If you are new to recording audio, editing audio, or using images and video, this short video will provide some helpful tips to avoid the common mistakes that separate the novice from the Pro.

Getting things right during recording will make editing so much easier.

Always do a short test recording
before you begin and listen to it with headphones to really hear the quality.

This practice will quickly inform you of the recording conditions of the location.

Listen for echoes. Microphone position being too close or too far.

Equipment malfunctions causing crackles and pops,
and background noise such as unwanted voices or traffic sounds.

To get the best recording,

make sure you have a quiet place to record.

If you're recording a voiceover and have access to a recording booth like those here at the Student Multimedia Design Center, then schedule a session.

If you don't have access to recording studio,
then try to find
a quiet area at
home to get the best
goodness at home.

Try recording under
heavy blanket
or in a closet
full of clothing.

Record multiple takes.

You may get it right
the first time,
but it's always a good idea
to record a second,
third, and even
a fourth time.

You may noticed during
editing that your good take

has a distracting background noise

you didn't notice during recording,

or you sound much more confident in

your third take than you did in the first.

You'll be happy have the option of

extra recordings to use during editing.

If you stumble over your words

during the recording,
pause speaking for a moment
to allow for a gap in
the recording and continue
on speaking when
you ready.
These pauses can be edited out,
so take as many as you need.
Leave a few seconds of silence at
the start and end of your recording.
You may accidentally start recording after you started
speaking or stop recording

before you're finished speaking.

This is likely to happen during

the first recording you attempt.

Depending on your equipment,

there may be noticeable sound when the recording starts or stops.

Your finger pressing the record button may be picked up by
the microphone
or the device

me beep and recording
starts and stops.

These sounds may be
on the recording,

right as you begin
or stop speaking

and editing them out may
cut off your voice.

Your recordings,
music, images,

and other media are
the ingredients.

And editing is how you
mix them together
and prepare them.
Editing means trimming your recordings to remove mistakes or long silences, and using editing software tools to make your audio shine. There was a lot of room for error in editing, but these tips will help you avoid them.

Editing around the waveform. Most video and audio editing applications use a waveform view of
your audio as you're editing.

When editing around audio,

pay close attention to where your editor's play head is.

Watch to play head is you listen to the recording, so you become familiar with how sound is represented visually.

Pay attention to where the playhead
is when trimming, cutting,

and deleting to
make sure you're

moving and keeping
what you want.

Get to know your
editing software.

There are lots of editing
software options out there,

but there's some universal

or basic editing tools

that would be really
helpful to know.

If your audio
is too quiet or too loud,

the amplify tool allows you to increase or decrease the volume of the entire track by measurable decibels.

Sometimes there may be a noticeable background noise throughout your audio, such as a background hiss or harm caused by poor recording conditions.
Using noise reduction can go a long way and make the noise less distracting. Compressor. If your audio has cracking, distortion it loud moments, and reducing the volume makes the rest quiet to hear, you need to compress the sounds. Dynamic range. Compression evens out the volume of your audio.
Low resolution images or video results in low-quality.

Having blurry or autofocus images can really distract from your narrative.

The best way to ensure that it doesn't happen is to select photos with the highest resolution.

The higher the resolution, the better the quality of the image when it
is blown up onto a
larger screen will be.

So it won't get blurry or

hard to make out
when it's seen.

Try to find images
with dimensions in

the thousands rather
than the hundreds.

Check the image file
properties in Windows,

or get info on Mac to check

the dimensions
of the images

you're planning to use.

When putting your
video together,
you may put background music,

sound effects, or other sounds in the background.

If set to full volume these extra sounds or compete with your main audio and drown it out.

Whatever you want the audience to focus on should be the loudest.

Any other sounds should be as quiet as
possible to act as ambient noise.

You can mix the audio levels in your editing software to ensure there's no audio conflict in your project.

The pacing of the video is very important.

Everything on screen must have a purpose.

If there is a large amount of
empty space or nothing

162
00:05:10,700 --> 00:05:12,170
driving the viewer
to the point,

163
00:05:12,170 --> 00:05:13,475
it's best to cut it.

164
00:05:13,475 --> 00:05:15,305
The opposite is also true.

165
00:05:15,305 --> 00:05:16,670
If things are flying by too

166
00:05:16,670 --> 00:05:18,830
fast, audience
can't keep up.

167
00:05:18,830 --> 00:05:20,510
It takes time to
determine what

168
00:05:20,510 --> 00:05:22,235
the pacing for your video
will need to be.

169
00:05:22,235 --> 00:05:23,465
But the more you
work with it, the

170
00:05:23,465 --> 00:05:25,770
easier it will be
to understand.
You recorded, imported, arranged, and edited your media.

The final thing you need to do is export or publish a video. This means taking the project and turning it into a file that can be shared and submitted.

It is a common confusion that your project file is your video file, but that is not the case.
If you do not export the video file and you try to share your project file, you might damage your project file and lose all of your hard work. Different video editing software have different procedures for exporting a project to a video file. But there are some universal options. If you have an assignment or
project guideline that states

the form at the video needs to be,

refer to that information as you select

the settings when you export. If unsure,

export your video as MP4,

since it is the most universally accepted video format.

Always be sure to watch

the export video before

uploading and sharing it.
So let's recap. When working on a multimedia project, getting things right when recording will prevent a lot of trouble later. Getting familiar with editing basics like waveforms and correction tools will make your audio sound its best. Low-quality images will look blurry.
and ugly when viewed on a larger screen.

00:06:38,855 --> 00:06:41,030
Using music and sound effects

00:06:41,030 --> 00:06:42,440
makes your project dynamic,

00:06:42,440 --> 00:06:45,020
but too much can be distracting.

00:06:45,020 --> 00:06:46,790
Make sure the pace of your

00:06:46,790 --> 00:06:47,810
video allows the viewer

00:06:47,810 --> 00:06:50,255
to understand the content as it appears.

00:06:50,255 --> 00:06:52,160
Finally, know the settings

00:06:52,160 --> 00:06:53,195
your video needs to be

00:06:53,195 --> 00:06:55,350
when you're ready to present it.