

# HBA Sound Booth Instructions

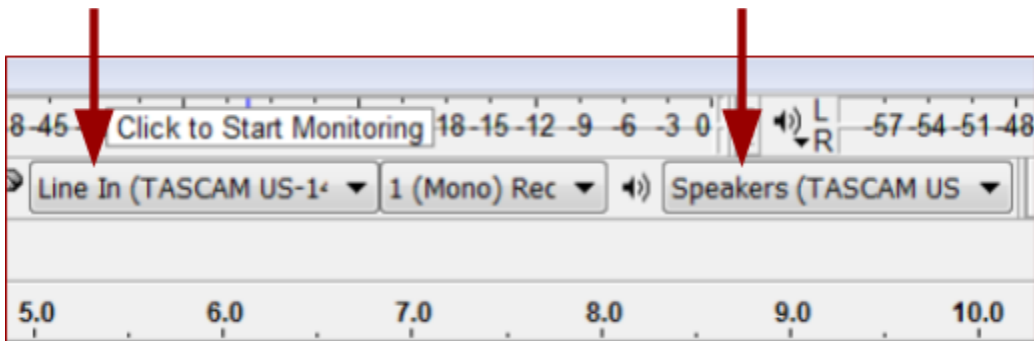
1. Reserve the Sound Booth with the Learning Center staff.
2. Enter the Sound Booth and securely close the door.
3. Turn on recording light



4. Turn on the computer
5. Login (there is no password for Student)
6. At the bottom of the screen open **Audacity**



7. Make sure that the proper input and output are selected on Audacity. **They should both be set to TASCAM.**



8. Make sure the volume on the Recording & Playback in Audacity is set to **maximum (1.0)**.



9. Make sure the microphone is plugged into **MIC IN L**.

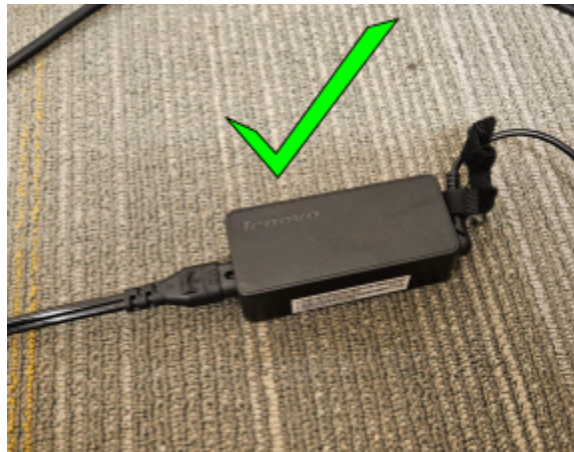


10. Set the following settings on Tascam US-144MKII mixer (See the picture below.)

- a. MON MIX to INPUT
- b. LINE OUT to MAXIMUM
- c. PHONES to MAXIMUM
- d. MONO to ON
- e. INPUT L to **the second to the last dot** (DO NOT RECORD BEYOND THIS LEVEL)
- f. INPUT R to the lowest setting (all the way to the left)
- g. PHANTOM to ON
- h. MIC/LINE or GUITAR does not apply to recording with a single microphone.



11. Make sure the power cable and adapter **ARE NOT** on the microphone cable (otherwise your recording will have a buzz in it).



