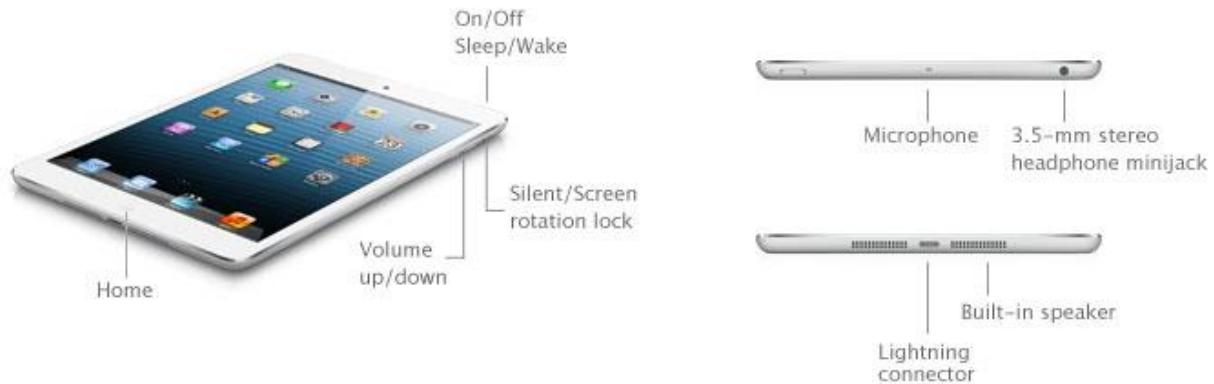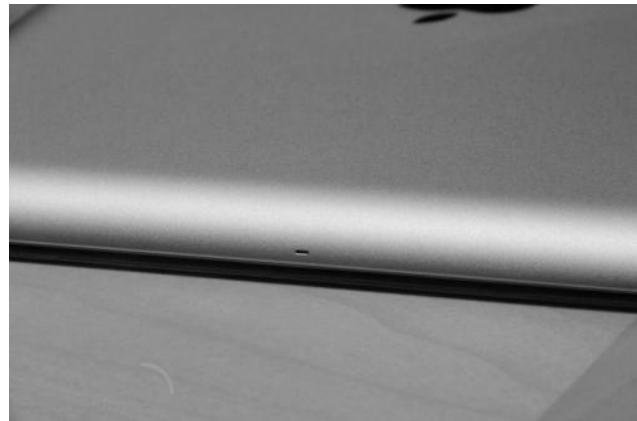# RECORDING AUDIO ON THE IPAD MINI

PREPARE THE IPAD MINI   Power the unit ON using the small button on the top right side (see image above.) If the screen goes dark, press the HOME button on the bottom once to turn it back on, then swipe the arrow at the bottom to the right.

Now connect to WiFi: tap the **SETTINGS** app in the rows of icons. Tap the Wi-Fi setting. Make sure the Wi-Fi is turned on (slide the blue button to the right, if not), and press the AirOrangeX selection. Accept any security warning, and log in with your NetID if prompted. Finally, exit the **SETTINGS** app by pressing the HOME button once, at the bottom.

