




HANDOUT: Audio Interviews: Quick Tips on Production

AUDIO SETUPS

 <p>1. Record directly into DAR or use a lavalier microphone to improve quality on the interviewee audio. Transfer file to computer.</p>	<ul style="list-style-type: none">• Records WAV and MP3 up to 24-bit/96kHz• Records to microSD/SDHC• High-Speed USB 2.0 Connectivity• Has tripod thread• Has mic and headphone jack• Can transfer files easily to MAC and PC• Can record in mp3 or wav
 <p>2.</p>	<p>2. Connect DAR to computer and use it as a USB microphone.</p>
 <p>3.</p>	<p>3. Plug USB "Snowball" microphone, go to <i>System Preferences</i> and <i>Sound</i>. Select "Snowball."</p>

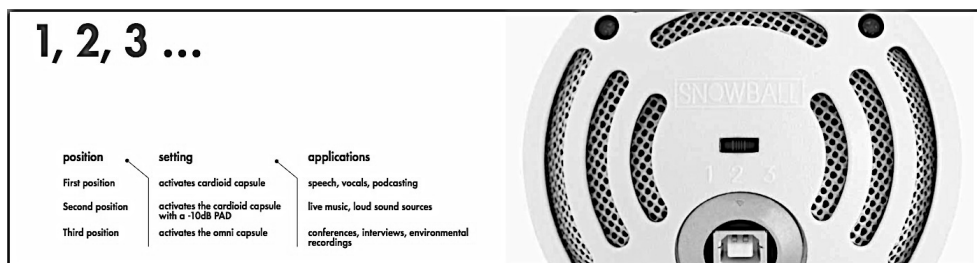
What happens if my audio file is not an .mp3? How do I convert it?

You can use many apps to convert: iTunes, Windows Media Player, or a great online app - <http://www.zamzar.com>

USING THE ZOOM H1 DIGITAL AUDIO RECORDER

1. To record directly onto Zoom H1: Record by using the automatic levels and make sure that you have selected **.mp3** on the **REC FORMAT** switch on the back of the device. Press Record button, speak into recorder. Turn recorder off. Plug into laptop, if display toggles between *USB Audio* and *USB Card*, press Record button to select *USB Card*. Open the folder and drag the file(s) onto the desktop.
2. To use H1 as USB microphone:
 - a. Procedure:
 - i. H1 is turned off. Plug in USB cable into Zoom and computer.
 - ii. When the display shows “USB Audio” press Record button.
 - iii. At “Select” prompt, press Record button again.
 - iv. Listen with headphones or check System Preferences to make sure the H1 microphone is active.
 - v. Set Input Levels on H1.

USING THE SNOWBALL MICROPHONE



<p>Switch Position 1 = use to get the best audio response from the interviewer only.</p>	
<p>Switch Position 2 = don't use for interviewing unless you anticipate loud voices or noises that may cause clipping</p>	<p style="text-align: center;">SUGGEST YOU DON'T USE</p>
<p>Switch Position 3 = use to get the best audio response from an interviewer and interviewee in a quiet setting.</p>	<p>Omnidirectional Microphones</p>

Compressing Audio Files for Website

How to find the size of an audio file?

