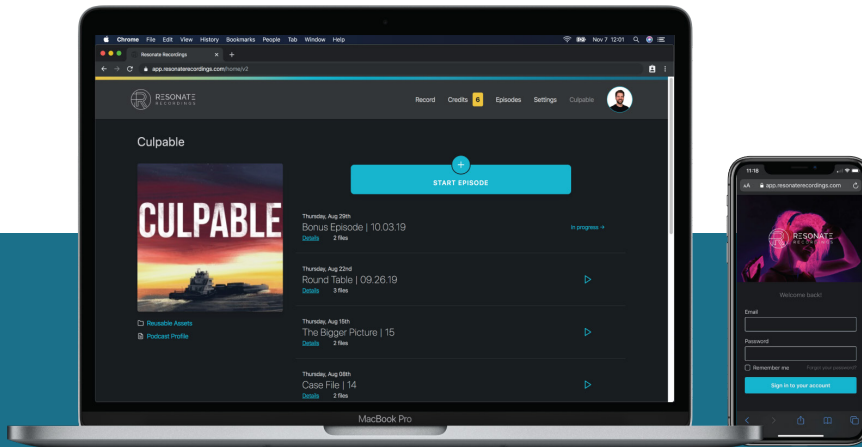




RESONATE
RECORDINGS



Story
LOUISVILLE



PODCAST STUDIO GUIDE

PRE-RECORDING TIPS:

1.

TAKE A DEEP BREATH:

Recording a podcast can seem overwhelming, but it's important to have fun, enjoy the experience and make the most out of it! Don't be afraid to make mistakes since they can typically be removed in post-production.

2.

PREPARE YOURSELF:

Before you start recording, familiarize yourself with the studio equipment and recording setup. Have all your notes or outlines prepared ahead of time and talk through the conversation with your guest(s) so they know what to expect.

3.

SILENCE YOUR DEVICES:

Minimize recording distractions and possible background noises by turning off all your devices, notifications and alerts. Anything that happens during the recording session will ultimately be part of the final recording!

4.

USE PROPER MIC TECHNIQUE:

Keep the microphone about a fist away from your mouth at all times. The microphones in the studio are designed to pick up what's right in front of them, so get close, but limit your movement to make sure the recording levels are always consistent.

RECORDING EQUIPMENT OVERVIEW

**Zoom H6 Recorder:**

A portable recording device that will record all of your audio for your podcast

**Polson Headphone Amplifier:**

Designed to allow up to 4 people to monitor the recording at the same time and adjust the listening volume for each listener

**Electro-Voice RE320 Dynamic Microphone:**

Broadcast-quality microphones designed for voiceover and podcast recordings

**XLR Mic Cable:**

Used to connect the RE320 microphones to the Zoom recorder

**Gooseneck Pop Filter:**

Used to minimize the amount of air the microphone picks up, which limits the popping and harsh plosives when speaking

**SD Card:**

Internal memory card used in the Zoom H6 to save the recorded audio files during a recording session

**Auray Microphone Shock Mount & Boom Arm:**

Designed to keep broadcast mics secure during recording while also minimizing vibrations and mic noise

**(Optional) USB to USB Mini Cord:**

Used to connect the Zoom H6 recorder to an external computer to download the audio files

**Shure SRH440 Headphones:**

Closed back monitoring headphones used to monitor levels and allow speakers to hear each other during the recording process

**(Optional) External SD Card Reader:**

Used with a laptop or external source to read the SD card from the Zoom H6 and download the audio files

PRE-RECORDING SETUP

1.



Slide down the power button on the left side of the Zoom recorder to power it on

2.



The Zoom will default to the recording screen when it's powered on

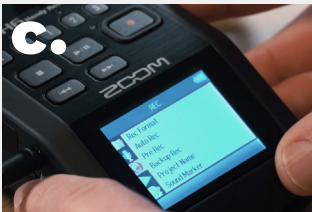
3. First we will need to verify the recording format is set up correctly



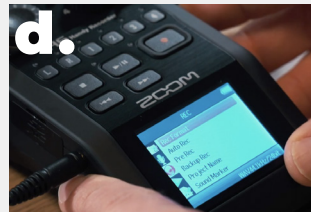
Push the menu button on right side of the Zoom to go back to the main screen



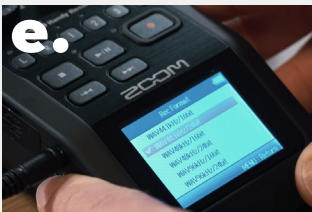
Use the toggle button on right side to scroll down to "REC" Recording Format option



Push the toggle button in to select



Push the toggle button in again to see the Rec Format options

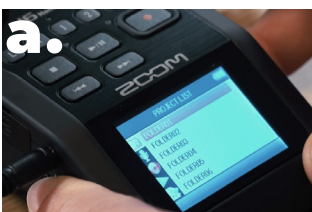


Ensure the WAV44.1kHz/24bit recording option is selected and push toggle button in to select

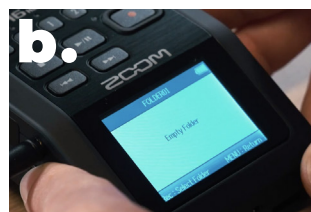
- Hit the menu button to return to the "REC" screen
- Hit the menu button again to return to the sidebar options

4. Next we need to choose the recording folder for your files to be saved to

- Use the toggle button to toggle up to the PROJECT LIST option to choose your recording folder



Push the toggle button in to select FOLDER01



FOLDER01 should register as an empty folder. If not, return to the previous screen using Menu and find an empty folder to use for your recording.

