

**SHERIDAN**

*Sheridan College FHASS Presents*

*Audio Recording*

*Tips  
&  
Tricks I*

*November 2023*

**ARTICLE  
\_003**

RECORDED AUDIO CAN BE USED IN NUMEROUS ACADEMIC CONTEXTS.

# Why Teach with Audio?

- To provide students with a study aid they can review after lecture;
- To enable students to review the lecture in preparation for discussion and debate;
- To demonstrate a task, procedure, or complex concept that would benefit from multimedia presentation and/or the ability to watch repeatedly;
- To use on an ongoing basis as a reference for students;
- To free up class time for discussion. Making recorded lectures available before class meetings makes more time available for discussion and hands-on activities.

Here is an additional article outlining several *Audio Recording and Podcasting tips*:  
<https://bit.ly/bcaudiotips>

**Above are just a few of numerous examples in which recording audio may be necessary in an academic context.** It is often important to capture audio separately from video, as many laptop and camera's built-in microphones are of inferior quality. There are countless software and hardware options available to accomplish a simple voice recording, however you may find your end product sounds warbled, hollow, or like it was recorded on a potato.

Follow the best practices using the applications outlined below to produce a high-quality audio recording to accompany your Sheridan brand-compliant videos.

# Applications to Capture Audio-Only at Home:

## VOICE MEMOS >

MAC-BASED DESKTOP+IPHONE APPLICATION



## ADOBE AUDITION >

MAC/WIN DESKTOP+MOBILE APPLICATION

<[HTTPS://WWW.ADOBE.COM/CA/PRODUCTS/AUDITION/FREE-TRIAL-DOWNLOAD.HTML](https://www.adobe.com/ca/products/audition/free-trial-download.html)>



## ADOBE RUSH >

MAC/WIN DESKTOP+MOBILE APPLICATION

<[HTTPS://WWW.ADOBE.COM/CA/PRODUCTS/PREMIERE-RUSH.HTML](https://www.adobe.com/ca/products/premiere-rush.html)>



## AUDACITY >

MAC/WIN DESKTOP+MOBILE OPENSOURCE APPLICATION

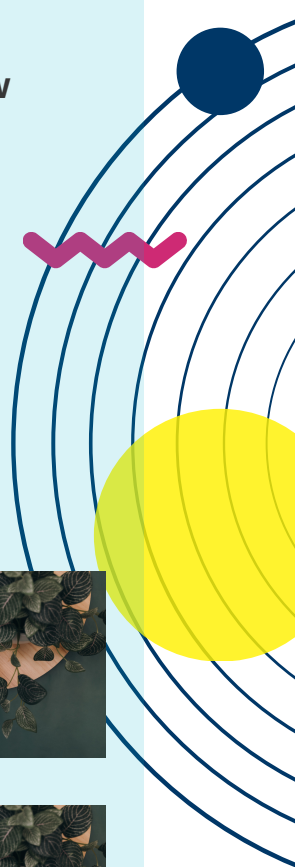
<[HTTPS://WWW.AUDACITYTEAM.ORG/](https://www.audacityteam.org/)>



## CAMTASIA >

MAC/WIN DESKTOP APPLICATION

<[HTTPS://WWW.TECHSMITH.COM/VIDEO-EDITOR.HTML](https://www.techsmith.com/video-editor.html)>



Here is an additional article outlining *What to Look for in [Choosing] a Microphone:*

<https://www.soundguys.com/what-to-look-for-in-a-microphone-26035/>

# Hardware to Capture Audio-Only:

## SHURE MV7 PODCAST MICROPHONE >

- INSPIRED BY THE LEGENDARY SM7B, THE MV7 IS A DYNAMIC MICROPHONE WITH BOTH USB AND XLR OUTPUTS FOR USE WITH COMPUTERS AND PROFESSIONAL INTERFACES ALIKE. CONNECT VIA USB.
- IT IS OFTEN RECOMMENDED TO RECORD AUDIO SEPARATELY FROM VIDEO, OR PERHAPS ADD A VOICEOVER TO AN EXISTING PIECE OF RAW FOOTAGE. WITH SHURE'S MV7 PODCAST MICROPHONE, USERS ARE ABLE TO DO SO QUICKLY AND SEAMLESSLY, WHILE CAPTURING A HIGH-QUALITY END PRODUCT.



