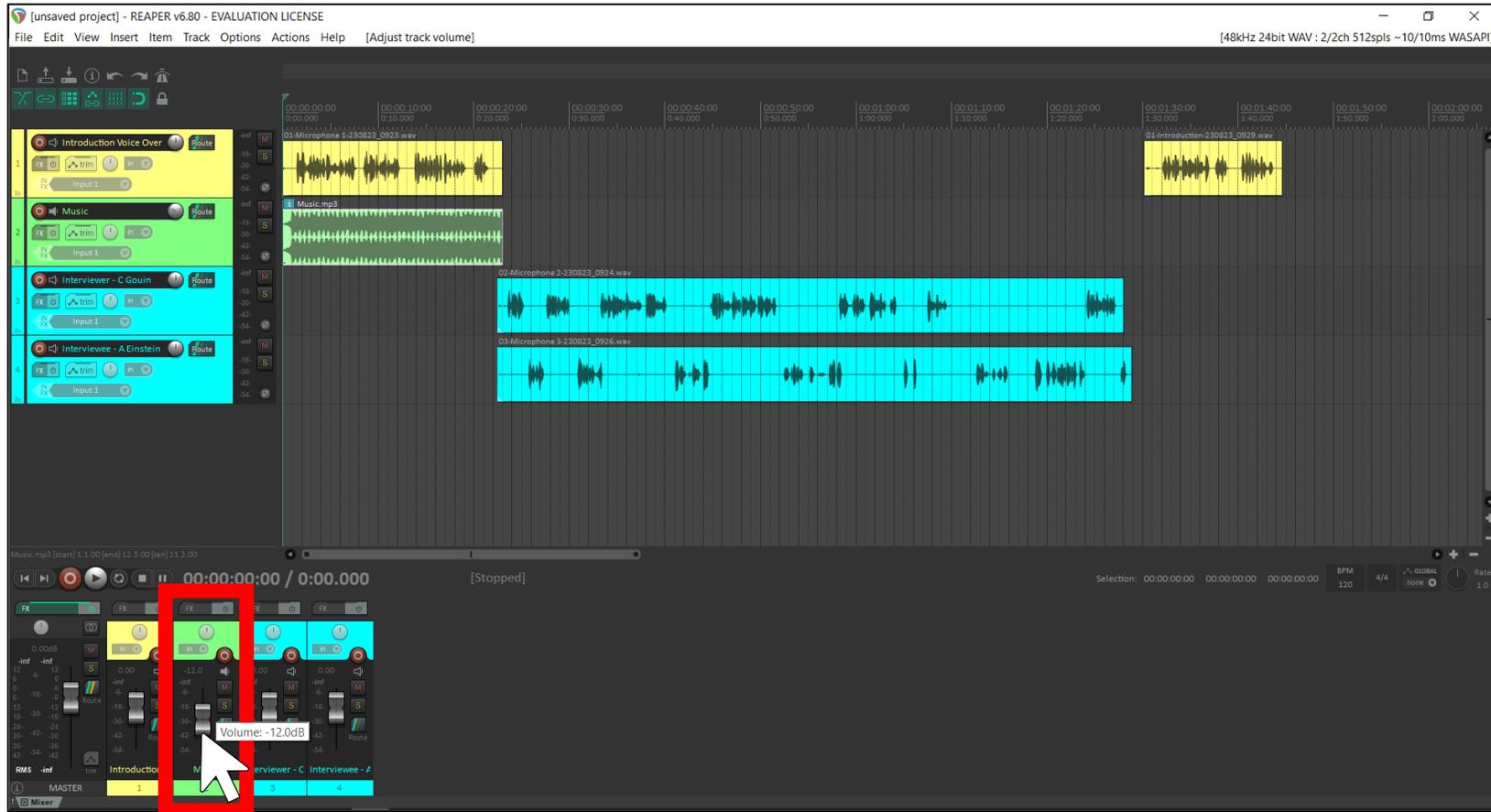
Sometimes you need your **tracks** to have different volumes.

In this example, the **Music** track is too loud.

We can reduce the volume of this track by **clicking and dragging** the **Volume Fader** down.

If a track is too quiet, you can also turn the volume up using the **Track Fader**.

Listen with headphones or on speakers to determine a suitable volume level.



Note: Always be careful turning volume up. Watch your **Master channel** meter when turning a track up to avoid clipping the output (going over 0.0dB)

