



Field Recording

Contents

Recording OUTDOORS vs. INDOORS	3
Equipment Check	5
Proper Mic Technique	6
Voice Projection	7
Transferring Files	4

Recording OUTDOORS vs. INDOORS

Sometimes it can be a challenge to record good audio outside a studio environment. The noise, the distractions, and the unpredictable nature of press events can limit your success at getting a good interview or sound bite.

The following are tips on how to limit those factors while recording in public.

Recording Outdoors

Always use a windsock on your microphone or recorder. Record in as sheltered a spot as possible. Record back to the wind to lessen the effects of bad weather. Be aware of your surroundings: try not to record an interview in a busy public place with passing traffic, sirens, loud groups of people, and unexpected passers-by. Turning down the recording level, and placing the mic closer to the subject can lessen high background noise.

Recording Indoors

Be aware of your surroundings: Don't record in spaces with loud and large groups of people. Be aware of ticking clocks, air conditioning, pets, background TV and radio. A recorder can pick up these all. Different indoor spaces have varying acoustic properties, and will affect the recorded sound. Large halls echo. Smaller rooms are better. Try to minimize interruptions - if possible ask your interviewee to switch off their phone, if recording in a small room put a notice outside the door.

Transferring Files

As soon as possible after the interview or sound bite, transfer the files to a computer. Connect your recorder to the production computer with the USB cable. Drag a drop your files into your personal folder.

It's important to name your files so they don't get misplaced or lost.

A formal way to do this by naming the files as follows:

1. The topic or subject of the interview
2. The name of who you interviewed
3. The date of Interview (Year/Month/Day)
4. The number of files if there is more than one part.
5. File extension

Example: Campus Community Radio Victoria King 2013/06/03 1 of 2.Mp3

It's important to make one back up copy just in case something happens to your original interview.

Equipment Check

Performing an Equipment Check

Having arranged an interview ahead of time, or finding a 'streeter' to speak with, there is nothing more frustrating or pointless than arriving at a chosen destination to find the equipment is not working. When it comes to using recording equipment in the field you should use the following checklist as a guideline before heading out.

Before You Head Out

Check your digital recorder and kit: Do you have all the equipment you need? (batteries/charger, recorder, headphones)

6. Ensure the recording equipment is sufficiently charged.
7. Check there is enough recording time for any length of planned recording.
8. Do a level check and test the equipment to ensure it is recording properly.

Proper Mic Technique

Digital Recorders such as the Roland Edirol R-09 have excellent built in internal microphones designed to record without the use of an external microphone. Other portable recording units require a quality external microphone with an XLR cable. Regardless of which recorder you chose, proper mic technique remains the same.

What to do	Why do it?
Speak directly into the microphone or recorder about 1 foot or 30 cm away from yourself or your interviewee.	This will help capture the voice of your interviewee and not everything around them. Be aware that if a person is speaking too close to the mic distortion may occur.
When recording, try to be as still as possible	Excessive moving or handling of a microphone or recorder during an interview can cause an excessive amount of audio artifacts or unwanted noise on the recording.
Set the input level so that the signal hits between -12 and -6 db on the level meter.	When recording, if your input level is set too low it will cause noise floor where the background noise blends with what you are recording, making it difficult to hear. If your input level exceeds the input limit or is too high it will result in distortion. Otherwise referred to as peaking .
Use headphones to monitor.	A microphone does not pick up sound the same way as the human ear. For this reason we need headphones to hear exactly what the microphone is picking up so that we can adjust our technique to compensate for the microphones shortcomings. The input level is not the same as the headphone volume level. Increasing the headphones volume will not improve the signal strength or input level.

Voice Projection

Voice projection means the strength of speaking whereby the voice is used loudly and clearly. We use voice projection when public speaking, announcing and broadcasting. There are four main factors in voice projection:

Breath Control

Normal talking may use air from the top of the lungs, proper voice projection uses steady airflow through the expansion of the diaphragm. In good vocal technique, well-balanced respiration is especially important to maintaining projection.

Posture

Slouching kills your energy and vocal range. If you are sitting in a chair sit on the edge of your seat. Make sure your back is straight up and your head and neck are slightly forward.

If you are standing it is recommended to stand up straight with the feet shoulder width apart and the upstage foot (right foot if right-handed etc.) slightly forward. This improves balance breathing and range.

Comfort

Tension can deter from speaking clearly. Try not to be nervous or self-conscious about your speaking. The more relaxed you are the better you'll be at speaking clearly.

Delivery

Clear delivery involves *confidence*, *tone* and *articulation*. Take your time and pace yourself.

Don't be afraid to use body language. Small appropriate gestures will color your voice and help you in telling your story.