

Creating VoiceOvers using Audacity

Setting Up Equipment and Preferences

- Plug in the Logitech USB microphone (input device)
- Push Power Button on mic for Green Light
- Set System Preferences to recognize Input Device

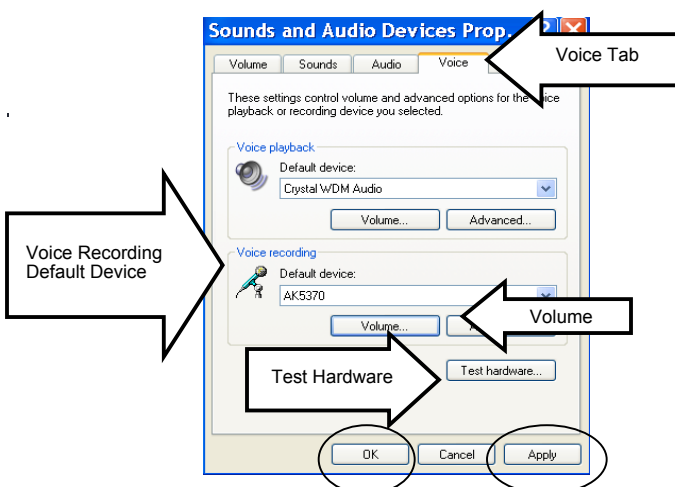
ESSENTIAL TIP: Use a “spit guard” in front of the microphone for quality

WIN System Set UP

Choose Start → Settings → Control Panel → Sounds and Devices

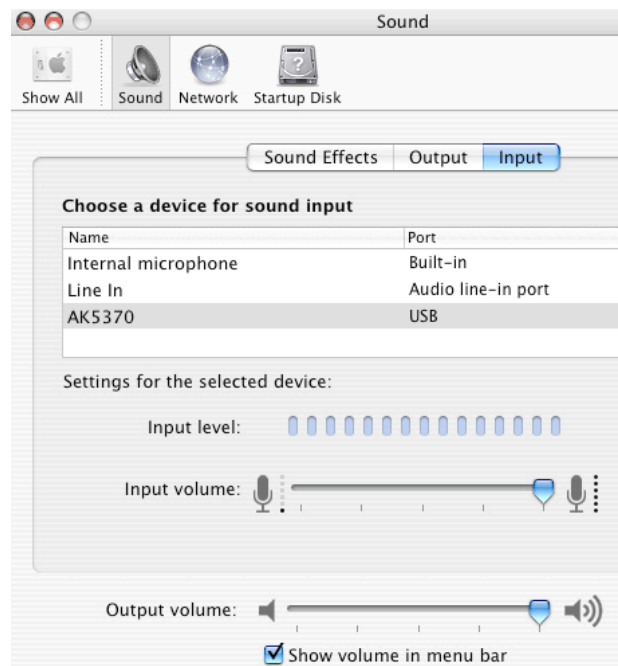


- Choose **Voice** tab
- For **Voice Recording** → **Default Device**, Choose **sound card** or **microphone**.
- Click on **Volume** and raise level to maximum
- Click on **Test Hardware** and proceed through the *Sound Hardware Test Wizard*.
- When finished with Sound Test, click **Apply**
- Click **OK**



MAC System Set UP

Choose File Menu → Blue Apple → System Preferences → Sound Icon → Input tab

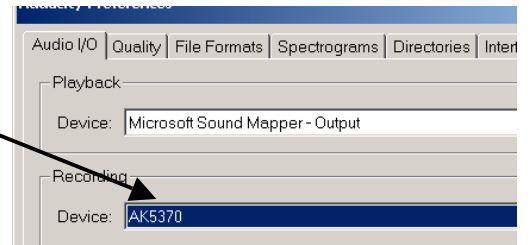


- Check to insure that the correct microphone **AK5370** is highlighted
- Adjust the **Input Volume** to far right to raise level to the maximum
- As you speak into the microphone, the **Input Level** should light up toward the right.
- Click **OK**
- Quit System Preferences