Section 3

Editing Tracks

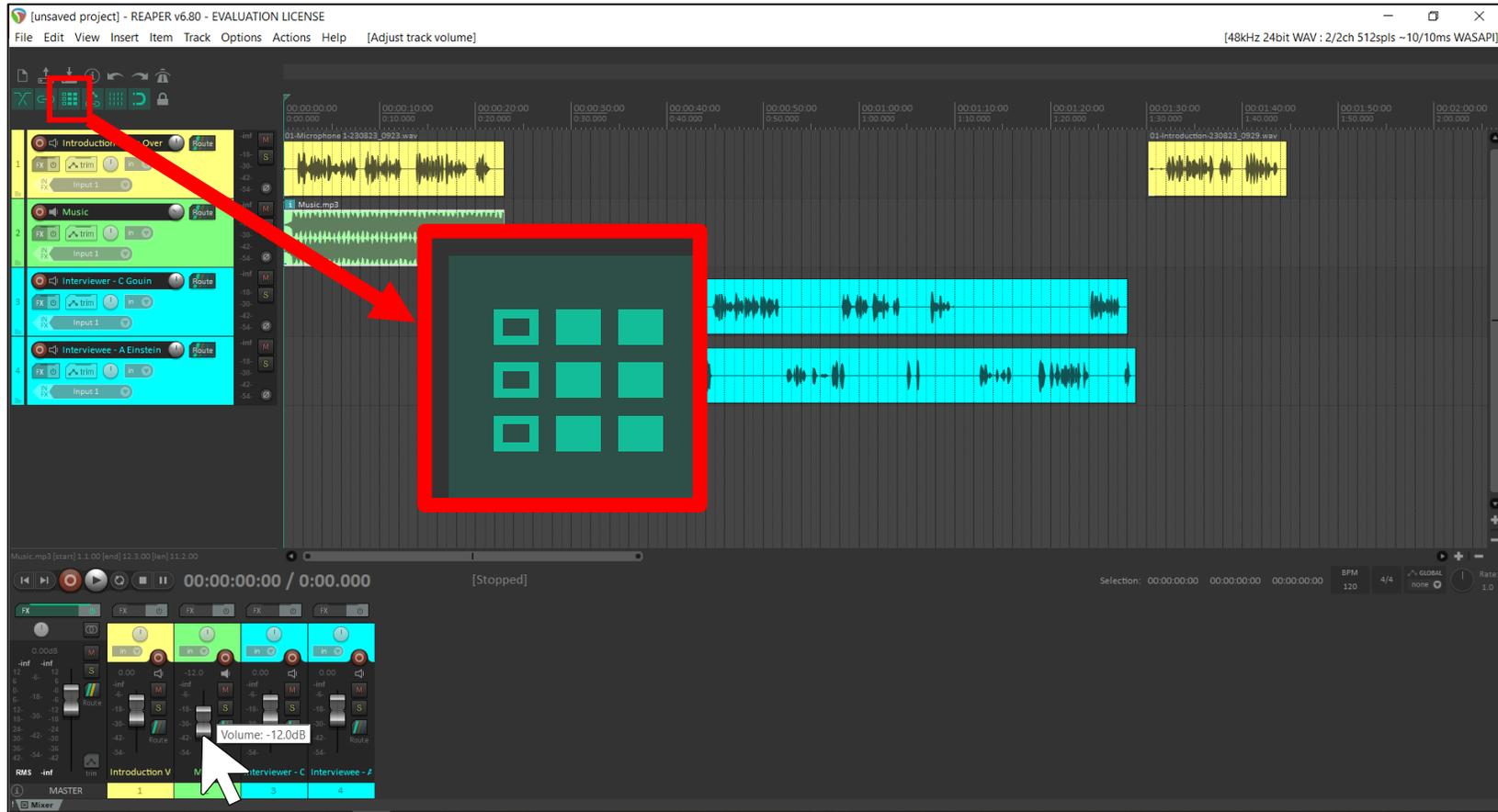
Ripple editing - efficient, synchronized editing

Ripple editing is a function to keep your audio tracks synchronized while editing.

As you delete or move one track, all subsequent tracks **behind** your edit will automatically adjust.

With **Ripple editing** you can quickly edit out silence or sections of audio, or adjust track lengths while keeping your tracks synchronized with each other.

Ensure **Ripple edit all tracks** is enabled in the **Reaper toolbar** when editing a project with multiple tracks.



Note: Reaper provides three functions with Ripple editing



Ripple editing disabled



Ripple edit per-track



Ripple edit all tracks

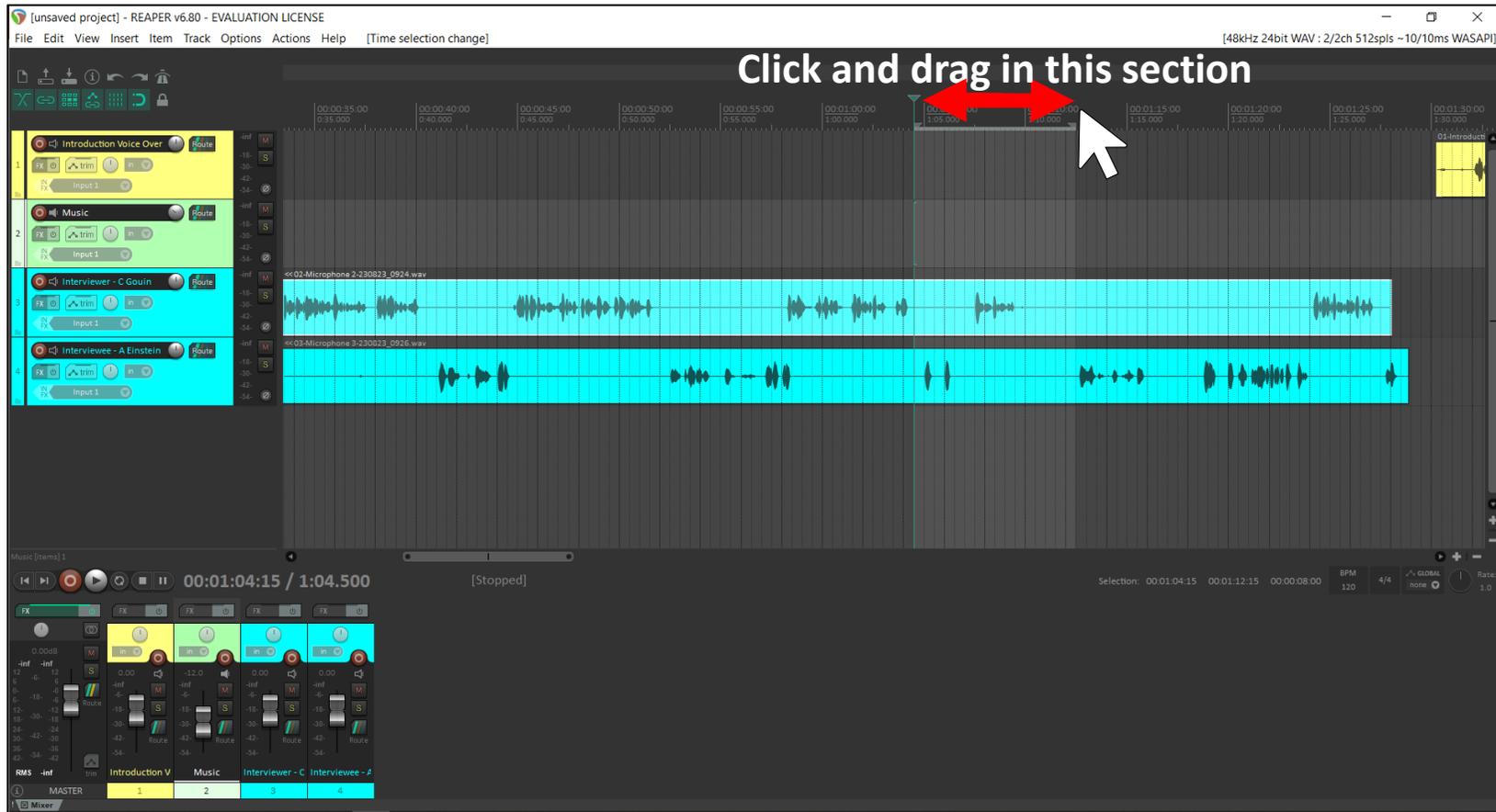
Editing Tracks

Split tracks with Time Selection

To quickly remove sections of audio (silence, mistakes, or other sections)...

