



## **AUDIO - Recording your story for Binc**

### **General Tips**

- If you are not using headphones (and many smartphone audio apps won't let you listen while you record), you have no way of hearing the quality of the audio you are recording.
- Make sure your cell phone battery is fully charged.
- Find a quiet place for interviews. Phones pick up a lot of background noise. If outside, move out of wind.
- Cell phones can overheat on hot days. Be careful in direct sunlight.
- Practice with your phone and apps before you go out to interview.
- Test the quality of your phone in different situations: inside, outside, and at various distances from your subject.

### **Helpful Apps**

#### **Voice Memo (iPhone) – Free**

The built-in iPhone Voice Memo utility does a decent job of recording audio. It features a simple sound level display and the ability to label, trim and email sound clips.

To access, go to Utilities>Voice Memo

#### **Easy Voice Recorder (Android) – Free or \$3.99**

This simple app records WAVE and .mp4 files. You can share and manage your recordings and access files via your device's external storage.

### **Step-by-Step Instructions**

1. **Turn your phone to Airplane Mode** so your audio won't be interrupted by calls or texts. To turn it on, go to Settings>Airplane Mode
2. **Find a good location.** "Soft" surroundings are best, curtains, upholstered walls, etc. Be aware of background noises – wind, air conditioner fans, computers, crowds, etc. The inside of a car makes a great sound booth.
3. **Locate your phone's microphone.** For example, on the iPhone, the grill on the left is the microphone. The one on the right is a speaker used to play music.
4. **Test your phone before you begin interview. Check your levels.** Press record. Make sure it is recording and you can see the meter registering sounds. Move your device closer to subject until you are at correct levels.

5. **Place phone about 4-8 inches from person's mouth.** If it's further away, you won't get quality sound. Sitting the phone on a table is fine if you are writing a story and want to transcribe quotes, but it won't produce audio worth hearing. Don't hand your phone over to the person you are interviewing.
6. **Keep your hand steady.** Fiddling with your phone may be audible on your recording.
7. **Get and ID.** Have source say name, age, hometown, occupation. Have them spell their name.
8. **Be silent when source is speaking.** Don't say "uh huh," laugh, or react audibly. Maintain eye contact. Give nonverbal cues.
9. **Record multiple files or use add markers.** If you have a break in an interview, stop and then create a new file. It makes it easier to find good quotes later. Some apps allow you to add markers while recording so you can identify key places in your interview.
10. **Record one minute of room tone.** Press record and let your phone capture the sound of the room. This can come in handy later when you edit and want to fill in gaps.
11. **When you are finished, make sure you have a saved audio file.** After you hit stop, don't shut off your phone and walk away. Look at the file. Make sure it recorded and saved. Play some of it back so you can hear it. Then name it so you can find it later.
12. For small files, you can often email them to yourself. Use the Share>Email option.
13. With many Android phones you can plug it into a USB and then drag and drop audio files.
14. iPhones require that you [sync with iTunes in order to download audio](#). (WARNING: Don't sync your iPhone to a university iTunes account. This can erase your phone.)