## SENNHEISER AVX DIGITAL WIRELESS LAVALIER MIC >

- ELIMINATE TIME-CONSUMING RADIO FREQUENCY SETUP. THIS LAVALIER AND HANDHELD MICROPHONE SET IS THE PERFECT DIGITAL WIRELESS SOLUTION FOR FILM OR VIDEO. AT LESS THAN AN INCH TALL, THIS DISCRETE SOLUTION NEATLY CLIPS ON TO YOUR LAPEL OR COLLAR.
- THIS DEVICE CAN BE USED ON ITS OWN IN AN AUDITORIUM OR SPEAKER SETTING, AND CAN BE PLUGGED INTO OUR CANON AX70 CAMCORDER TO SIMULTANEOUSLY CAPTURE AUDIO AND VIDEO.



## RODE NTG5 BROADCAST SHOTGUN MIC >

- THE NTG5 IS AN ULTRA-LIGHTWEIGHT PROFESSIONAL SHOTGUN MICROPHONE THAT IS IDEAL FOR USE IN THE MOST DEMANDING RECORDING APPLICATIONS.
- FITTED TO OUR CANON AX70 CAMCORDER, THIS MICROPHONE IS OPTIMAL FOR CAPTURING HIGH-QUALITY AUDIO AT THE SAME TIME AS YOUR VIDEO RECORDING.



# Hardware to Capture Audio-Only:

HERE ARE A FEW SUGGESTED **WIRED** HEADPHONES WITH A MICROPHONE ATTACHED, FOR USE IN RECORDING AUDIO AT HOME:

## APPLE EARPODS WITH LIGHTNING CONNECTOR >

< [HTTPS://WWW.AMAZON.CA/APPLE-EARPODS-LIGHTNING-CONNECTOR-IPHONE/DP/B01M0GB8CC/REF=SR\\_1\\_11?CRID=00F9KQLRF1B7&KEYWORDS=APPLE&QID=1692231516&S=ELECTRONICS&SPREFIX=APPLE%2CELECTRONICS%2C107&SR=1-11&TH=1](https://www.amazon.ca/apple-earpods-lightning-connector-iphone/dp/B01M0GB8CC/ref=SR_1_11?crid=00F9KQLRF1B7&keywords=apple&qid=1692231516&s=electronics&sprefix=apple%2Celectronics%2C107&sr=1-11&th=1) >



## SENNHEISER IE 900 AUDIOPHILE IN-EAR MONITORS >

< [HTTPS://WWW.AMAZON.CA/DP/B094DP3177?TAG=GEORIoT-CA-DEFAULT-20&TH=1&PSC=1&ASCSubTAG=WHATHIFI-CA-4924120262051496000-20&GENIUSLINK=TRUE](https://www.amazon.ca/dp/B094DP3177?tag=georiot-ca-default-20&th=1&psc=1&ascsubtag=whathifi-ca-4924120262051496000-20&geniuslink=true) >



## SHURE AONIC 3 WIRED SOUND ISOLATING EARBUDS >

< [HTTPS://WWW.AMAZON.CA/DP/B08BTR9RFR?TAG=GEORIoT-CA-DEFAULT-20&TH=1&ASCSubTAG=WHATHIFI-CA-7100107559480962000-20&GENIUSLINK=TRUE](https://www.amazon.ca/dp/B08BTR9RFR?tag=georiot-ca-default-20&th=1&ascsubtag=whathifi-ca-7100107559480962000-20&geniuslink=true) >



## ETYMOTIC RESEARCH ER2SE IN-EAR EARPHONES >

< [HTTPS://WWW.AMAZON.CA/DP/B07NSQBK1X?LINKCODE=GG2&TAG=AT88-20](https://www.amazon.ca/dp/B07NSQBK1X?linkcode=gg2&tag=at88-20) >



**Try not to speak directly into your laptop without utilizing a microphone.**



# Hardware to Capture Audio-Only:

HERE ARE A FEW SUGGESTED **WIRELESS** HEADPHONES WITH A MICROPHONE ATTACHED, FOR USE IN RECORDING AUDIO AT HOME:

