Organizing Audio Files

Naming audio files in a specific way will help keep your production organized and tremendously speed up your post.

You want to name your files starting with a number, hopefully one that corresponds to dialogue numbering. Most script programs allow you to number each instance of dialogue in your script.

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FADE IN


INT. MATT'S BEDROOM - NIGHT

We see a COWBOY ACTION FIGURE in a military uniform with a
distinctive angular beard and a splint on its leg (which
looks suspiciously like Razz, who we meet later).

                          MATT (OS)
1                   Stand tall, General Tom!                       1

MATT, a thin 12 year old boy, is playing alone in his
bedroom. There are toys all over the floor and his movements
are off-balance and erratic. He's not very coordinated.

He hops from one place to another, setting up a battle
between his toys. He props up his cowboy action figure on a
large bean bag.
2                                                                 2


The toy falls over. Matt, on his knees, sits back onto his
heals and looks at it with a disgusted look.

                          MATT (CONT'D)
3                   Hmm. Not good.                                3
4                                                                 4

Matt hops up to his feet into a comical action pose.
```
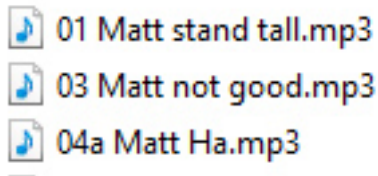
Number your audio files to match. Always use 2 (01, 02…) or 3 digit numbers (001, 002…). If your project has more than 99 lines of dialogue, your numbers should be 001, 002, 003, etc.

The file naming for the previous example looks like this:

🎵 01 Matt stand tall.mp3
🎵 03 Matt not good.mp3
🎵 04a Matt Ha.mp3

The 04a number is a vocal sound I added in recording that was not in the script. You will find you need to record people screaming, getting hit, chuckling, etc to enhance what's listed in the script. You can add you're a, b, c's to the previous dialogue number to keep it all in order.

File Naming Format

To make post production as easy as possible, I name my files this way:

##_Character Name_partial dialogue.mp3 or *.wav*

stands for the dialogue line number
The numbers keep all your dialogue stacked in the proper order for quick use.

Including the character name makes it clear who it is.

The partial dialogue allows me to quickly reference which audio line it is. I use 1 or 2 key words to help me out.

The following page shows all the audio files from an entire sequence of one of my projects.

Notice all the A, B, and C's I had to add to get the extra vocal effects I needed for my edit. But, it's all very clear and organized and ready for my edit.

File	Date	Type	Size
01 Matt stand tall.mp3	6/25/2017 8:43 PM	MP3 Format Sound	45 KB
03 Matt not good.mp3	6/25/2017 8:46 PM	MP3 Format Sound	56 KB
04a Matt Ha.mp3	6/25/2017 8:50 PM	MP3 Format Sound	144 KB
06 Matt Nightlurk.mp3	6/25/2017 8:53 PM	MP3 Format Sound	114 KB
06A Matt falling.mp3	6/25/2017 8:56 PM	MP3 Format Sound	96 KB
07 Matt aaaaa.mp3	6/25/2017 8:58 PM	MP3 Format Sound	23 KB
08 Matt ewww.mp3	6/25/2017 9:00 PM	MP3 Format Sound	48 KB
08A Matt shiver.mp3	6/25/2017 9:02 PM	MP3 Format Sound	79 KB
08C Matt aaaaa.mp3	6/25/2017 9:04 PM	MP3 Format Sound	132 KB
08D Matt falling.mp3	6/25/2017 9:06 PM	MP3 Format Sound	245 KB
08E Matt hit floor.mp3	6/25/2017 9:08 PM	MP3 Format Sound	36 KB
08F Matt scoots back.mp3	6/25/2017 9:10 PM	MP3 Format Sound	42 KB
08G Dremguar grunt.mp3	6/26/2017 1:53 PM	MP3 Format Sound	20 KB
09 Dremgaur general.mp3	6/26/2017 1:51 PM	MP3 Format Sound	50 KB
09 Dremguar general v2.mp3	6/27/2017 9:32 AM	MP3 Format Sound	52 KB
09 Matt eeek.mp3	6/25/2017 9:11 PM	MP3 Format Sound	29 KB
11 Razz special guest.mp3	6/26/2017 9:04 AM	MP3 Format Sound	127 KB
11A Burp tough.mp3	6/25/2017 8:40 PM	MP3 Format Sound	110 KB
11A Matt scared.mp3	6/25/2017 9:13 PM	MP3 Format Sound	79 KB
11B Dremguar snarl.mp3	6/26/2017 1:55 PM	MP3 Format Sound	25 KB
13-DW-Lady.mp3	6/26/2017 4:15 PM	MP3 Format Sound	109 KB
14 Burp Ok.mp3	6/25/2017 8:05 PM	MP3 Format Sound	54 KB
15 Dremin prophesy raw.mp3	6/26/2017 1:40 PM	MP3 Format Sound	752 KB
15 Dremin prophesy_mixdown.mp3	6/26/2017 4:31 PM	MP3 Format Sound	53 KB
15A Dremguar turn.mp3	6/26/2017 1:57 PM	MP3 Format Sound	19 KB
15A Dremguar turn-group.mp3	6/26/2017 1:58 PM	MP3 Format Sound	20 KB
15B Dremguar blow at Burp.wav	6/26/2017 2:00 PM	Wave Sound	278 KB
16 DW pardons.mp3	6/26/2017 4:15 PM	MP3 Format Sound	141 KB
16A Dremguar march grunt.mp3	6/26/2017 2:02 PM	MP3 Format Sound	118 KB
17 Matt training.mp3	6/25/2017 9:16 PM	MP3 Format Sound	82 KB
17A Burp land from jump.mp3	6/26/2017 12:15 PM	MP3 Format Sound	327 KB
17A Matt picked up.mp3	6/25/2017 9:18 PM	MP3 Format Sound	19 KB
17B Matt land on butt.mp3	6/25/2017 9:19 PM	MP3 Format Sound	18 KB
18 Burp Sorry Curtie.mp3	6/26/2017 12:16 PM	MP3 Format Sound	122 KB
19 Burp my cue.mp3	6/26/2017 12:17 PM	MP3 Format Sound	106 KB
21A Matt gulp.mp3	6/25/2017 9:21 PM	MP3 Format Sound	26 KB
22 Razz soldier.mp3	6/26/2017 9:05 AM	MP3 Format Sound	23 KB
22A Matt concentrate.mp3	6/25/2017 9:23 PM	MP3 Format Sound	96 KB
22B Matt climbing.mp3	6/25/2017 9:26 PM	MP3 Format Sound	105 KB
23 DW anything.mp3	6/26/2017 4:17 PM	MP3 Format Sound	592 KB
24 Burp die.mp3	6/25/2017 8:15 PM	MP3 Format Sound	147 KB