- Be sure to use a separate folder for each recording if you are recording more than one take or more than one part during your recording session.
- Push the menu button again to return to the recording screen.

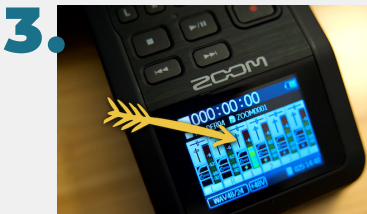
RECORDING YOUR PODCAST



1. When starting your recording, only select the inputs for the mics being used during the recording



2. Check and set the recording levels for each mic being used by selecting the input channel for each microphone and use the input gain knob to set the level for each speaker



3. The ideal average recording volume for each speaker is -12db

4. Speak into the microphone and adjust the input gain knob until the average is -12db

5. Repeat this process for each speaker

6. Remember to maintain good mic technique to have consistent levels in your recording

7. When all levels are set correctly you're ready to start recording



8. Push the red record button and wait for the clock to start before starting to speak

9. Record your conversation and if possible, make notes of any mess ups or edits you want to take care of after the recording is over

10. Use the recording clock to reference the approximate time stamps for edits that you know will need to be made

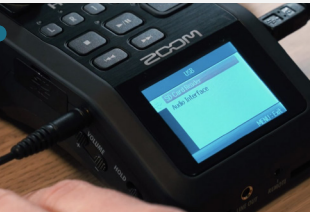
11. When your recording is done, push the stop button and the audio files will automatically save to the folder you selected during setup


12. If you need to do additional takes or need to record an intro or outro, you can push the red record button again to record, then hit stop when you're done and the files will automatically save to the next folder (ie: FOLDER02)

DOWNLOADING YOUR RECORDED FILES


THERE ARE A FEW WAYS TO ACCESS THE RECORDED FILES FROM THE ZOOM RECORDER


If you're using a laptop or another computer with a USB to USB Mini connection, connect the cord to the Zoom recorder using the USB Mini input on the right side and connecting the USB to your laptop

1. Power off the Zoom recorder with the power slide on the left side
2. Reboot the Zoom by sliding down the power button again
3.  The Zoom should reboot to the USB screen
4. Use the toggle button to select the SD Card Reader option from the USB screen

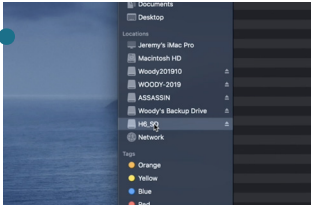
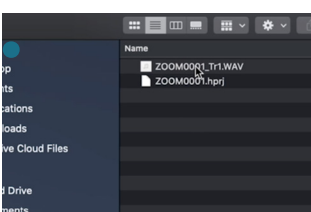
5.  The screen should show the USB icon, which means you're now ready to access the content from your computer

An alternate option for retrieving the audio files from the Zoom is using an SD card reader to access the files through a computer using the Zoom's SD card

1.  Using the SD card slot on the left side of the Zoom, push the SD card in and eject it from the Zoom

2.  Use an external SD card reader to access the files from your computer

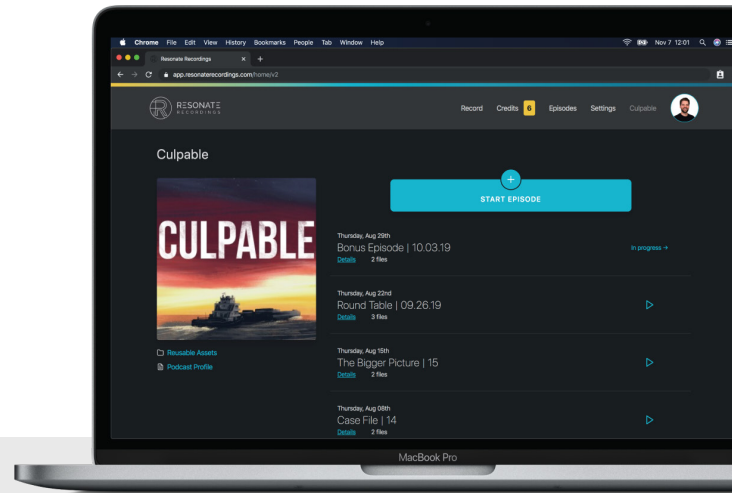
To access your files using either the USB to USB Mini connection or the SD reader option using an Apple platform:

1. Open a new Finder window on your Apple device
2.  In the upper left corner, click on Finder and under File, select the New Finder Window option
3.  Locate the Zoom (typically listed at H6_SD) or the SD reader from the Locations menu on the left and click on the device
4.  Choose the correct Zoom folder to locate your files
5.  Locate your recordings and rename them something clear like "Host" "Guest" or "Track 1" and "Track 2"
6. Drag the tracks to the desktop, email them to yourself or however they need to be shared/accessed for post-production

To access your files using either the USB to USB Mini connection or the SD reader option using a Windows platform, access the device the same way you would a flash drive or other external drive.

DELETING YOUR FILES

1. After you've downloaded, saved or shared your audio files, delete the audio files from the Zoom folder using your computer
2. Return the SD card to the Zoom if necessary
3. Power off the Zoom recorder



CONGRATS! YOU'VE SUCCESSFULLY
RECORDED YOUR PODCAST.



If you need help or have questions with anything related to post production, like editing out mistakes or filler words, mixing in an intro, outro, sponsor ad or sound design components (like sound effects or additional music), reach out to the Resonate team to learn more about our services. If you're looking to start a new podcast, ask our team about the podcast launch process.



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