Click and drag the cursor in area on the top of **Timeline**.

This will create a highlighted area around the section of audio you want to remove. This is called a **Time Selection**.



Editing Tracks

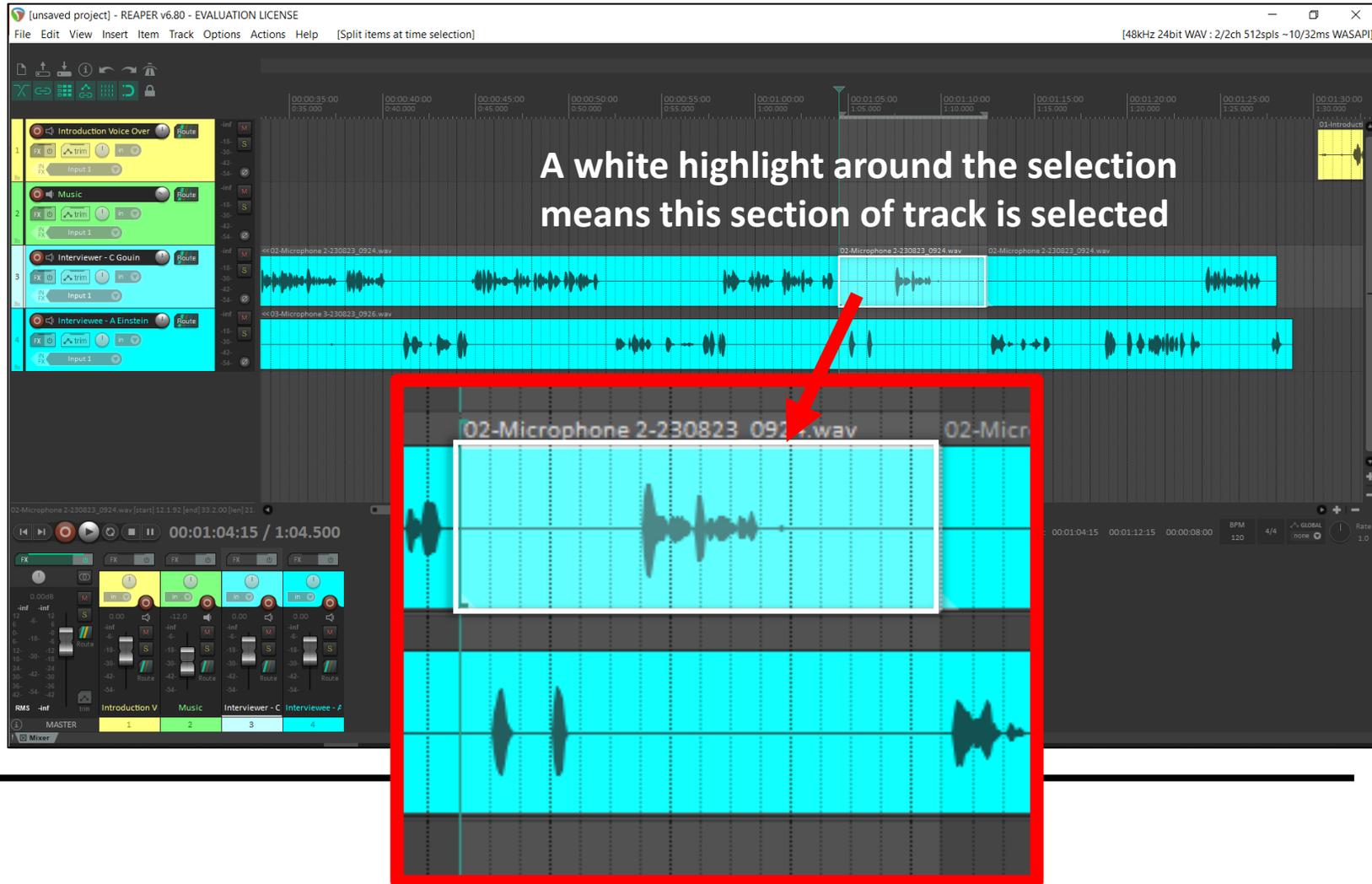
Delete section of a track

Click on one audio track in the highlighted area of the Timeline and press

Shift+S

Reaper will split the track within this **Time Selection**.