Note: the iPad mini built-in mic doesn't work well if there is a lot of background noise or wind; make sure to stay far enough away from loud background sounds. The actual mic is the tiny hole sort of near the POWER button on the top side of the unit. Best practice is to hold the iPad so the mic is facing your subject, 6-12 inches away from the interviewee's face. Maybe you'll want to make yourself a DIY "mic stand" using the template at the end of this document.
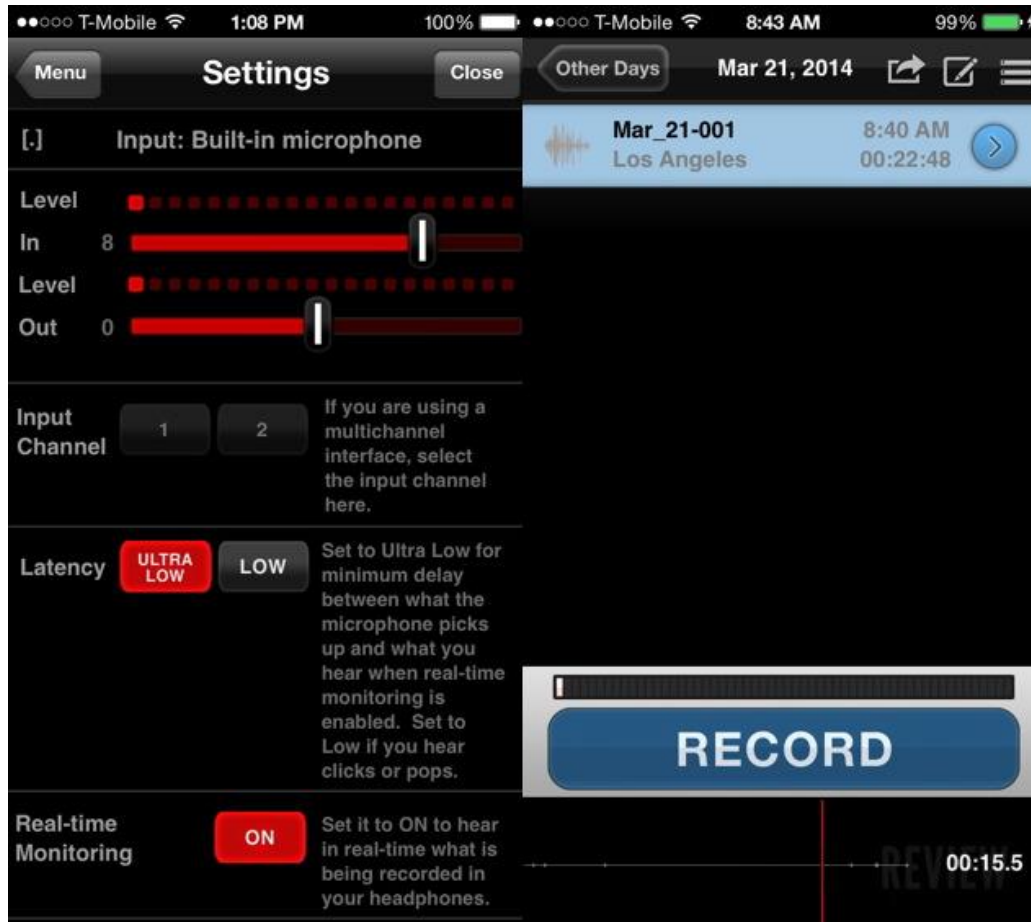

Your iPad mini comes with a free app called VOICE MEMOS**.** The downside to this app is that you can't monitor it while you're recording (to ensure sound is getting into your recorder.) You CAN monitor recordings using a different free app: **iRig Recorder Free**. We recommend using this free app. Tap the APP STORE icon to connect, then search for this app, and download for free. **Allow** the app to access the microphone.

1. iRig Recorder Free app

- Have your ear bud in the iPad mini while recording to monitor the recordings.

- After opening the app, if you see this icon, press the **2X** icon to make the app view fullscreen. The app will sometimes see if you're interested in downloading other apps and add-ons…you can just CLOSE out of these messages. Tap on the MENU icon in the upper-right hand corner of the app: ☰   Press SETTINGS.

- The top line will probably say **Input: Built-in microphone** (the screenshot shows a plugin mic)

- The **LEVEL IN** meter is really important; this shows you the level of sound being recorded. Raise it if your sound source is truly soft or far away, or lower if the sound is really loud.

- Make sure the following choices are selected (i.e., they display in RED):

    o Latency: **ULTRA LOW**

    o Real-time Monitoring: **ON**

    o Auto REC and Auto Sleep: **OFF**   (represented by a greyed-out ON)

    o Background Audio: **OFF** (this will potentially suck the life out of your battery if it is left on)   Then **CLOSE** out of **SETTINGS**.

