

How to Record an Audiobook: A Guide

The Endless Bookcase

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**PLEASE COMPLETE
YOUR SET-UP PROMPTLY**

Welcome Message

Welcome to the exclusive but growing community of authors registered with The Endless Bookcase.

Our aim is to get your Audiobook published and publicised as simply, easily, effectively and quickly as possible.

Remember that this is a co-operative partnership where you do what an author needs to do and we do the rest.

This simple guide is merely intended to act as a reference point about what needs to be done along with an indication of how to make it happen.

Audio Recordings – Some General Advice

By now you will have your book published, either as a paperback book, an eBook or both and will now be likely to see your work be turned into an audio edition.

Many authors feel very close to their work and would rather narrate their audiobook themselves. This is particularly the case if the book is coming from a personal place, such as an autobiography or a memoir.

If you are thinking about doing your own narration of your book, then there are a few things we would like to draw your attention to whilst fulfilling this next step...

- **Speak clearly and at a steady pace:** This maybe an obvious point, but it can be harder than you think, especially if you are new to reading aloud. Remember, the listener will not have heard your book before, and will need adequate time to digest the information that is being spoken. Speak too fast, and the listener will not catch what you are saying, speak too slow and the listener could switch off and become bored, so it is important to get the balance just right.
- **Remember to breathe!** Think about your breathing when you are reading, and try not to hold your breath. Keep your breath modulated throughout.
- **Be careful not to blow or puff into the microphone.** The sound will be picked up by the recorder.
- **Before you start recording...:** Read the chapter aloud a couple of times just for practice and to re-familiarise yourself with the content. Play the recording back and critic yourself – what do you need to improve on?
- **Preferably read from a Kindle or an eBook device:** This helps to avoid any page turning, which can be picked up on the recording.
- **Record somewhere quiet with no background noises and no distractions!** Again, a very obvious point to make, but it can

be very easy to pick up on outside noises when recording, such as car alarms, low flying aircraft, or even washing machines! Also think about these things in relation to the time of day that you are recording, i.e. are you likely to have the doorbell sound in the morning? Or the dustmen come by during mid-morning? This simple planning will make things much easier. So remember, make sure you are in a quiet room (preferably with carpet, to avoid any echoes) and your phone is switched to silent, and you are focused on the job in hand. It is no good starting to record your audio book if you are thinking about what food shopping you need to do that day or what jobs you need to get done. Only start when you are relaxed and in the moment.

- **Test the recording volume and contrast level:** Again a practice run through will help you establish what sounds clear. If you are using a headset to record, make sure the microphone is not too close to your mouth when speaking, as this can sometimes make the sound muffled and distorted. Also remember any settings, such as microphone level and contrast level that you are using in the recording program (we recommend 'Audacity' which is free and we will also provide guidance on its use) and remember to use the same settings if recording over a series of days. This keeps the recording consistent.
- **Does your book include any images or diagrams?** If it does think about how you will give spoken instructions instead. You may need to come up with some new wording (different from your original book) to help give a more clear description to illustrate the point being made. The same goes for any captions or hyperlinks that may feature in the original book. Taking time at the start to iron these points out, will save you time later on.

- **Be prepared to make mistakes:** It is virtually impossible to read a book aloud without making a single mistake. Be prepared to make mistakes and to record sentences over if necessary. If you are recording a long chapter, it is easier to keep the recording running, and simply say 'CUT' after you have made a mistake, give a few seconds pause before resuming recording. Any 'cuts' can be edited out at the editing stage.
- **Don't exhaust yourself:** If you need to record over a couple of days, then do so. Don't let yourself sound exhausted or rushed. Just remember to keep your recording settings consistent so the audio doesn't sound completely different from one day to the next.

Please note:

The Endless Bookcase asks that each chapter of your book is recorded as a separate file.

Please do not record several chapters within one recording.

Audio Recordings – Instructions:

The Endless Bookcase advises you use the below instructions so we can follow through with our next stages in audio production. Failure to do so will create timely delays:

- As mentioned above, please record each chapter of your book as a separate audio file. If your book does not have chapters, please use the any main headings to create recordings that are not too long in length.
- Please record all audio files as WAV files and/or in MP3 format.
- Please title each of your files as follows:

Chapter 1: [Insert Chapter Title]

Chapter 2: [Insert Chapter Title] and so on...

If you have a title page, dedications, acknowledgements, reviews, about the author or an Introduction that you would like to include at the start of your book, please record these as separate recordings, under their own file name, in the order you wish for them to appear, for example:

Title Page - 01

About the Author-02

Introduction-03...

Chapter 1: [Insert Chapter Title] ...

Should you have any material you wish to include after the last chapter of the book, for example, a list of other author titles, the please state this to us when providing the audio files to us and how you have titled the file accordingly.

- The Endless Bookcase recommends you use the audio programme called ‘Audacity’ to create recordings. If you use this programme, we are able to offer you full user support and advice. The download of the programme is free and can be accessed [here](#). Should you use another programme then

we will still need the files saved as WAV/MP3 and labelled by chapters as stated above.

- If you wish for The Endless Bookcase to do your audio editing for you, please be mindful during your audio recording should you make a mistake or get tongue tied during the recording. We recommend you stop speaking after the error, say 'CUT' into the microphone, and leave a blank pause for a few seconds, before resuming recording. If the sentence is part of a larger paragraph then we recommend you re-record the whole paragraph again. This will help for a smoother editing processes later on. Continue this recording procedure for each of the chapters in your book.
- The best way to send your audio files to us is either using [Dropbox](#) or [WeTransfer](#). Please send us all the files together, once they are completed. Please refrain from sending audio files over in different stages, as this can cause confusion.