

Introduction

This document will help you record a podcast, with ‘do it yourself’ principle. This includes useful instructions like how to use the microphones and technical information on what recording or editing software to use.

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Creating a podcast in Mediacenter comes down to 10 steps:

1. Ask all speakers in your podcast to sign a consent form which allows you to publish the audio recording. See the last page for an example of a consent form.
2. Decide how you will store the audio files. You can record to a microSD card (multi-WAV/individual speakers separately) or directly onto your PC (stereo) when connected with [the RØDECaster Pro](#) using the USB cable on the desk.
3. Do not bring any food or drink to the Mediacenter and use the red 'busy' / "bezet" light. Also, allow speakers get comfortable to avoid having any disturbances whilst recording (example: taking off coat, phone on silent).
4. Once seated, instruct speakers to move a microphone toward them with the mechanical arm. **The microphone should be 5 centimeters away from the speaker's mouth. This should not be changed during recording due to the sensitivity of the apparatus.** The speaker must always direct their speech toward the microphone; speaking away from the pop-filter will result in a poor recording.
5. Turn on the RØDECaster Pro and insert your microSD or connect your PC. Tip #1: record 20 seconds of room noise without speaking. This allows you to check the audio input(s), settings and collect white noise which is useful for editing. Tip #2: do not make the volume in the headphones louder than necessary. The appropriate volume for headphones is marked on the RØDECaster. Making the volume louder can result in the actual sound recording being too quiet.
6. **Slide 'fader' knobs up to the top line for the microphones in use** (note: all microphones and headphones have their own number and color). When the fader is down, no audio will be captured by the microphone. Ask the speakers whether they would like to use the headphones whilst recording. When the microphones pick up speech correctly, you will find the green sound bars on the LCD screen will reach between the -12db and -6db mark.
7. The listener with the headphone plugged into channel nr. 1 (pink color) can hear any channel solo using the green buttons below the fader knobs. The red button below a fader knob can be used to mute a microphone. Important: if the red light below a fader knob is on, this means the channel will not be recorded.
8. Start recording. When using a microSD for storage, press the green "rec" button on RØDECaster Pro. When using a PC and DAW, press the "rec" button in the software window.
9. Don't forget to press 'stop' or the "rec" button to end the recording. Make sure you save the recording after the session.
10. Please mind your belongings and leave the Mediacenter as you found it. **Please make sure all cables are left on the table.** We would like to kindly ask you to leave the air conditioning **on** and lights off when exiting the room. **Also, remember to lock the door and return the key-card to the reception.**

If you follow these steps with care, you will be able to create some amazing work. For more detailed information about each step, see the following pages.

Good luck!

Before you visit the Mediacenter

When preparing your podcast there are many things to consider, like the topic you would like to discuss, the people you'd like to speak to, and other content related aspects.

Additionally, before getting started in Mediacenter there are also two technical formalities for which you are responsible:

1. **Gathering written consent.** All speakers must give you consent to safely publish the recording. FLO provides an example of a consent form on the final page this handbook edition. Remember to ask for consent.
2. **Deciding where the audio files will be stored.** FLO cannot provide a laptop or micro-SD card. Remember to bring a PC or Micro-SD to the Mediacenter.

You can use a PC with the RØDECaster Pro and record directly to a Digital Audio Workstation (DAW), for example: Audacity or Garageband. You can also insert a micro-SD in the back of the RØDECaster Pro.

The following instructions show you how to get started using a microSD and the audio recording software 'Audacity'. The main difference in method will also be highlighted throughout the manual. In short: if you would like *a multi-channel recording*, you must store the podcast directly on *a micro-SD card* and it is up to you whether you want to record pre- or post- fader (for more information see the page about recording to a Micro-SD card).

Method of storage	Multichannel	Single channel
MicroSD card	x	x
Audacity version 3.2.1		x

On a university laptop, you can find the software through the Software Center by clicking on the Windows start button on the bottom left corner and begin typing "Software Center" immediately. Once in the software center, search for Audacity.

