



RECORDING YOUR V.O.

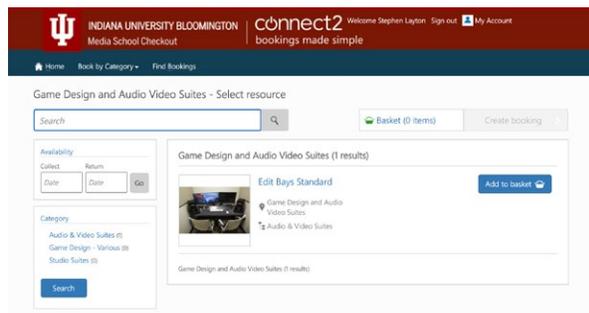
Your **voice over** (VO) is an important part of the soundtrack for your video assignment.

It is *possible* to record it with a digital recorder or with the built-in mic on a computer, or even with the 80D cameras. However, for best sound quality, we recommend you record in the Audio Booths located in room 072 and 074 (basement level) of Franklin Hall. Here's how:

First reserve an Audio Booth via the Media School Checkout site here:

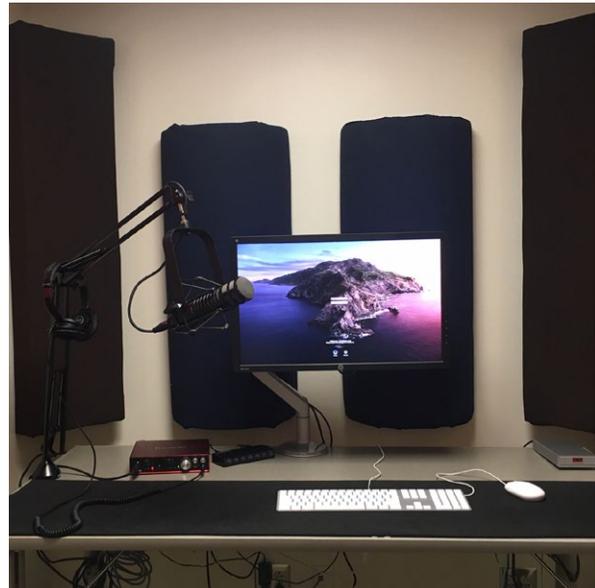
<https://mschoolcheckout.indiana.edu/>

Log in, and find the **Edit Bays** reservation option under “Game Design and Audio Video Suites” under “Book by Category.”



You will record directly into **Audition**, save your file to the desktop, then move that file.

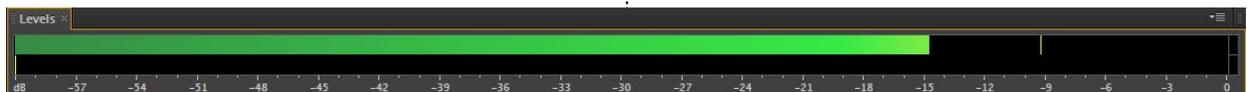
1. Check in with the lab assistant in the Multimedia Lab (Room 063). Login to the computer in the audio booth. Use your regular IU username and pass phrase.
2. From the dock at the bottom of the monitor, click the “Au” icon to launch Adobe Audition.
3. Put on the headphones — you won't properly hear what you're recording without them.
4. Move the microphone and filter to within three or four inches of your mouth.
5. Double-click on the meter at the bottom of the screen (below). This will allow you to check your levels. Speak into the microphone, and note the horizontal bars in the meter. Aim for **-12** — in the green and yellow range, but never in the red.



6. Adjust the microphone volume knob in the middle of the box that is atop the lectern if your levels are too low or too high.



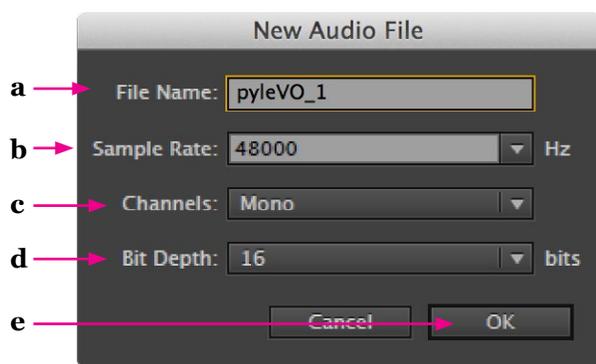
7. To begin recording, tap the red circle icon at the bottom middle of the Audition window.





This opens a New Audio File panel.

- a) Give your file a meaningful name. I've named this one *pyleVO_1*. It's my first Voice Over; I included the '1,' because I may want to record additional takes.
- b) Leave the Sample Rate at 48000 Hz.
- c) Set Channels to Stereo.
- d) Set Bit Depth to 16.
- e) Click OK. You are now recording.



9. Make sure you can see the monitor as you stand at the mic. Read your script and watch the sound levels in the horizontal bars in the lower part of the window.

10. Begin your Voice Over. We suggest you record your entire Voice Over in one file, then break it into chunks in Final Cut.

11. When you're finished recording your voice over, tap the Red Dot icon again.

12. File menu > Save As.

- a) When the Save As panel opens (right), keep same the File Name.
- b) For Location, choose the Desktop of the computer in the booth. To navigate to your desktop, browse to **Macintosh HD > Users > yourusername > Desktop**.
- c) Change the format to MP3 Audio. Use 320Kbps for the compression rate (under "constant").
- d) Leave the Sample Type and the Format Settings at their defaults.
- e) Click OK.

14. When the "lossy" warning comes up, asking if you wish to continue, click "Yes".

15. Quit Audition.

ACCESSING YOUR VO FILES



For the video project, you will need a version of your voice-over file(s) to be in your video's project folder on your drive. Good file organization makes it easier to import your voiceovers as part of original media import for your video project.

17. To save your files online, launch a browser (like Chrome) from the Audio Booth computer's Finder. You may have to search for this application if it is not visible in the dock.

18. Go to Google@IU (uits.iu.edu/google). Upload your VO files into a folder, if you have been using this resource for your C226 files this semester. You can then retrieve them and add them to your project folder later.

19. To save to your external drive, plug in to one of the USB ports on the back of the Audio Booth's computer and save your files directly there.

20. Log out from the computer in the Audio Booth, and close the door as you leave.

