

Top 10 Tips for Recording your Digital Story

Here are a few tips you can use if you are planning to record your own digital story (or to help a friend/relative record theirs).

This helpsheet is one of a series. It aims to help people who have already scripted a story and are ready to record their audio themselves. (For other helpsheets, please contact us).

1. Find as quiet a place as possible that is free from distractions, interruptions and noise. Preferably somewhere where you feel relaxed and comfortable. Try to avoid large empty rooms or halls as they often echo.
2. Unless you are using it to record, turn off your mobile phone and remove other potential sources of noise (like clocks and fans). Close windows (and curtains if necessary) to reduce traffic noise.
3. If you are reading from a script, ideally keep it flat on a table so you don't rustle the paper. Avoid turning pages by only writing on one-side of a page.
4. Position your microphone or recording device as close to you as practical. Do a small test recording before you continue to check you have your recording levels correct, any batteries are ok, and help make sure everything is working. Ideally you want your voice to be clear and strong without any distortion (listen to 's' and 'p').
5. If you are recording with someone else, try not to talk over them or interrupt.
6. Once recording, always allow a couple of seconds pause before you start speaking, and again at the end before you stop recording.
7. Introduce yourself and your story. Talk slowly and clearly, with plenty of pauses between sentences. Try to relax, match the mood of your story, and be yourself.
8. Playback a sample of the recording to check it has recorded ok and the quality is acceptable.
9. Try to keep your recordings to a couple of minutes maximum length. It's often helpful to script your story in advance - one side of A4 is normally plenty for a story.
10. Include your feelings within your story. Your audience will want to get to know you! Try to avoid making it just a chronological list of dates, places and facts.

Need more help? Drop me an email john@chroniclestories.co.uk