

7 TIPS FOR USING THE AUDIO RECORDING BOOTH

1 Reserve the Booth and key from the Equipment Checkout form online.

2 Read through your narration several times to get flow for your tone, pacing, and articulation of words and volume of voice.

3 Speak clearly and articulately, keep the volume of your voice at a consistent tone throughout your narration.

4 Read your narration as if you are telling a story to your friend. Engage your audience- Remember if you aren't interested in your story, why should anyone else be?

5 Log into the iMac with your BU credentials, open the program Audacity, and make sure the input (next to the microphone icon) reads, "Shure Digital"



6 Audacity will produce two items, a data folder and .aup file. These two are dependant on each other*
*-do not separate them.



7 Make sure to export your final audio project, in addition to saving. Saving only saves the project, exporting allows others to listen to it.



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