



Audio Procedures

Basic Concepts



ExplorNet CareerTech

from The Centers for Quality Teaching and Learning





Audio Procedures

Procedures for Producing Audio:

- ✓ Planning
- ✓ Technical Preparation
- ✓ Creating
- ✓ Distributing





Audio Procedures

Planning:

- ✓ Define target audience
- ✓ Brainstorm – write down ideas
- ✓ Coordinate location needs
- ✓ Coordinate equipment needs





Audio Procedures

Technical Preparation:

✓ Scriptwriting

- Reason for the script?

- Commercial, entertainment, information, news, PSA

✓ Selecting Equipment (equipment considerations)

- Location – Where will microphones be used?

- Type of audio recording – vocals or instruments?





Audio Procedures

Technical Preparation

- Computer/software
- Type of microphones
- Type of cables/connections
- Audio board (mixer)
- Speakers





Audio Procedures

Creating:

✓ Record audio

- Connect equipment – mics, audio board, instruments, etc.
- Check audio levels – adjust as necessary
- Record each person/instrument on separate channels
- Make sure levels don't over-modulate (distortion)
- Begin recording and cue talent





Audio Procedures

Creating

- ✓ Edit audio
- ✓ After recording – save
- ✓ Import any additional files needed
- ✓ Cut, splice, trim, edit, and assemble as needed
- ✓ Add effects (only if they do not distract from message)
- ✓ Add background music
- ✓ Adjust each track's level as needed
- ✓ Save





Audio Procedures

Distribution:

- ✓ **Export** – determine file format needed
- ✓ **Determine electronic distribution media**
 - CD
 - DVD
 - Internet download/streaming

