Recording Audio

Digital Stewardship Curriculum

Why Record?

- Oral histories
    - Community record
    - Family history
- Language work
    - Digital dictionaries
    - Language learning programs

Audio File Formats Review

- WAV for preservation
  - 48/96 kHz sampling rate
  - 24 bit depth
  - ~1 GB/hour
- MP3 for access
  - 192 kbps
  - ~56 MB/hour

Sample Recording Kit

- Recorder
- Microphone
- Extension Cord
- Power Cord
- Headphones
- Backup recording device

- User Manuals
- Log Book
- Spare Batteries
- Spare Storage
- Camera
- Supplementary resources

Our Equipment

- Tascam DR-100mkII
  - External Microphone and XLR cable
  - Headphones
- Desktop Microphone Stand
- Memory Card
- Power Adapter
- USB cable

Recording Setup

- Location
  - Noise, comfort
- Equipment
  - Type of microphone, power supply
- Physical arrangement
  - Placement of equipment

Recording Game Plan

- Have a plan
  - Interview questions, word lists, other prompts
- Mic check
  - Do a sample recording
- "For the record…"
  - Who, what, where, when, why…
  - Verbal consent
- Recording(s)
- Acknowledgement and thanks

After Recording

- File Naming
- Editing
  - How much?
  - How many copies?
- Transcription
  - How detailed?
- Preservation and Access
  - Storage and hosting

Audio Editing

- Save preservation master
- Do any required editing, eg:
  - Cute silence
  - Separate tracks
  - Address unwanted noise
  - Merge tracks
- Export access copies
  - Full or partial copies as needed

Toggle between inputs:

XLR – external mic (1 or 2 channels)
UNI – 1 channel, internal microphones
OMNI – multi-directional, internal mics
LINE2 – other input (eg: from a mixer)

Recording levels: set both dials (left and right channels) to 5 to start. Adjust as needed to keep recording levels from being too high or too low. Listening volume is controlled by Output dial on side.

Set MIC GAIN to H
Set AUTO/LIMITER ON
Leave +49V OFF

Leave SPEAKER OFF during recording to avoid feedback

Connect mini USB to computer to transfer files

Use HOME, MENU, ENTER, and the dial to check and change recording settings, and navigate the playback and settings menu

Power: press and hold to turn on/off

Set output to 0 if not wearing headphones. Turn up to monitor audio through headphones

Press PLAY/PAUSE to pause and resume recording

Press STOP to end recording

Plug in headphones to monitor audio while recording

If using one external XLR microphone, plug into the left channel

Press RECORD once to enter standby: button will flash red, recording levels will be shown on display and can be adjusted as needed
Press RECORD again to record: button will be solid red