



## Guidelines for Creating a Pre-Recorded Show:

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### Introduction

To better follow the safety protocols established by Wilmington College and the CDC, all radio shows on *The Quake* will need to be pre-recorded. Pre-recorded shows will then be submitted to the *Quake* leadership team and broadcasted to their discretion. Follow the guidelines for submission detailed later in this document. This document will describe several options and offer instructions, explaining the process required to pre-record a show and submitting it.

NOTE: To avoid confusion, the terms “radio show” will refer to the show that you host. The term “episode” will designate the individual recordings you make for your radio show. For example, Layne hosts the radio show “The Outlier” and will create weekly, pre-recorded episodes for it.

### Rules and Important Information

Although there is a lot of freedom and independence radio hosts have, some rules and guidelines must be met. These include overall radio behavior and how pre-recorded shows are being processed by the *Quake* leadership team.

- A. Most importantly, **all episodes of all radio shows must contain appropriate content and language, no exceptions.**
  - a. This includes no profanity or foul language. If you are unsure about a word, do not use it at all. This includes all instances in speech and music. Now that shows are pre-recorded, radio hosts are expected to correct any slip-ups and mistakes in the editing process.
  - b. This includes obscene material. From the FCC: “For content to be ruled obscene, it must meet a three-pronged test established by the Supreme Court: It must appeal to an average person's prurient interest; depict or describe sexual conduct in a “patently offensive” way; and, taken as a whole, lack serious literary, artistic, political or scientific value.” Radio hosts cannot use obscene material.

[wilmingtonquakeradio.com](http://wilmingtonquakeradio.com)

[#TuneInTurnUpRockOut](https://twitter.com/TuneInTurnUpRockOut)

- B. All radio shows and episodes are subject to editorial review by the *Quake* leadership team. All content will be screened before broadcasting to ensure no inappropriate content is used.
  - a. Content deemed “inappropriate” or containing inappropriate material will be rejected and returned to the radio host. It is the radio host(s)’s responsibility to correct all inappropriate material.
- C. **Content should be submitted to *The Quake***, not to individuals. This means, submit all content to “[wilmingtonquake@gmail.com](mailto:wilmingtonquake@gmail.com)”. Do not submit content to any Wilmington College email address unless explicitly instructed to. Refer to the “Submitting” steps later in this document.
- D. Length of show episodes: **Episodes should be within 30-120 minutes**. This is to minimize file sizes.
- E. **Episodes must be submitted by Fridays at 7:00 p.m.** in order to be scheduled to broadcast the following week.
- F. If you record an interview or conversation for an episode, FCC guidelines require us to make aware to the other parties that their conversation is being recorded for broadcasting purposes. After informing them of your intentions, they must express consent to the recording.

## Option 1: Creating an Episode without Added Music

### Step 1: Preparation

Before sitting down and making episodes for your radio show, you should prepare yourself.

- A. Create a plan that lays out what you want to accomplish in this episode of your show. Do you want to play background music? Do you want to discuss a topic? Do you want to interview someone or incorporate a conversation into the episode?
  - a. Whatever it is you want the episode to have, it will be beneficial to create a list that lays out what you want to do and when in the episode. In videography, this is called “storyboarding.”
  - b. Having a plan you can reference throughout the pre-recording process will make everything much easier.
- B. Make sure you have access to a computer. This can be a PC, a Mac, a laptop, a desktop, and even a tablet. You want to use a device you are comfortable using.
- C. On your computer or device of your choosing, you need to make sure you have some type of audio editing and/or recording software. This could be Audacity, GarageBand, Adobe Audition, Logic Pro X, etc. Use the software that you have access to and are comfortable using.

- a. This document will refer to Audacity.
  - b. We recommend using Audacity because it is completely free to download and is the audio editing software we use in the main studio, 121D. It is also beginner-friendly for those who do not have a lot of audio editing/recording experience. A quick Google search for “Audacity” will bring up the Audacity website and thus, allow you to download the software.
- D. Make sure your computer or device has a way to record audio (i.e. has a microphone) and can play audio (i.e. has speakers).
- a. Most devices and computers have a built-in microphone and speakers. These built-in features are perfectly fine to use. If you want higher-quality audio recordings, an external microphone can be used, but this is not necessary.
  - b. If you do not have a microphone, do not panic. Contact a member of the *Quake* Leadership team.