Now press the **Delete** key on your keyboard



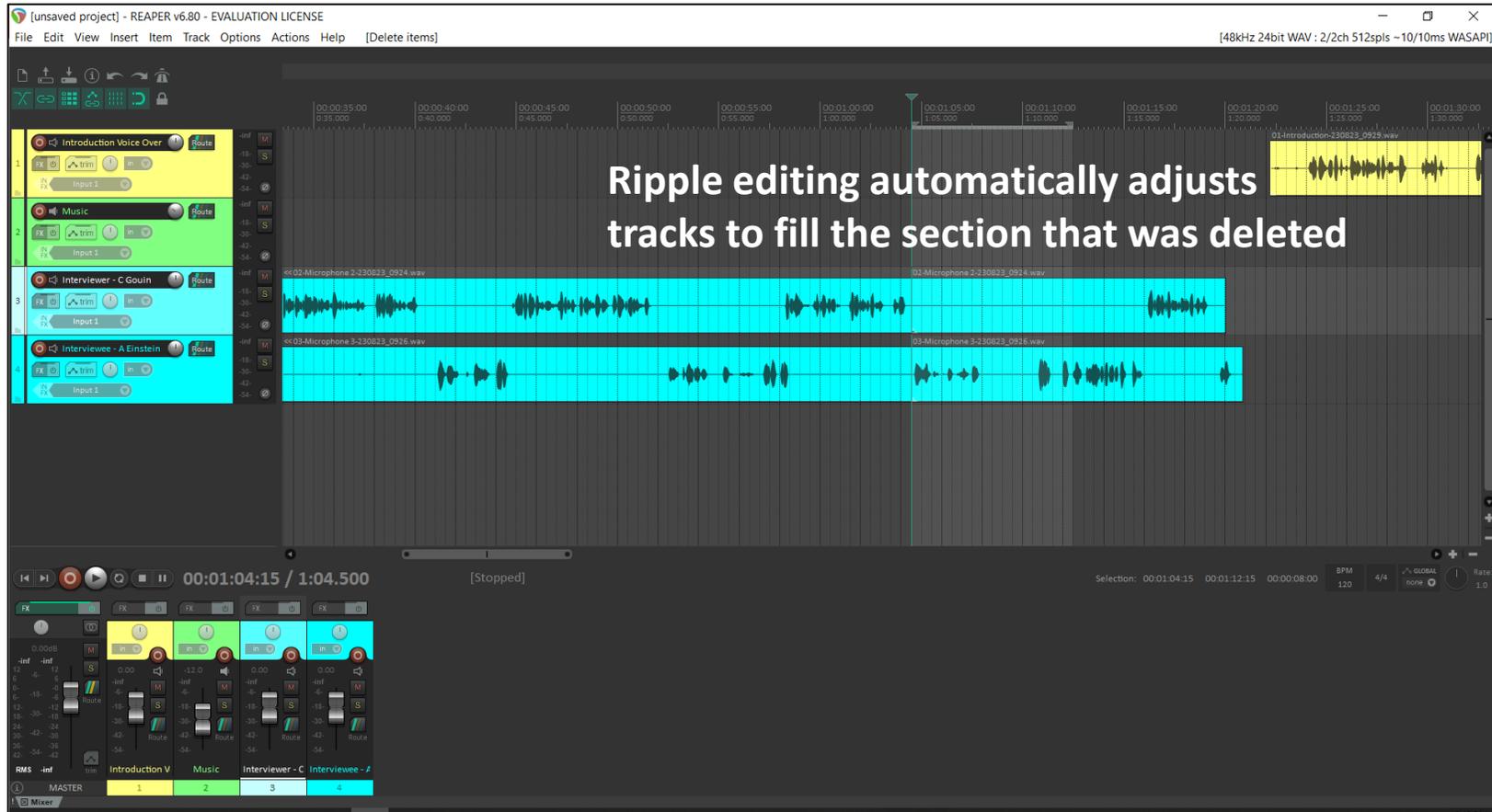
A white highlight around the selection means this section of track is selected

Editing Tracks

Deleting a section with Ripple Editing

The **Ripple edit** all tracks automatically deletes **ALL** audio within the **Time Selection** and readjusts your **Timeline** to keep all proceeding tracks synchronized.

Repeat this process to continue editing your podcast quickly.



Note: Always listen back to the audio **immediately** after making an edit to hear if the speech sounds natural.

