

1

00:00:05,810 --> 00:00:08,640

If you are new to
recording audio,

2

00:00:08,640 --> 00:00:11,655

editing audio, or using
images and video,

3

00:00:11,655 --> 00:00:13,305

this short video
will provide

4

00:00:13,305 --> 00:00:14,760

some helpful tips to

5

00:00:14,760 --> 00:00:16,140

avoid the common
mistakes that

6

00:00:16,140 --> 00:00:18,705

separate the novice
from the Pro.

7

00:00:18,705 --> 00:00:21,120

Getting things right
during recording

8

00:00:21,120 --> 00:00:23,460

will make editing
so much easier.

9

00:00:23,460 --> 00:00:25,650

Always do a short
test recording

10

00:00:25,650 --> 00:00:26,040
before you

11

00:00:26,040 --> 00:00:27,390
begin and listen to it with

12

00:00:27,390 --> 00:00:29,370
headphones to really
hear the quality.

13

00:00:29,370 --> 00:00:31,110
This practice will
quickly inform

14

00:00:31,110 --> 00:00:32,160
you of the recording

15

00:00:32,160 --> 00:00:34,170
conditions of the location.

16

00:00:34,170 --> 00:00:37,190
Listen for echoes.
Microphone position

17

00:00:37,190 --> 00:00:38,885
being too close or too far.

18

00:00:38,885 --> 00:00:40,130
Equipment malfunctions

19

00:00:40,130 --> 00:00:41,630
causing crackles and pops,

20

00:00:41,630 --> 00:00:42,920
and background
noise such as

21
00:00:42,920 --> 00:00:45,780
unwanted voices or
traffic sounds.

22
00:00:47,350 --> 00:00:49,655
To get the best recording,

23
00:00:49,655 --> 00:00:52,100
make sure you have a
quiet place to record.

24
00:00:52,100 --> 00:00:54,530
If you're recording
a voiceover and

25
00:00:54,530 --> 00:00:56,480
have access to a
recording booth like

26
00:00:56,480 --> 00:00:58,400
those here at the
Student Multimedia

27
00:00:58,400 --> 00:01:01,115
Design Center, then
schedule a session.

28
00:01:01,115 --> 00:01:03,545
If you don't have access
to recording studio,

29

00:01:03,545 --> 00:01:05,270
then try to find
a quiet area at

30
00:01:05,270 --> 00:01:08,225
home to get the best
quality at home.

31
00:01:08,225 --> 00:01:09,860
Try recording under
heavy blanket

32
00:01:09,860 --> 00:01:12,290
or in a closet
full of clothing.

33
00:01:12,290 --> 00:01:14,480
Record multiple takes.

34
00:01:14,480 --> 00:01:16,190
You may get it right
the first time,

35
00:01:16,190 --> 00:01:17,360
but it's always a good idea

36
00:01:17,360 --> 00:01:18,425
to record a second,

37
00:01:18,425 --> 00:01:20,765
third, and even
a fourth time.

38
00:01:20,765 --> 00:01:21,890
You may noticed during

39

00:01:21,890 --> 00:01:23,120
editing that your good take

40

00:01:23,120 --> 00:01:24,650
has a distracting
background noise

41

00:01:24,650 --> 00:01:26,405
you didn't notice
during recording,

42

00:01:26,405 --> 00:01:28,370
or you sound much
more confident in

43

00:01:28,370 --> 00:01:30,605
your third take than
you did in the first.

44

00:01:30,605 --> 00:01:32,315
You'll be happy
have the option of

45

00:01:32,315 --> 00:01:35,190
extra recordings to
use during editing.

46

00:01:35,860 --> 00:01:38,000
If you stumble
over your words

47

00:01:38,000 --> 00:01:39,169
during the recording,

48

00:01:39,169 --> 00:01:40,520
pause speaking for a moment

49

00:01:40,520 --> 00:01:41,570
to allow for a gap in

50

00:01:41,570 --> 00:01:43,310
the recording and continue

51

00:01:43,310 --> 00:01:44,930
on speaking when
you ready.

52

00:01:44,930 --> 00:01:47,120
These pauses can
be edited out,

53

00:01:47,120 --> 00:01:49,530
so take as many
as you need.

