

## Podcast Booth

The Podcast Booth is located in the back of the studio in a sound-proof room, perfect for a quiet recording space. You can use the booth during open hours or a scheduled time with a graduate assistant. There are four available microphones for recording.



### You Will Need:

- Approval from graduate assistant to work in the space (we recommend emailing in advance to make sure it is available for use)
- A flash drive or computer to save your audio file to once you are done
- Generally, students have a prepared script for their recordings

### Getting Started:

Turn on the computer and login using the password “studioadmin” and click on the Audacity icon to open the app. Audacity will be the software you use for recording, editing, and saving your podcast. (For how to edit on Audacity, reference the Audacity guide on the History Studio website.)

Plug the microphones you plan to use into the red box below the computer monitor. Make sure any microphones you are not using are unplugged.



There are many dials on the red box, the ones to the right of where your microphone(s) is plugged in should be turned all the way to the right—this controls how much sound your microphone picks up, meaning the most sound when turned to the right.

We recommend testing the audio before recording a final product. Click the red “record” button on Audacity, say a few sentences in the volume of voice you plan to speak in, and click the yellow button to stop. Play the recording back using the green “play” button. After listening to the test audio, adjust any microphone volume by moving the position of the microphone or turning the dials to the appropriate position.

Once you are confident that everything is set up correctly, hit the red “record” button and read your script/conduct your podcast. When you are finished, press the yellow “stop” button. Any mistakes can be edited after you’ve finished recording (reference the Audacity guide on the studio website to learn how to edit with Audacity).

When you are ready to save your audio file, click the file option in the upper left corner and select “save as.” By saving it this way, you will be able to open the file again in Audacity to edit later. If you want to save your file as-is, or are finished editing, select “export” and save it either as a .WAV or .MP3. The file type is personal preference.

Once you are done in the booth make sure to close out of everything, unplug your microphones and turn the dials all the way to the left.

### Don’t Forget:

It is a good idea to bring a script along with you, as it will help the podcast sound better and create a more pain-free recording process.

Recording often takes longer than expected, so come prepared with ample time for potential issues or re-recordings.

Be sure to save your file on a personal flash drive or send it to your email. Projects recorded in the podcast booth WILL NOT be saved.

If you are interested in having your project featured on the History Studio website, talk to a grad assistant!

### More Information:

Graduate assistants will always be in the Studio (outside of the booth) when you are recording in case you need help with troubleshooting.

You are welcome to edit your audio file outside of the Studio, you will just need to download Audacity on your own device—it is free!