

# Audio Voice over production 3rd party

This short guide is to be used where you or the client intends to provide their own audio recordings for use in video conversion.

Please also refer to the 'Voice over scripts' and 'Video production 3rd party' guides for further information.

## Requirements

Record your audio in a location with low ambient sound. High levels of background noise results in longer time taken cleaning during development, or necessitates re-recording.

Use a good headset with microphone, or stand alone studio microphone both preferably with built in noise cancelling. Avoid using a laptop or webcam microphone as it may result in poor sound quality.

## Recommendations

Test your sound quality by recording a short video or using the built-in tools in your software. If you hear distortion, echo, or background noise, you may need to change your settings or try a different microphone.

The position of your microphone can affect your audio quality. You want your microphone to be close to your mouth, but not so close that it picks up your breathing or pops. You also want to avoid covering your microphone with your hands, hair, or clothing.

Speak clearly and confidently. This means using a natural and consistent tone, volume, and speed, and avoiding mumbling, whispering, or shouting. You also want to articulate your words, avoid words, such as "um", "uh", or "like".

Practice your speaking skills, you can record yourself and listen to your playback, or ask for feedback from a friend or colleague.

You want to use a script or a plan to organize your thoughts and avoid rambling.

Take regular breaks during your recording session to rest your voice. Drink water often to keep your vocal cords moist and lubricated.

Record the whole session in the same location, even sitting in the same position in the same room. Recording in different locations or seating positions alters the background acoustics between recordings and causes problems editing,

You may find the best time to begin recording is mid-morning, do not try to record too much in one go this may result in the playback sounding rushed and you may make mistakes.

If you make a mistake during recording, speak the passage again without stopping. Make a note of the position of the mistake. Bloopers can be removed during editing.

To reduce background noise, choose a quiet and well-insulated room for your recording, and close any doors or windows. Avoid using fans, air conditioners, or other noisy devices while you are recording.

## **Recording the audio**

You can record the audio as part of a video, or stand alone using the desktop version of Office PowerPoint 365.

Follow the instructions: [Add and record audio in PowerPoint - Microsoft Support](#)

## **Important**

To prevent corruption of the PowerPoint presentation where there are multiple or long screen recordings. Please make one recording per PowerPoint presentation.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=391>