54

00:01:50,110 --> 00:01:52,550
Leave a few seconds
of silence at

55

00:01:52,550 --> 00:01:54,500
the start and end
of your recording.

56

00:01:54,500 --> 00:01:55,820
You may accidentally start

57

00:01:55,820 --> 00:01:57,020
recording after you started

58

00:01:57,020 --> 00:01:59,000
speaking or stop recording

59

00:01:59,000 --> 00:02:00,530
before you're
finished speaking.

60

00:02:00,530 --> 00:02:02,000
This is likely
to happen during

61

00:02:02,000 --> 00:02:03,755
the first recording
you attempt.

62

00:02:03,755 --> 00:02:05,090
Depending on
your equipment,

63

00:02:05,090 --> 00:02:06,080
there may be noticeable

64

00:02:06,080 --> 00:02:08,390
sound when the recording
starts or stops.

65

00:02:08,390 --> 00:02:09,890
Your finger
pressing the record

66

00:02:09,890 --> 00:02:10,910
button may be picked up by

67

00:02:10,910 --> 00:02:12,710
the microphone
or the device

68
00:02:12,710 --> 00:02:15,185
me beep and recording
starts and stops.

69
00:02:15,185 --> 00:02:17,270
These sounds may be
on the recording,

70
00:02:17,270 --> 00:02:19,010
right as you begin
or stop speaking

71
00:02:19,010 --> 00:02:22,110
and editing them out may
cut off your voice.

72
00:02:22,960 --> 00:02:26,105
Your recordings,
music, images,

73
00:02:26,105 --> 00:02:28,100
and other media are
the ingredients.

74
00:02:28,100 --> 00:02:29,360
And editing is how you

75
00:02:29,360 --> 00:02:31,160
mix them together
and prepare them.

76

00:02:31,160 --> 00:02:33,140
Editing means trimming
your recordings to

77
00:02:33,140 --> 00:02:35,330
remove mistakes
or long silences,

78
00:02:35,330 --> 00:02:37,040
and using editing
software tools to

79
00:02:37,040 --> 00:02:38,525
make your audio shine.

80
00:02:38,525 --> 00:02:39,500
There was a lot of room

81
00:02:39,500 --> 00:02:40,550
for error in editing,

82
00:02:40,550 --> 00:02:42,875
but these tips will
help you avoid them.

83
00:02:42,875 --> 00:02:45,365
Editing around
the waveform.

84
00:02:45,365 --> 00:02:48,080
Most video and audio
editing applications

85
00:02:48,080 --> 00:02:49,160
use a waveform view of

86

00:02:49,160 --> 00:02:50,780

your audio as
you're editing.

87

00:02:50,780 --> 00:02:52,595

When editing around audio,

88

00:02:52,595 --> 00:02:53,750

pay close
attention to where

89

00:02:53,750 --> 00:02:55,250

your editor's play head is.

90

00:02:55,250 --> 00:02:56,540

Watch to play head is you

91

00:02:56,540 --> 00:02:57,805

listen to the
recording, so you

92

00:02:57,805 --> 00:02:58,820

become familiar with how

93

00:02:58,820 --> 00:03:00,620

sound is represented
visually.

94

00:03:00,620 --> 00:03:02,360

Pay attention to
where the playhead

95

00:03:02,360 --> 00:03:03,650

is when trimming, cutting,

96

00:03:03,650 --> 00:03:05,030

and deleting to
make sure you're

97

00:03:05,030 --> 00:03:07,410

moving and keeping
what you want.

98

00:03:07,840 --> 00:03:10,730

Get to know your
editing software.

99

00:03:10,730 --> 00:03:11,960

There are lots of editing

100

00:03:11,960 --> 00:03:13,370

software options out there,

101

00:03:13,370 --> 00:03:14,390

but there's some universal

102

00:03:14,390 --> 00:03:15,530

or basic editing tools

103

00:03:15,530 --> 00:03:17,880

that would be really
helpful to know.

104

00:03:18,130 --> 00:03:21,140

Amplify.

