ExplorNet's Digital Media I





Pre-Production

- ☐ Determine the overall purpose of the project.
- ☐ Define the intended target audience.
- ☐ Consult with the client and write a script that effectively conveys the intended message to the audience.
- Determine hardware:
 - Microphones
 - □ Audio Recording Device
- Determine software.





Audio Editing Software

- ☐ Captures audio from the original source and imports it into the editing software (Example: Adobe Audition, Audacity).
- Manipulates audio clips and adds the desired tracks and effects to convey the intended message.



Production

- ☐ Record audio from original source.
- Maintain audio levels throughout recording to ensure quality.
- ☐ Save recorded audio.



Post-Production

- Use an audio editing software to edit the recorded audio.
- Optimize the audio output file for specific client needs, including:
 - Primary use of audio clip
 - ☐ File size requirements
 - □ File format requirements



Audio Recording Terms

☐ Track Separate layers of audio used to record sources individually. ☐ Volume Unit Meter A visual representation of the audio volume level; used to ensure all audio clips recorded are at the same level. Master Level Used to control the overall output volume of an audio recording.



Audio Recording Terms

- Audio Panning
 - When audio is recorded through separate channels (left or right).
- Over-modulation
 - Sound interference that occurs during recording when audio levels are too high and causes the signal to distort or lose clarity.



Audio Editing Terms

☐ Clip A section of recorded sound used to create an audio production. ☐ Trim/Splice Starting and stopping audio clips at a defined point in the recording. ■ Adjusting Track Levels Increasing or decreasing the volume of individual tracks to ensure all tracks are audible and blend well together.



Audio Editing Terms

☐ Fade Gradual change of volume used to change between clips of audio. ☐ Fade Up (In) and Fade Down (Out) Gradually increasing or decreasing the volume of an audio clip. Crossfade A gradual volume transition from one audio clip to another.



Audio Editing Terms

└ Loop Used to make a section of audio repeat. Audio Effects Adjustments to clips used to change the original sound in order to reach the desired outcome. ■ Background Audio ☐ Music and/or sounds used to add interest and depth to an audio production. Voiceover □ Voice used to convey a message to the audience.