

KCSB News: How to Produce Zoom Interviews for Broadcast & Podcasts

By Lisa Osborn, News & Public Affairs Director, KCSB 91.9 FM nd@kcsb.org

Zoom is teleconferencing software that is offered free (for meeting/ interviews up to 40 minutes) or for a monthly fee (unlimited recording/meeting lengths). UCSB students & staff have access to the pro version of zoom (<https://ucsb.zoom.us/> -- click SIGN IN on the right side, and use your NET ID log-in credentials)

Before you start:

1. Download Zoom client/plugin on your computer and/or the app for your mobile phone:
<https://zoom.us/download>
 - a. Zoom quick-start tutorials (see attached PDF document)
 - i. How to record a meeting:
<https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>
 - ii. How to schedule a meeting (be logged in to your account, then this URL)
 1. <https://ucsb.zoom.us/meeting>
 - a. Fill in form
 - b. Click COPY INVITATION to copy and paste into an email to send to your interview guest
2. Download Audacity (free sound editing) software + the FFmpeg plug-in to your computer
 - a. Audacity free download <https://www.audacityteam.org/download/>
 - i. CHOOSE: the Audacity program for your Mac or Windows specific computer
 - ii. Download the FFmpeg add on (choose for your computer)
MAC:
https://manual.audacityteam.org/man/installing_ffmpeg_for_mac.html
Windows:
https://manual.audacityteam.org/man/installing_ffmpeg_for_windows.html
3. *BEGIN THE INTERVIEW: When you are logged in to your Zoom meeting - be sure to hit the round RECORD button on the bottom of the screen (only the meeting HOST has access to begin recording - so make sure you are the host)*
 - a. *You might have the option to save your sound to your computer - or to the cloud - If you will be editing on the computer you are zooming on - choose computer.*
 - b. *When the meeting ends - the audio will automatically download, in a time-stamped folder, to your computer it will give you the option to save it in a specific location. The default setting seems to put it in the Documents folder.*

4. Find your downloaded SOUND (it will likely be named Audio_only.mp4) in the day/time stamped folder (see Documents, or where you told zoom to save it)
5. Open AUDACITY ---> hit IMPORT, select your MP4 sound → edit sound
 - a. EXPORT your interview sound as an MP3 file

Extra tip: for Converting Stereo files to Mono in Audacity.

Recording and Production Software (in addition to ZOOM)

Zencastr (<http://www.zencastr.com>)

<https://vimeo.com/190619561> or <https://www.youtube.com/watch?v=Docf0lbifBM>

- Alitu <https://alitu.com/>
- Zoom <https://www.youtube.com/watch?v=Docf0lbifBM>

Gear - Where to Buy

For mics, recorders, DAW interfaces, pre-amps, cables, headphones

AS-UCSB Media Annex Gear Guide:

<https://mediacenter.as.ucsb.edu/gear-kits-for-home-use/>

Low Cost microphone option:

<https://fifinemicrophone.com/products/lavalier-microphone-for-pc-recording-k053>

- www.sweetwater.com
- www.musiciansfriend.com
- <https://www.bhphotovideo.com/>

Gear Explained - Soup to Nuts

<https://www.thepodcasthost.com/equipment/podcast-equipment-guide/>

General Broadcast Media - Tech & Style Tips

<http://training.npr.org/>

Audio Editing - Audacity

Audacity is a free sound editing program that is widely used by podcasters and broadcasters. You can download it here for free: www.audacityteam.org/download/

AUDACITY Tutorials

How to Use Audacity to Record and Edit Audio

- This beginning Audacity tutorial explains the edit, trim and additional recording functions
- Short URL: bit.ly/kcsbaudacity1
- This YouTube video offers a great tutorial on getting started with Audacity - if you are new to Audacity, you might wish to focus on the first 9 minutes of this tutorial - then jump to 15:45 where it shows you how to export the file and save it.
<https://www.youtube.com/watch?v=aCisC3sHneM>

Feedback, questions, comments? Contact Lisa Osborn, KCSB News & Public Affairs Director at nd@kscb.org