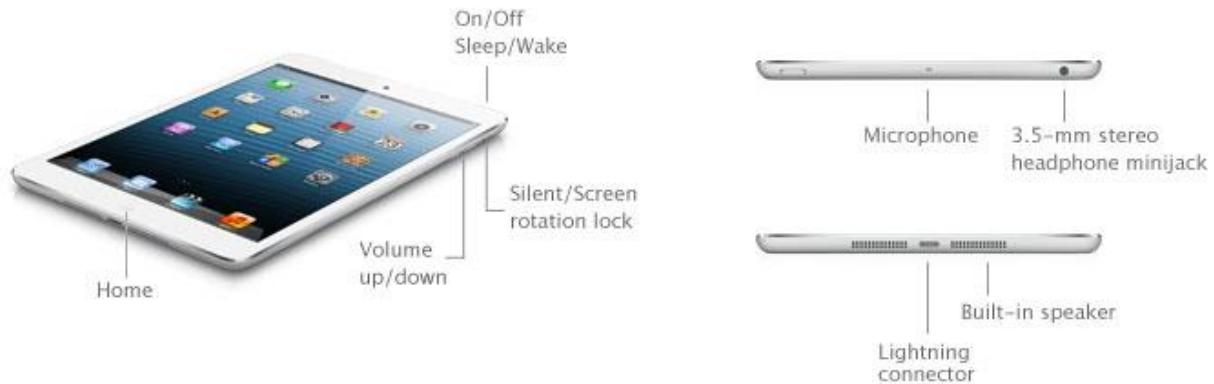


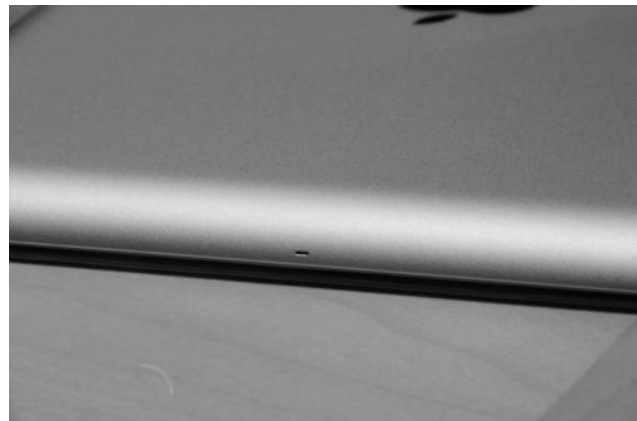
RECORDING AUDIO ON THE IPAD MINI



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.



You CAN monitor recordings using this free app: Voice **Voice Record Pro 7 (VRP 7.)** We recommend using this. Tap the APP STORE icon to connect, then search for this app, and download for free. **Allow** the app to access the microphone.

1. Voice Record Pro 7 app

- Tap on the Settings icon in the middle-right hand corner of the app
- Press CALIBRATE AUDIO ENGINE, and say YES to recalibrate

- Go into Settings → Recording and shift the Keep Screen On to ON
- Go into Settings → Export and make sure your EXPORT EXTENSION is on MP4 and the EXPORT META DATA is turned ON. (Note: if recording for a professional outlet, change the record format to WAV later, under the ADVANCED tab described below.)
- To prepare to record, press the single red dot RECORD button. The next choices will become your defaults, so you should only have to do this once:
 - At the bottom in the PRESET tab, select HIGH Record Quality
 - In the ADVANCED tab, select:
 - SAMPLE RATE: 44,100
 - BIT RATE: 256 KPS
 - BIT DEPTH: 16 BITS
 - CHANNELS: STEREO



