

Faith Comes By Hearing®

FCBH Guidelines for Processing Partner Recordings

FCBH would like to receive your Scripture recording. We recommend the following guidelines to help us process your recording in a timely and efficient manner.

REVIEW

Listen to and review the entire recording prior to submitting it to FCBH to ensure accuracy and completeness.

- Accuracy = recording matches the text
- Completeness = all text within in each verse, chapter, and book are recorded completely – no missing material

AUDIO FILES

- 1 chapter per audio file
- Prefer .wav file format. Also acceptable are .mp3 or .flac with highest bit rate and sample rate available
- Name each audio file with the language name and book and chapter number (Examples: *Tagalog Luke 21.mp3*, *Tagalog Luke chapter 21.mp3*)
- Upload here: [https://bit.ly/FCBH Upload Recording](https://bit.ly/FCBH_Upload_Recording)
- Include the corresponding digital text if available
- Please fill out our FCBH Partner Recording Checklist form: <https://forms.monday.com/forms/e79048c9a0dab5a7f122413dd5325e17?r=use1>

FCBH WANTS TO HELP!

FCBH is willing to consult with you to help you achieve the best audio quality prior to recording. Upload a sample to the link above and reach out to Katelynn Zuiderveen at katelynn@fcbhmail.org for an audio consultation.

BEST PRACTICES FOR ACHIEVING GOOD AUDIO QUALITY

- Use external microphone
 - USB Headset
 - Place microphone close but not directly in front of the mouth
 - Avoid using AGC (Automatic Gain Control)
 - Desktop Microphone
 - Set on a soft surface such as a towel or use a microphone stand

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- Place microphone no further than 4"-5" (10cm-12cm) away from the mouth
 - Do not use the computer's internal microphone
 - Verify that your computer and recording software are recognizing the correct microphone
- Reduce plosives and excessive mouth noises by slightly adjusting the microphone placement or using a windscreen
- Record in a quiet room away from any external sources of noise
- Put blankets, mattresses or any other sound absorbing material in the recording environment if it contains reflective surfaces, which can cause echo
- Remove ambient noise (such as a fan or air conditioner)
- Use the same room/equipment/settings every time you record to maintain consistent audio quality
- Remove jewelry or clothing that makes noise when you move
- Limit reader movement while recording

Once your audio recording is received at FCBH, our audio technicians will evaluate the audio recording. If quality is satisfactory, FCBH when requested can:

- Clean up audio files (*remove background noise, level volumes, adjust spacing*)
- Add Music & Sound Effects*
- Master for FCBH formats – Proclaimer, Bible.is, SD cards, Global Bible Apps
- Make available on Bible.is and devices
- Produce 1 book of a Gospel Film (if recording length fits an existing Gospel Film template and FCBH receives the digital text)

*FCBH will produce a recording without music or sound effects. If music and or sound effects are desired, this requires extra steps by you, the partner. FCBH will dialogue with you about these steps to help you decide if this should be done.