

Audio editing checklist

- ☐ Backup of raw files
- ☐ Noise and hum checked
- ☐ Silences trimmed at start and end
- ☐ Levels even (normalised)
- ☐ Transitions smooth (gap or crossfade)
- ☐ Intro and outro added
- ☐ Listened start to finish
- ☐ Exported and file named consistently
- ☐ Show notes written