- Otherwise, you can download Audacity for free to record or edit audio on a PC: <https://www.audacityteam.org/>
- Here Are The microSD Cards We Recommend You Use With The RØDECaster Pro: <https://rode.com/en/about/news-info/here-are-the-microsd-cards-we-recommend-you-use-with-the-rodecaster-pro>

General use of the Mediacenter

During the visit:

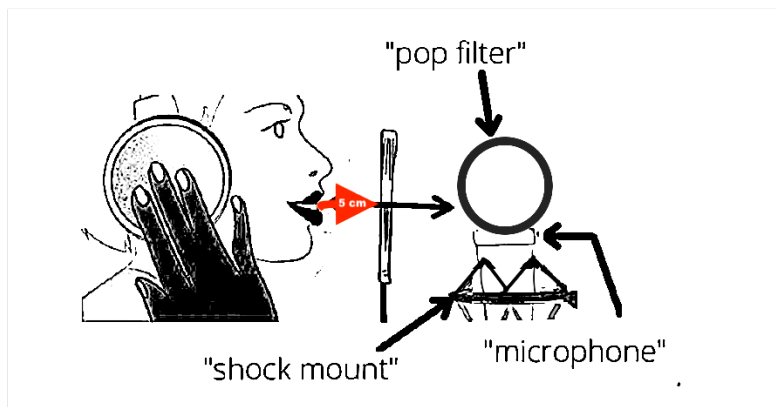
- ⇒ Remember that you may not consume food or drink. Downstairs you can find the canteen and café if you would like to take a coffee break. You may keep bottled water with you if you close the bottle. **Please, try to keep liquids away from the recording equipment.**
- ⇒ Upon entering the room, to the right of the door, you can find the light switch and an additional switch labeled **"BEZET" (Dutch for "occupied")**. The "BEZET" switch can be used to turn on a lamp that lights up red outside Mediacenter.
- ⇒ There is a coat rack available so that you and your guest can acclimatize before the podcast recording begins. This can also help prevent the rustling of jackets, etc. in the recording.
- ⇒ You may turn the air-conditioning off, with the button on the wall to the left of the door upon entering. Although it may sound loud, it's not likely heard in recordings.
- ⇒ When you and your guests are seated, ask them whether they are comfortable with sitting for the duration of the recording or reservation. Make agreements for taking breaks, if necessary, and ask your guest(s) to put their phone on silent mode.



When leaving, please:

- ⇒ Put the headphones back on the microphone stands
- ⇒ Turn off the RØDECaster Pro
- ⇒ Turn off the BEZET light
- ⇒ Take personal belongings with you when leaving the room
- ⇒ Do not leave paper(s) behind
- ⇒ Leave the air-conditioning ON when leaving the room
- ⇒ Place the cables and furniture back as you found these
- ⇒ Lock the door behind you
- ⇒ Return the key-card to the service desk or reception after 5 p.m..

We all enjoy using the shared facilities, so please be mindful of how you leave this room behind. Thank you.



Setting up the microphone(s)

Once all speakers are seated, you must instruct them on how to place the microphone. Closer is always better, but too close will cause clipping or pop sounds. Keep in mind that when recording it is best that all speakers maintain the distance to the microphone (see blue arrow above). If speakers move away from the microphone, this will result in their vocal volume getting softer in your recording; if speakers move closer to the microphone that will result in their vocal volume getting louder in your recording. It is important to not touch the **microphone (a.k.a. mic)**, the **pop filter** or the **shock mount** when adjusting for height and comfort.

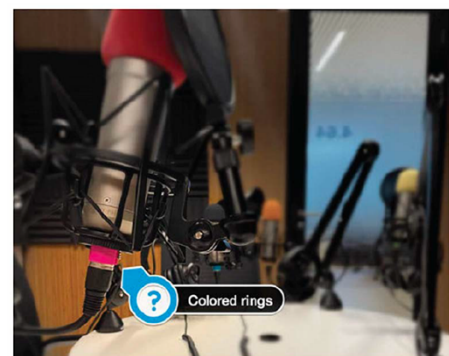
Always move the microphones using the mechanical arm holding these up off the table. You should not need to turn any knobs when moving the microphones; doing so can result in jeopardizing the equipment's secure integrity.

Pro tip: if you notice your speaker change their distance from a microphone or hear a change in their volume, consider using the faders to readjust the microphone volume.

Basics of for using the RØDECaster Pro

There are four microphones and headphones connected to the RØDECaster Pro. **All microphones have a colored ring underneath the shock mount that matches one of the four channels seen on the top view of the RØDECaster Pro.**

Check what microphones will be in use for your podcast and proceed to use the RØDECaster Pro "mic channel fader" button(s) to adjust how loudly each speaker must be recorded in your podcast. Some speakers are louder than others.



