



Ocarina Podcast Recording

Basic set up

Find A Quiet Space

**Commandeer the
Cushions**

Your desk is now your studio

There are lots of things on normal desks and workspaces and most of them are noisy. Pens, cups, spoons, mouse clicks, external hard drives and the computer itself. Desks are usually hard surfaces too.

What you need to do is to minimise these noises sources and make a soft space to absorb any echo.

- Get out any thick tablecloth or padded cover you can find in the house or office to soften the sound. A yoga mat is ideal. Make sure to give it a wipe with spray disinfectant first. A table protector mat from a fabric shop like Hickeys by the metre is great.
- Then grab a few cushions to build a tent or bunker like structure around you and your microphone. Think WW2 sandbag defence wall.
- If there are curtains in the room, close them over most of the way.





- Put a note DO NOT DISTURB or a 'Quiet Recording In Progress' sign on the door. Print it in large solid letters.
- If you have kids within earshot, ask them to do some quiet drawing or colouring or get someone trustworthy to mind them quietly or take them for a walk for the duration of the recording.
- Issue instructions to others in the place 'No Stomping' round the house or noisy going up stairs if you have them. Absolutely no door banging or even gentle closing during the podcast. It will be heard.

Quiet lights

- Avoid turning on noisy lights like fluorescent tubes. Even if you can't hear them, the microphone will.
- If you have email notification noises or pings turn them off temporarily. Close your email app.
- Turn off your mobile. 'On Silent' is good, but Off is much better so that you don't pick up signal noises.

Microphone and Headphones

A good microphone makes all the difference. This can be plugged into the USB outlet on your laptop or desktop. One that I recommend is a NT-USB Versatile Studio Quality USB Microphone. You will have to make sure you set it up with your audio settings initially but that is normally straight forward.

You can also use a RODE NT-USB Microphone with an iPad but you will need a usb to iPad connector Apple Camera connect.



Headphones Are Essential

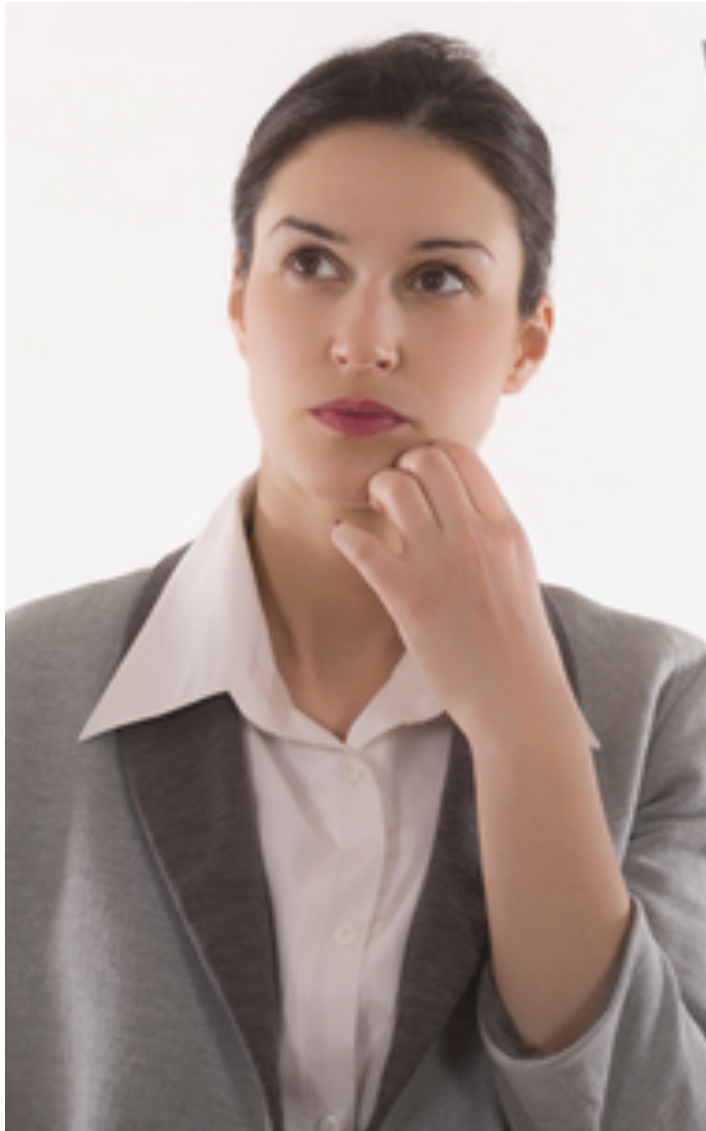
For Podcasts

You must be able to listen to your guest and your self. The microphone hears in a different way to your ears and so you need to hear what the microphone records.

