

## Working the Sound Booth in the Fishbowl

The CSUMB recording studio is for staff, faculty, and students who have the need to record professional quality audio for academic purposes. The following are basic instructions to make the process go smoothly.

The system is designed to work with a minimum of inputs and settings from the user. There should be no reason to have to adjust more than one knob on the recording equipment to get excellent quality audio.

The system can be operated in one of two ways:

1. By one user, inside the booth who operates the computer and provides the voice for recording.
2. By two users, one who operates the computer at the Mac Station 2 (outside of the sound booth) and one person who provides the voice inside the booth.

The first thing you need to do is to check in with the service desk to reserve the sound booth and the Mac Station #2 (we recommend reserving a day or two BEFORE you plan to record, to make sure you have a spot.).

The second thing you need to do is make sure you have all of your materials such as:

- Scripts
- Blank CD's (bring extra, just incase)
- Headphones (you can check these out at the Help Desk if you do not have your own).

### To set up proper levels on the mixer:

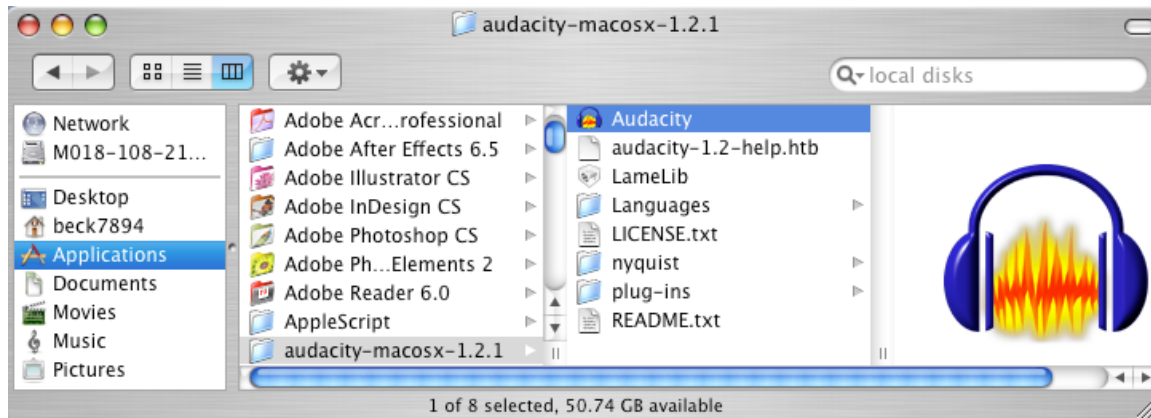
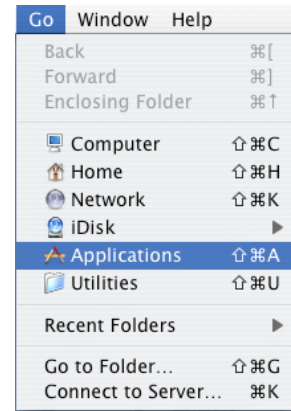
1. Turn the mixer on. The switch is on the back, next to the power cord.
2. Position the microphone about **6-10 inches** away from your mouth.
3. Read normally from your script and keep an eye on the **Main Mix** lights.
4. Adjust the **Main Mix** knob until the light "bounces" up to, but not above the "0" level. If the level is still too low at the maximum, move the microphone closer to you.
5. Do NOT adjust any other knobs or buttons on the mixer; they will not help you!
6. Plug in your headset (the plug is attached to the keyboard cord).



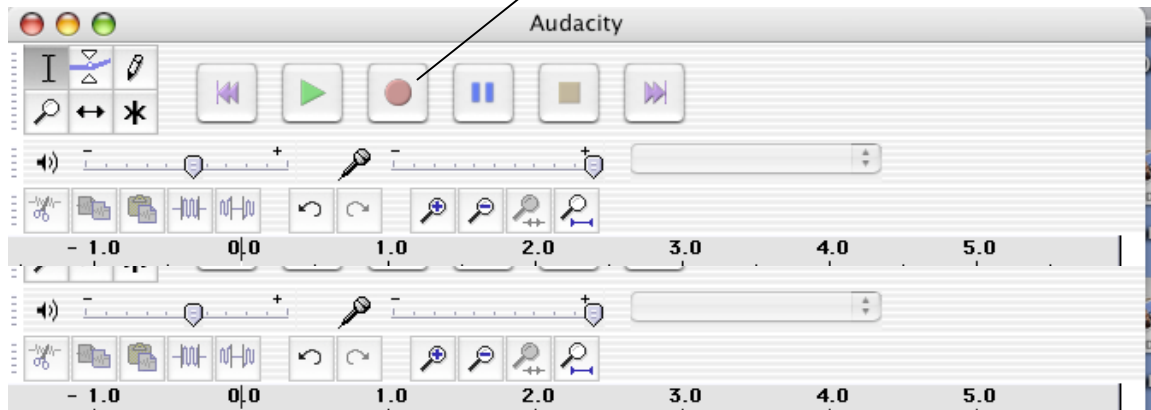
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## Working with Audacity

1. Log onto the computer (this may take a few minutes, please be patient).
2. Open the program Audacity from the Finder (Desktop) by going to **Go > Applications**.
3. In the applications window, go to **Audacity-macosx-1.2.1 > Audacity**.