12. Put on headphones and step up to the microphone.

13. Adjust the microphone height so that you can comfortably stand at the microphone.

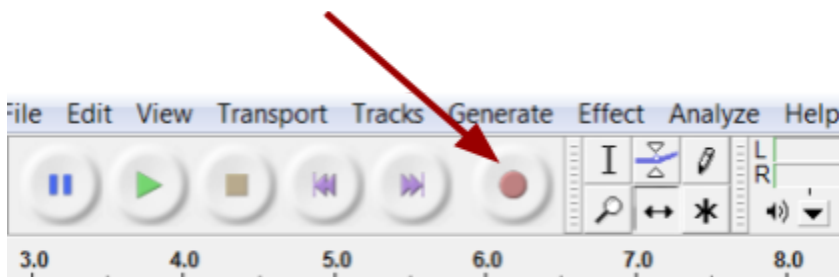


14. The microphone should be positioned as you see in the picture below.

15. Your mouth should be 2-3 inches from the filter.

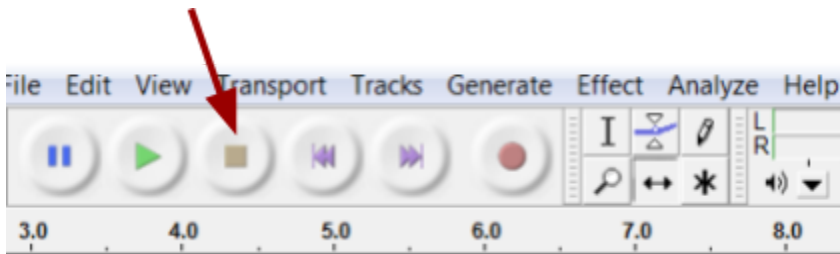


16. Hit the **Record** button





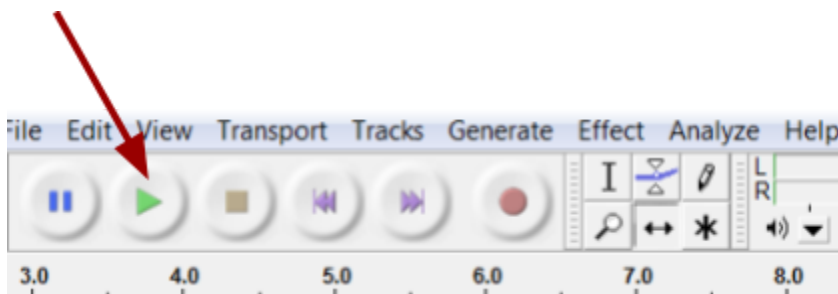
17. Wait until you see that the computer is recording in the timeline.
18. Begin speaking.
19. Hit **Stop** when finished.



20. To hear your recording turn the MON MIX knob on the Tascam mixer to COMPUTER.



21. Hit **Play** to listen to your recording.



22. To begin recording again turn the MON MIX back knob back to INPUT.

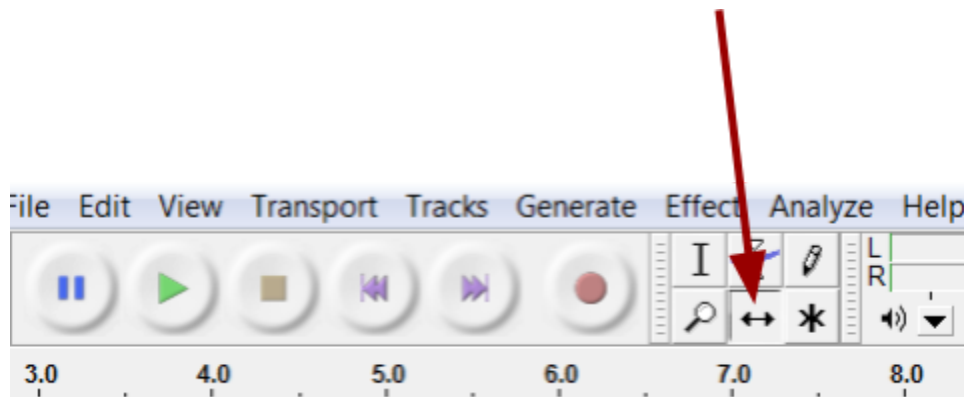


23. To add to your recording **click your mouse after the last section that was recorded.**

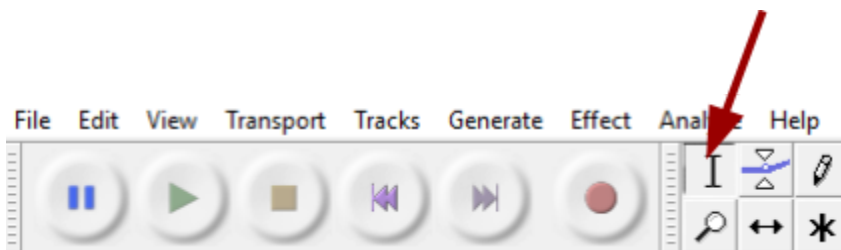
24. Hit Record again and begin speaking. When finished click Stop.

25. Don't forget if you want to listen to your recording the MON MIX needs to be set to COMPUTER.

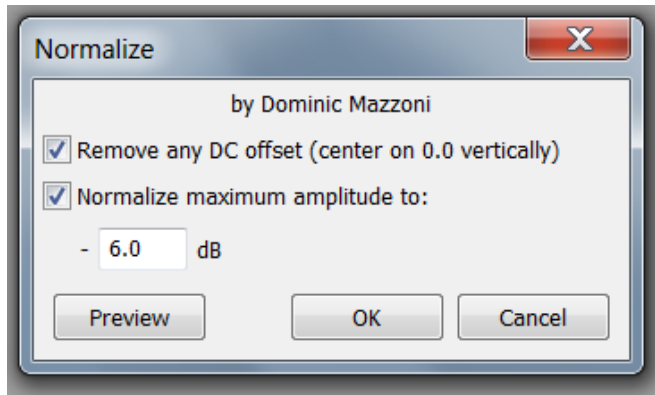
26. To move the recorded tracks around use the **Time Shift** tool.



27. To select sections of your recording use the **Selection Tool**.



28. If you wish to delete sections of your recording highlight them using the Selection Tool and hit the Delete key on the keyboard.
29. To ensure that the audio is at a level that is not too high or too low, you will need to Normalize it.
30. Begin Normalizing the audio by hitting **CTRL A** on the keyboard (this will select all of the audio) .
31. Then go to the **Effect** menu and choose **Normalize**
32. When the normalize box comes up, set the level to **-6** and click OK.



33. To export your soundtrack go to the **File** menu and choose **Export as WAV**
34. In the Save as type pull down menu, choose the WAV (Microsoft) signed 16 bit PCM format
35. Type a name for the your audio file and click Save
36. A box for metadata will come up, you can add metadata if you wish but it is not required.  
You can just click OK.
37. Upload your exported file to email, Google Drive, or onto a USB drive.