## **Step 2: Recording**

Now that you have all the necessary hardware and software and know what you want to include in your episode, you can begin putting the episode together. You can now record your voice for your episode. Some people may write a script and read off of that, others will choose to speak in the moment. Use whatever method works best for you.

- A. Audacity offers a lot of tools and features that allow you to control your recorded audio. For the purposes of recording shows for *The Quake*, you will likely not need to use them all. Instead, you likely only need to use the basic tools. You can play around and explore the software as you create content.
- B. Figure 2.1 shows what Audacity will look like when you first open it. Please note, these images reflect the PC view of the software. Mac users may encounter slight differences.

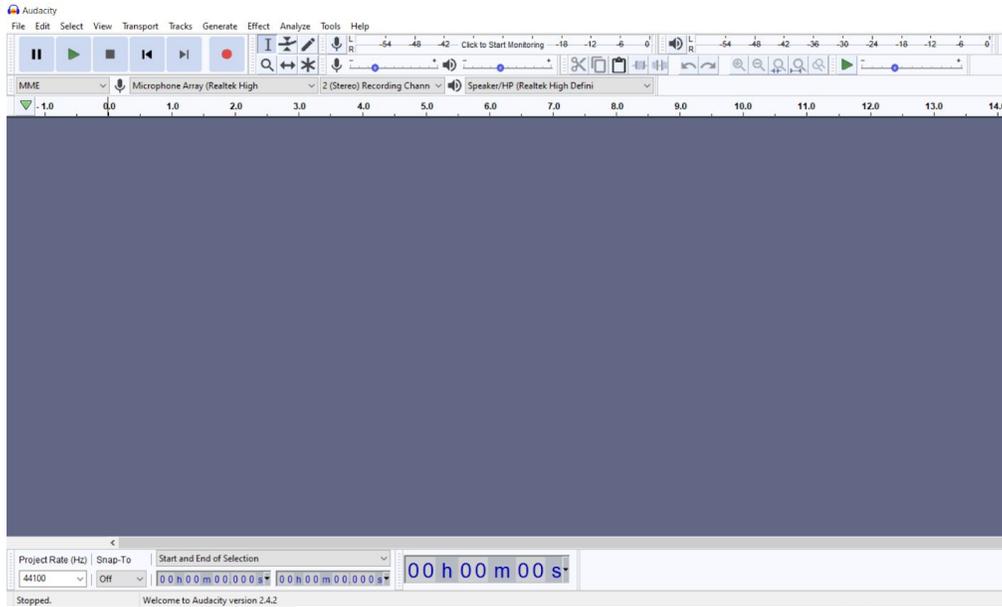


Figure 2.1

- C. To begin a recording, click the red circle, or the “record” button. A rectangular box will appear with a blue line that tracks the audio input. See Figure 2.2.

