# So you want to pre-record a show in the production room?

Great! Here is what you need to know and some tips for troubleshooting.

<u>Setting Up and Recording</u>

1. **Reserve the production room** 24 hours out on the online scheduler. It's on the front page of the kyrs.org/login page! Give yourself about 30 min before and after for set up, editing, etc.

2. Open up Reaper and set up a new project with a new track (Track menu>Insert New Track), armed to record (red button at the far left of track area).
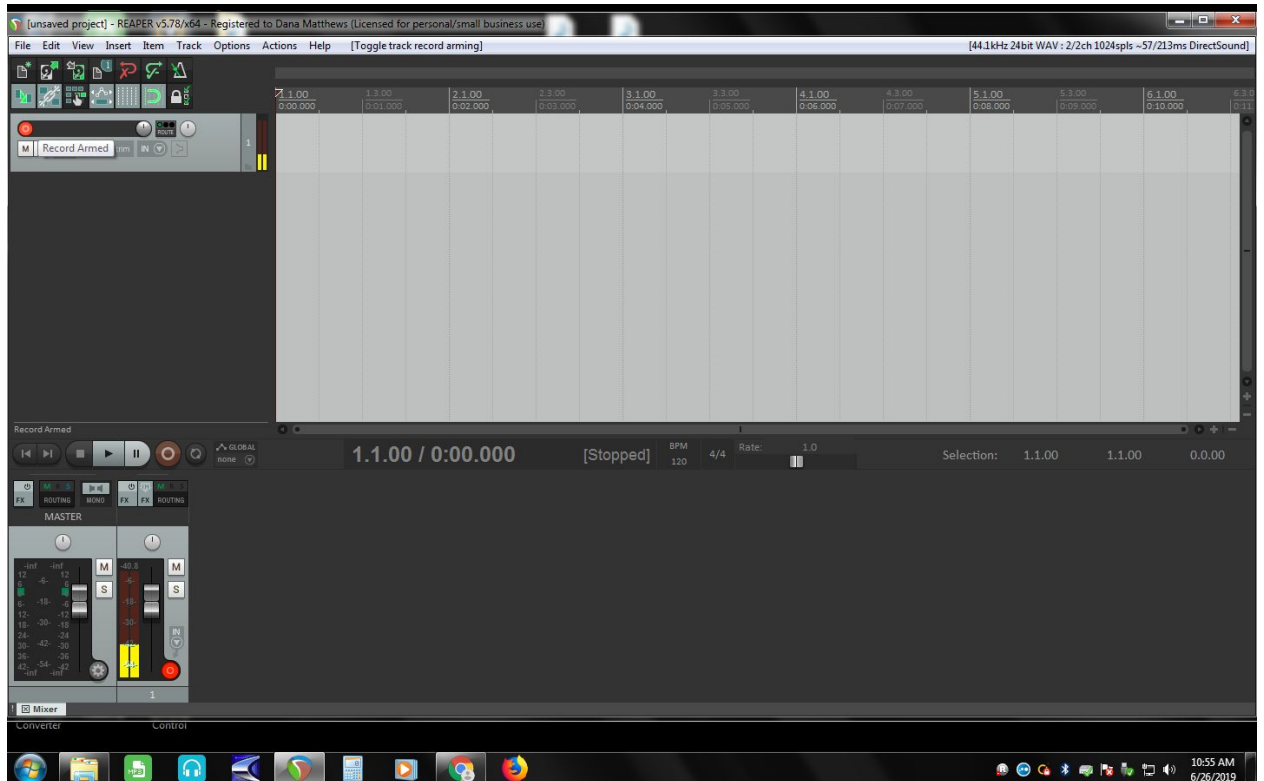

3. Turn on the mixer (switch on back toward the right side, lined up with the ALT 3-4 Outs)

4. Choose which and how many mics you'll need and determine which channels they're in. **Note: the condenser mics (Rode NT2-A) need phantom power, so make sure the '48v' button is pushed in on their channel. If you are using additional mics which are NOT condensers (most of the others are not, you can Google the model number to check) then DO NOT depress that button.**

5. If you are using the CD players or the Aux inputs (for a cellphone, iPod, etc.), make sure the knobs are set to the source you want. Then you should be able to use the faders for A and/or B to get that into your mix.


6. If you plan to record something off of the internet (Youtube, etc), then you can record it into the track with just the Computer playback fader. This should be up at "U" either way when you are recording so that you can hear yourself and get a consistent level. You just need to stop and start whatever you're playing from within the browser and may need to trim any awkward transitions.