- To record, press RECORD to begin, and press RECORD again to stop it.

- When it finishes recording, you'll see it listed BY DATE as a file in iRig. To PLAY it back, just press on the left side of the file name.

GETTING AUDIO INTO THE BDJ COMPUTERS

1. Using iRig Recorder Free app

- Locate yourself at a PC or laptop, and open **Internet Explorer (must be this browser.)**

- Press the EXPORT icon along the top

- Press WIFI. Choose MEDIUM QUALITY (you have to pay for the HIGH QUALITY option.) This option works as long as your computer is connected to the same wifi network as your iPad mini, which it should be in the BDJ labs.)

    o Note: in a crisis, you can also export by emailing small files to yourself (may require registering your app), or exporting to SoundCloud (you'll need to create a free account beforehand, and enter login details in the iRig SETUP tab)
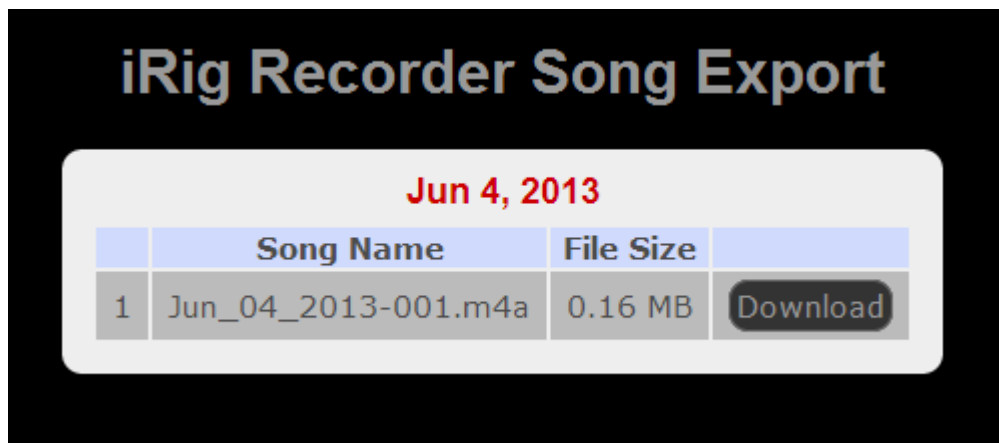
- The file will convert, and you'll see a message giving you a URL where you can download the recording, something like: "Please connect to 128.230.93.215:5555 to download your recordings."
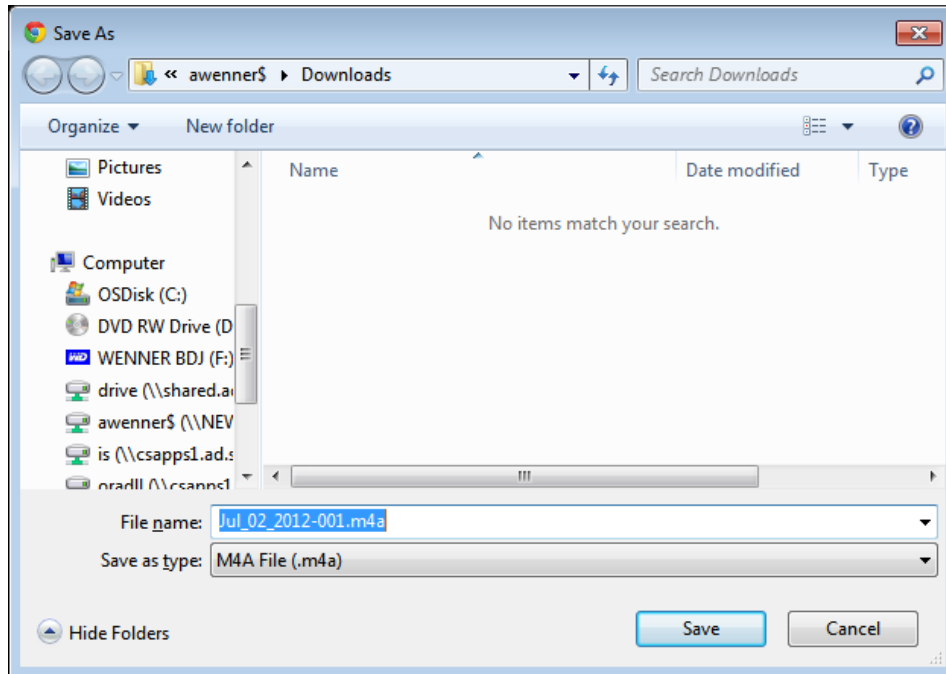
- Next, open and configure your **GOOGLE CHROME browser** ; you must ONLY use Google Chrome, **NOT Firefox or IE (it won't work)** (This next step is a one-time-only thing, just for Chrome… find the app using the Windows START button>All Programs>Google Chrome, and drag its icon to the bottom of your desktop so it becomes a shortcut for the future):