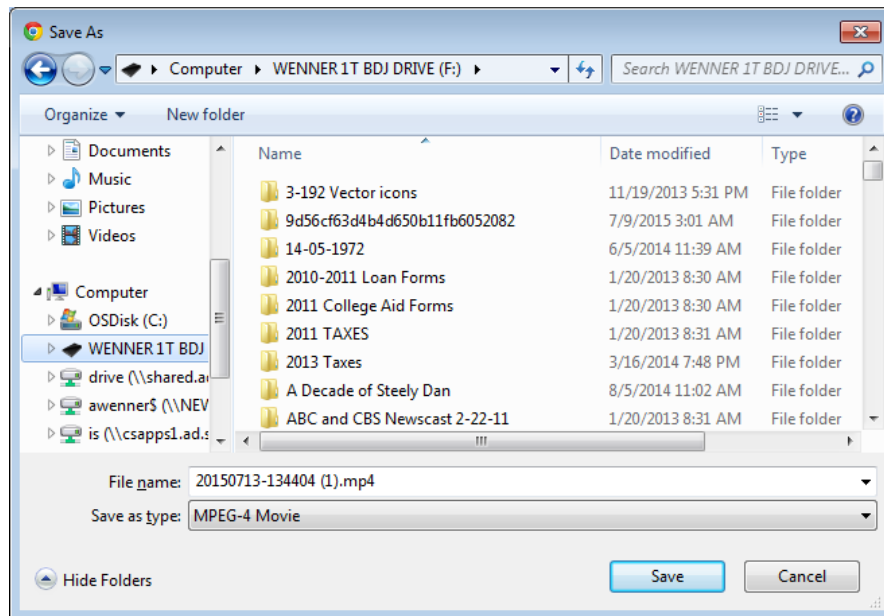
- Although the old school analog meters are kind of retro-cool, tapping a meter once will change the meter to a modern look.
- Set your record level by pressing LEVEL CHECK. Move the slider so the Input Gain number reads about -7. Speak into the mic and make sure the sound meter is up close to the -3 mark, trying not to peak EVER into the RED. Slide the INPUT GAIN slider left or right as needed to adjust the record level. Press DONE when finished setting the level.
- To record, press the red RECORD button. You can adjust the GAIN during the interview as needed.
- Pressing the STOP button will stop the recording.
- When it finishes recording, you'll see it listed BY DATE as a file in Voice Record Pro 7. To PLAY it back, just press the file you wish to hear and click PLAY or press the triangle PLAY icon.

GETTING AUDIO INTO THE BDJ COMPUTERS

1. Using Voice Record Pro 7

- Locate yourself at a PC or laptop, and open any **browser**.

- In Voice Record Pro 7, select WiFi Download in the dropdown list of options.
- Type the web address given to you by Voice Record Pro 7 into the URL address bar of the browser.
 - 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)
- Left-Click on the download icon on the far right column to download the recordings that you need
- Rename and save the files to your portable drive, so they will be able to be imported into your audio piece



- 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 **.mp4**
- Again, 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 Download to work:

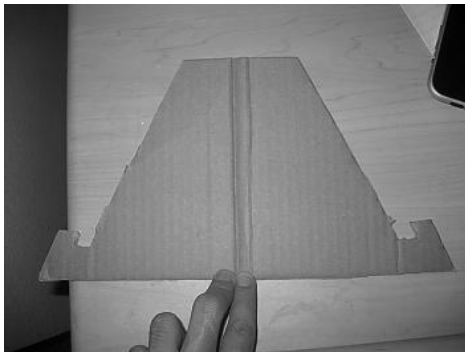
1. ...tap on Save To Sound Cloud and export there (you must create a free SoundCloud account first, and add your login details under the SETUP tab)

2. ...tap on Save To Google Drive and sign in with your Google account
3. ...tap on Send By Email to email it to yourself. Send as an audio file as an email attachment.
4. ...tap on Post To Youtube to put it on the YouTube page and download from there
5. ...tap on Send to FTP Server and export there. You must first add an ftp site in Export Options:
 - host: <ftp.thenewshouse.com>
 - username: itouch
 - password: erniedavis44
 - 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. 😊

