

Review to learn about the room, equipment and directions to two relevant recording programs.

This Room Contains:

1 Mac Computer

- Programs installed for video and audio recording and editing including: Adobe Audition, Audacity, iMovie, Camtasia.

2 High Quality Microphones

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

1 Sound Mixing Board and USB Interface

- Settings and direction sheet available next to mixing board.

1 Webcam

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

2 Studio Lights

- For use with video recording.

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 located on the desk, behind the computer. Press the switch to the lit 'ON' position. The lights may take a few seconds to turn on.

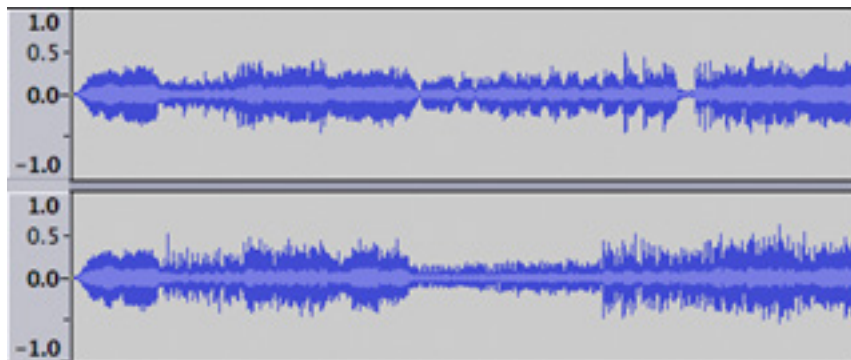
Set aside time to export or save your project to a file saving device. (ex. Hard drive) Large files (including video) can take up to an hour to render.

Before leaving the room, please remember to sign off of the computer.

Audacity

Audacity is a recording program that allows you to record audio including voiceovers and podcasts. It is 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 talking at the volume you will be 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 available to all students, faculty, and staff for download.

Visit <https://lthub.ubc.ca/guides/camtasia/> for more information.

1. When open, a tutorial for first-time users is available. 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 and Directions

See the image on the right for direction and information.

A: Row of knobs controls the right microphone. Also known as "Microphone 1"

B: Row of knobs controls the left microphone. Also known as "Microphone 2"

C: USB Interface. Knobs on this device control the mixing whole board. Do not use unless necessary.



- 1.** 6.5 mm Headphone Jack: Plug in headphones with 6.5 mm jack to monitor audio. Jack and headphones are available for rental at the CLC desk.
- 2.** Gain: Adjusts each microphone sensitivity to picking up sound or the "input". Do not touch after finding optimal sound level.
- 3.** Frequency Adjusters: [Set to 12 o'clock for default]
Top Row: Equalizer High Frequency Adjuster – Adjusts for upper midrange /lower treble tones (ex. "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 (ex. 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 of the sound or the "output" of the sound. Turn to the right to turn up. (ex. Represented by waveforms in recording programs. The higher the volume, the larger the wave form.)
Headphones Knob: Adjust the volume on plugged in headphones only. This does not affect recording.
- 6.** Main Mix Slider: Adjusts volume on everything plugged into the sound mixer. Set to "0"