Instructions for Host and Guest

At the **beginning** of each podcast session:

1. Host to press record on Zoom.

2. Host and guest to press record on GarageBand/Audacity/phone app.

3. Host and guest to clap once at different times for sync purposes.

4. Host and guest to hold silence for 5 seconds for room tone purposes.

At the **end** of each podcast session:

1. Host to pause Zoom recording.

2. Host and guest to pause GarageBand/Audacity/phone app recording.

Files to be sent to podcast editor: Zoom recording, host audio track and guest audio track.

Recording audio with a USB Microphone or a Phone (For Host/Guest)

If the host or the guest have a **USB Microphone**, then they must record a separate audio track using either *Garage Band* (Mac) or *Audacity* (Windows) – instructions on the next page.

If a USB Microphone is not available, please use your **phone** and record your side of the interview with a voice notes app.

1. Hold the phone *close* to your mouth (few inches) as if speaking into a microphone.

2. Beware of any noise you might make with your hands/fingers while holding the phone. You may place the phone at the mouth level (for example, on top of books) as long as you speak directly into it. Make a few test recordings before the podcast session to see what sounds best.

3. Send the audio file via e-mail when the interview is finished.
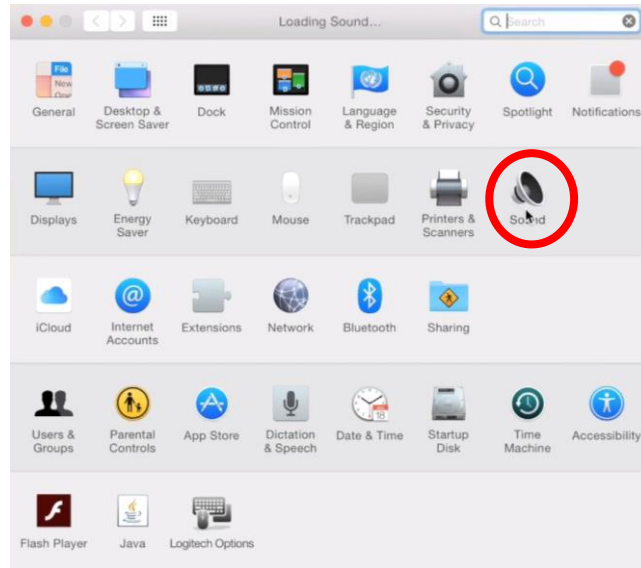

General tips for good audio

1. Mouth proximity to the microphone is key. If using a USB Microphone, a rule of thumb is 6 inches and if using a phone, closer than that.

2. Do not forget to speak into the microphone.

3. Close windows/doors to minimise noise from outside.
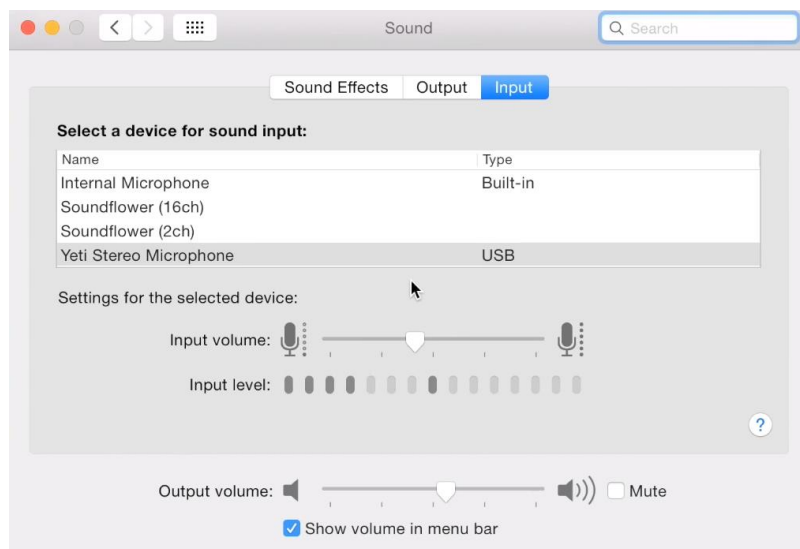
4. Speak in a room with little to no echo.