Section 4

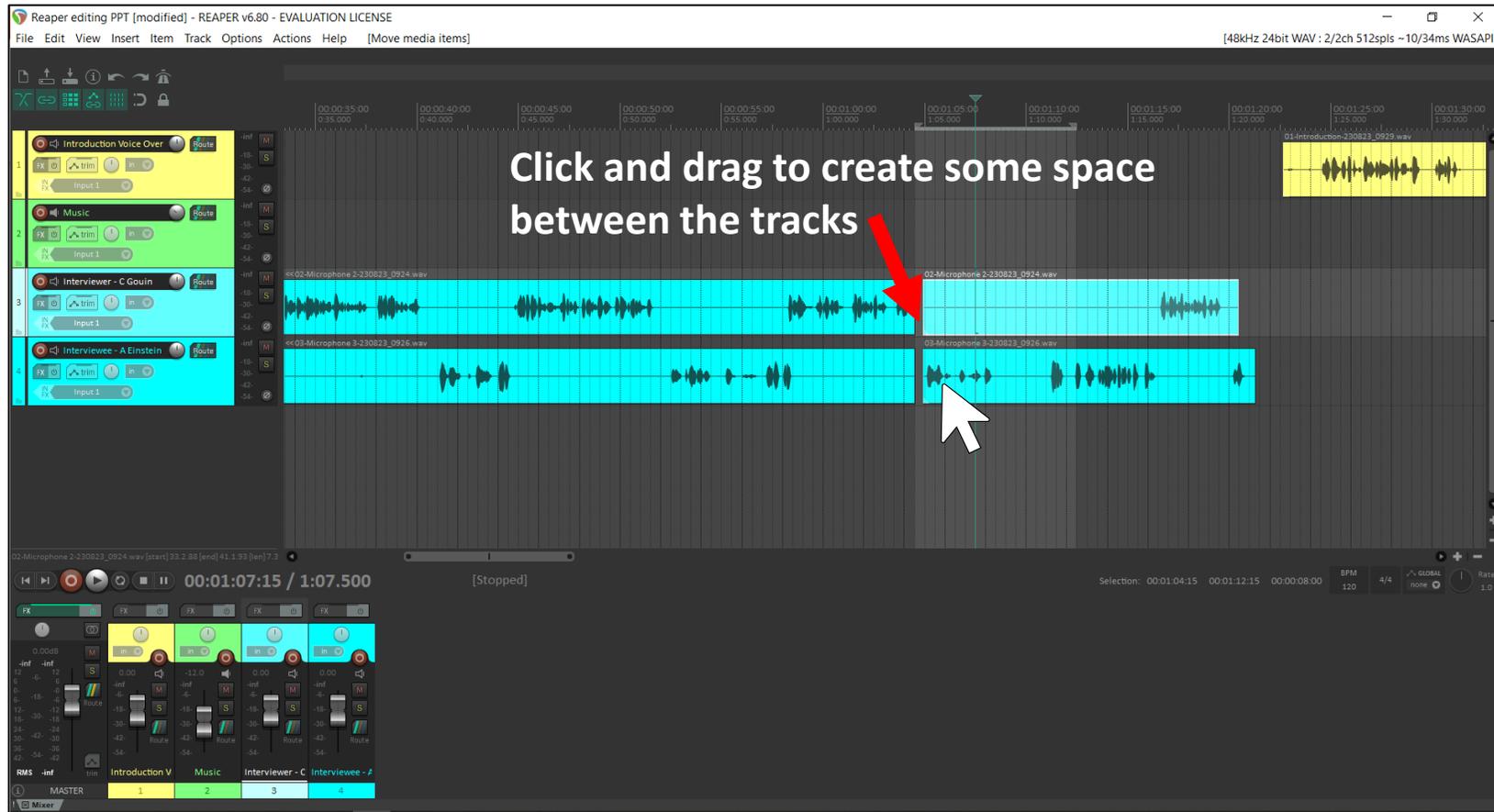
Applying Transitions

Listen for natural sounding pacing

Pauses are important for natural sounding human speech.

If you accidentally deleted too much audio and the speech sounds unnatural, Reaper has an easy solution.

Click an audio track and drag it to the right in the **Timeline**.



Click and drag to create some space between the tracks

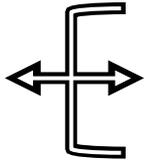
Note: Always listen back to the audio **immediately** after making an edit to hear if the speech sounds natural.

Applying Transitions

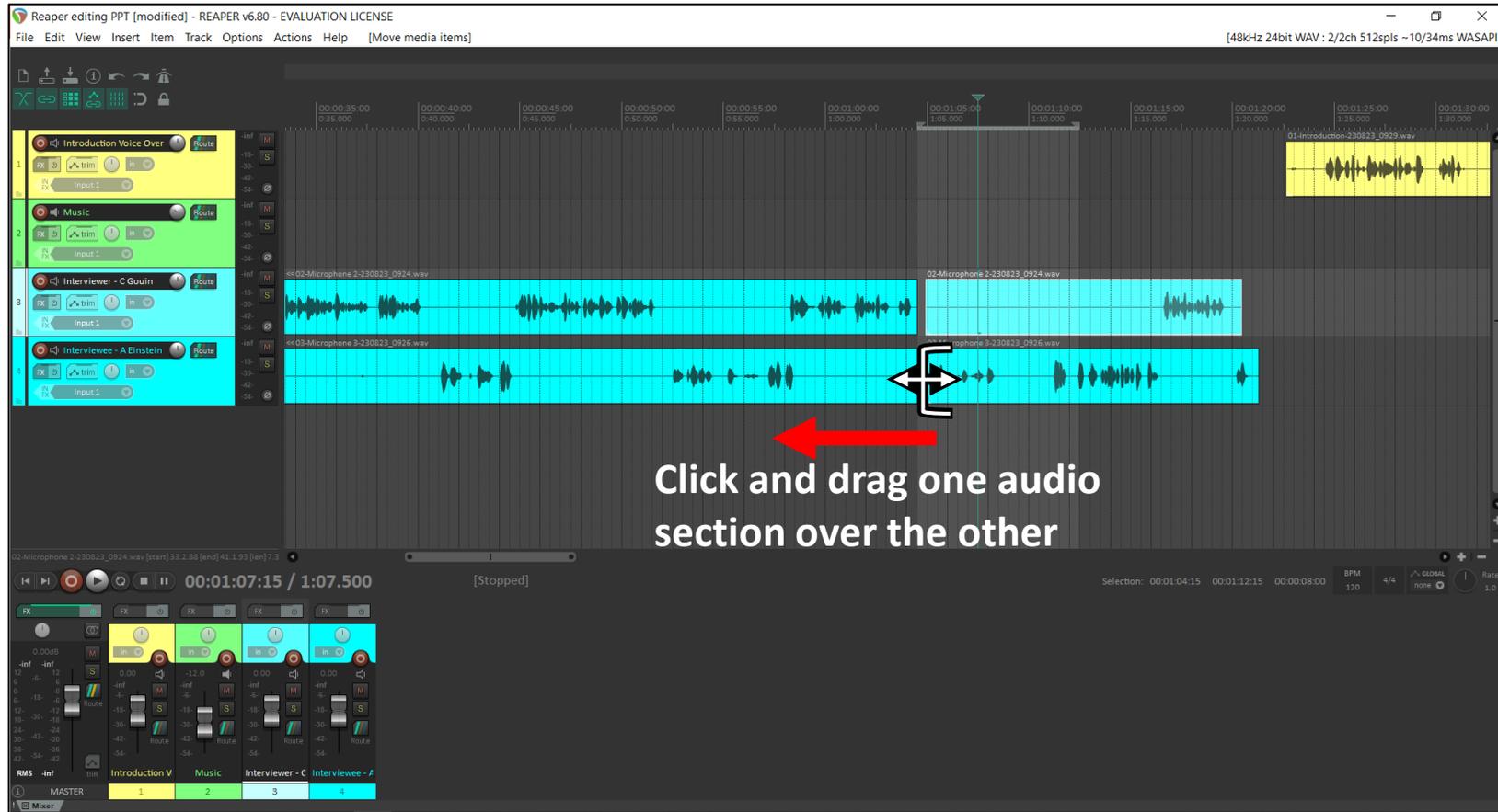
Applying crossfades

Crossfades create natural transitions after you have created a space for natural pause.

To create a crossfade place the cursor on the edge of a track where you created space until you see this icon



Click and drag the track, extending it over the other track on the timeline.