7. Make sure that the Studio channel is muted and the button on that channel with the pink tape is depressed.
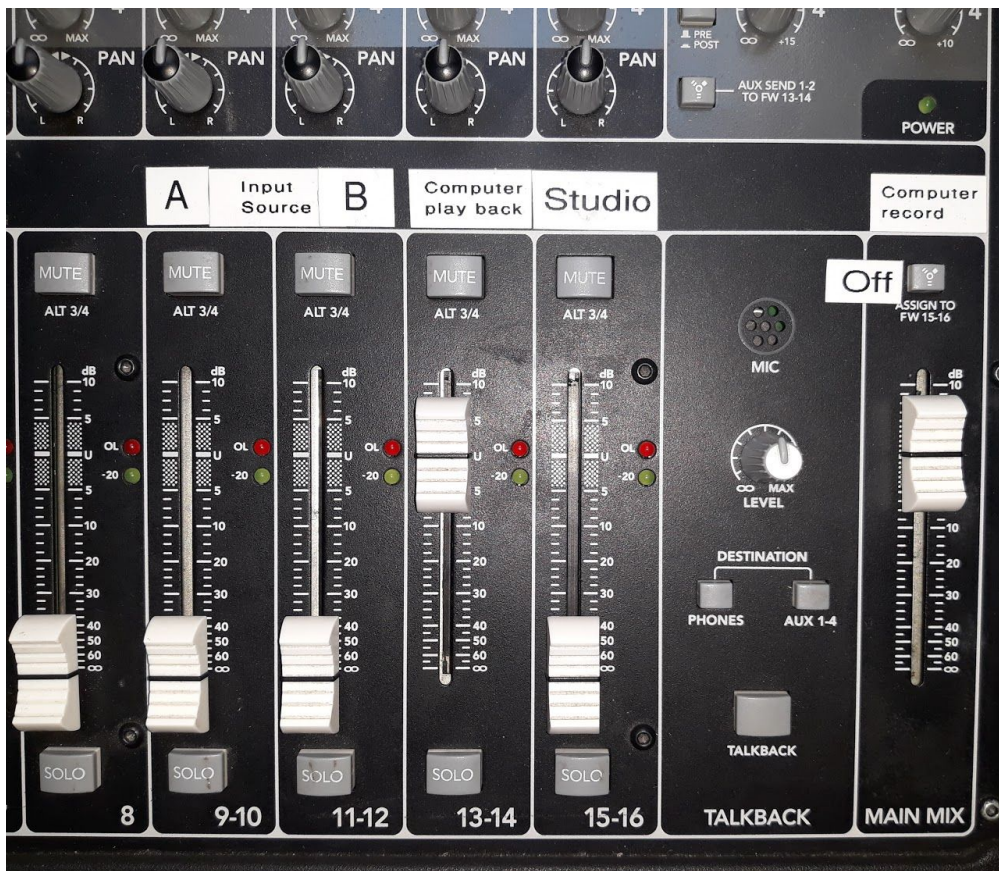
8. Pull the Computer Record fader up to 'U' and then dial in your levels for the mics and other sources. Use your ears and also the meter in Reaper. Try to get as close to the red as you can without going into the red (clipping) for the best sound.


