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**Quick Guide to
CREATING YOUR VOICE-OVER**

This quick guide should be used in conjunction with the educast *Recording Your Voiceover*. These materials demonstrate how to create your voiceover using the freeware program Audacity. In digital storytelling, your voice is your strongest tool for creative expression. Tone, timbre, enunciation, volume and speed are the most important components.

You'll need to have your finished script before you begin. We suggest recording your voiceover in sections to better control the process. Most people are not experienced in voiceover, so segmenting the script makes it easier to get the effect you want and to redo any stumbles or hiccups.

URL: audacity.sourceforge.net/

Step 1: Recording the Tracks

- 1a) Click record button (red circle) in top navigation bar
- 1b) Read first sentences of script into internal microphone (or connect external USB microphone)
- 1c) Click stop button (yellow square) in top navigation bar
- 1d) Scroll back and place cursor at beginning of section
- 1e) Click play button (green triangle) in top navigation bar
- 1f) Listen to what you recorded, then either keep it or delete and redo
- 1g) Repeat process for each segment of your script

Step 2: Compiling the Tracks

- 2a) Click "View->Fit in Window"
- 2b) Click "View->Fit Vertically"
- 2c) Place playhead at beginning of Track 1 and click mouse to listen to complete voiceover
- 2d) Redo any tracks by repeating process outlined in Step 1

Step 3: Saving and Exporting

- 3a) Select "File->Save Project"
- 3b) Select "File->Export as"
- 3c) Click OK in "Warning" dialog box