- Once CHROME is open, click the 3-line icon in the upper-right hand corner ☰ , then select SETTINGS.

- Click at the bottom on SHOW ADVANCED SETTINGS, then scroll down to **DOWNLOADS** and click the box next to "Ask where to save each file before downloading", and finally close that SETTINGS tab. You shouldn't have to repeat this again.

- **Using only the GOOGLE CHROME browser** 🌐 , type that numeric URL in your browser window and go there (don't add the http:// stuff) Include the :5555 in the URL. You should see a page that looks like this:
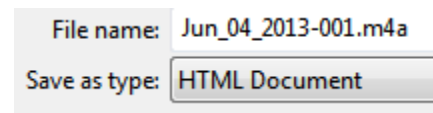

- If you do NOT see this page, try adding: **http://** right before the numbers in the URL. Notice the audio files are given names according to the date of recordings, and they will be of the .m4a file type. To download the file, right-click on the DOWNLOAD button, then choose **SAVE LINK AS….** You should see a window like this pop up:

- Note: if the above window doesn't pop up, right-click on the download icon and save the file manually (SAVE LINK AS...) to your portable drive, making sure the file ends with the extension **.m4a** or **.mp4**

NOTE: If Google Chrome doesn't work, try Internet Explorer, right-click on DOWNLOAD, select SAVE TARGET AS, <u>but use your keyboard to delete the .htm, and add the following: .m4a   to the end of the filename in the FILE NAME box,</u> and save to your portable drive.

- Save the file to the folder you have created on your portable drive for this particular story.

FALLBACK PLANS

If for some reason you can't get the wifi sharing to work:

1. ...tap on the iTunes File Sharing option, and plug your device into iTunes on a computer using your USB cable, and upload files by syncing with the computer.

2. ...tap on SoundCloud and export there (you must create a free SoundCloud account first, and add your login details under the SETUP tab)

3. ...tap on E-mail to email it to yourself. This will require you to register iRig (free), and will require you to configure your mini's Email app with your email account, if you haven't already.
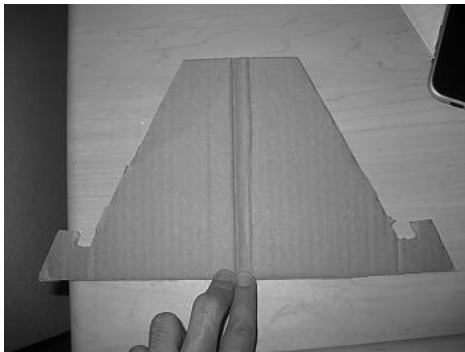
4. …tap on FTP Upload and export there. You must first add an ftp site to the SETUP tab:

- o server: ftp.thenewshouse.com
- o username: itouch
- o password: erniedavis44
- o Path: /BDJ

Access the file using any ftp program --Filezilla is on lab computers (or it's a free download.)

DIY MIC STAND:

Cardboard cutout; dimensions below for an iPad, but just scale back as needed. Use strong cardboard. ☺

3.25"   2.5"

5"

1"

.5"

.5"

11.25"