If there is a tap dripping or an electrical noise in the background, the microphone may pick it up in recordings. If you have invested in a good directional microphone it will tune in more to your voice and screen out those peripheral sounds, but it is better to minimise them in the first place. Listen with the headphones and check sound levels before you begin formal recording.

Get yourself comfortable over the ear plug-in headphones - not the wireless ones. There is a connection port for these on the NT-USB microphone.





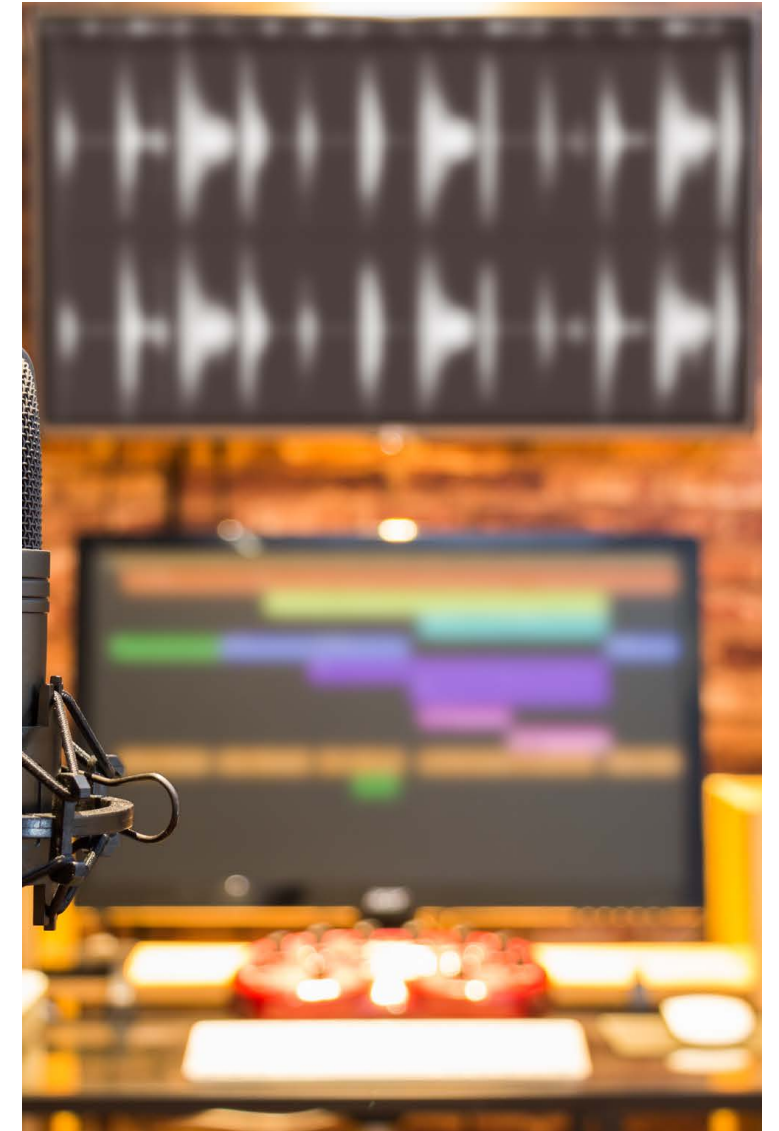
Beginning

The guest needs to bring good ideas and good sound. Too soft a voice is better than too loud. If they are too loud at the start, ask them politely to move a little away from the mic. Repeat the opening question. If they are recording remotely on Zoom Teams or Skype, suggest some soft furnishings and cushions to them too before they start.



Middle

Have a conversation. NO SCRIPT for your guest. Notes are ok but not a script. The listener will know! It will sound stilted and less interesting. Listen carefully to them and add on extra questions as they come to mind. The simpler the better. 'Like what?', 'how do you mean?' Really? And best of all WHY?



End

Ask your guest is there anything they haven't had the chance to say yet, or that they would like to add. Thank them and check their name pronunciation and spelling. Take a photo of your guest or ask them for a professional one for publicity reasons if they are agreeable. Enjoy the experience.

**Contact Angie now to learn more about
getting yourself heard on podcasts**

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