*Do not unplug or change anything related to the mic or
headphone input cables.*



- The LCD touch screen is used to view the amount decibels per channel being recorded. It is also used for adjusting advanced settings per channel (see more below).
- The mic channel buttons can be used for adjusting advanced settings.
- The mic channel fader should be used to adjust the volume of a speaker's channel in your podcast. If using the defaults, this should be to the top line.
- The microphone source inputs (do not unplug these cables)
- The headphone source inputs (do not unplug these cables)
- The headphone output control buttons should be used to adjust volume in speaker's headphones.

Keep in mind that adjusting the volume in headphones using (f) the output control buttons, will not be heard in the recording. The (c) **the mic channel fader** of the used microphones should be raised to the top level. When the microphones pick up speech, you will find the green sound bars on (a) **the LCD screen** will reach between -12db and -6db.

Remember: if you are recording to a MicroSD card, you must also be aware of whether you are recording pre or post fader (see following page for more information).

If you would like to see more user-guides and support online, visit: <https://rode.com/en/user-guides/rodecaster-pro/>

What about the mute and solo buttons?

There are two buttons for solo and mute. For most of the time you probably won't have any of the mute or solo functions enabled. If unnecessary, turn them all off.

The red button is mute, this will remove that channel from your podcast even if the fader is pushed up. This can be useful for example if you have already set the level of a source, perhaps a phone interview, and you then want to mute that audio until you need it. Without

having to move the fader from its position you can simply hit the red mute button until you're ready and then press it again to record that channel when you want it in your podcast.

The green button is for solo, what this does is it allows you to hear just that channel in your headphones. This is for when you want to check a particular source sound correct without affecting your podcast recording. If you press one of the green solo buttons you will hear just that source in your headphones remember this will not affect your podcast recording, only what you're hearing in your headphones.

Now, *the solo function only affects headphone channel one*, so your guests will continue to hear the full podcast in their headphones even if you activate the solo button. As the podcast host you can press the solo button on more than one channel for example if you want to hear several of the audio sources at once. When you press solo, you hear the source on its own but at the level that it appears in your podcast this means that if the fader is all the way down and you press the solo button for that channel you won't hear any audio.

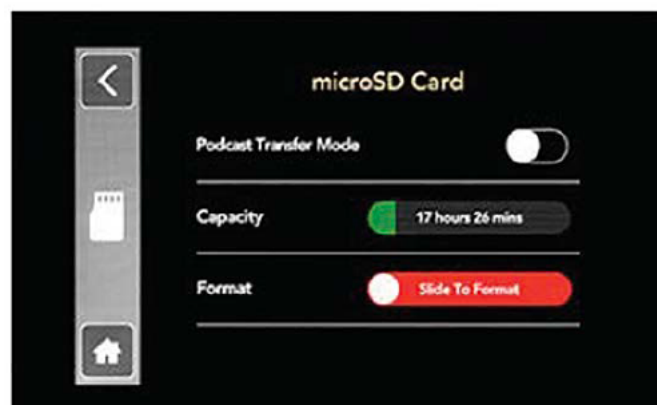
If you do want to audition the audio from a channel without recording it into your podcast you can do it with a combination of the mute and solo buttons. First mute the channel that you want to audition using the red mute button. Then push up the fader, this will not affect your podcast recording as remember channels that are muted and not recorded. Now if you press the green solo button for that channel, you'll hear the audio from that source in your headphones but without that source being recorded to the podcast because the channel has been muted to the main recording. This is a great way for example to check the audio feed from a phone interview before you unmute that channel and add it into your podcast.

Setting up a (multitrack) recording on a microSD card

The card slot can be found on the back of the unit, next to the USB output. You should see the microSD icon in the top right corner of the LCD touchscreen turn green. Underneath you will see a number indicating how much recording time you have left on the card (also indicated by the colour fill on the icon). It is important to use a high-quality microSD card with the RØDECaster Pro. Using a lower-quality card may mean the read and write speed of the card is compromised, and this can cause recording and playback errors.

If this is the first time you're using a microSD card to record with the RØDECaster Pro, you must format the microSD card before recording.

