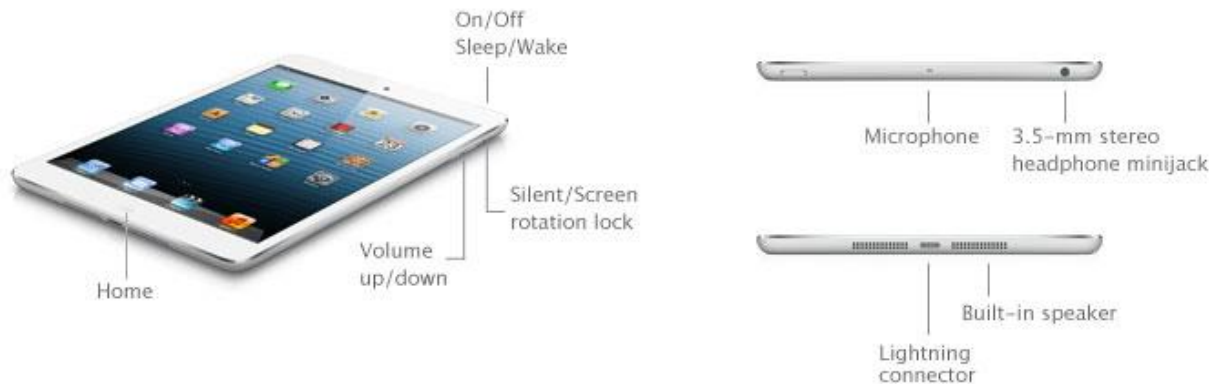


## RECORDING AUDIO ON THE IPAD MINI *(with the ZOOM IQ7 mic)*



**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. **Turn the volume all the way up.**

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.

Plug your earphones **into the iPad Mini, NOT THE ZOOM mic jack.** Make sure the volume on the mini is turned all the way up.


Plug the ZOOM mic into the lightning connector of the mini; it should orient like the diagram indicates.



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 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 **GEAR** icon in the middle-right hand corner of the app 
- Press **SETTINGS>ADVANCED RECORDING**
- Change **RECORD ENGINE to ADVANCED**, then press **LEFT-ARROW** to return to **SETTINGS**
- Go into Settings → Recording> shift Keep Screen On to **ON**. **Now exit RECORDING & SETTINGS.**

- Now, tap the **GEAR** icon again>**CALIBRATE AUDIO ENGINE**, and say **YES** to recalibrate
- 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**. Set the dial on the **ZOOM** mic gain to 6. 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**. Turn the **ZOOM** mic knob up or down 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 **MIC GAIN** during the interview as needed, using the **ZOOM** mic dial.
- 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.



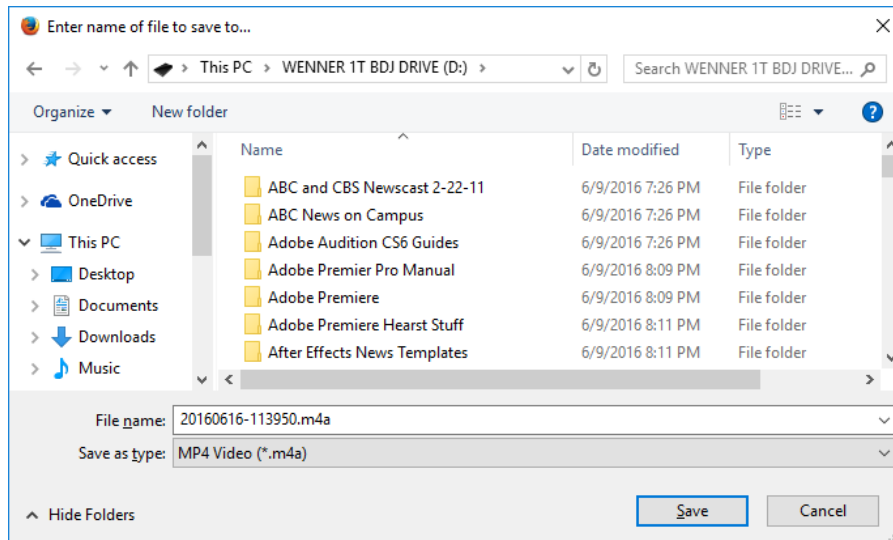
## GETTING AUDIO INTO THE BDJ COMPUTERS

### 1. Using Voice Record Pro 7

- Locate yourself at a PC or laptop, and open any **browser**.
- Make sure your mini is connected to AirOrangeX. 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)

- **Right-Click>SAVE LINK AS...** 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 **.m4a**
- 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:

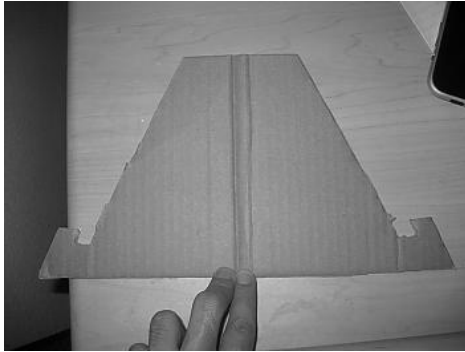
1. ...tap on Save To Sound Cloud and export there (you must create a free SoundCloud account first, and add your login details under the SETUP tab)
2. ...tap on Save To Google Drive and sign in with your Google account
3. ...tap on Send By Email to email it to yourself. Send as an audio file as an email attachment.
4. ...tap on any other option you may have an account with (DROPBOX?)
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. 😊