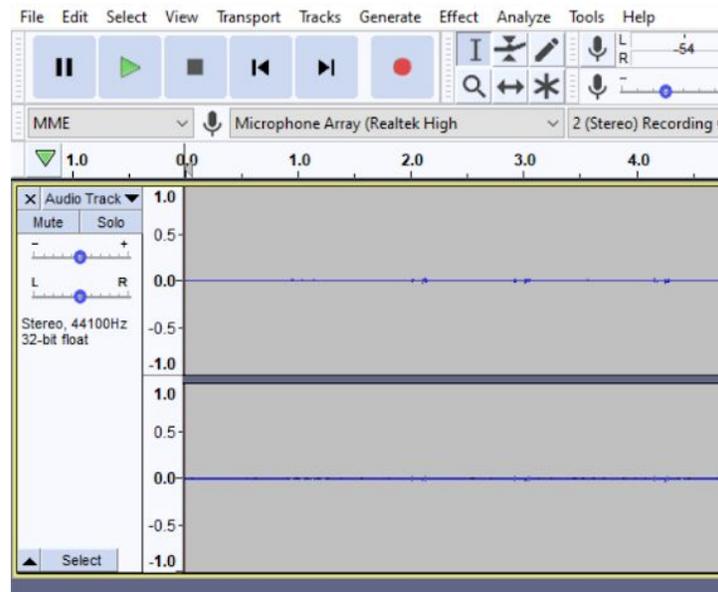


Figure 2.2

- D. Speak into the microphone what you want to say. When you are finished, click the gray square, or the “Stop” button. The recording will end and now you can make adjustments.
- E. To listen to what you just recorded, hit the green triangle button, or the “Play” button. To pause the recording, hit the “Pause” button, or the two vertical lines. See Figure 2.3.

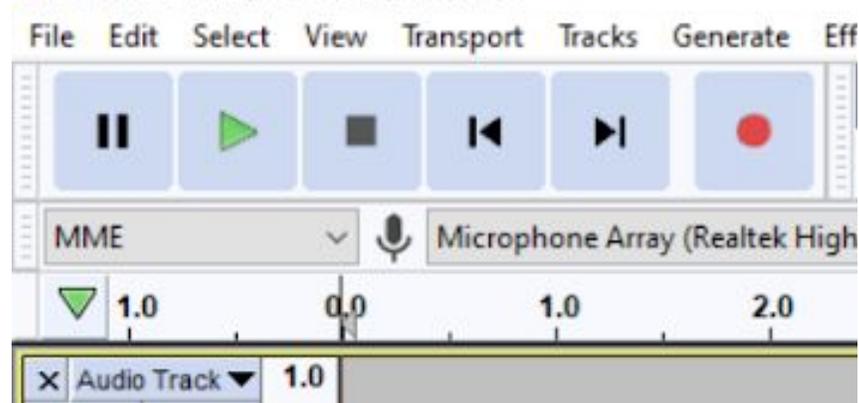


Figure 2.3

### Step 3: Editing

It is highly likely you will need to edit parts of your recording. Please note, it is highly encouraged that you use headphones or an alternative rather than using your built-in computer speakers. This will allow you to hear the audio more clearly. However, your built-in speakers will work perfectly fine if you do not have headphones or if your computer does not allow headphone use.

- A. To cut parts of the audio out, use the selection tool (Figure 3.1) to select exactly where in the audio you want to remove. Then, click the cut tool (Figure 3.2). That will remove the selected part of the audio. Or, you can hit “delete” on your keyboard instead of using the cut tool. This is highly useful when removing long pauses in your audio.

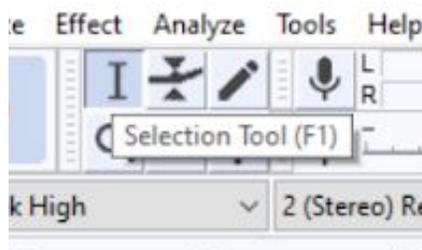


Figure 3.1

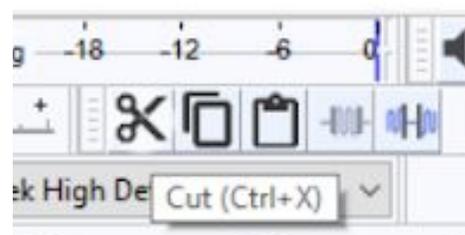


Figure 3.2

- B. Other tools and features are available to use. Things such as reducing background noise, normalizing the audio, and correcting volume can and should be done. Because it will make more sense and allow you to better grasp what is going on, below are two links for YouTube videos that explain the basics of Audacity.
  - a. <https://www.youtube.com/watch?v=aCisC3sHneM>
  - b. [https://www.youtube.com/watch?v=YUULn71\\_G74](https://www.youtube.com/watch?v=YUULn71_G74)

## Step 4: Saving

Once your edits are complete and you are satisfied with your work, you must now save it.