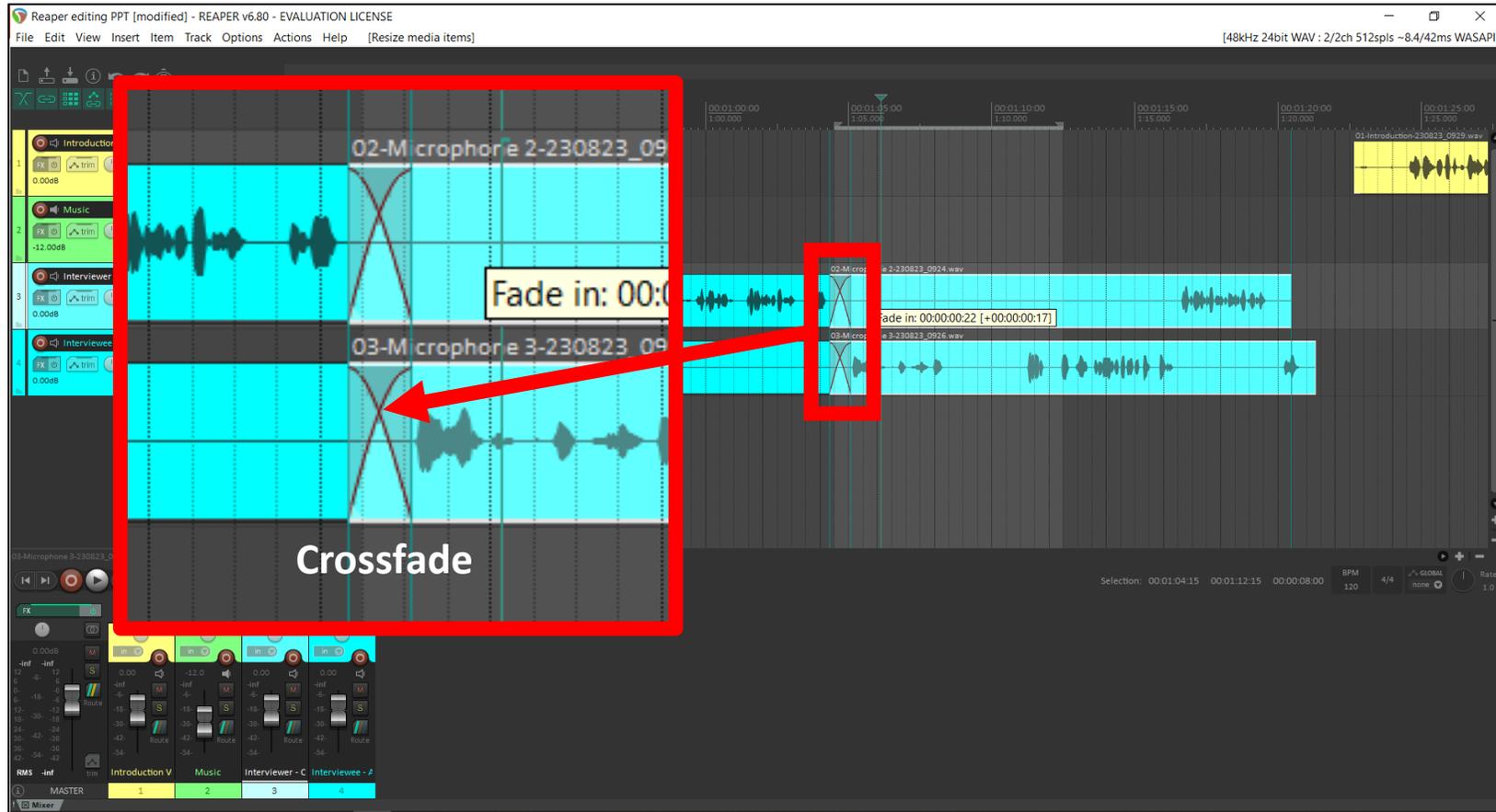
Note: Always listen back to the audio **immediately** after making an edit to hear if the speech sounds natural.

Applying Transitions

Applying Crossfades

Reaper automatically creates a **crossfade** between both sections of the track, creating a smooth transition from one section to the other.

You can adjust the length of the crossfade by **clicking and dragging from the edge of the crossfade** left or right.



Note: Always listen back to the audio **immediately** after making an edit to hear if the speech sounds natural.

