

PRO VoiceOver Recording Station

1. Review your script to mark natural pauses in your story. These segments will be recorded separately.
2. Use a quiet room to set-up the PRO VoiceOver Recording Station.
3. Confirm the Computer Set-up

- Bias Peak 4LE software (MAC)
- M-Audio Mobile Pre USB (the audio box interfacing w/ computer)
- Condenser microphone (Shure)
- Boom Stand
- Aspiration (spit) Guard
- Microphone cable

a. Connect the Select “**System Preferences**” under the Blue Apple Menu in upper left hand corner

b. Click on the **Sound** icon

c. Choose the **Input tab** to verify that the *M-Audio Mobile USB Pro* box attached to the computer is selected – if not, click to select it. **Output tab** should show *Built-in Audio Controller*. Close this window.



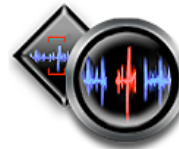
d. Double check the software settings under Audio for hardware set-up. **Input** should show *M-Audio Mobile USB*. **Output** should show *Built-in Audio Controller*.

4. Set-up the recording software: **Bias Peak 4 LE software**

a. Click the software icon in the dock

b. Cancel the dialogue box asking what you want to open.

c. Note that the entire **Transport** window is open and showing at bottom of screen



5. Start a new File

a. Start a **NEW** stereo document under **FILE** Menu

b. Click Transport’s **Record** button (circle) once



c. A dialogue window called **Record** will pop-up.

d. **FIRST** time only! Test microphone level by reading script into microphone. Watch the audio meter in **Transport** window while speaking. You want your voice to be as close to 0dB (decibels) as possible without exceeding it. Turn the button on the M-Audio Mobile box attached to the computer up so the peaks are between -4 and -1 but NOT to exceed 0 dB on **Transport’s** audio meter.

6. Begin recording

a. Remember you are performing not reading your script – let your voice tell the story – live it – breathe it – make everyone feel your story with your voice.

b. You are recording only **ONE** (1) segment of your script at a time.

c. Click **Record** button (circle) on far right side of the **pop-up** window to start recording



- d. Record only ONE script segment into microphone
 - e. Click **Stop** button (square)
 - f. Name voice files in sequence. Example: “a_StoryName.aif” increasing the alphabet letter in the file name with each recording.
 - g. Save recording into your VOICEOVER folder.
7. Playback your sound track to determine the quality of your recording. Use the space bar to start and stop the scrubber playback preview of your voice recording. Does the quality work for you? If not, simply re-record the same script segment starting with STEP FIVE again. NOW re-save with SAME file name in order to replace the older version with the newer recorded version. When the recording sounds the way you want it to sound, you are ready to go to Step 8.
8. Normalizing the recording to create a quality sound level.
- a. Select the entire recording by selecting **Select All** from the Edit menu.
 - b. Select “**Normalize**” from the DSP menu
 - c. Press **return** when prompted to activate the process at **100%**.
9. Save recording AGAIN recording in your VOICEOVER folder
- a. Go to Save As “a_StoryName.aif” (increase the alphabet letter in the file name with each recording) by selecting “**save as**” from the edit menu.
 - b. Save to VOICEOVER FOLDER
10. Begin recording NEXT voice chunk starting with Step 5 until finished with entire script.