- A. Audacity allows you to save the project by “save as”-ing. This saves the project onto your computer in case you need to revisit it, but the audio would not be available to share or listen to. It is an Audacity file.
  - a. NOTE: We strongly advise you to save your project using this method frequently.
- B. Instead, you will want to export the audio file. Go to “File” → “Export” → “Export as WAV”. You want to export as a WAV file because that will allow the broadcasting process to go smoother. See Figure 4.1.

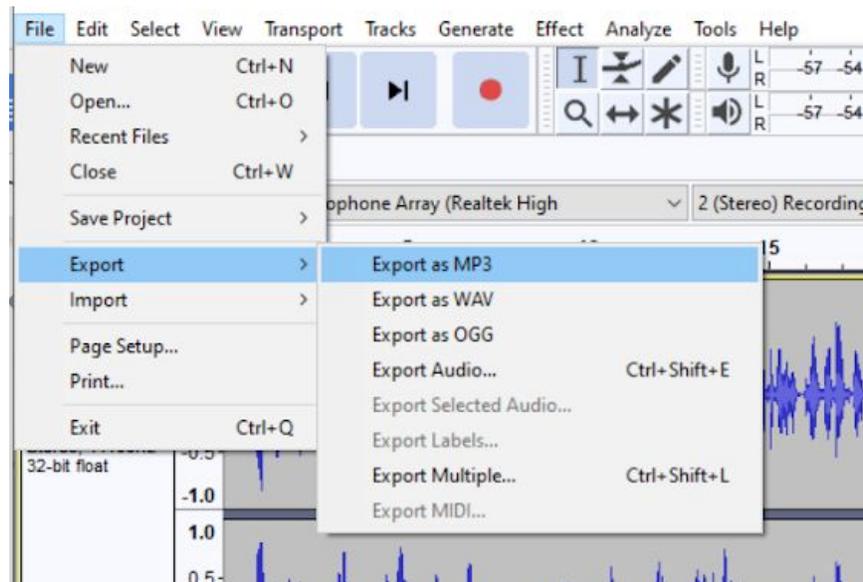


Figure 4.1

- C. You will need to choose where on your computer **you want to save the WAV file**. After you select where you want to save it, another window will pop up. See Figure 4.2 to fill in the correct information. **It is extremely important that all of this information is added and accurate.**

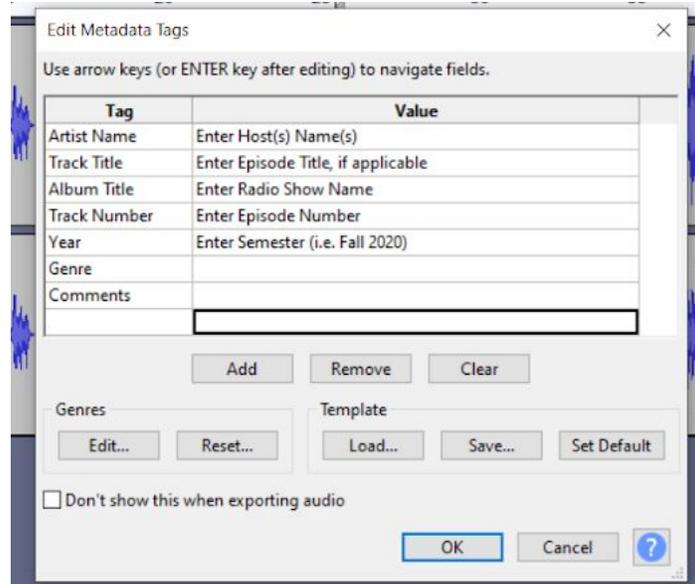


Figure 4.2

- D. It may take some time to export the WAV file depending on the length of your audio file. After it is complete, your episode will be finished.

### Step 5: Submitting

Now that your episode is complete, you can now submit it to the *Quake* leadership team.

- A. Please submit your episode by sharing it from a Google Drive account to *The Quake's* Google Drive, "wilmingtonquake@gmail.com".
  - a. Once shared, the leadership team will save it and process it appropriately. You will retain ownership of the file on your Drive.
- B. If Google Drive sharing does not work, please consult the *Quake* leadership team. Alternative plans will be made.
- C. Episodes must be turned in by Friday at 7:00 p.m. for your show to be broadcasted the following week.