Applying Transitions

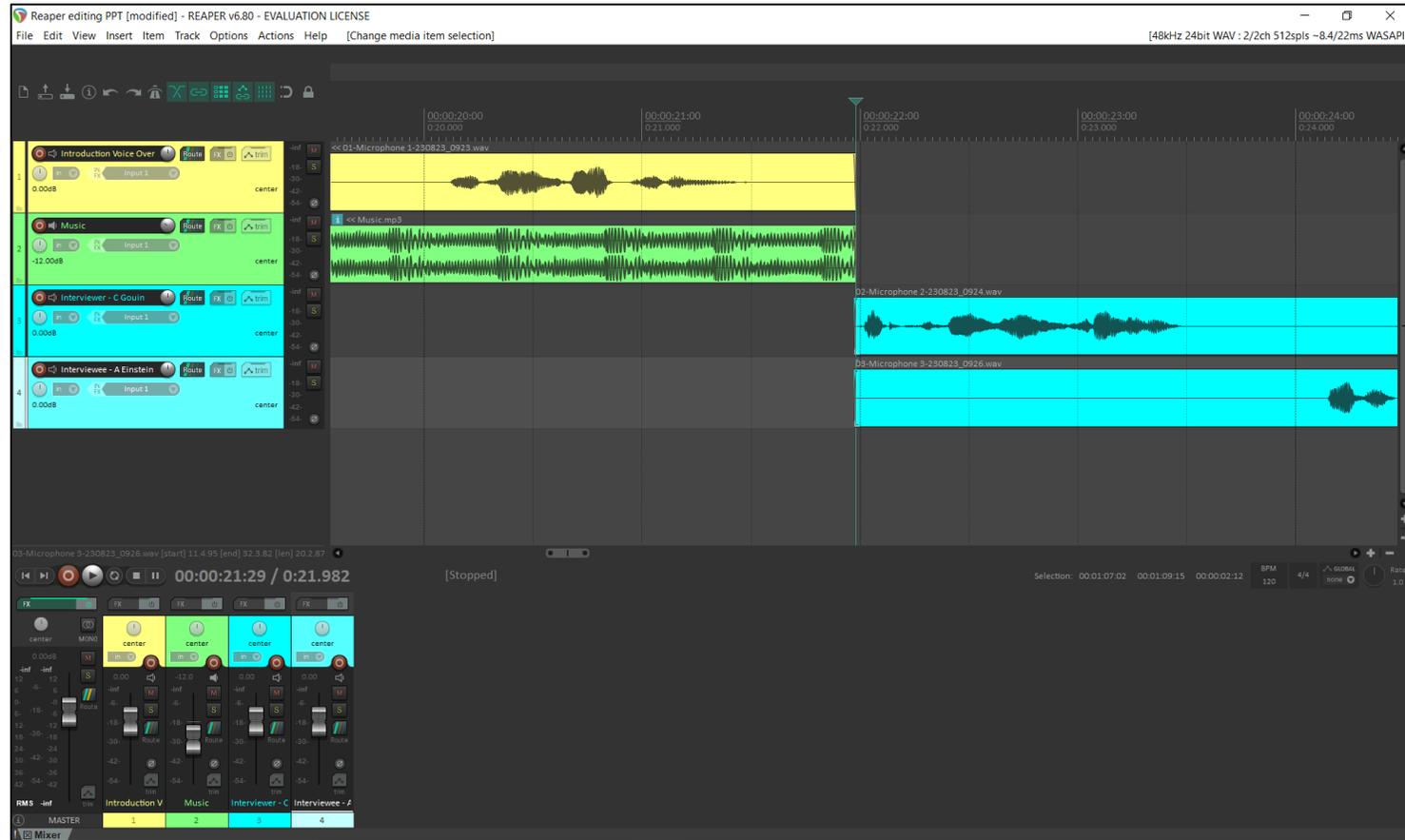
Fade in and fade out

For professional sounding audio, you need to use **Fade Ins** and **Fade Outs** at the start and end of your tracks.

Fade Ins and Fade Outs control volume level, making for smooth transitions at the start of your podcast and during transitions between separate tracks.

In this example, the **Music track** audio ends too suddenly. Using a fade out will improve the transition from the music to the interview section.

We can also apply a Fade In and Fade out to the beginning and end of all four our tracks.



Note: Always listen back to the audio **immediately** after making an edit to hear if the speech sounds natural.

Applying Transitions

Fade in and fade out

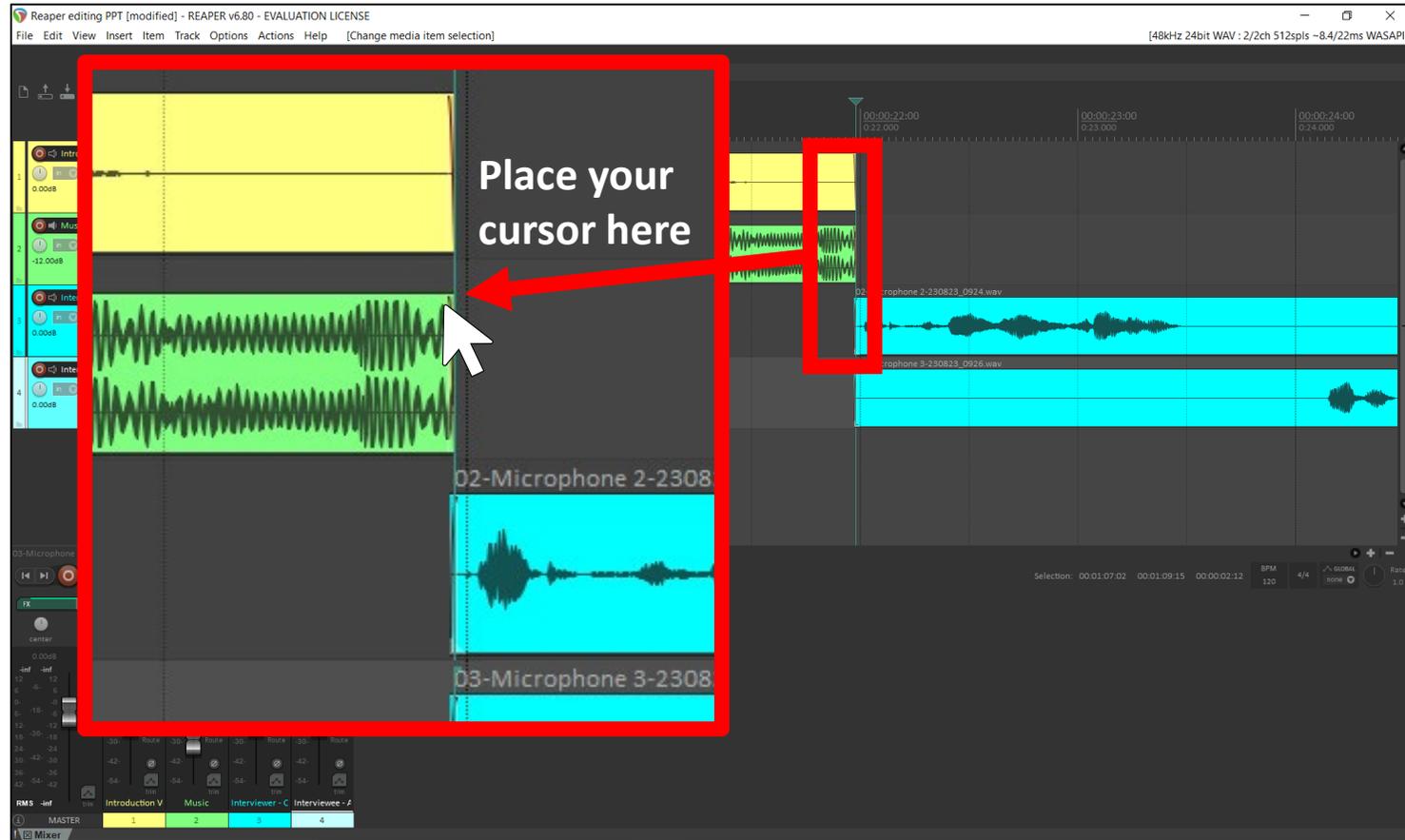
Reaper automatically generates Fade Ins and Fade Outs.