If your audio

105

00:03:21,140 --> 00:03:22,745
is too quiet or too loud,

106
00:03:22,745 --> 00:03:24,110
the amplify tool allows

107
00:03:24,110 --> 00:03:25,370
you to increase or decrease

108
00:03:25,370 --> 00:03:26,690
the volume of
the entire track

109
00:03:26,690 --> 00:03:28,890
by measurable decibels.

110
00:03:29,650 --> 00:03:32,630
Noise reduction.
Sometimes there may

111
00:03:32,630 --> 00:03:33,800
be a noticeable background

112
00:03:33,800 --> 00:03:34,895
noise throughout
your audio,

113
00:03:34,895 --> 00:03:36,170
such as a
background hiss or

114
00:03:36,170 --> 00:03:38,705
harm caused by poor
recording conditions.

115

00:03:38,705 --> 00:03:40,850

Using noise reduction
can go a long

116

00:03:40,850 --> 00:03:43,430

way and make the noise
less distracting.

117

00:03:43,430 --> 00:03:46,700

Compressor. If your
audio has cracking,

118

00:03:46,700 --> 00:03:48,380

distortion it loud moments,

119

00:03:48,380 --> 00:03:50,180

and reducing the
volume makes the rest

120

00:03:50,180 --> 00:03:52,040

of the audio too
quiet to hear,

121

00:03:52,040 --> 00:03:53,390

you need to compress
the sounds.

122

00:03:53,390 --> 00:03:55,910

Dynamic range.
Compression evens

123

00:03:55,910 --> 00:03:58,170

out the volume
of your audio.

124

00:03:59,080 --> 00:04:01,310

Low resolution images or

125

00:04:01,310 --> 00:04:03,755

video results

in low-quality.

126

00:04:03,755 --> 00:04:06,590

Having blurry or

autofocus images

127

00:04:06,590 --> 00:04:08,570

can really distract

from your narrative.

128

00:04:08,570 --> 00:04:09,710

The best way to ensure

129

00:04:09,710 --> 00:04:10,790

that it doesn't

happen is to

130

00:04:10,790 --> 00:04:13,144

select photos with the

highest resolution.

131

00:04:13,144 --> 00:04:14,390

The higher the resolution,

132

00:04:14,390 --> 00:04:16,250

the better the quality

of the image when it

133

00:04:16,250 --> 00:04:18,455

is blown up onto a
larger screen will be.

134

00:04:18,455 --> 00:04:19,790

So it won't get blurry or

135

00:04:19,790 --> 00:04:21,590

hard to make out

when it's seen.

136

00:04:21,590 --> 00:04:23,570

Try to find images

with dimensions in

137

00:04:23,570 --> 00:04:25,490

the thousands rather

than the hundreds.

138

00:04:25,490 --> 00:04:27,860

Check the image file

properties in Windows,

139

00:04:27,860 --> 00:04:29,300

or get info on Mac to check

140

00:04:29,300 --> 00:04:30,500

the dimensions

of the images

141

00:04:30,500 --> 00:04:32,460

you're planning to use.

142

00:04:34,180 --> 00:04:36,395

When putting your

video together,

143

00:04:36,395 --> 00:04:37,760

you may put
background music,

144

00:04:37,760 --> 00:04:38,810

sound effects, or

145

00:04:38,810 --> 00:04:40,700

other sounds in
the background.

146

00:04:40,700 --> 00:04:43,310

If set to full volume
these extra sounds

147

00:04:43,310 --> 00:04:44,660

or compete with
your main audio

148

00:04:44,660 --> 00:04:45,875

and drown it out.

149

00:04:45,875 --> 00:04:47,420

Whatever you want
the audience to

150

00:04:47,420 --> 00:04:49,310

focus on should
be the loudest.

151

00:04:49,310 --> 00:04:51,440

Any other sounds
should be as quiet as

152

00:04:51,440 --> 00:04:54,320

possible to act
as ambient noise.

153

00:04:54,320 --> 00:04:56,240

You can mix the
audio levels

154

00:04:56,240 --> 00:04:57,320

in your editing software to

155

00:04:57,320 --> 00:04:58,430

ensure there's no audio

156

00:04:58,430 --> 00:05:00,840

conflict in your project.