## Option 2: Creating an Episode with Added Music

There are many ways to go about this. The best method is whatever fits your expertise, computer, and resources. A software that allows for multi-track audio editing like Adobe Audition or GarageBand are ideal and can easily manage adding voice recordings and music files together. There are many YouTube videos and resources out there that explain how to use these applications.

If these programs are not available to you, there are ways to utilize other programs to create your desired episode. Most of these ways involve recording your episode like a live broadcast--using one take to put everything into place. You can utilize a virtual soundboard and Audacity. Or, you can use a software called OBS to record everything you need. This guide will walk you through another method: using Audacity and a virtual audio cable.

### Step 1: Preparation

Before sitting down and making episodes for your radio show, you should prepare yourself.

- A. Create a plan that lays out what you want to accomplish in this episode of your show. What music do you want to play? Do you want to discuss a topic? Do you want to interview someone or incorporate a conversation into the episode?
  - a. Whatever it is you want the episode to have, it will be beneficial to create a list that lays out what you want to do and when in the show. In videography, this is called “storyboarding.”
  - b. Having a plan you can reference throughout the pre-recording process will make it much easier.
- B. Make sure you have access to a computer. This can be a PC, a Mac, a laptop, a desktop, and even a tablet. You want to use a device you are comfortable using.
- C. On your computer or device of your choosing, you need to make sure you have some type of audio editing and/or recording software. This could be Audacity, GarageBand, Adobe Audition, Logic Pro X, etc. Use the software that you have access to and are comfortable using.
  - a. This document will refer to Audacity.
  - b. We recommend using Audacity because it is completely free to download and is the audio editing software we use in the main studio, 121D. It is also beginner-friendly for those who do not have a lot of audio editing/recording experience. A quick Google search for “Audacity” will bring up the Audacity website and thus, allow you to download the software.
- D. Make sure your computer or device has a way to record audio (i.e. has a microphone) and can play audio (i.e. has speakers).

- a. Most devices and computers have a built-in microphone and speakers. These built-in features are perfectly fine to use. If you want higher-quality audio recordings, an external microphone can be used, but this is not necessary.
- b. If you do not have a microphone, do not panic. Contact a member of the *Quake* Leadership team.

## Step 2: Download a Virtual Audio Cable

For this method of recording an episode with music, you will need to download a virtual audio cable.

- A. From Wikipedia: “Virtual Audio Cable is a software product based on WDM multimedia driver that allows a user to transfer audio streams from one application to another. Any application is able to send an audio stream to the input side of a "virtual cable" while a corresponding application can receive this stream from the output side.”
- B. A virtual audio cable will allow you to record music in Audacity from an application on your computer without losing any audio quality.
- C. A good one to download and will be used in this guide is from VB-Audio Software: <https://vb-audio.com/Cable/> See Figure 2.1.

The screenshot shows the VB-Audio Software website. The browser address bar displays 'vb-audio.com/Cable/'. The website header includes the logo 'VB-AUDIO Software' and the tagline 'Audio Mechanic & Sound Breeder'. A navigation menu contains 'Home', 'Audio Apps', 'Audio Pro', 'Support', 'Donate', and 'WebShop'. Below the menu, a sub-menu highlights 'Virtual Audio Cable'. The main content area is divided into 'Playback' and 'Recording' sections. In the 'Playback' section, 'CABLE Input' is selected. In the 'Recording' section, 'CABLE Output' is selected. To the right, the 'VB-CABLE Virtual Audio Device' section provides a description and download links for Windows and Mac. A note at the bottom encourages donations for other virtual audio devices.

Figure 2.1

- D. For this specific virtual audio cable, all you have to do is click one of the two orange boxes, depending on the type of computer you have.
- E. After downloading the files, you may have to extract the files from a zip file. A zip file is a compressed collection of files that allow for easier downloading.
- F. After extracting the files, if necessary, you will want to run the appropriate setup file if you are using a PC computer. Mac users may be able to skip this step. See Figure 2.2.

