**Audio for the Office v1**

<http://youtu.be/iFdhxzvhG3U>

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|  | **Video** | **Audio** |
| 1 | On Camera Med | How your video sounds will make or break your story. Most videos involve a person speaking, so you need to pay attention to the conditions around you. Especially when you are indoors, like your office.  For the best audio stop and really listen to your surroundings. You may discover the “silence” is full of background noise. Noise that can ruin  your story. |
| 2 | Cut in to guy on phone, hallway conversation, Windows media player, CU turn off computer | Can you hear the guy in the next office? A hallway conversation? The fan on your computer? What about music?  If it is noisy, move, ask people to be quiet and turn off everything you don’t need. |
| 3 | Holding up lav, shotgun,  hand-help, camera | So how do you know what microphone you should use? They come in  all shapes and sizes. |
| 4 | CU mics on cameras | This is the camera mic. You’ll find it behind a metal screen somewhere  on the front of your camera. These omnidirectional microphones pick up sound from all around. |
| 5 | Med shot | If you are recording something you want your audience to hear and  understand, and you are using the camera mic, you have to be close. |
| 6 | XCU face | Really close. |
| 7 | Wide shot in conference room or office first line with camera mic, second  with lav | Otherwise your voice is just going to get lost in the background sound.  I said, “Otherwise your voice is just going to get lost in the background sound.” |
| 8 | Med office or hallway | So if you're shooting something in which audio is crucial to telling your  story you'll achieve far better results with an external mic. |
| 9 | Holding up a Flip and a Zi8 | What should you look for? First, make sure your camera has an audio input--not all do. This one does, this one doesn’t. A mic jack should be  criteria for what camera to use. |
| 10 | CU lavaliere  Clip on shirt | For interviews and presentations, choose a lavaliere--also known as a lav, or lapel mike.  A lavaliere microphone is a small microphone that clips onto clothing. Because this is a better quality mic and because it is close to the sound source, your audio will sound better. |
| 11 | Med on camera  Hold up shotgun and fishpole | They range in price from $20 to $200, and even a cheap one is better than your camera mic.  Another option is a shotgun mic. These can get expensive, and they don’t amplify the sound as much as they cut down on the ambient |

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|  |  | noise. For this mic, you still want to be close to the sound source. |
| 12 | Paolo on headset talking to screen | Finally, for a podcast, software demonstration or voice over, a headset is a great cost-effective solution. They come with either a USB plug or a  plug for the mic input on your computer. |
| 13 | Med on camera | Remember that nothing ruins a video like bad audio. If your audience has to work to understand what is being said they will leave. It is that  simple. Give them audio that doesn’t get in the way of your story. |