

Guidelines for recording voice-overs

1. The person recording the voice over of the new language should be skilled in recording with their voice, usually it is best to use someone from a radio station.
2. If the person recording has not translated the script then allow time for them to read the script (and watch the video). They may need to make a few adjustments so the script flows for the spoken word.
3. Record all the voice over *for one programme* at the same time, **including the translated title**. Otherwise the tone of the person's voice and/or the acoustics in the room may change.
4. Have plenty of water available for the voice-over person.
5. If you are using an audio recorder such as the Zoom H1 Handy recorder, find a suitable location to do the recording.
6. If you are not in a studio, use soft items such as cushions and blankets in the area around the microphone to provide better acoustics.
7. Ideally record the audio files as WAV 48KHz 16bit. Read the instruction leaflet – know your audio recorder.
8. **Use headphones** to listen during the recording. The quality of the recording is YOUR responsibility.
9. Check the audio recording level. Record at good volume with **no distortion**. Distortion cannot be corrected.
10. Keep the microphone slightly to one side of the voice over person to avoid any “popping”.
11. Make sure the voice is conversational and NOT JUST READING.
12. First do a test recording and listen back to the recorded file before proceeding with recording the full programme, so you are certain that the audio recorder is working correctly.
13. The duration of each section of voice must be close to the timing on the script – certainly no longer.
14. If there is a mistake during the recording or loud noises, stop the recording and re-record it. Make a note on the script that you have recorded another version of that shot.
15. Stand the microphone on a tripod, if you hold the microphone you will probably record noise from your hand.
16. Press the button to start the recording, allow 2 or 3 seconds BEFORE the voice starts. At the end of that shot allow 2 or 3 seconds before pressing the button to stop the recording.
17. Once you have finished the recording, switch off the recorder to save power on the battery (always ensure you have a spare battery).
18. If you are recording more than one programme, it is a good practice to copy the files from the first programme onto a computer before starting to record the second programme. By working in this way you know exactly which files are for which programme. Place the files in a folder that is named according to the language and programme.
19. If you are recording the voice in a studio, apply the same principles as above for the audio recorder.
20. Always ask the sound engineer to wear headphones during the recording – or wear them yourself.
21. Always check the quality and timings of the recording before you leave the studio, it will be more difficult to correct any mistakes once you have left.
22. It is best practice to **rename the audio files** with the programme name, language and shot number. Double check the files for any errors, and check the timings of each shot – they must not be longer than indicated on the script.
23. Send Access Agriculture the WAV files, or, if you have EDITING EXPERIENCE, please see the instruction: *Guidelines for creating new language versions of videos.*

REMEMBER!

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