

PODCAST INSTRUCTIONS

SEIDMAN COLLEGE OF BUSINESS

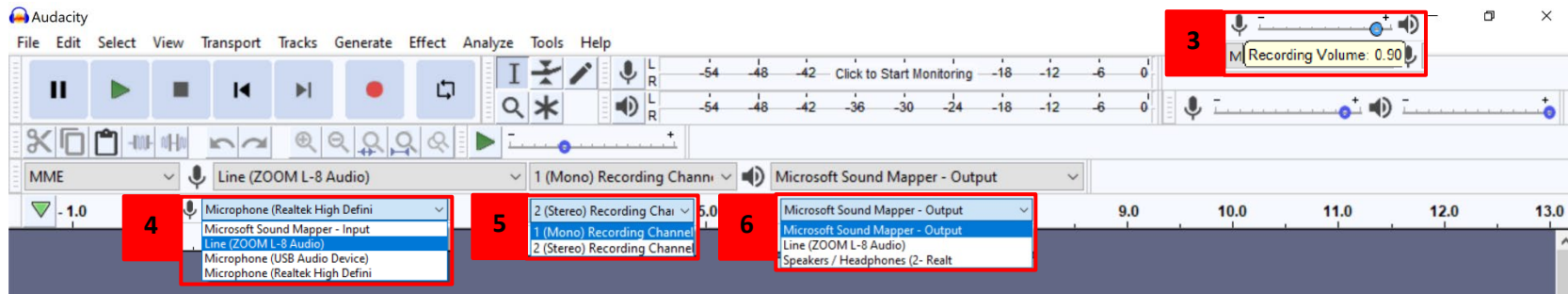
Equipment Set-Up

1. Remove needed supplies from AUDIO 1 KIT: mic(s), mic stand(s), XLR cord(s), and Zoom L-8 mixing board
2. **Mic & Mic Stand:** Squeeze the two metal brackets on the top to expand, insert mic, and plug the XLR cord into the mic (the side with the button)
3. **Zoom L-8 mixing board:** plug the XLR cord into the top of the mixing board, working left to right (mics are numbered on the board)
 - a. Plug the mixing board into the computer (the board derives power from the computer, ensure the computer is plugged into a power source)
 - b. Move the channel faders to 0 to reset the board > then adjust volume for the mics and MASTER volume
 - c. Need more help? Open the Zoom L-8 Troubleshooting document (*pending*)



Podcast Set-Up

1. Login to Seidman's reservable laptop or download appropriate software to your device
 - a. 1) [Zoom L-8 Driver](#); and 2) [Audacity](#) 🎧
2. Open **Audacity** software
3. Set **Recording Volume** to .90
4. Set **Recording Device** as Line (ZOOM L-8 Audio)
5. Set **Recording Channels** as 1 (Mono) Recording Channel
6. Set **Playback Device** as Microsoft Sound Mapper – Output

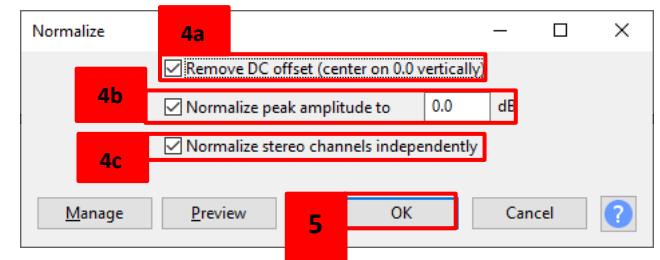
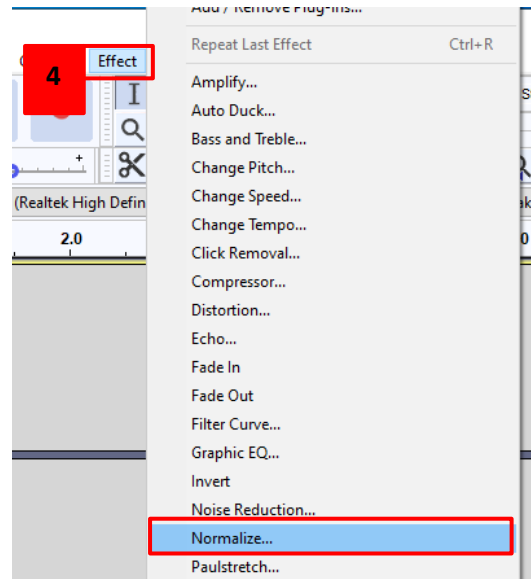
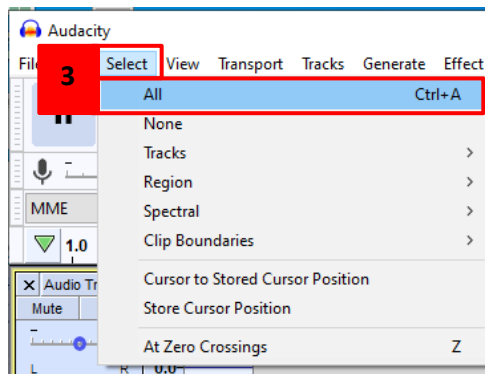
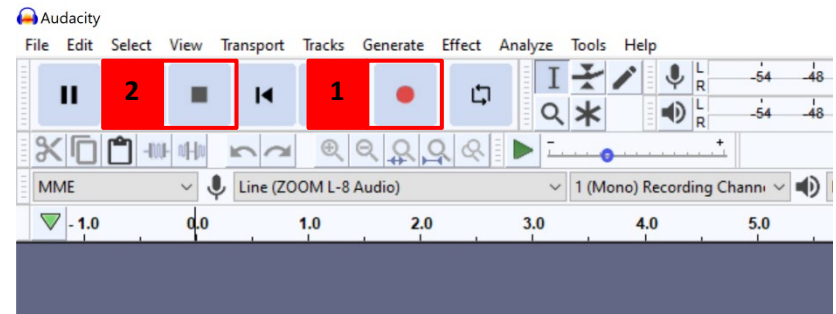


Podcast Recording

1. Start recording – click **Record** (shortcut: R on the keyboard)
2. End recording – click **Stop**

Optimize Recording

3. Click **Select** drop-down > Click **All**
4. Click **Effect** drop-down > Click **Normalize**
 - a. Check **Remove DC offset (center on 0.0 vertically)**
 - b. Check **Normalize peak amplitude**
 - i. Input **0.0** dB
 - c. Check **Normalize stereo channels independently**
5. Click **OK**



Save Podcast

1. Select **File** drop-down
2. Select **Export**
3. Select **Export as MP3** (i.e., shareable compressed file)
 - a. Save to **Desktop**
 - b. Set Bit Rate Mode as **Preset**
 - c. Set Quality as **Insane, 320 kbps**
 - d. Set Channel Mode as **Stereo**
 - e. Set **File name** to reflect the podcast topic
 - f. Click **Save**
4. **Edit Metadata Tags** pop-up
 - a. Input data in the **Value** column
 - b. Click **OK**
5. Select **File** drop-down
6. Select **Save Project** (i.e., editable file)
 - a. Select **Save**
 - b. Save to **Desktop**
7. Download both files to an external **USB flash drive**