9. Once you're ready, hit record and go!
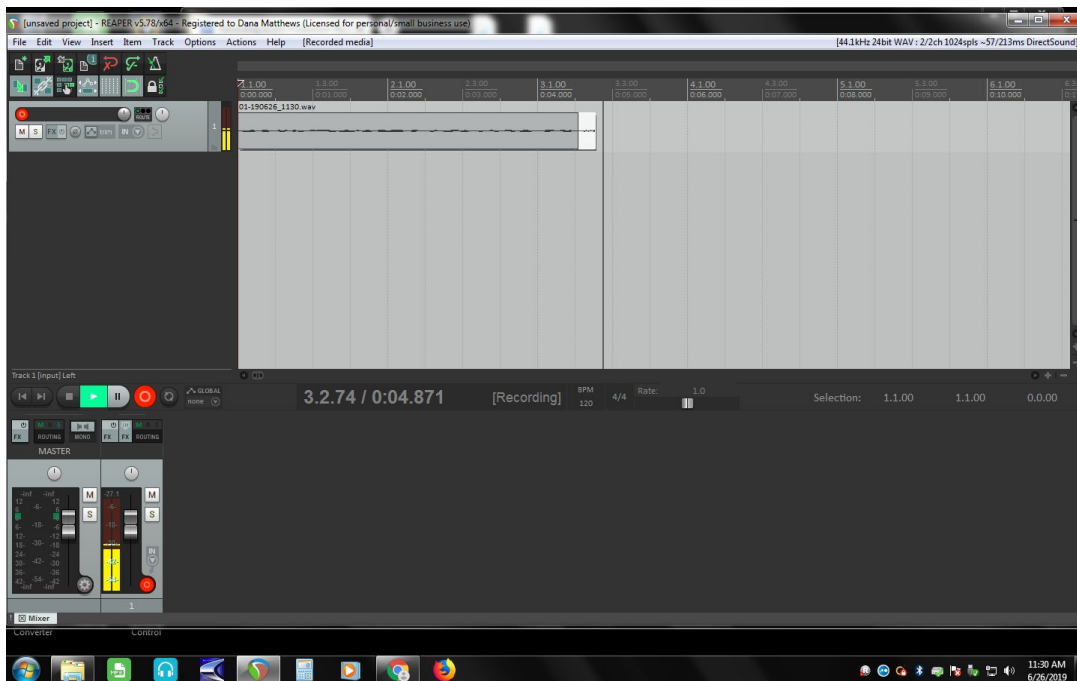
Editing and Exporting

Note: Reaper is pretty awesome and can capture at high quality, but it can also be kind of overwhelming at first for editing. If you have a preferred software that you already know, like CoolEdit or Audacity, then you can Render your raw file from Reaper and move it to another program. When you are done recording, just do this.

1. In the file menu, choose "Render".
2. Set the options like below and choose Render. Then you can grab your raw file from wherever you sent it to on the computer and edit from there.
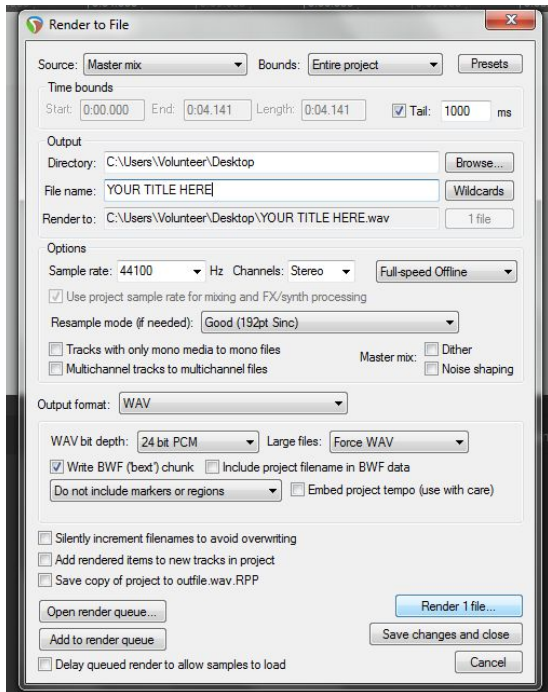

**To edit in Reaper**, here's what you should know.

1. If you want to add your intro music, anything pre-recorded, etc. the easiest way is to add a new track (Track menu>Insert New Track) and put it in there. This way you won't have to slice up and move your live track as much. You can drag a file off of the desktop right onto that new track and it will import it, or you can choose "Insert>Media File".

