

# GUIDE TO PRODUCING AN AUDIO FILE FOR YOUR COURSE



## 1 DEVELOP A SCRIPT

Write a script or list of talking points to reduce the time you spend recording and improve overall flow of the podcast or presentation. The final CME product contains accreditation, disclosure and learning objective slides after the title slide; however, you do not need to verbalize these in the recording.

## 2 SET UP YOUR EQUIPMENT AND RECORDING SPACE

Record in your own space. Record using a computer or smart phone/ device with a microphone. External mics (e.g., USB mic or earbuds) can record sound better and reduce background noise. Make a test recording of ambient noise in the room before producing the actual recording.

## 3 CHOOSE A RECORDING SOFTWARE AND SET YOUR LEVELS

Microsoft Windows users can record audio through the [Voice Recorder](#) application. Mac users can record audio in [QuickTime](#). You can also [record a slide show with narration](#) in PowerPoint (Office 365). Before recording, check and set your input levels by selecting sound settings on your computer or device.

## 4 PRACTICE PROPER RECORDING TECHNIQUES

Practice a few times and listen to your test recordings with headphones to capture polished audio. Also, monitor the distance between your face and microphone throughout the session to maintain quality.

## 5 RECORD AND SHARE YOUR FILE

Record blocks of up to 5 min per file as this makes it easier to share. When re-recording segments, record under the same conditions and levels as the other segments. Send final files to OCME via one of two ways: email attachment (files <25 MB) or SharePoint and OneDrive (large files). Share access to your files with [smlevin@ucdavis.edu](mailto:smlevin@ucdavis.edu) or [sagriffin@ucdavis.edu](mailto:sagriffin@ucdavis.edu).

## PRO TIPS

- Record in a quiet space and mute your computer to block app sounds
- Record in one of these audio formats: WAV, MP3, M4A, or MP4
- Optimal recording distance from the microphone is 4-6 inches
- Speak naturally in a clear, calm and slightly upbeat manner
- Fluctuate tone, pitch and rhythm to emphasize key points and convey emotion
- Enunciate words and project your voice
- Avoid using filler words (ums, uhs, etc)
- Avoid smacking your lips, clearing your throat, or taking gasping breaths