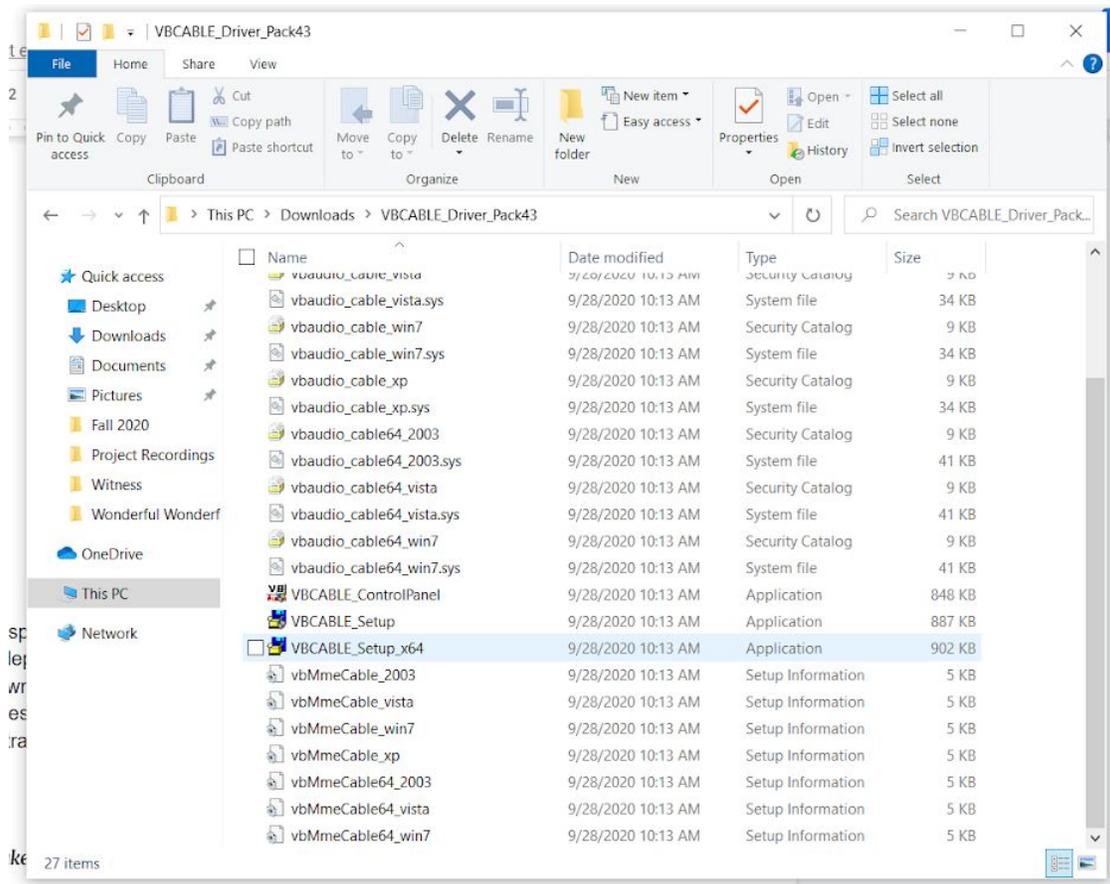


Figure 2.2

- a. NOTE: If you have a 32-bit PC, use the setup file “VBCABLE\_Setup.” For 64-bit PCs, use the “VBCABLE\_Setup\_x64.” If you are unsure what type of PC you have, you can find this information under your computer’s settings.
- b. You must run these setup files in the “administrator” mode on your computer. Simply right-click on the setup file and click the “Run as Administrator” option.
- c. A new window will open. Follow the prompts as instructed.
- d. The virtual audio cable should now be downloaded and installed.

### Step 3: Recording

Now that you have all the necessary hardware and software and know what you want to include in your episode, you can begin putting the episode together. You can now record your voice for your episode. Some people may write a script and read off of that, others will choose to speak in the moment. Use whatever method works best for you.

For guidance in working Audacity, please consult “Step 2: Recording” under Option 1.

