Podcast Contributor Guide v1.0

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1   Introduction

Thanks for agreeing to be a contributor to Hat of Many Things. This guide is designed to let you know what you need and help you get setup as quickly as possible. It also ensures we get all the audio files in the same format for ease of editing.

2   Equipment

You will need, at a bare minimum, the following:

- A Computer - OS is irrelevant.

- Audacity - open source recording software.[1]

- Headphones - any will do but over ear might be more comfortable.

- Microphone - do a sound test and send over to Tom if you are unsure about the sound quality.

- Discord - Tom or Mike will add you to our Discord server. We may fall back to Skype when there are issues with the connection.

In addition it will improve the recording if you have:

- Pop filter - you can buy these for about a fiver or make your own using some cloth. It will remove the harsh plosives when placed between your mouth and the mic.

- Recording microphone - if you are going to be a regular guest and can afford to buy a mic then a proper recording microphone is worth investing in. I am using the Blue Yeti at the moment.

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[1]It's free!

3 How-To

N.B.: You will probably want to test your recording setup beforehand.

3.1 Recording

1. Logon to Discord/Skype and join the voice chat.

2. In Audacity select your microphone as the input and mono as the recording type.

3. Click record and check the levels when talking normally. You want your voice to consistently fall between 15 to 12 dB on the level meter at the top. Another good guide is if the majority of your speech falls between -0.5 and 0.5 on the track.

4. Keep an eye on Audacity to check it is recording throughout the podcast. If it stops for any reason we should be able to troubleshoot it live so let Tom know if it fails.

5. Provide us with your dulcet tones and interesting opinions.

3.2 Saving

1. When you have finished recording select "File > Save Project" to save the Audacity project.

2. Click "File > Export Audio" to save a single WAV file for upload.

3. Give the file a sensible name (e.g. <yourname >_ <episode>_ raw.wav).

4. Set the filetype to "WAV (Microsoft) 32-bit float PCM".

5. Click "Save".

6. If it prompts you about mixing to mono, don't worry. Click "Ok".

7. Leave the metadata blank and click "Ok".

8. Wait for it to finish (roughly 1 minute for 1h30m of recording).

3.3 Uploading

1. Tom will give you a link to the RAW repository on OneDrive.

2. Upload the WAV file ASAP after recording. They take a while to edit so the quicker the better.