Recording an audio track with GarageBand (Mac)

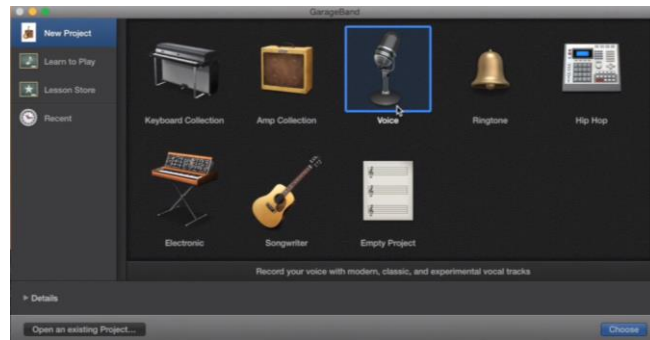Tutorial video: https://www.youtube.com/watch?v=9u9aN-TfbBc

1. After you have plugged in your microphone, head over to System Preferences, and click on Sound.
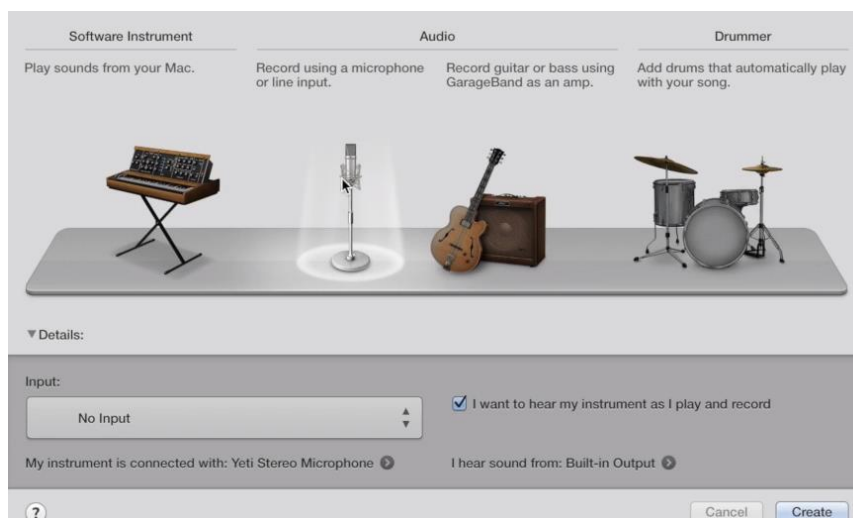

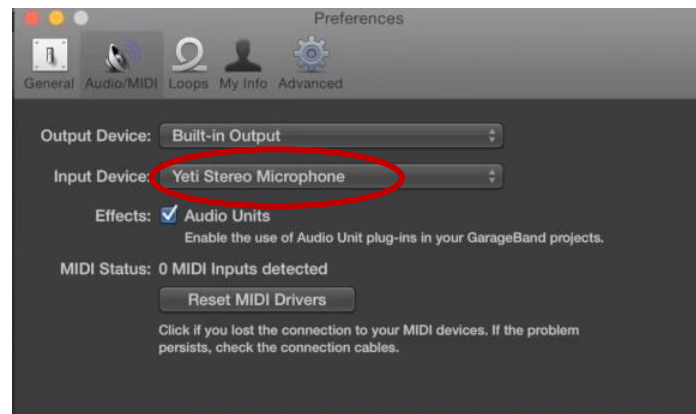**2.** Check that your input is set to the USB Microphone, and not the Built-in.

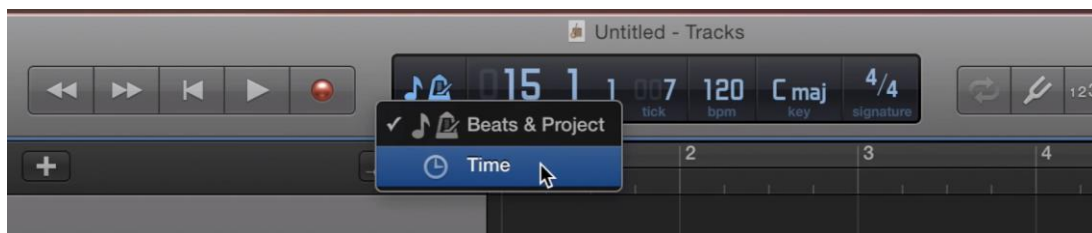**3.** Open a new GarageBand project and click on Voice.