4. When the application loads up, choose the **Language** from the dropdown menu and then press **OK**.
5. Press the **Record** button to do a test recording.



7. Speak normally into the microphone.
8. When you are done testing, press the **Stop** button (or the **Spacebar**) and examine the recording levels. If the levels are acceptable (see following page for what is acceptable and not) go to the next step. If the levels are too high or too low, adjust

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the Main Mixknob on the Mixer and/or move the microphone closer or further away.

9. Every time you press the spacebar or stop and then record again, your recordings will stack on top of each other.

### Too High and Too Low Levels

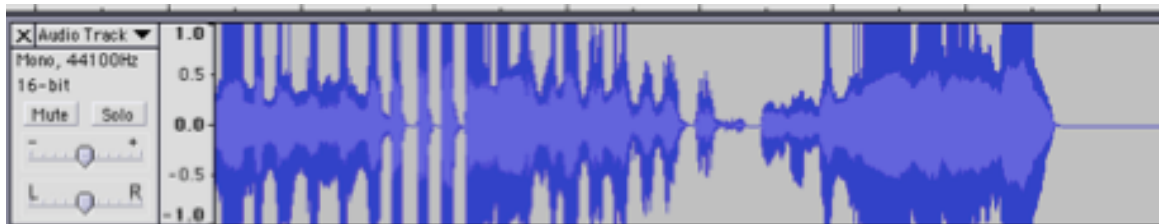
This level shown below is acceptable.



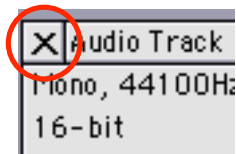
This level is too low. Make sure the mixer knob is on maximum. If it is then turn up the record level knob on the mixer or move closer the microphone closer.



This level is too high (also called over-modulation or peaking). The audio will sound very distorted. Any time the audio level exceeds the top or bottom boundary, it will distort, this is very, very bad. Turn down the record level on the mixer and/or move the microphone further away from you.



10. Once you have tested out your recording and have an acceptable level, you can start recording.
11. To get rid of the testing records, press the **X** on the top left hand side of that recording piece.

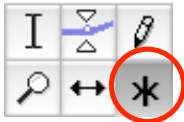


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12. Before you begin recording your script, you need to make sure you are saving your work. Go to **File > Save Project As...**
13. **Save As:** (give it a name)
14. **Where:** Desktop
15. Press **Save**.
16. There will be a folder on the desktop that will hold all of your project pieces in it.
17. You can now begin recording your script. (At this point, you may wish to turn off the electric fan if the noise is a problem.) When you start recording, wait a few seconds before beginning to talk and then start reading from your script.
18. When you are finished reading your script, pause for a second or two before hitting the stop button...or you may clip of part of your last words.

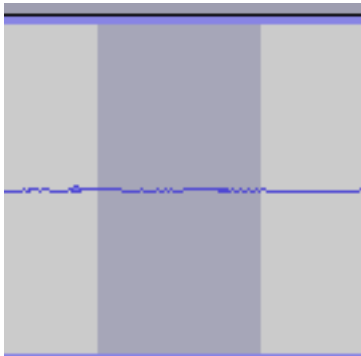
### Editing your recordings

1. To edit tracks, press this button:



2. To add one track to another:
  - a. Highlight the recordings by clicking and dragging over the recording levels.
  - b. Go to **Edit > Copy**
  - c. Place your cursor on the recording you want to paste the copied one at.
  - d. Go to **Edit > Paste**
3. To cut parts out:
  - a. Highlight the section you want out.
  - b. Pres the **Delete** key on your keyboard.

Example of highlighted section:



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## Saving recording

Audacity will combine all of your recordings into 1 track, which can make for some pretty interesting, or very horrible, sound files.

To get one track as a separate audio file, you will need to **mute** the other tracks. To do this, press the **Mute** button on the tracks you do not want to be included.



To save each recording, do the following:

1. Go to **File > Export as WAV**
2. **Name** your file and make sure to keep the **.wav** at the end of your file name!
3. **Where:** Desktop (or in your project folder)
4. Click **Save**

**If you want to save other tracks, mute the current track and un-mute the next track you want to save as a separate file, and do steps 1-4 above.**

## THE FINAL STEP AFTER YOU ARE DONE!!

It is very important that you take your files with you or you will lose them when you log off the computer!!

1. Make a new folder on the desktop by going to **File > New Folder** and name it.
2. Place your project folder and your sound files (if they are not in your project folder) into this new folder
3. You have to use **Mac Station #2** (the one outside the booth) to burn CD-ROM's. (the two computers are connected, so what you see on one, will be on the other). Press **F12** and insert a blank CDROM. (Do not use a re-writable CDROM).
4. An icon of the CDROM will appear on the Desktop. Name the CD then drag your whole folder onto the CD. Wait for it to finish copying everything onto the CD.
5. Drag the CD to the **trashcan**, which has now turned into the **Burn** icon.
6. When the Burn window pops up, click **Burn**.
7. When your CD is done burning, eject it (**F12**).
8. **Make sure you log off the computer, turn off the Mixer, and turn off the light in the Sound booth!**