1. To see the file size on Mac, open the Finder and click on the filename or Ctl-Click on the file name.

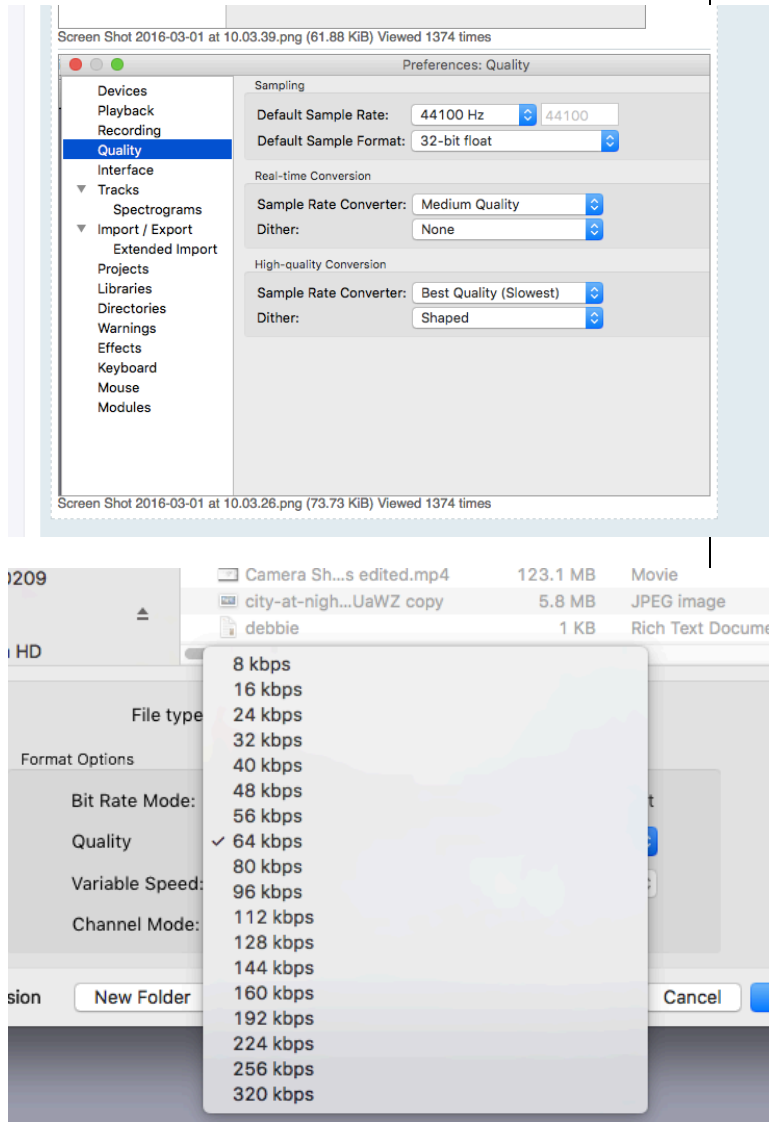
2. To see file size on Windows, use the File Explorer.

IF YOUR AUDIO FILES ARE LARGER THAN 50 MB, YOU MUST COMPRESS THEM IN ORDER TO UPLOAD TO WEBSITE.

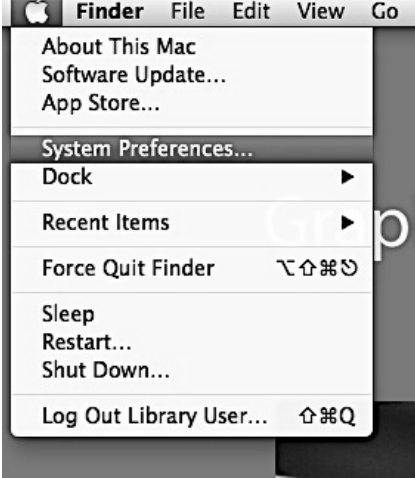

1. In Audacity, go to PREFERENCES > QUALITY.

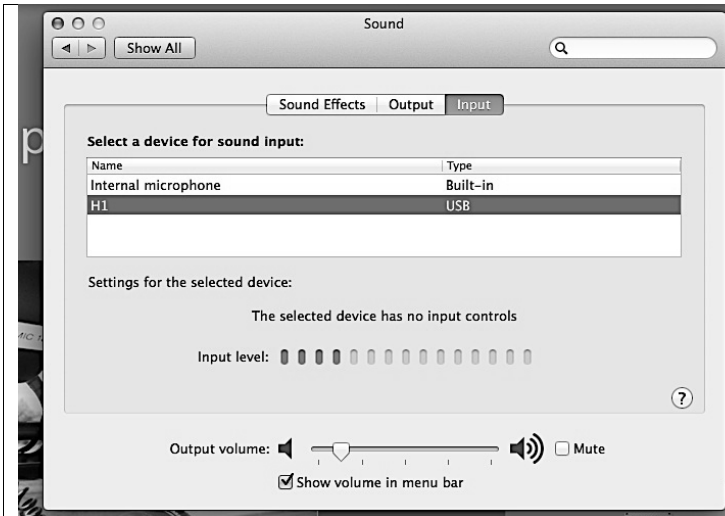
2. Best good quality (most used setting) is 128kbps. To decrease the audio file size, go down one step at a time. Save the file and check the file size.

