



Recording Audio

Digital Stewardship Curriculum

Why Record?

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

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

- The best recording is the one you have!
- A phone recording may not be ideal, but if your recorder dies, could be invaluable.

Our Equipment at the CDSC

- 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

- A full soundbooth would be great, but really...
- Aim for the quietest recording space possible. STOP AND LISTEN TO CDSC FOR NOISE.
- Pay attention to background noises, fans, AC, etc. relatively easy to edit out sudden bangs, but a low hum is very hard.
- Time of day and scheduling may impact noise.
- Your speakers need to be comfortable, but beware of squeaky furniture, etc (like kicking Lotus' desk).
- Different mics for different setups - omnidirectional, condenser, internal, external, lavalier.
- Running off a power cord can create audio artefacts - battery is safer but can run out.
- Is the mic a good distance from the speaker to pick them up. Loud/soft-spoken? Fidgeter?
- Can you see and monitor your 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

- Always have a plan. Will vary by type of recording/project.
- Make sure your equipment is working as expected! Sample recording may also reveal any unexpected audio artefacts.
- Track all this metadata on paper! But always good to have a backup! So much metadata.
- Make your recording(s).
- I like to capture the acknowledgement and thanks - more metadata.

After Recording

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

- File Naming: Minimally interviewee's full name and date of recording.
- Editing: Same as everything else we talk about - Master and Access copies.
- Transcription: Full, Partial, or just Keywords? Verbatim transcriptions can take 4-5 hours of work per hour of audio.
- We've dealt with audio before, you should have a good idea of the space and storage requirements.

Audio Editing

- Save preservation original copy
- Do any required editing, such as:
 - Cut silence
 - Separate tracks
 - Address unwanted noise
 - Merge tracks
- Export access copies
 - Full or partial copies as needed



Activity Idea

- Try making a recording of your voice using a free app on a mobile device, or on a computer using Audacity.
- Learn from Audacity resources on the SHN and try editing your recording.

- Very simple App suggestions: Voice Recorder (Android) Voice Memos (iPhone) - make a short recording.
- Transfer to a computer.
- Or, if you do not have a smartphone or other mobile device, record on a computer that has a built in microphone or external mic.
- Learn from resources on the SHN that show how to record and edit audio in Audacity.
- Use Audacity to edit.

Using this Resource

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