

Guidelines for creating new language versions of videos

IF YOU HAVE AUDIO EDITING EXPERIENCE

1. Transfer the files from the audio recorder to the editing computer. Place them in a folder that has been named for the language and programme.
2. It is best practice to **rename the audio files** with the programme name, language and shot number.
3. Start a project in your audio editing software. One free audio editor is “Audacity”, it can be downloaded here: <http://www.audacityteam.org/> and can be installed in a number of different languages.
4. Ask Access Agriculture for the English or French WAV guide track of the video. Import this file into your editing project.
5. Now import the folder/files containing the new language files.
6. Use the guide audio track of the video to position the audio files of the new language, do not forget to place the audio that has the title of the programme. If you have watched the video you will know where this appears, if in doubt request this information from Access Agriculture.
7. DO NOT alter the length of the programme.
8. If any of the new voice files are too long they will need to be re-recorded.
9. When the new language audio files are in position, ‘switch off’ (mute) the audio track with the guide voice.
10. Make sure the levels of the new voice are at a good volume and you cannot hear any breaths or clicks.
11. When you are satisfied that the audio is good, export the audio of the voice track as a WAV 48Khz 16 bit audio file.
12. Send the audio file you have exported to Access Agriculture, we will then put the new language version of the programme together and upload it onto the website.

REMEMBER!

Pay attention to detail at every stage.
Always aim to produce a QUALITY programme.