

## GENERAL RECORDING TIPS & AUDIO WORKFLOW

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### Tips

You will always need to do a little editing to clean up voiceover recordings. **But if the overall recording quality is poor, there's no way to fix it.** You should do as much as you can to ensure the quality of the original recording.

These tips will help to both improve audio quality and limit your editing time:

- **Have the speaker practice.** A few dry runs — out loud — are always a good idea.
- **Record in a quiet space.** Find a room with limited hum or outside noise. Smaller spaces are typically better than bigger spaces (though too small, especially if there are a lot of hard surfaces, can be bad); carpeted spaces are better than those with hard floors.
- **Hard surfaces reflect sound waves and can cause echoes.** If you've got a lot of hard surfaces, try to soften up the area around the speaker by spreading out jackets, backpacks, etc.
- Advise the speaker to stay close to the mic and to maintain a consistent distance.
- **Avoid touching the microphone or its cords** while recording. Also limit your handling of the Zoom while recording.
- If you're in a room with a lot of electronics, **be sure there is no odd buzzing or feedback** coming through the headphones as you record.
- Always **wear good headphones** and monitor the speaker as you're recording.
- Have the speaker print out the script double-spaced and with the font size bumped up a bit, so that she can easily read the text. Have each page end at a sentence or paragraph break, so that the speaker does not need to turn the page mid-sentence.
- **Use a paper stand** to avoid paper-rustling noises. If the speaker must turn pages as she reads her script, advise her to stop reading, rustle all she wants, stop rustling, and then start reading again. The rustling section can be edited out later.
- Tell the speaker to feel free to **take breaks and breaths between paragraphs**, or, occasionally, between sentences. Pauses are pretty easy to delete.
- Remind the speaker to speak naturally, but slowly.
- Tell the speaker that **if she stumbles over a word, she should start reading again at the beginning of the sentence** in which she made the error. It's easy to cut out bad sentences, but almost impossible to cut out parts of words.
- **Aspire to make the speaker comfortable.** It's not worth contorting the speaker's posture or overwhelming her with advice in an attempt to get perfect sound.