Continue to decrease the QUALITY, not going lower than 64kbps. This is the lowest quality you can select before significant quality compromises.

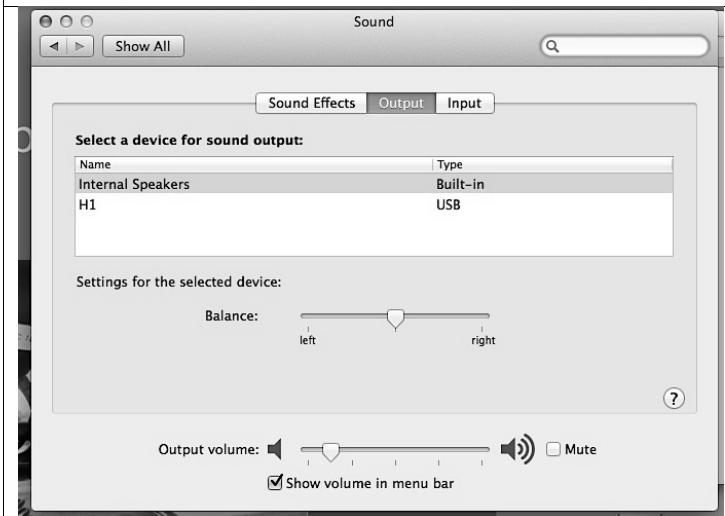


USING GARAGEBAND FOR RECORDING AND EDITING

 <p>A screenshot of the Finder application's menu bar. The menu is open, showing options such as 'About This Mac', 'Software Update...', 'App Store...', 'System Preferences...', 'Dock', 'Recent Items', 'Force Quit Finder', 'Sleep', 'Restart...', 'Shut Down...', and 'Log Out Library User...'. The 'System Preferences...' option is highlighted with a dark background.</p>	<ol style="list-style-type: none">1. When you connect a microphone to a MAC, you must check to make sure that it has recognized the microphone.2. Click on the <i>Apple</i> and on <i>System Preferences</i>
 <p>A screenshot of the System Preferences window. The window title is 'System Preferences'. It contains a grid of icons for various settings: General, Desktop & Screen Saver, Dock, Mission Control, Language & Region, Security & Privacy, Spotlight, Notifications, Displays, Energy Saver, Keyboard, Mouse, Trackpad, Printer & Scanner, and Sound. The 'Sound' icon, which depicts a speaker, is circled with a thick black line.</p>	<ol style="list-style-type: none">3. Click on the <i>Sound</i> icon.



4. Make sure the *Input* tab is selected and the microphone is recognized like the “Zoom H1” or “Snowball” in the image to the left. The name should appear and it must be highlighted. If it is not, click on it with the mouse to highlight it.



5. Then, select the *Output* tab. The internal speakers should always be selected.

6. Open GarageBand. Go to *File -- New* and create your new project name.
7. Turn off Metronome.
8. Place the playhead where you want to start recording. Click the Record button to start recording.
9. Click the Stop button to stop recording.

6. EXPORT YOUR AUDIO FILE

1. Choose *Share --- Export Song to Disk*.
2. If you want to rename the file, enter the name in the *Save as* field.
3. Choose location to save the exported file.
4. Select the format to export the file to. You must use mp3 to upload to WordPress
5. Choose quality setting.
6. Click *Export*.