2. You can drag clips forward and backward in time and get them to line up across the tracks if you do something like add your intro music to the front. Use the spacebar to play and stop playback to make sure everything sounds good and lines up.
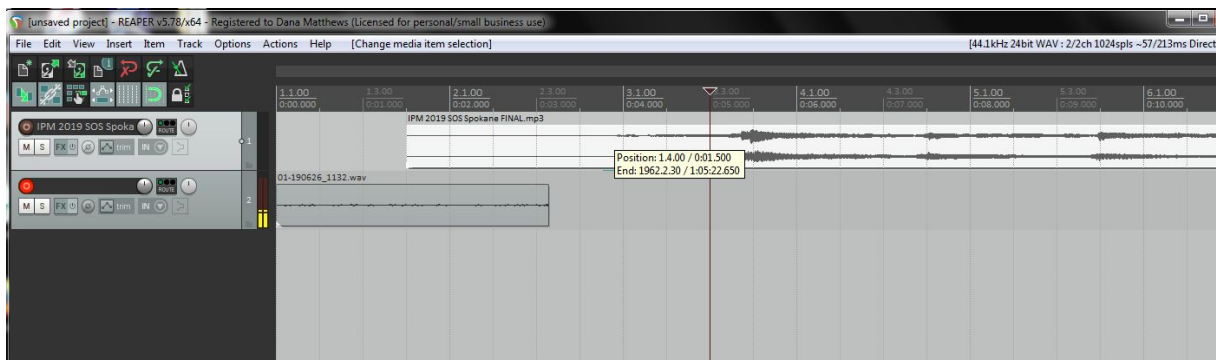
3. If you need to cut something out, including silence, make a selection over the unwanted part, right click and choose from the options. Choose "Cut selected area of items" and they will be deleted. You can still undo this (Crtl-Z) if you cut too much or little. It helps to zoom in so you can visualise what you're cutting.
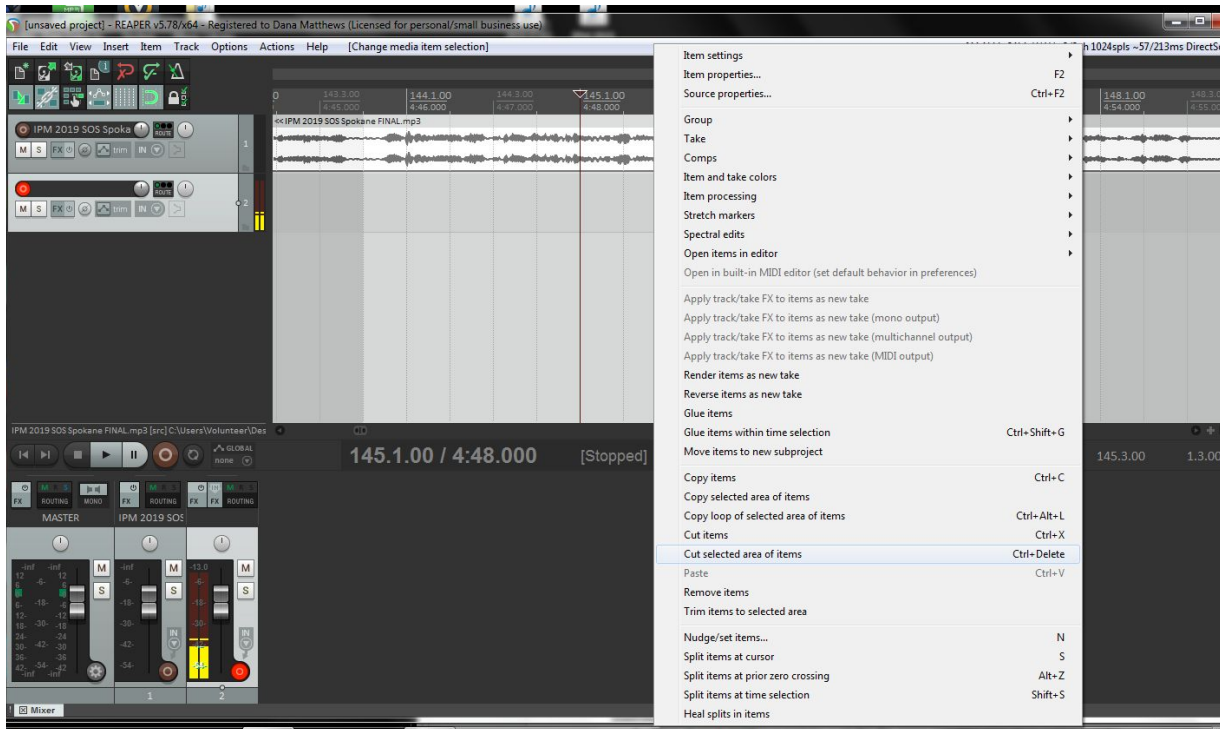
4. You can easily fade in or out by going to the edge of a clip toward the top corner. When this tool appears, you can drag in whatever length of fade you want.
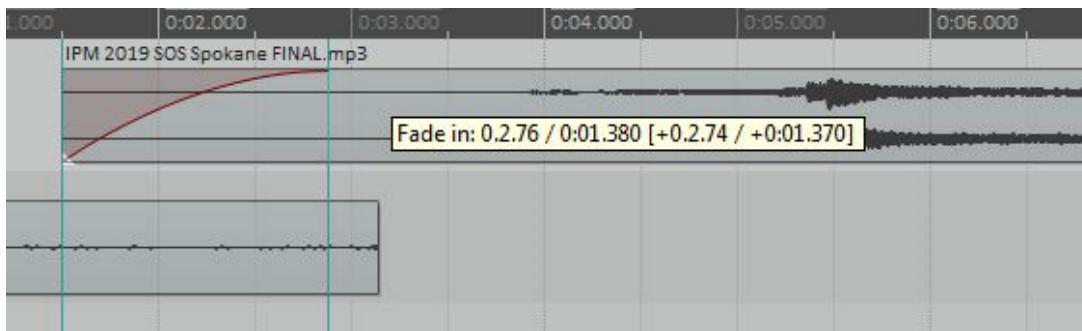
5. There are so many other cool tools you can explore in this program, but these are the basics you will likely need. There are a ton of great Youtube tutorials for fancier operations out there!

6. When you're happy with it and sure it's the right length, you'll render again just like in step 2 above. A .wav is going to sound the best, but if you need a smaller file for emailing, uploading online, etc. you can do an .mp3 as well.

<u>Submitting for Broadcast</u>

1. Your show is ready, yay! Make sure the file name includes your show name and the desired air date in this format: Show Name 2019-12-31

2. Drop it in the To Be Scheduled folder (Public N:)>DJs>To Be Scheduled

3. Email Dana (programdirector@kyrs.org) and let him know that it's there with the information about air date.

You did it!