

For recording use:

1 Computer (Apple 27-inch iMax with Retina 5K display)

- Set up for recording directly in front of the computer. Adjust the microphone height using the microphone boom arm. Identified as "USB Audio Codec" for recording programs.

2 Unidirectional Recording Microphones (Shure SM7B)

- Programs installed for video and audio recording and editing including: Adobe Audition, Audacity, iMovie, Camtasia, Open Broadcast Software (OBS), Videoscribe.

1 Sound Mixing Board and USB Interface (Behringer XENYX 1202)

- See settings sheet

1 Pro Webcam (Logitech C922x)

- Set up for default use with video editing programs. Identified as "HD Pro Camera" for recording programs.

2 Studio Lighting Panels (Aputure Amaran LED Video Studio Lighting)

- For use with video recording.

1 Greenscreen

Using the Room:

The computer, microphones, mixing board, and webcam will be powered on. To use the computer, login to the Mac station using your CWL account.

Turn on the studio lights: Find the power bar on the desk, behind the computer. Press the switch to the lit 'ON' position. The lights may take a few seconds to turn on.

The screen on the left side of the room is not for room use.

All mixing board and interface setting must be returned to the pre-settings in this guide

Set aside time to export or save your project to a file saving device (eg. hard drive). Large files (including video) can take up to an hour to render.

Before leaving the room log off the computer. All files will be wiped.

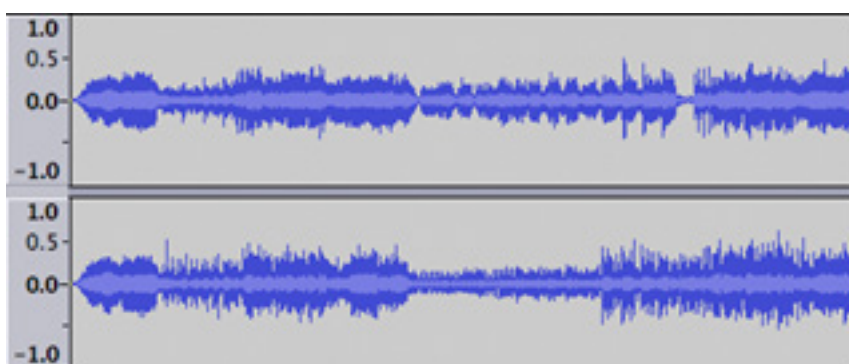
If recording Zoom or other interview via computer: Make sure to record and the computer will save an file for you to edit. Mics in the room do not effect the sound of the interviewee on the screen.

Sound Issues: If sound is low on the computer adjust the following: 1) Sound level on computer 2) Mic 1 & 2 Gain and General volume knobs (A/B on chart) 3) Headphone knob (#6 on chart) 4) Gain and Main mixer knobs on USB mixer (#1 on chart)

Audacity

Audacity is a recording program that records audio. It is installed on the DIY Media Studio computer and freely available to download at <https://sourceforge.net/projects/audacity/>.

1. Audacity uses a default waveform view, measured on the vertical axis. Remain within 1 and -1 for best results. Test by speaking at the volume you will be using when recording. If numbers appear red it is too loud.



2. If your project is unfinished, go to "File" > "Save as" > "Project." When finished recording and editing save the project as an mp3 file. Go to "File" > "Export" > "Export as mp3."

Camtasia

Camtasia is a screen recorder and video editing program. Camtasia is installed on the DIY Media Studio computer and available to UBC students, faculty, and staff for download. Visit <https://lthub.ubc.ca/guides/camtasia/> for more information.

1. A tutorial for first-time users is available when the program is opened. Watch the video for detailed instructions.
2. Save an editable version using "File" > "Save as." Save a copy of files added to the video (audio, images, etc). This will allow you to "link" to the files in future editing.
3. Save a final version with the "Share" button on the top right. Choose "Export file". This creates a non-editable video.