4. Click delete on all the compressors (inside the red circle below) until it asks you what microphone you would like to use and click on the microphone.
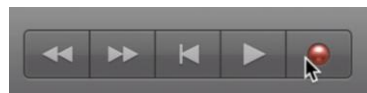
5. Go to preferences and check the Output and Input device are the same as your system preferences.
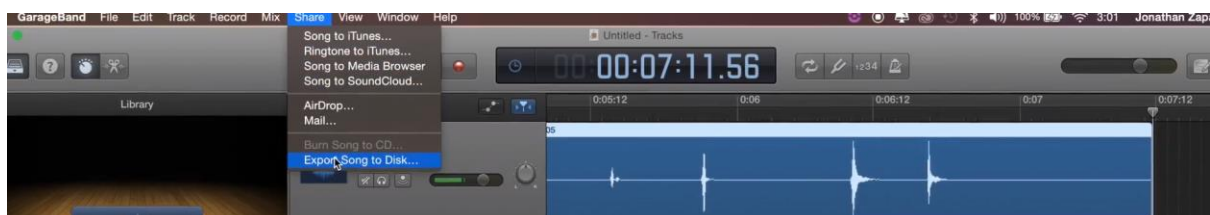

6. Select the time measurement.

7. Press record to record your track.
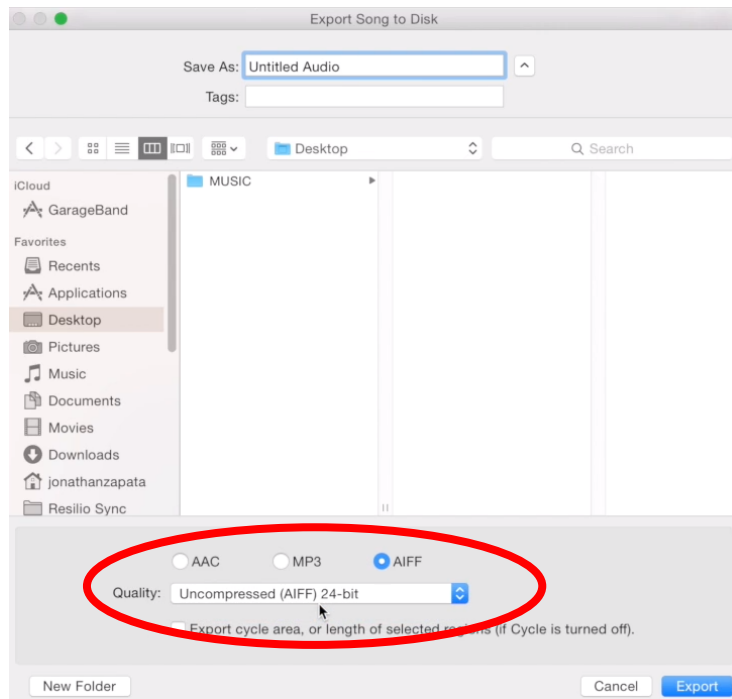

8. When you are done press the stop button.

9. Go to Share -> Export Song.
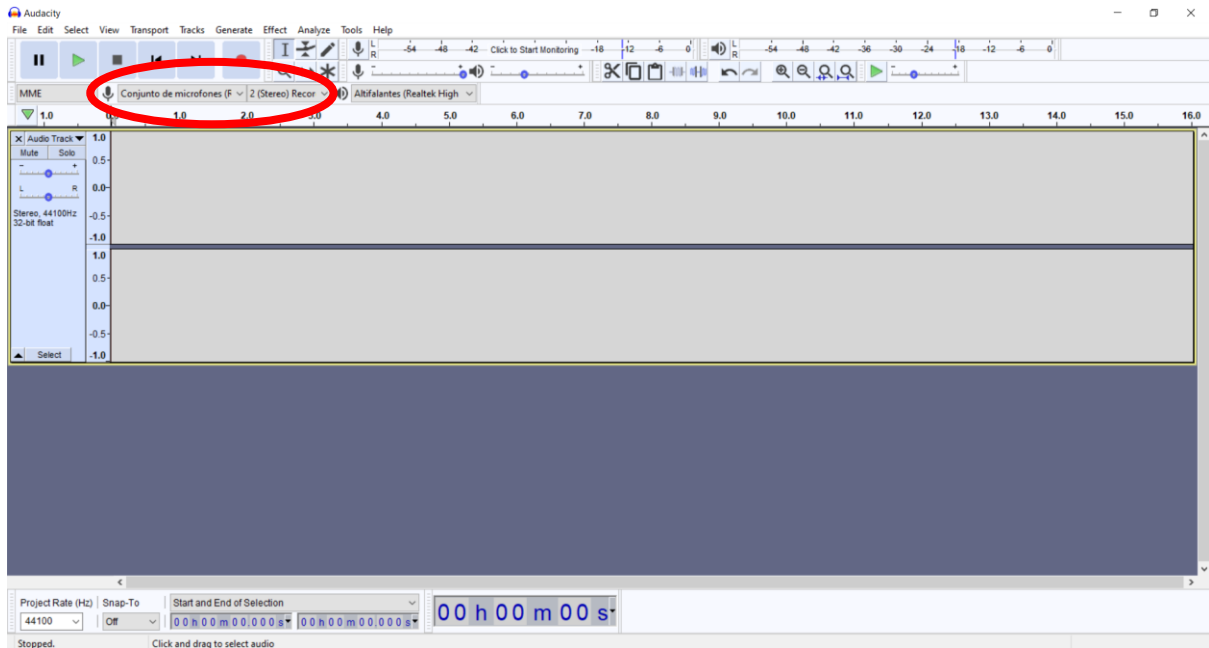
10. Select AIFF 24-bit and export the track.