Recording Voiceovers

Launch the Audacity Program

- Identify Input Device File Menu → Audacity → Preferences → Audio I/O Tab
- Select **AK5370** in Recording's Device Drop Down Menu
- (IF device is not listed, check microphone is still ON or return to the set-up steps for System Preferences)
- Click **OK**

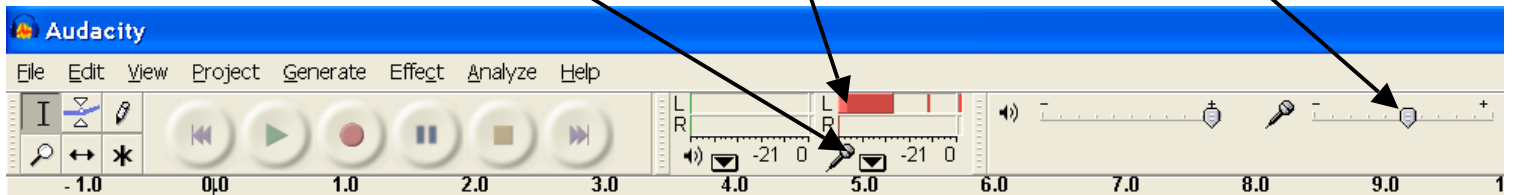


Start a New Recording File

- Selecting File → New

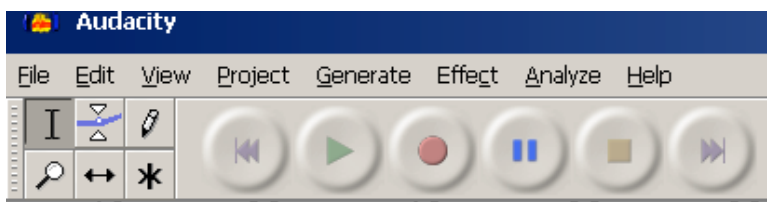
Test Volume Level


- Set **Input Volume** on the Microphone is set to at least 0.5 on the mixer bar
- Test Input Level
 1. Clicking on **Meter Tool** for Microphone Meter
 2. Selecting **Monitor Input** from the Drop Down Menu
 3. Speak into Microphone



4. Target the voice input for approximately **-21** (3rd hash mark across the bottom)
5. If too loud or too soft, adjust the Input Volume or the distance of the microphone from your mouth until you have a quality input level.

Begin Recording - Record Only ONE script section per audio file at a time!



When you are ready to begin recording
Click the Record button 

To finish the recording, Click the Stop button 

To listen to the file, Click the Play button 

Remember to **PERFORM** not Read or Recite!

Listen to Your Voice

When you have finished one section take time to listen. If you are satisfied – proceed to **Saving VoiceOvers**. If you are not satisfied –quit this file (Click X in upper left hand corner) without saving and start a **NEW** file!

Normalizing ALL VoiceOvers Files

Normalizing is a special enhancing effect generally found only in professional software (Peak LE4). Audacity has this feature! This process creates voices that are fully present with marked clarity. Be sure to normalize all files.

- Choose Edit → Select . . . → All
- Voice file should become shadowed when selected
- Choose Effect → Normalize
- Listen AGAIN to your voice checking for any unexpected distortions

Saving VoiceOvers

- Save all files to your desktop FIRST before any additional effects are applied!
- Save as a WAV file format by Selecting File → Export as WAV
- Name the files consecutively Ex: Name1.wav
- Choose the destination for the file – Desktop

Create a NEW audio file for EACH script section you record!!!!

Before recording your next audio file

- Delete or Close the present audio file
- Choose File → New

Recording NEXT VoiceOver Script Sections

- Repeat recording steps - Of course, you do not need to test voice volume levels again
- Repeat saving and naming the WAV files in numerical order (name.1; name.2; name.3)
- Repeat until the entire script has been recorded and saved in segments
- Move all recorded files into your personal VoiceOver folder when finished – these are ready now to insert into your video-editing program