Recording Audio at Home

Step 1: The Recording Space
Choose a quiet space to record, away from windows, high ceilings, and other hard surfaces, if possible. Closets tend to be a great recording space because clothing covers most of the hard surfaces, such as walls, reducing the amount of echo picked up in a recording.

Once a space has been chosen, make sure to mute or turn off all sounds on all devices. This includes phones, tablets, laptops and computers, and televisions in the area. Cell phones should be put on airplane mode and wifi should be turned off to ensure that no notifications will ping.

Pro Tip: If you have pets, make sure they're occupied. A great way to occupy your dog is to give them peanut butter so that they do not bark during the session.

Step 2: Script Setup
Have the script in front of you while recording. If using a printed copy of the script, lay the pages out side by side. If you need to turn a page, wait until the page has been completely flipped before continuing to read.

Step 3: Positioning
Position your microphone or cell phone approximately 6 to 10 inches away from your mouth at a 45 degree angle. Use a small tripod or a stack of books to hold the phone steady during the recording session. If you're holding the phone with your hand, keep it stable and try to keep the same angle and distance throughout the recording.

During the recording, try not to swivel your head or move around a lot. Make sure that your setup is comfortable for you.

Step 4: iPhone Voice Memos Audio Quality Settings
Before recording on your iPhone, ensure the Voice Memos audio quality is set to "Lossless." To do this, go to Settings > Voice Memos > Audio Quality > Lossless.

Step 5: Pre-recording
Practice reading the script out loud a couple of times before recording. Check for the tone of the writing as well as pronunciations that you may be unsure about.

Step 5: Recording
Record a couple seconds of silence before beginning a narration. This will record the room noise, making it easier to remove background noise during the editing process.

Try to record in one take. If you make a mistake, pause for a moment, and when ready, restart the sentence. Avoid starting and stopping the recording as much as possible.

Step 6: Post Recording
Please name all files before emailing them to the editor.