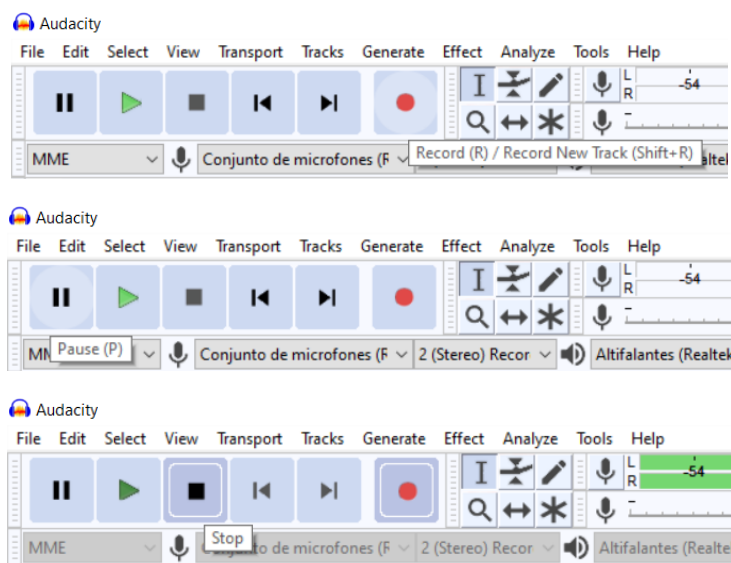## Recording an audio track with Audacity (PC and Mac)

Tutorial video: https://www.youtube.com/watch?v=mxuyJ1CEV2Q

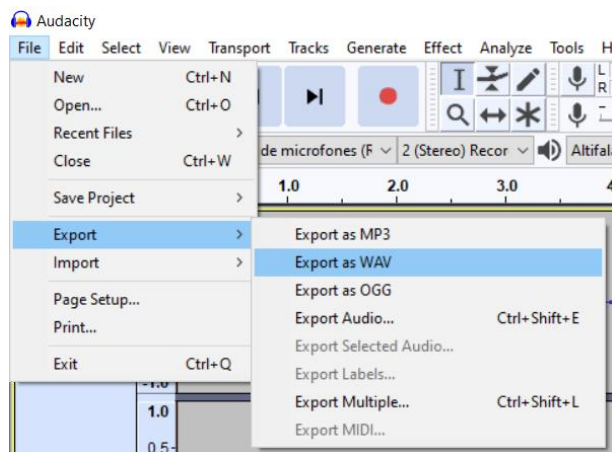(The video does not sound great by itself, but it goes through all the steps in a simple manner.)

1. Make sure your USB Microphone is selected.

2. Press Record button to start recording, the Pause button to pause if needed (in this case, do not use this button) and Stop when the recording is done.

3. When the recording is over go to File -> Export -> Export as WAV.

4. Save the file as WAV 24-bit PCM.