Place your cursor at the start or end of an audio track near the top of the track.

This icon will appear...



Click and drag the fade to your desired location.



Place your cursor here

Note: Always listen back to the audio **immediately** after making an edit to hear if the speech sounds natural.

Applying Transitions

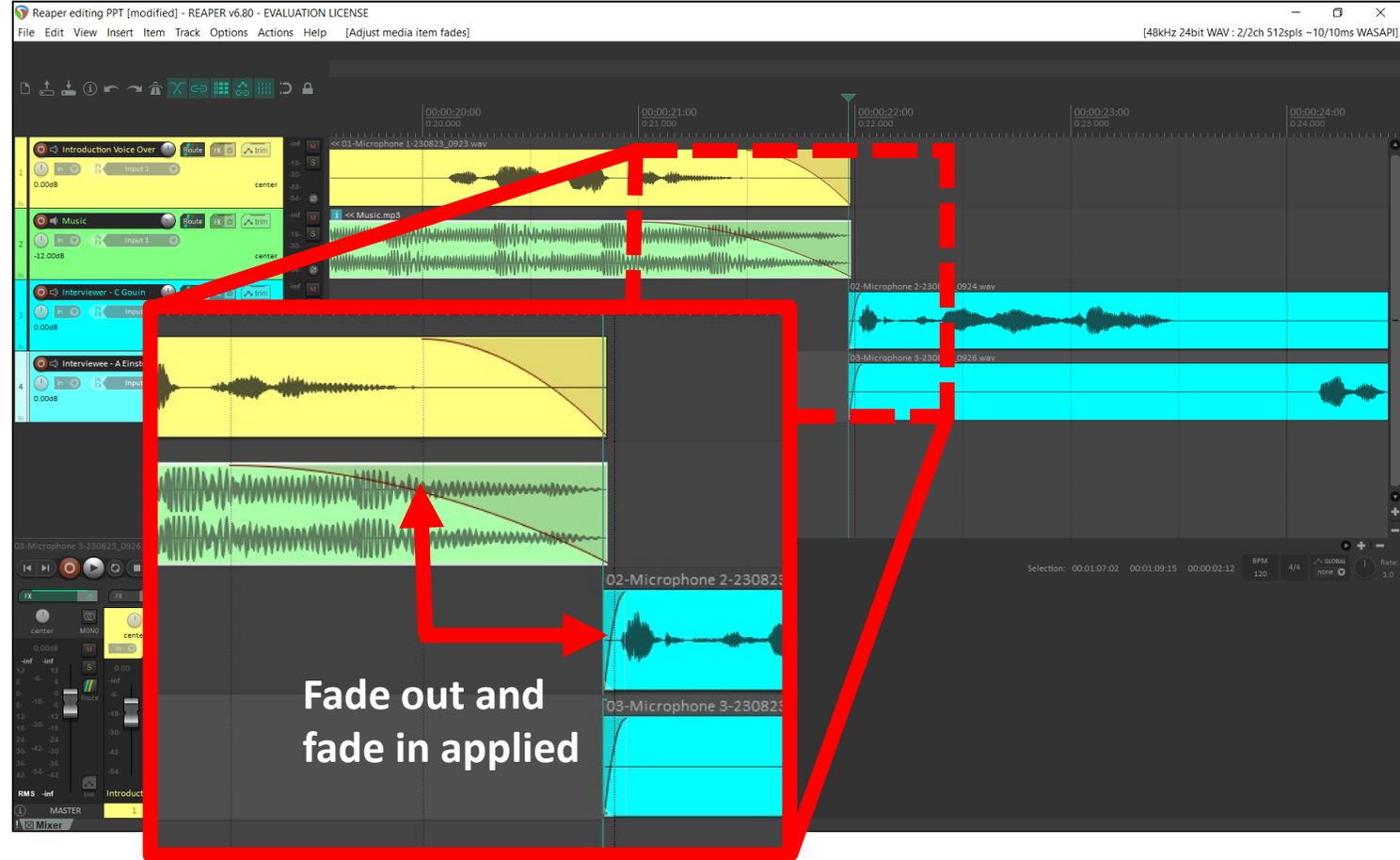
Fade in and fade out

Fades Red lines to your track visually show the fade ins and fade outs.

The default fade in/out is often good enough for most audio. However, sometimes you may need a different style of fade in/out.

Place your cursor where the **Fade In/Out icon** appears and **right click** see Reaper's **Fade Menu**

←  → + Right click



Note: Always listen back to the audio **immediately** after making an edit to hear if the speech sounds natural.

Applying Transitions

Review your edited podcast

Once you finish editing your podcast, listen back to review your edit.

Ensure that your tracks:

- play in the correct order
- transition smoothing through edits
- Are at appropriate volumes relative to each other

You are now ready to export your podcast.

See the *Exporting your podcast in Reaper guidelines* to learn how to export your podcast

The screenshot shows the Reaper audio editing software interface. The top menu bar includes File, Edit, View, Insert, Item, Track, Options, Actions, and Help. The main workspace displays a multi-track project with four tracks: 1. Introduction Voice Over (yellow), 2. Music (green), 3. Interviewer - C Gouin (cyan), and 4. Interviewee - A Einstein (magenta). Each track has a volume knob and a solo button. The tracks are arranged in a timeline with various audio waveforms. The transport controls at the bottom show the play button highlighted with a red circle, and a red arrow points from this button to a large play button icon overlaid on the image. To the right of the play button is a large speaker icon with sound waves, indicating audio playback.