

# Prepare for Recording

---

## The Microphone

- Always use the external “snowball” microphone that Gayle has at her desk.
- The first time you plug in the microphone your computer may not it, use the following steps:
  1. Plug in the microphone into the USB port
  2. Go to Start → Control Panel → Hardware and Sound → Sound → Recording
  3. Right click on the Internal Microphone Array and select disable from the menu
  4. Right Click on the Microphone (blue Sno) and select enable
  5. Confirm the microphone works and test for sound volume and Quality

## Placement of the Microphone

- The appropriate distance between your mouth and the microphone is 8 to 12 inches.
- To find the best position take a very deep breath and place both hands around 8 to 12 inches in front of your mouth. Now blow hard and move your hands around until you can't feel your breath. That is where you want your microphone.
- Make sure you do not place the microphone next to the computer as this may pick up the noise of the fan.

## Setting the Volume

- You can adjust the volume of your microphone on your computer via the Sound control panel by testing the hardware. (Start → Control Panel → Hardware and Sound → Sound → Recording)
- A headset microphone should never peak into the red during your test. Headset microphones are more prone to popping and therefore you should make sure that the maximum volume is just below where it peaks.
- A simple way to test a microphone is to say the following over and over: “Testing 1,2. Testing 1,2. Check. Check. Check.” Remember on the test you should never peak into the red.

## Record a Sample

- Once you have placed the microphone record a sample of the recording
- Listen to the sample of the recording using headphones and listen for any background noises or issues with the sound

## When Recording

- Practice reading the script a couple of times until you are familiar with the topic of the course
- Stick to the script while you are recording (don't adlib this comes out sounds like this is quotations
- Record a couple of seconds of silence before and after this can easily be edited out and will eliminate the “click” of the mouse
- Sit up straight or stand while you are recording
- Be confident and relaxed – this can be done by reading the script and having a conversational tone. Remember, you want to sounds as if you have having a conversation.

- Try to record all of the narration at the same time of day and the same location. Doing so allows for a consistent sound and helps with the