


How to Record Audio Stories

Do you have a story to record and want to submit it to Native Stories?
Here is the equipment and requirements for good sound audio content

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Quick Guide



Change Recording levels

Select 1 if cable connected to 1.

Headphones

Power

Verify Levels

Zoom not connected to laptop
<https://www.youtube.com/watch?v=pc6T2Amqvxc>

1. Verify SD card has space and is installed
2. Connect mic and headphones
3. Power On (verify battery level)
4. Select 1 and/or 2 depending on where mic is connected.
5. Verify Recording levels for each mic/speaker. Have person talk in normal voice and watch Levels, and change Recording Levels until Level is between -24 and -12. Noise (don't talk) should be around -48.
6. Press Record button (red dot). Verify you hear both voices (turn up headphone volume to hear noise too).

This YouTube is a good video for initial setup <https://www.youtube.com/watch?v=pc6T2Amqvxc>

Suggestions to record good audio

1. Use mic wind screen and pop filters
2. Speak close to the microphone
3. Stop when you hear noise- dogs, helicopters, mopeds, rain, clicking pen, or tapping foot. Verify no extra noise or air going into mic - air conditioning and fan from laptop distorts audio.
4. Record full sentences for easy editing
5. Modify recording levels based on speakers normal voice volume- should be between -24 to -12 on hn4 or on Audacity between .5 and .75.
6. Microphone check - record random talking at normal voice level and listen back to verify noise floor, volume, and acoustics. Verify antenna does not touch wire, the mic does not cut off if they accidentally touch mic. Approval of media form

Prepare

Before recording starts, verify the people are ready and the recording will go smoothly.

Interviewer Rules

1. Verify they are a true practitioner and/or can speak on behalf of the community they are representing.
2. No talking bad about others, although facts are allowed, like David Ige is Okinawan but he has policies that do not allow for their entry.
3. No talking outside of the topic area unless its applicable
4. Social media is allowed during interview
5. Must take picture and video if one is not provided, unless the interviewee does not want a picture.

Process for Interviewer

1. Fill out Podcast Idea form– podcast topic, Full name, best day to contact, who to contact, best way to contact.
 2. If you are committed to doing podcast – Complete Podcast Form and Media Release form
 - Interview date and time, recording method (skype, on location, or Waimanalo), requested interviewer (can't guarantee), how do you want to be introduced for intro to podcast?, hashtags, your fb name or page or other social media you would like us to tag, upload picture of self or what you want used in your podcast
 3. Create full story outline. Approve/refine questions.
 4. Prep interviewee
 5. Verify equipment is ready, batteries are charged (if applicable).
 6. Verify meeting time and location. Verify location is away from noise and wind (if possible).
 7. Start recording with pule/ protocol
 8. Water is useful for speaking
 9. Allow for 2 hours – 30 min to get comfortable, 1 hour to record, 15min to say good bye
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Record

Equipment List

These are the ones we use, but others are possible.

1. Microphone (AT2020PK(\$\$), AT4041(\$\$\$), Shure SM58-LC(\$)) or lavaliers (charge batteries)
2. Microphone Accessories (mic stand, pop filter, windscreen, XLR Male to Female cable, attachment for mic to stand)
3. Mixer (Zoom H4/H6 pro)<https://www.thepodcasthost.com/equipment/podcast-mixers/>
4. USB A-Male to Mini-B Cord
5. Headphones
6. Computer with audio recording/editing software (Audacity free download <https://www.audacityteam.org/download/>)
7. Other accessories -battery, sd card, acoustic panels (or large thick blankets)

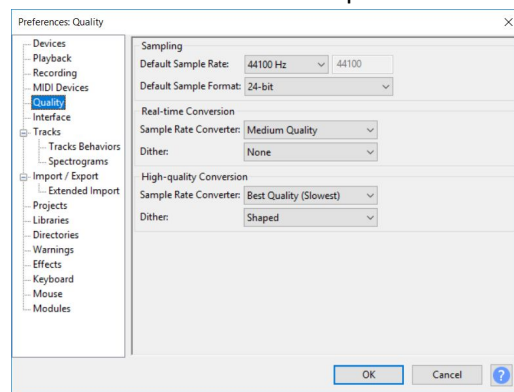
For interviews, you need two mics, cable, pop filter, windscreen, mic stands or lavalier sets.