## APPLE AIRPODS PRO >

< [HTTPS://WWW.AMAZON.CA/DP/B0BDHWDR12?TAG=GEORIoT-CA-DEFAULT-20&TH=1&PSC=1&ASCSubTAG=WHATHIFI-CA-7350798467347994000-20&GENIUSLINK=TRUE](https://www.amazon.ca/dp/B0BDHWDR12?tag=georiot-ca-default-20&th=1&psc=1&ascsubtag=whathifi-ca-7350798467347994000-20&geniuslink=true) >



## SENNHEISER MOMENTUM TRUE WIRELESS 3 >

< [HTTPS://WWW.AMAZON.CA/GP/PRODUCT/B09T935X38?TAG=RTINGS-C-HP-20&IE=UTF8&TH=1](https://www.amazon.ca/gp/product/B09T935X38?tag=rtings-c-hp-20&ie=utf8&th=1) >



## BOSE QUIETCOMFORT EARBUDS II >

< [HTTPS://WWW.AMAZON.CA/GP/PRODUCT/B0B4PSQHD5?TAG=RTINGS-C-HP-20&IE=UTF8&TH=1](https://www.amazon.ca/gp/product/B0B4PSQHD5?tag=rtings-c-hp-20&ie=utf8&th=1) >



## JABRA EVOLVE 75E MS IN-EAR EARPHONES >

< [HTTPS://WWW.AMAZON.CA/DP/B078P2Y7RL?LINKCODE=GS2&TAG=HEADPHONESTOC-20&TH=1](https://www.amazon.ca/dp/B078P2Y7RL?linkcode=gs2&tag=headphonestoc-20&th=1) >



# How To Record Better Audio At Home

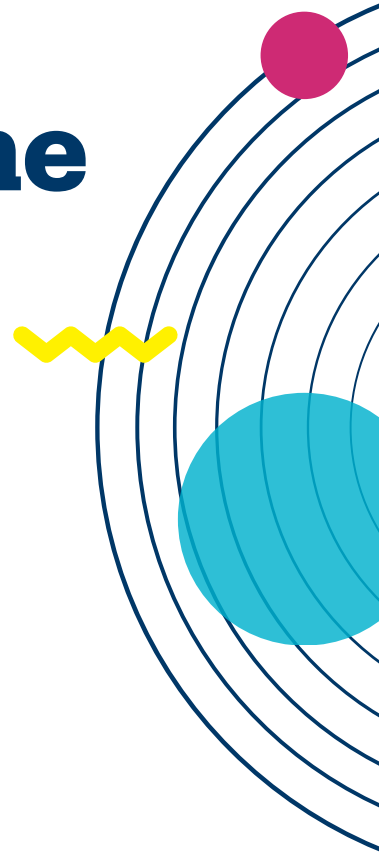
## 1 MICROPHONE

- The quality of your microphone and using one in the first place, does indeed matter. A Rode or Shure branded microphone will be superior to an Apple or Bose, which many consumers are familiar with. Note that newer models are usually better than their predecessors.
- Try not to speak directly into your laptop or computer. Instead, choose the latest model of wired headphones with attached microphone available to you, preferably from a reputable low- to mid-range brand\* such as Apple, Bose, JBL or Jabra.

\*Links have been provided above.

CONT'D >

# How To Record Better Audio At Home



## 2 RECORDING LEVELS

- Audio decibel input levels should be set so you see your dialogue is being recorded on the meters at -12db -10db and has absolute peaks at -6db. These numbers are optimal for audio recording while also being able to be edited in later post-processing. Do so using the slider or buttons found directly on your chosen microphone.

## 3 'EAT' THE MICROPHONE

- Often in videos, you see people holding a wired microphone closer to their mouths as they speak. This is because the further away from the microphone you are, the more room noise is being picked up, and mixed in with your recording.
- Speak directly into your microphone by physically moving closer, or holding it closer to your mouth. A maximum of 4-6 inches from the microphone is what is recommended. If you are uncomfortable doing so, or if this is unsightly as your face will be shown in the video, use a 'Lavalier Mic\*', a small thumb-sized microphone which discreetly clips on to your lapel or collar.



