



## **Guide to Pre-Recording your Show**

### ***Introduction***

2CCR Fm has the facilities to pre-record a show ahead of time, and have it played out on-air automatically at the required time. This guide details the procedures you need to undertake to record a show in Studio 1, and get it ready to play out on air. It assumes you have a working knowledge of Studio 1, and the recording software used in this studio.

### ***Preparation***

1. Make a booking for Studio 1, ensuring you have enough time to record the show, with about fifteen minutes afterwards, for the finishing touches. This booking should be three days before the show is due to go to air, to give us enough time to load your show into the correct spot for playback.
2. Turn up at your booked time ready for recording. Bring all your CDs, or MP3s ready to be played. Also have notes and other information ready, just as you would do for a live show.
3. Sit down, load Audacity, and do a quick test recording. Test your microphone, as well as any other audio sources you are using. Ensure your levels are not too high, or not too low. This can be determined by looking at the blue line visible on the screen – at no point should the blue lines go above 0dB. Remember to ignore the VU meters on the panel, and use the visible lines on the screen.

### ***Recording your show***

1. Once you are ready for recording, start a new instance of Audacity, and start recording. Play your first track, and then speak where appropriate, as you would do on a live show.
2. You may now do your show as you would do live. Ensure you watch the levels on Audacity at regular intervals throughout your show. If the levels ever go above 0dB it will be heavily distorted when broadcast.
3. You can play (and record) files from Zara such as music, community service announcements, current sponsorships and station promos and Ids.
4. At the end, stop the recording. Trim any silence from the beginning and end of each of your files to avoid dead-air.

## **Getting it to air**

1. Once your file is done, you may now save the file. In Audacity, use  
File > Export as MP3  
to save the file. Save your file to the "Drop Box", which is located on the desktop. Give it a meaningful name, for example:  
"Mid-morning music - 1<sup>st</sup> September 2008 - hour 1.mp3"
2. Check that your file works by opening it in Zara. If there are any issues, go back and fix them in Audacity.
3. Notify the person responsible for maintaining the Automation programs (presently *Anthony Eden*). They will then load your MP3 files into the correct place, so it will play on air successfully. You should notify them at least three days before your show is due to go on air.
4. You're done! Your show has now been recorded, and should hopefully go to air.

### **Points to Remember**

Some shows have news each hour and some don't. If your show **does not have a news broadcast** each hour then it must be prepared this way:

1. Record one mp3 file for the entire program.
2. If the news is broadcast at the beginning of the program after yours then try to have an instrumental track playing over the final minute to allow fading into the news.

On the other hand, if your show **does have news each hour** then you must prepare it this way.

1. Have one mp3 file for each hour.
2. The news is four minutes long, so each mp3 must be at least 56 minutes long, with an instrumental track playing over the 56th minute to allow fading into the news. You can't talk up to the news, as the transition will not work correctly.

If you're in doubt about the above points, then please speak to the person responsible for maintaining the automation programs (presently Anthony Eden). They will be able to assist you.

### **How to Seek Help**

Training is required before you are able to use Studio 1. After you have got training, but still need help, then your first point of call is this document. It is available on the 2CCR Fm website, under the "*Resources*" page.

The next point of call is one of the trainers, or the person responsible for the automation programs. These people will generally be happy to help you, so please make sure you call one of them if you need help. It's better to ask for help than get it wrong, and waste heaps of time.