For recording through systems already setup, you do not need microphone and microphone accessories

Settings in Zoom H4/H6 Pro

<https://www.youtube.com/watch?v=pc6T2Amqvxc>

1. Stay in stereo for interviews and mono for one microphone
2. Verify recording in 44.1kHz and 24 bits
3. Verify the phantom power is on and correct amount (24V or 48V?)
4. If connected to laptop and Audacity, use usb power and do not store audio file on SD card. If not, connect to battery and save on SD card.
 - a. Connect equipment
 - b. Power on laptop then H4/H4
 - c. Start Audacity, verify you can select H4/H6 as input (microphone),
 - d. Verify/Change initial settings in Audacity. Edit--Preferences--Quality--Default Sample Rate =44100Hz. Default Sample Format=24bit



- e. Sound check-Start testing voice to noise ratio. Change to waveform (dB) to see noise to voice ratio. noise should be flat, but change back to waveform to verify level is .5 and .75.
- f. Click on red record button to record, pause for pausing. Press Stop when done.
- g. Save by going to File-->Export→ WAV, 24bit

During

- Listen for their voice decrease/increase. Ask that they keep at normal level.
- Listen for Loud noises (dogs, planes, pen clicking, hitting lavalier) which may require re recording.

Production to Publishing

1. Import file (File input) to be edited
2. Shortcut buttons to edit
 - a. Space bar to play and stop
 - b. Delete to cut out selected piece
 - c. P to pause
 - d. Noise reduction to remove noise that is consistent throughout file
 - e. Amplify to increase volume
 - f. Cross fade clip
 - g. CTR L to make silent
3. Save by going to File-->Export→ WAV, 24bit
4. Izotope Rx7
 - a. Used for cleaning
 - b. EQ for dialogue
 - c. Loudness to -18dB and 3 peak
5. Upload wav 44.1kHz, 24bit file to google drive as “#episode_pod_name.wav”. Provide intro, outros, and sponsor in folder.
6. Update information interview [Form](#)
7. Send link to mp3 and image files (Prefer Google Drive or Dropbox)
8. Verify [Media Release](#) is signed
9. Native Stories will
 - a. Create mp3 (constant bit rate) (<https://support.apple.com/en-us/HT204310>). Note duration and size of file.
 - b. Shrink image to 1080x1920 or smaller.
 - c. Upload mp3 and image (picture) to AWS S3/make public and copy link. Verify titles of files are the same. Upload image only to website.
 - d. Upload to Seriously Simple Podcast plugin via wordpress website. Including: Title, description, hashtags, duration of audio, size of audio file, image, audio s3 file link, etc.
 - e. Upload to Social Media- Canva to create picture, Camtasia to create video, Planoly to schedule post.

Questions

Standard questions

- Open -aloha, Nohea here. We have xxx joining us today to discuss xxx. Welina mai xxxx. Can you share with us a little about who you are and where your ancestors come from?
- Close – mahalo for joining us.
- Outro – sponsors, go get our mobile app and check out the walking tours – rate us on your app store, like us on FB and IG at ournativestories

Practitioner/historian questions

- What exactly are you a practitioner of and how do you practice that today?
- Who was your kumu/teacher (s)? Who else graduated with you?
- How are you perpetuating your practice today?
- Interject history questions - What history do you want to share about what you do?
- How does one get into what you do? Or participate or learn more?

Activist questions

- What is the name of place being protected
- What is history of protection of this area
- Why is it being protected
- Who is protecting it
- What has happened most recently
- What is your connection to this place?
- When did poetry become your voice?
- At what point did you know you should come up to the mauna?
- We saw you doing xxxx, can you tell us more about how that all went down?
- What do you have coming for the future?
- How was your experience here influence your teaching?
- How do you perceive this moment in time will be perceived in the future?

Kupuna questions

- Place
 - Where did you live growing up?
 - What did it look like back then?
 - What were the names of the families around you?
- Family
 - Who raised you?
 - What were their jobs?
 - Who else did you live with?
 - What lessons did you learn?
 - Did they speak hawaiian at home? why/why not?
 - Did you go to church? What religion and what did you do?
- Cultural practices:
 - Did you dance hula, fish, farm, etc?
 - What kind of food did you eat and who made the food? Did you help and if so, how old were you and what were your responsibilities?


- School/Activities
 - Did you go to school?
 - What memory(s) do you have of school?
 - What did you learn?
 - Who did you play with?
- Other
 - How old were you when you left and why did you leave?

Art questions

- How did it come together- original purpose
 - Why do you do this?
 - What do you want to get out of it? Personally?
 - Explain right to left each of the pieces in mural
 - Both sides
 - How has this mural been used in other places? UH medicine - teach doctors how to understand indigenous people and their struggles which make them sick
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AV System

Instructions for recording through someone else's system

1. Verify permission
2. Verify sound board settings
3. verify SD card has enough space
4. Connect power through their power source (dont forget power 2 prong to USB converter)
5. Test mic works. Decrease or unmute each  mic.
6. Verify talkers know to Speak into microphone
7. Sound check-verify SNR is good. Turn down mic and turn up master. Increase main gain -Aux 1.
Might need to play with REC level