# How To Record Better Audio At Home

## 4 RECORDING ON A PHONE

- Should you not have a microphone or wired headphone with an attached microphone available to use, you may also record high-quality audio on the latest iPhone using the Voice Memos App.
- Follow these instructions below to do so:

### 1. Launch the Voice Memos application

Start by locating and launching the Voice Memos app on your iPhone and tap the “Voice Memos app” icon, which resembles an image of an audio graph.

### 2. Record a Voice

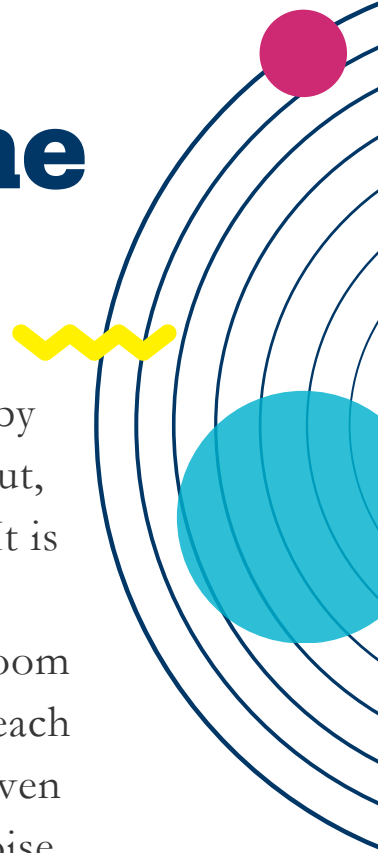
Tap the “Record” button (round red) to start audio recording. Once done, tap the red record button again to stop recording. If you need to pause the recording for any reason, tap the red “Pause” button, then tap “RESUME” once you’re ready to continue recording.

3. When you’ve finished recording, tap the name of the recording to rename it.

4. It is now saved to the Voice Memos app and can be exported to a laptop or desktop computer for editing.

CONT'D >

# How To Record Better Audio At Home



## 5 CAPTURE ROOM NOISE

- Lights, air conditioning, dogs barking, and cars passing by all emit an underlying babbel the human brain cancels out, yet add to what is collectively known as ‘Room Noise’. It is important to try preparing your space to be as quiet as possible by turning off fans, AC, etc, quelling existing room noise. However some hum will always be present, with each room’s being slightly different, and varying depending even on the time of day, so it is important to capture this ‘Noise Print’ at the time of audio recording.
  - One can capture a ‘noise print’ by hitting record, then simply allowing your device to capture the room for 1-5 seconds before beginning to speak.
- *Note:* An application like *Microsoft Teams* may in fact turn your mic off when not speaking, which defeats the purpose outlined above.

## 6 POST PROCESS - IF REALLY BAD

- We mentioned that some room noise will always be present, and with a little effort can be reduced to an unnoticeable level upon recording. However sometimes this is not possible, and the resulting recording has a distracting hum or whir. Use post processing techniques in *Adobe Audition* to remove existing noise and restore audio.

# How To Record Better Audio At Home

## 4 SPEAK SLOWER

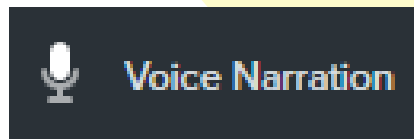
- Finally, it is vitally important to tell yourself to speak slower than you are used to. Studies suggest, even the most charismatic, confident, and comfortable individual may race their words when put in front of an audience or camera for the first time.
- A ‘Standard’ speech rate falls between 140-160 WPM, ‘Fast’ speech is considered anything over 160 WPM, with Radio hosts and podcasters often speaking faster at 160-170 WPM.
- With experience, one can see the addition of nerves may make it appear you are speaking at a normal rate at the time, when in fact we may barely be able to understand you. Mentally tell yourself to speak slightly slower at the time of recording in front of a camera, or presenting in front of an audience, as this can always be inconspicuously sped up in post-processing.

# HOW TO CAPTURE

# VOICEOVER

## USING CAMTASIA

1. Open *Camtasia*, click the “**Voice Narration**” tab.



2. Select the desired audio device from the dropdown.
3. Test audio input levels.
4. Type or paste an optional script into the text box.
5. Select “**Mute timeline during recording**” (Windows) or “**Mute speakers during recording**” (Mac) to prevent audio on the timeline from playing through your speakers or headphones.
6. Drag the playhead to the position on the timeline to start recording audio.
7. Click the Start Voice Recording button.
8. Camtasia plays back the video on the timeline. Speak into a microphone to record your voice narration.
9. Click the Stop button to stop recording.
10. On Windows, enter a file name and click Save.