157

00:05:01,450 --> 00:05:04,415

The pacing of the video
is very important.

158

00:05:04,415 --> 00:05:06,560

yet hard to describe.
Everything

159

00:05:06,560 --> 00:05:08,270

on screen must
have a purpose.

160

00:05:08,270 --> 00:05:09,470

If there is a
large amount of

161

00:05:09,470 --> 00:05:10,700

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.

171

00:05:26,290 --> 00:05:28,880

You recorded, imported,

172

00:05:28,880 --> 00:05:30,770

arranged, and edited

you media.

173

00:05:30,770 --> 00:05:32,375

The final thing

you need to do

174

00:05:32,375 --> 00:05:34,265

is export or

publish a video.

175

00:05:34,265 --> 00:05:36,620

This means taking the

project and turning it

176

00:05:36,620 --> 00:05:39,335

into a file that can be

shared and submitted.

177

00:05:39,335 --> 00:05:41,180

It is a common

confusion that

178

00:05:41,180 --> 00:05:42,965

your project file

is your video file.

179

00:05:42,965 --> 00:05:44,540

But that is not the case.

180

00:05:44,540 --> 00:05:46,730

If you do not export
the video file

181

00:05:46,730 --> 00:05:48,470

and you try to share
your project file,

182

00:05:48,470 --> 00:05:50,000

you might damage
your project file

183

00:05:50,000 --> 00:05:51,830

and lose all of
your hard work.

184

00:05:51,830 --> 00:05:54,170

Different video
editing software have

185

00:05:54,170 --> 00:05:55,760

different procedures
for exporting

186

00:05:55,760 --> 00:05:57,275

a project to a video file.

187

00:05:57,275 --> 00:05:59,390

But there are some
universal options.

188

00:05:59,390 --> 00:06:00,890

If you have an
assignment or

189

00:06:00,890 --> 00:06:02,240
project guideline
that states

190
00:06:02,240 --> 00:06:03,815
the form at the
video needs to be,

191
00:06:03,815 --> 00:06:05,690
refer to that information
as you select

192
00:06:05,690 --> 00:06:08,375
the settings when you
export. If unsure,

193
00:06:08,375 --> 00:06:10,235
export your video as MP4,

194
00:06:10,235 --> 00:06:11,660
since it is the
most universally

195
00:06:11,660 --> 00:06:13,715
accepted video format.

196
00:06:13,715 --> 00:06:15,890
Always be sure to watch

197
00:06:15,890 --> 00:06:17,060
the export video before

198
00:06:17,060 --> 00:06:19,140
uploading and sharing it.

199

00:06:20,200 --> 00:06:22,730

So let's recap.

When working

200

00:06:22,730 --> 00:06:23,990

on a multimedia project,

201

00:06:23,990 --> 00:06:25,460

getting things right

when recording will

202

00:06:25,460 --> 00:06:27,305

prevent a lot of

trouble later.

203

00:06:27,305 --> 00:06:28,850

Getting familiar

with editing

204

00:06:28,850 --> 00:06:30,380

basics like waveforms

205

00:06:30,380 --> 00:06:31,790

and correction tools will

206

00:06:31,790 --> 00:06:33,935

make your audio

sound it's best.

207

00:06:33,935 --> 00:06:36,500

Low-quality images

will look blurry

208

00:06:36,500 --> 00:06:38,855

and ugly when viewed
on a larger screen.

209

00:06:38,855 --> 00:06:41,030

Using music and
sound effects

210

00:06:41,030 --> 00:06:42,440

makes your project dynamic,

211

00:06:42,440 --> 00:06:45,020

but too much can
be distracting.

212

00:06:45,020 --> 00:06:46,790

Make sure the pace of your

213

00:06:46,790 --> 00:06:47,810

video allows the viewer

214

00:06:47,810 --> 00:06:50,255

to understand the
content as it appears.

215

00:06:50,255 --> 00:06:52,160

Finally, know the settings

216

00:06:52,160 --> 00:06:53,195

your video needs to be

217

00:06:53,195 --> 00:06:55,350

when you're ready
to present it.