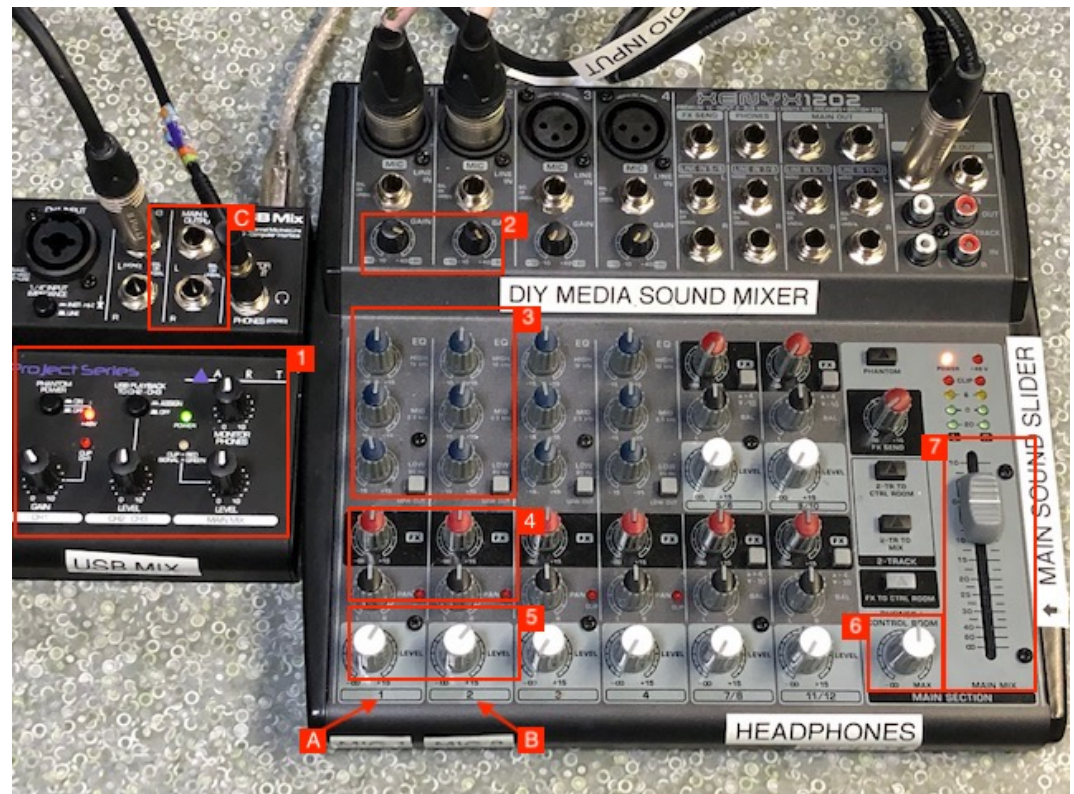
DIY Media Studio Sound Mixer Settings

Return knobs to presetting before exiting the room

A: Column of knobs controls "Microphone 1"

B: Column of knobs controls "Microphone 2".

C: Plug in extra headphones here (rent from CLC desk). A Headphone Splitter is also plugged into this port.



1. USB Mixer settings- Adjust 'Gain', and 'Main Mix' to make sound louder .
2. Gain on Sound Mixing board: Adjusts each microphones' sensitivity to picking up sound or "input".
3. Frequency Adjusters: [Set to 12 o'clock for default]
Top Row: Equalizer High Frequency Adjuster – Adjusts for upper midrange / lower treble tones (eg. "bright" or brassy vocal sounds)
Middle Row: Equalizer Mid Frequency Adjuster – Adjusts for midrange tones
Bottom Row: Equalizer Low Frequency Adjuster – Adjusts for lower tones (eg. deep vocal sounds)
4. Not currently in use. [Set to 12 o'clock for default]
Top row: Special effects
Bottom row: Pan
5. General Volume Knobs: Adjusts the volume or "output" of the sound. Turn to the right to turn up. (*Represented by waveforms in recording programs. The higher the volume, the larger the wave form.*)
6. Headphone Knob: Adjusts the volume on plugged in headphones only. This does not affect recording.
7. Main Mix Slider: Adjusts volume on everything plugged into the sound mixer. Set to "0".