*View the following link for a guide to removing background noise using Camtasia:*

*<<https://www.techsmith.com/learn/tutorials/camtasia/record-voice-narration/#:~:text=Click%20the%20Start%20Voice%20Recording,Stop%20button%20to%20stop%20recording>>*

# HOW TO REMOVE

# ROOM NOISE

## USING CAMTASIA

1. Open *Camtasia*, click “**File**” and “**Open**” and locate the file you want to fix.
2. Select the track that has the background noise.
3. Click “**Audio Effects**” from the left menu.
4. Click on the “**Noise Removal**” box and drag & drop it onto the timeline.

*That's it!*

*View the following link for a guide to removing background noise using Camtasia:*

*<<https://sonix.ai/articles/how-to-remove-background-audio-noise-in-your-videos>>*



# EDITING AUDIO WITH

# AUDACITY

Many users find the saturated interface of *Camtasia* or *Adobe's* suite to be over-complicated, and prefer the simplified screens presented in the open-source program, **Audacity**. *Audacity* is an easy-to-use, multi-track audio editor and recorder for Windows, macOS, GNU/Linux and other operating systems. *Audacity* is free, open source software.

## AUDACITY >

MAC/WIN DESKTOP+MOBILE OPEN-SOURCE APPLICATION

<[HTTPS://WWW.AUDACITYTEAM.ORG/](https://www.audacityteam.org/)>



There are many great resources for Audacity fundamentals out there, including on the Audacity website itself.

- *Tutorials for Audacity >*  
<[https://manual.audacityteam.org/man/tutorials\\_for\\_audacity.html](https://manual.audacityteam.org/man/tutorials_for_audacity.html)>
- *Tutorial - Your First Recording >*  
<[https://manual.audacityteam.org/man/tutorial\\_your\\_first\\_recording.html](https://manual.audacityteam.org/man/tutorial_your_first_recording.html)>
- *Here is a fantastically comprehensive resource from Kent State University Libraries on Audacity Basics:*  
<[https://www.library.kent.edu/files/SMS\\_Audacity\\_Basics.pdf](https://www.library.kent.edu/files/SMS_Audacity_Basics.pdf)>

ADDING BACKGROUND AUDIO TO A TUTORIAL OR LECTURE VIDEO IS A GREAT WAY TO KEEP STUDENTS ENGAGED.

# Royalty Free & Creative Commons Music & Sound Effects

It is easy to add stock audio included with your Sheridan employee license with just a few clicks in many *Adobe* programs, such as *Rush*, *Premiere Pro*, and *After Effects*.

However, you can also find your own royalty-free music to composite with your raw video footage using *Camtasia*.

*Here are some resources for royalty-free and Creative Commons audio works:*

- **Incompetech** (some music here is not royalty free; all songs require attribution):
  - <https://incompetech.com/music/>
- **Garage Band** loops and music: Apple has stated that songs and music loops exported from its *Garage Band* software can be used in videos, provided that the music is not be repackaged and resold as original music.
  - <https://support.apple.com/en-ca/HT201202>
- **Free Music Archive** is a good resource if you want to know more about what constitutes Creative Commons and it's four licensing terms of Attribution, NonCommercial ("NC"), NoDerivatives ("ND"), and ShareAlike ("SA"), as well as download creative commons music and sound effects:
  - <http://freemusicarchive.org>
  - <http://freemusicarchive.org/faq>
- **CCMixer** (Creative Commons – attribution)
  - <http://ccmixter.org/>
- **Free Sound** (requires registration/login to be created, includes music and sound effects):
  - <http://freesound.org>
- **Sound Bible** (includes music and sound effects):
  - <http://soundbible.com>
- **YouTube Audio Library**

**This guidebook outlined key industry-leading software, hardware, and best practices to create high-quality audio recordings to accompany academic videos in 2023.**