This will avoid any potential formatting issues, speed up file transfer and ensure your podcasts are recorded properly. To do this, navigate to the microSD card menu by either tapping the icon on the home page or going to 'Settings' > 'Advanced' > 'MicroSD Card'. From here you can not only see how much recording time you have left on the card, but you can use the slide



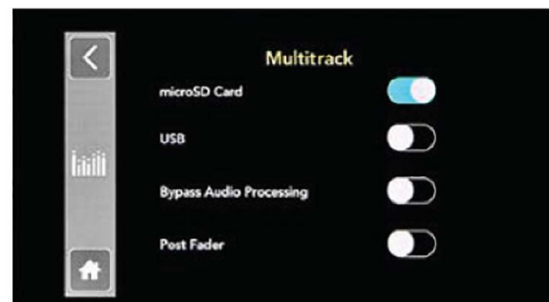
control at the bottom to format your inserted microSD card.

Recording in multitrack means the file sizes are a lot larger, so you may want to consider using a higher capacity microSD card. If you want to check how much recording time is left on your microSD card, navigate to the microSD card menu. The remaining capacity is displayed in hours and minutes. This figure will change depending on the mode that your RØDECaster Pro is set to record with, whether that's stereo or multitrack.

If you decide that you want more options for editing your podcast, you might consider recording in multitrack.

To set this up, you'll need to go to '**Settings**'> '**Advanced**' > '**Audio**'> '**Multitrack**' and at the top of the list, activate the slider next to 'microSD Card'.

With multitrack recording switched on for the microSD card, whenever you hit record, each take will be recorded as a polyWAV file. This single file contains 14 tracks of audio. These 14 tracks consist of both the left and right tracks of the stereo output of your entire podcast, mono tracks for each microphone channel, and four stereo tracks for each of your other audio sources (left and right for the USB channel, sound pads etc.).



You might notice that, after recording your multi track podcast to a microSD Card and listening back to it on your computer, all channels are the same volume, with none of the mixing you did before or during recording carrying over to your multi track files. This is because in its default mode, the RØDECaster Pro will always record in **pre-fader**.

*Recording **pre-fader** means the audio output is taken from the signal chain before it reaches the fader.*

Therefore, any changes made to levels through positioning the fader will not be applied to your final recording. This might seem counterproductive but recording in 'Pre-Fader Mode' has a few benefits. The main reason is that it's completely non-destructive, meaning that if you are not happy with the volume on a certain channel or the mix that you pulled at the time of recording, you have a clean slate to return to. While this means you will need to mix all channels again in post-production, it is a much 'safer' way to record. If you decide that you want all fader positions, processing and effects to be applied to the recording, 'Post-Fader Mode' can be switched on. To do this, navigate to the 'Multitrack' menu by going to '**Settings**'> '**Advanced**' > '**Audio**'> '**Multitrack**', then switch on the 'Post Fader' option. Once engaged, all fader positions, processing and effects will be applied to the audio output. Recording this way is somewhat riskier because any mistakes made during the recording

process, such as a channel being accidentally muted while someone is talking, will be present in the final recording and will therefore be difficult to fix in post-production.

Now that you have the correct type of microSD card and it is formatted properly, you can press the "rec" button.

Once you've recorded a podcast, you can easily listen back to it on the RØDECaster Pro. To do this, go to **'Settings' > 'Podcasts'**. Here, every podcast recorded onto the microSD card can be accessed. Each podcast is stamped with the date and time it was recorded, which is displayed at the top of the screen. Pressing the arrow buttons either side of this will scroll through the other podcasts you've recorded. At the bottom right, you also have the option to permanently delete the displayed podcast from the microSD.

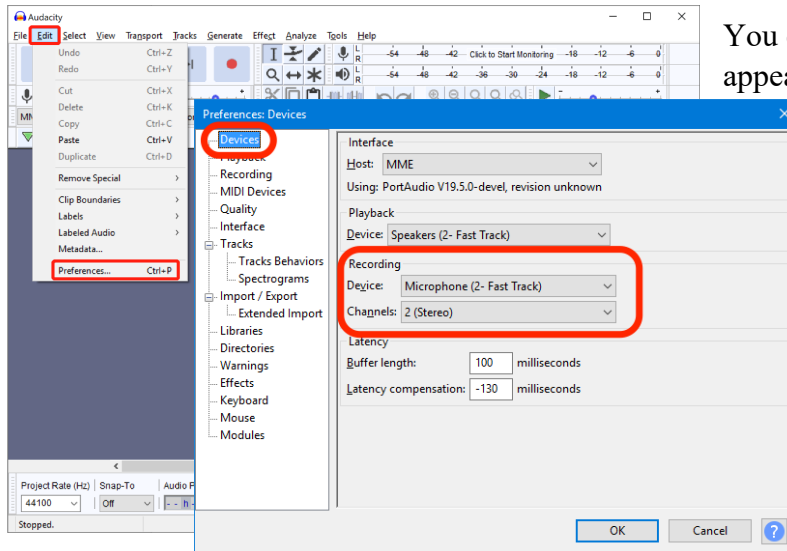
To navigate through your podcast to listen to specific sections, you can press and drag the scrub tool along the timeline. You also have the option to jump back 15 seconds or forward 30 seconds with the skip controls.

