

## REMOTE PODCASTING WITH ZOOM

You may not always have access to a professional recording studio. And it's unlikely you'll invest the thousands (sometimes tens of thousands) of dollars that pros spend on their studios to ensure a high-quality recording environment. So - what is the home-based podcaster to do?

### Quiet Room

Find a room where you can avoid unwanted sounds from outside (traffic, lawn mowers, barking dogs, etc.) and inside (HVAC, window A/C units, refrigerator/freezer, clocks, phones, kids, pets, etc.).

### Soft Room

Features of a "soft room" include carpeting, heavy drapes, cushioned furniture, pillows and a drop ceiling. To further mitigate unwanted echo, place a quilt/blanket on the table-top and pillows to each side of your screen.

### Microphone

Popular among home-based podcasters are the Blue Yeti and Blue Snowball (both USB connected). For those that want a truly professional mic, the Electro-Voice RE20 is hard to beat (connects via XLR cable).

Even a pair of earbuds with an in-line microphone is better than your laptop's built-in mic. We like the affordable JBL Endurance RUN. NOTE - with any earbuds/in-line mic, position the mic away from your face and clothing. Otherwise, you risk rustling sounds in your recording.



### Zoom Recording

Revise your Zoom preferences as follows:

- 1) Audio - speak at a normal conversational level. Then un-check "Automatically adjust volume level". Speak again and you should see the signal max out just past 1/2 way. If not, continue to speak and adjust accordingly.
- 2) Recording - determine and select where you want to "Store my recordings at".
- 3) Check the box for "Record a separate audio file for each participant".

Then . . .

- 1) Give each participant cohost capabilities and ask them to take the above steps.
- 2) The host and all cohosts press "Record" and choose "Save files to computer".
- 3) When the conversation ends, the host and all co-hosts click "Stop Recording".
- 4) When ready, each participant should select "Leave Meeting".
- 5) Zoom will then render down the audio files (10 to 20 minutes) and will automatically save them in the location each (co)host chooses.
- 6) On each person's computer, the Zoom call will be saved, including an "audio only" file that combines ALL the speakers as well as individual "audio only" files for EACH speaker.
- 7) Request that each cohost forward to you the file from their computer that has their name. These are the best quality recordings of their individual voices and what your producer will want to work with.

Name
2020-08-19 13.06.04 Nonprofit Pr...lver Summer Series 8
Audio Record
audio_only_16782338_Cole_Hoover.m4a
audio_only_16790530_Kathryn_Abell.m4a
audio_only_16778242_Kev_Khayat.m4a
audio_only_16781314_Glen_at_PodProAu.m4a
playback.m3u
audio_only.m4a
zoom_0.mp4
chat.txt

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