

## Basic Audio Production

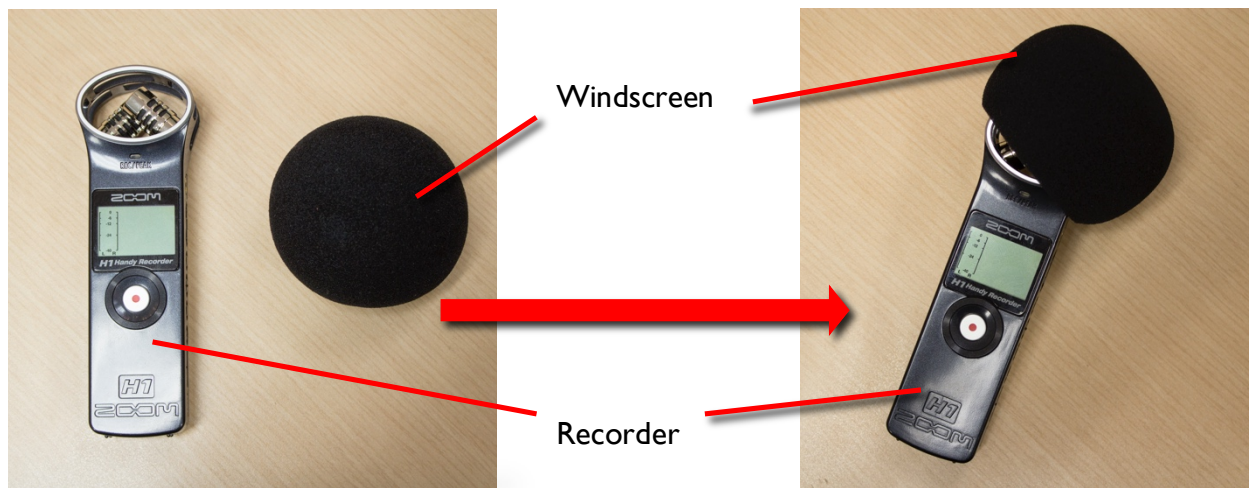
### Using the Audio Recorder Kit



The zoom recorder is a digital audio recording device similar to the old style hand held tape recorder. It has a built in directional microphone to focus the sound of the recording. Unlike omnidirectional microphones, which pick up sound from all around, this zoom recorder will ignore unwanted noise behind it.

### Set Up & Recording

To set up the audio recorder, first **attach the windscreen** (the large black puff). This will help cut down disruptive audio such as wind and machine noises.



### Monopod:

Use this if you want to hold the recorder without pressing buttons on accident.



### Tripod:

Use this if you don't want to hold the device during recording. *Note:* Tripod extends.

Gently screw on the **tripod or monopod** into the **tripod mount hole**. Using the tripod can mitigate interfering vibrations that can result from holding the device with your hands. Turn on the recording device by pulling **Power-hold switch towards the power icon** and holding until the display turns orange. The device will turn on with a brief greeting of "Hi".



On the back of the device, you can choose whether the files are recorded as mp3 or wav. Mp3s are a smaller file size allowing you to record for longer.

**To control the levels** or how sensitive the mic is when the audio is recorded, look on the back of the device. Switch between auto levels adjustments ON or OFF. Note, when auto levels are on, the mic's level will adjust during the recording if there is a significant change in audio source.

Choose auto levels – off (recommended) to have more control over the audio. Set the levels manually by selecting the + or – buttons located on the side of the device. The levels range between 1 and 100. 100 should be used for really quiet environments and 1 should be used for really loud environments.

**Push the record button** (the silver button with the red dot under the display) when you are ready to start recording. On the display, the time code will be rolling. When finished, **push the record button again to stop recording.**

## Playback

To playback your recording, push the **play button** on the side of the recorder. If dissatisfied, **delete** the clip by pushing the play button to pause, then press the **delete button (trashcan icon)**. Confirm your deletion by **pressing the record button to say OK**.

Use the **skip-forward** and the **skip-back** buttons to navigate through multiple recordings.



## Getting Better Audio

When recording, not only should you consider the device you are using, but what you do while recording. The following information will help in getting better audio for your project.

- Be careful not to push your volume and input level buttons while recording.
- During recording, be careful not to move the microphone. This could lead to scraping and thumping sounds disrupting your audio.
- Make a **test recording before you start** your proper recording. Make sure you are in the same place as you final recording is located. This will allow you to check levels, quality, and background noise.
- Start recording at least ten seconds before you start talking. This will allow room for editing later.
- When possible, choose a quiet location for your recording. If the set up is in a noisy location, those background noises could be picked up by the microphone and interfering with the person speaking.
- If there is background noise, try to keep it behind you and away from where the mic is pointing.
- Record a brief introduction before beginning your recording so you can distinguish your files later on. A good formula to follow is name of person speaking first, the project, and the take number. Ex: "Ichabod Crane, Headless Haunting Tours, Take 1."
- Use headphones while recording so you can monitor your sound.