The bottom of the display tells you if the podcast was recorded in stereo or multi track. In its default mode, your RØDECaster Pro will record podcasts as a stereo file, but you also have the option to record in multitrack. Both have benefits and your decision will depend on the workflow you prefer.

Pro Tip: You can pause your recording mid-podcast by pressing and holding the record button. This is handy if you need to take a bathroom break or organize a guest for the podcast. Simply press the record button again to resume your recording.

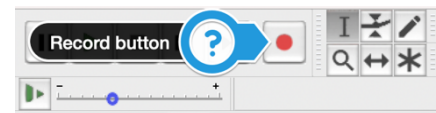
Recording stereo with Audacity

Connect your PC using the USB cable that is attached to the USB-c port on the back of RØDECaster Pro. When connected, the RØDECaster Pro will appear as an audio device in the sound settings on your PC.



You can check that audio tracks appear in your recording by pressing the record (**red dot**) button in Audacity.

When you have finished recording, press the **stop** button in Audacity.



Remember to save your

project. If you would like to export the audio to share the media as a compatible file, consider exporting it as an MP3 (compressed audio) file. Audio saved in (WAV) format is also acceptable, but you must consider that this format is not compressed and will take up more storage space.

Final remarks

Switch off the RØDECaster Pro using the red button on the back and confirm you are turning it off on the LCD touchscreen. **Please, remember to leave the Mediacenter as you found it.**

If you would like to learn more about editing in Audacity, we suggest you have a look at the Audacity Support site: <https://support.audacityteam.org/basics/audacity-editing>

We wish you happy editing!

Evaluate the Mediacenter

We have created an evaluation form for the Mediacenter to ensure that FLO keeps improving the Mediacenter experience. It would be greatly appreciated if you could fill out the evaluation form and give us your feedback.

The form can be filled in through this link:

<https://www.formdesk.com/universiteitleiden/evaluationMediacenter>



Example consent form

Release Form to _____ Podcast

Plain English Summary:

In order to assist you, here's a plain English summary of this agreement.

As a guest presenter/participant, you are agreeing to:

- Give _____ the right to use the Content I may provide in the context of the Podcast, including my name, voice, image and likeness;
- Represent that you have the rights to grant the permissions you are granting; and
- Promise not to sue the Leiden University in connection with the Content voluntarily provided in the context of the Podcast.

I grant _____ the right to use, publish, reproduce, store, and/or distribute through any Platform my voice, image or likeness and any Content I may provide in the context of the podcast titled "_____" ("Podcast"). I also irrevocably grant _____ the right to sublicense any or all of the foregoing rights to other entities or persons in connection with the distribution of the Podcast. "Content" means any information, data, works of authorship or other materials delivered in text, photographic, audio, visual or audiovisual format to be used in the Podcast. "Platform" means LinkedIn, Facebook, Twitter, YouTube, website or any platform and algorithms used by _____ to host, transmit and make the Podcast available via the internet. Accordingly, I waive irrevocably any copyright, moral rights or portrait right ("portretrecht" in Dutch Law) I may bear upon the Content in favour of _____.

I represent that to the best of my knowledge, I have all necessary rights and authority to grant the rights herein granted with respect to the Content I upload, share or otherwise provide in connection with the Podcast. I hereby release, discharge, promise not to sue, and hold harmless _____ and its affiliates, successors and assigns and any entity to which _____ may grant any right or permission authorized hereunder, from and against any and all claims, demands, costs and/or causes of action of any nature arising out of or in connection with the exercise of any rights herein granted, including, without limitation, any claim for infringement, right of publicity, libel, slander, defamation, moral rights, invasion of privacy or violation of any other rights relating to the use of my name, voice, image or likeness (whether still, photograph or video) in connection with the provision of the Content (Podcast) on the Platform or its distribution through other means.

I certify and represent that I have read this Release and fully understand its meaning and effect.

Guest Presenter / Participant Printed Name: _____

Guest Presenter / Participant Signature: _____

Date: _____