

## **RECORDING YOUR VOICE TRACK IN THE AUDIO LAB**

*To log in to the audio lab computer, use your regular ePanther name and password. Then, connect your thumb drive to the back of the little Mac. Always work off of your thumb drive—never the class folder.*

1. Be sure your story script is complete and written just the way you want it. Bring your script to Audio Lab – Johnston G31. The door is usually open. If it's locked, check with a lab monitor, Jeff, or Jane. Sit down at one of the three recording stations. Bring the microphone close to, and just below, your mouth.
2. On the audio board with the “faders” or “sliders,” be sure the slider marked “Channel 1” is set to “0.” The two sliders all the way to the right marked “Main Mix” should also be set to “0.” To hear your own audio, move “Computer” to “0.” You will be controlling the sound of the headphones with the “Headphones” knob on the mixer.
3. Always work off of your thumb drive—never the class folder. Keep your SoundBooth (.asnd) file and its associated .wav files in the same project folder. If you already have everything in the same project folder, simply double click your .asnd file. Never work off the class folder—SoundBooth will crash.
4. If you haven't already, open your SoundBooth (.asnd) file from the project folder on your thumb drive.
5. To record your voiceover track, go to “File” and select “Record.” In the Record dialog box, click the drop-down arrow next to “Device.” Select “Digidesign Mbox Pro 2.” If everything is set up correctly, you should the levels move when you speak into the microphone.
6. To record your voiceover into SoundBooth, click the red “Record” button in the Record dialog box. You will see a timecode running at the bottom of the dialog box and the levels should move as you speak. When you are done recording press the “Stop” button. Then click “Close.” Your voiceover will appear as a .wav file in the Audio Track view.
7. In the “Files” area of Soundbooth, double-click your main .asnd file to return to the Multitrack view. Then, go to “Edit” on the menu bar and choose “Track” and then “Add Audio Track.” A blank audio track will appear. Click and drag your new voiceover track from the “Files” area into the empty audio track.
8. Go to “File”, and then select “Save.” It's important to save your work often—especially at this point. You can even hit Command-S on the keyboard.
9. You can now double-click your voiceover track IN THE AUDIO TRACK to open it in the Audio Track view and perform edits (just like you did with .wav files from the Zoom H2). Save your work and back everything up to the class folder when you are finished.