

## Podcast Project – Voice Recording Overview – CAPP 30523

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### General Tips

- Locate – choose a quiet spot like a carpeted study, not a kitchen with wood flooring
- Prepare – set up early and have extra batteries ready or use a power cord
- Wear headphones
- Test – make a recording and listen to it to check equipment, levels, noise, battery
- Set the volume high – the highest level that does not peak in “the red zone”
- Record lead time – a few seconds of quiet before and after
- Identify – start each recording with a name, date, and location
- Keep recording – and do more than one “take” – repeats and mistakes can be edited out
- Avoid AGC – automatic gain control is an option on some recorders

### Issues with Sound

#### Volume

- Too low
- Too high – distortion
- Wide variation

#### Noise

- Nearby – microphone handling, paper rustling chair creaking, jewelry, door
- Background – phone, radio, TV, clock, weather, construction, traffic, yard work
- Hum – electrical equipment, fan, fridge, fluorescent light, pipes, heating and AC

#### Voice

- Explosive sounds – b, d, hard g (go), k, p
- Sibilant sounds – f, h, s, th (thin)
- Diction – slurred words, difficult accent
- Speed – too fast

### Using a Microphone

- Distance – 8-12 inches from mouth – as close as possible without problems
- Placement – beyond breath range, below and to the side
- Direction – pointed directly at mouth
- Use a stand

### Audacity Editing Options

- Remove “um” and “er”
- Cut parts you don't need, including re-takes
- Rearrange parts you want to keep
- Normalize volume
- Fade in, fade out, cross fade
- Add special effect – echo, distort, etc.
- Clean up noise
- NOTE: over-editing can reduce sound quality