**If you require additional assistance beyond what is outlined above,**

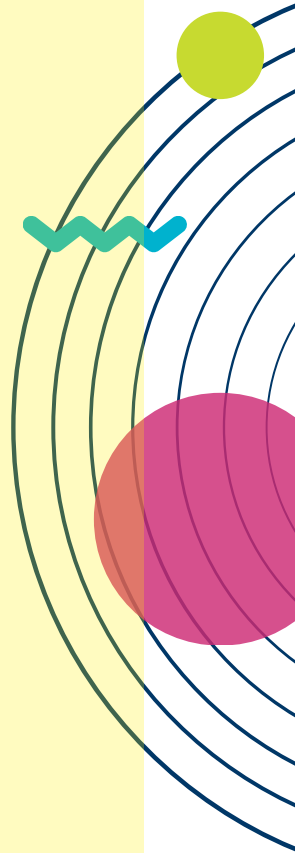


Please contact FHASS' **Digital Content Specialist** for further assistance.



## references:

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2. [HTTPS://WWW.HUFFPOST.COM/ENTRY/BACKGROUND-NOISE-MENTAL-HEALTH\\_L\\_6362D166E4B046B39CA45EB3#:~:TEXT=%E2%80%9CBACKGROUND%20NOISE%20MAY%20BE%20USED,IT%20SERVES%20AS%20A%20DIS-TRACTION](https://www.huffpost.com/entry/background-noise-mental-health_l_6362d166e4b046b39ca45eb3#:~:text=%E2%80%9Cbackground%20noise%20may%20be%20used,it%20serves%20as%20a%20distraction)
3. [HTTPS://JMPROCREATIVE.COM/BLOG/10-TIPS-FOR-SPEAKING-ON-CAMERA-AND-HAVING-A-BETTER-ON-CAMERA-PRESENCE](https://jmpreative.com/blog/10-tips-for-speaking-on-camera-and-having-a-better-on-camera-presence)
4. [HTTPS://WWW.LARECORDINGSCHOOL.COM/PSYCHOACOUSTICS-THE-PSYCHOLOGY-OF-SOUND/](https://www.larecordingschool.com/psychoacoustics-the-psychology-of-sound/)
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7. [HTTPS://PRESSBOOKS.BCCAMPUS.CA/EDMEDIA/CHAPTER/CHAPTER-5-AUDIO-RECORDING-AND-PODCASTING/#:~:TEXT=SIT%20ABOUT%204-12%20INCHES,VOICE%20IS%20BEING%20PICKED%20UP](https://pressbooks.bccampus.ca/edmedia/chapter/chapter-5-audio-recording-and-podcasting/#:~:text=SIT%20ABOUT%204-12%20INCHES,VOICE%20IS%20BEING%20PICKED%20UP)
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9. [HTTPS://SONIX.AI/ARTICLES/HOW-TO-REMOVE-BACKGROUND-AUDIO-NOISE-IN-YOUR-VIDEOS](https://sonix.ai/articles/how-to-remove-background-audio-noise-in-your-videos)
10. [HTTPS://WWW.REV.COM/BLOG/RESOURCES/HOW-TO-RECORD-YOUR-VOICE-ON-AN-IPHONE](https://www.rev.com/blog/resources/how-to-record-your-voice-on-an-iphone)
11. [HTTPS://SUPPORT.APPLE.COM/EN-CA/GUIDE/IPHONE/IPH4D2A39A3B/IOS](https://support.apple.com/en-ca/guide/iphone/iph4d2a39a3b/ios)
12. [HTTPS://WWW.HOWTOGEEK.COM/769338/HOW-TO-RECORD-AUDIO-ON-IPHONE/](https://www.howtogeek.com/769338/how-to-record-audio-on-iphone/)
13. [HTTPS://WWW.SOUNDGUYS.COM/WHAT-TO-LOOK-FOR-IN-A-MICROPHONE-26035/](https://www.soundguys.com/what-to-look-for-in-a-microphone-26035/)
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16. [HTTPS://RODE.COM/EN/MICROPHONES/SHOTGUN/NTG5](https://rode.com/en/microphones/shotgun/ntg5)
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19. [HTTPS://WWW.WHATHIFI.COM/BEST-BUYS/BEST-IN-EAR-HEADPHONES-BUDGET-AND-PREMIUM](https://www.whathifi.com/best-buys/best-in-ear-headphones-budget-and-premium)
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*Created by Jason Tenn for Sheridan College Faculty of Humanities & Social Sciences*

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