

RTV 221: Instructions for producing PSA

* Recording your voice:

Open Adobe Audition.

Record in "Edit View" (click the tab that says "Edit").

The standard sampling rate of 44,100 is fine, so click "OK" when the box opens.

When you are ready to record, click the red button in the controls at the bottom left of the screen.

Switch mic "on" (switch is on the left side of the board)

Try to match levels on the board with the Adobe Audition meter at the bottom of the screen. But be most concerned with the level you see on the screen. You should get into the "yellow," but not the "red."

Press "stop" when done.

Use the "time selection" tool (looks like a cursor, in the tool bar) to select places in the recording you want to edit. Use the zoom controls at the bottom of the screen (they look like magnifying glasses) to look closely at just a few seconds of the recording. "Zoom to Selection" will be most useful. Then select (highlight, with the mouse) the area you want to cut, and press "delete." To return to the full view of the recording, select "Zoom Out Full."

Create a folder for "PSA 1" (or "PSA 2," when the time comes for that project) as a subfolder in your main folder under "Radio Production/Students." (When you choose "Save As" under "File," a box will appear and an icon in the tool bar will let you create a new folder.)

IMPORTANT: SAVE SESSION AND ALL PARTS TO "PSA 1" OR "PSA 2" FOLDER.

Assembling PSA:

NOTE: Do not make changes to music beds or sound effects without creating a new clip. To do this, go to edit view and choose "Copy to New" under "Edit." Then make any changes you wish to the new clip and save it to your folder. **THIS IS VERY IMPORTANT;** otherwise you'll mess up the sound effect or music bed for all of us.

Whether or not you make changes, save a copy of the music bed and/or sound effects to your folder. Otherwise, I will not be able to see all of the parts of your PSA on my office

computer on in PAC 112 (the classroom). **IMPORTANT:** All individual audio clips should be saved as "wav" files (suffix, .wav).

Go to "Multi-track View" (will usually show four tracks)

Go to "Insert (in menu bar)/Audio"

Choose music bed in "Production Music" folder, under "Assignments" in "Radio Production"

Selection goes into window

Drag selection into Track 1 or 2

Go to "Insert/Audio" again

Choose your voice track from your folder

Selection goes into window

Drag voice track into Track 1 or 2 (whichever does not contain the music bed)

Position your voice track where you want it to begin

If you want to add sound effects, go to "Insert/Audio" and find a sound effect you like in the "Sound Effects" folder, under "Assignments" in "Radio Production"

Sound effects may go in Track 3 and/or 4.

Lower the level of the music bed so that it does not overwhelm the voice. There are a couple of ways to do this:

- 1) If the voice and the music begin at the same time and both continue through the entire :30 piece, you may click on the "V" button in the music track, left click and drag down as far you think is necessary. You can see how much you are reducing the volume of the track in decibels.
- 2) If the music establishes (starts) first, and then the voice begins after a few seconds, you'll need to lower the music just as the voice begins. To do this, click in the music track and select the "Volume Envelopes" icon in the tool bar. White Volume Envelope squares will appear at the top of the track on either end. At the approximate point where the voice begins, click at the top of music track: Another Volume Envelope will appear. Also ... click at the top of the music track at the approximate place where the voice ends. Another Volume Envelope appears. Left click on each of the new Volume Envelopes and drag down, and the music volume will be lowered between these two

points. You'll be able to see how much you're lowering it. You your judgment and adjust.

To create a smoother fade down and fade up, right click on the music track. Choose "Envelopes/Volume/Use Splines." The spline will automatically create a smoother fade down and fade up. You can pull your Volume Envelope squares left or right to make the fades start and end sooner or later.

Listen to the entire piece. When it sounds like you want it to sound, save the multi-track session to your folder as "yourname.PSA(1 or 2).ses." **IMPORTANT:** The ".ses" is essential. Be sure it's there.

Then go to "Edit" and choose "Mix Down to File." This will mix your elements into a single, stereo piece. Also save this to your file as "yourname.PSA(1 or 2).Mix.wav."

* If you need to raise the level of your recorded voice, go to "Effects/Amplitude/Amplify." Deselect "View all settings in db" in order to raise the level according to a percentage measurement. Select the entire clip and indicate the "Initial Amplification" and the "Final Amplification." They should be the same. (If you're increasing the level, it must be more than 100%, as 100% represents no change at all). It is not unusual to raise the level by 300% (three times the original), or more.