After downloading the virtual audio cable, then open Audacity. If you have Audacity open before/during downloading the virtual audio cable, Audacity will not recognize it. Close Audacity and reopen it if you have this problem.

- A. For recording your voice, follow the instructions above in “Step 2: Recording” under Option 1. See Figure 3.1 below. Make sure your input, or recording device, is the microphone you desire to use. Make sure your output, or playback device, is the speakers/headphones you desire to use.

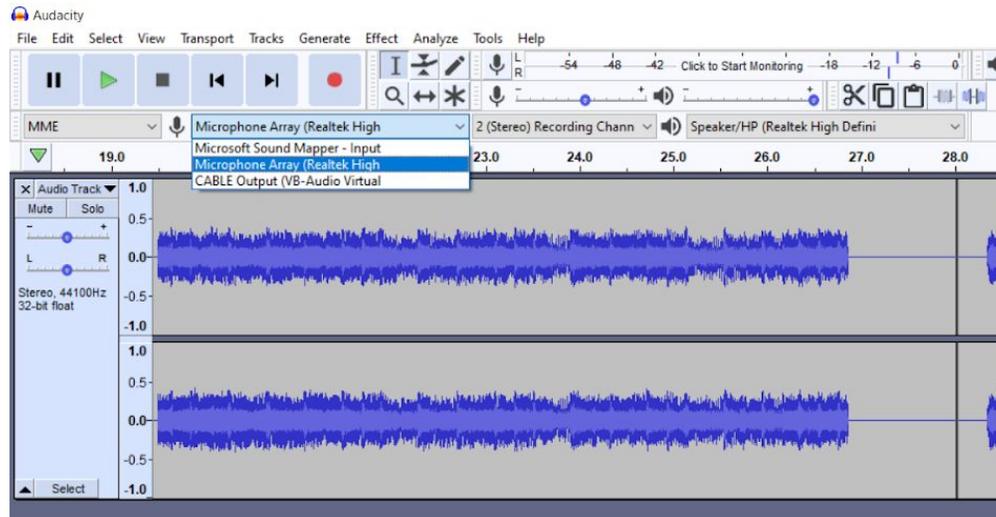


Figure 3.1

- B. Once you have reached a point in your episode that you wish to play music, PAUSE your recording. This will stop the current recording you are working on but allow you to continue the recording to create one seamless audio file.
- C. Open your music playing application and pull up what song you wish to play. This could be Youtube, iTunes, Spotify, etc.

D. In Audacity, you must now change your inputs, or recording devices. This is why you downloaded the virtual audio cable--your music will be recorded in Audacity without losing quality.

- a. First, go to your recording device list and select “CABLE Output (VB-Audio Virtual)” See Figure 3.2.

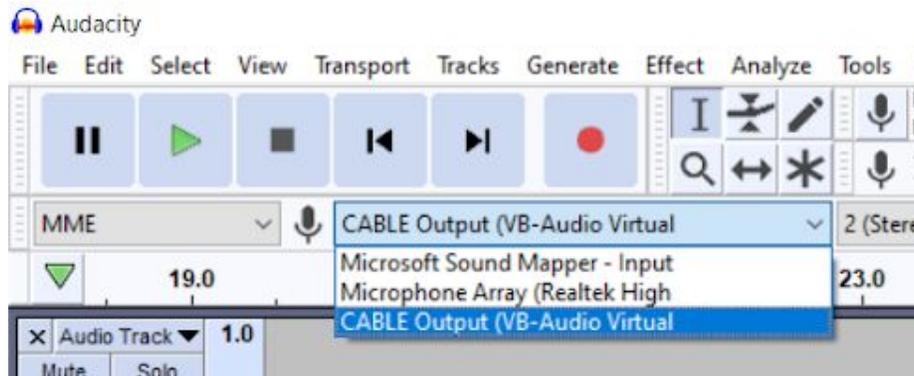


Figure 3.2

- b. Next, you must change the playback device on your computer. The window to change this setting may differ depending on the computer you have, but for Windows 10, click on the volume button in the lower right corner. Under playback devices, select “CABLE Input (VB-Audio Virtual)”. See Figure 3.3.

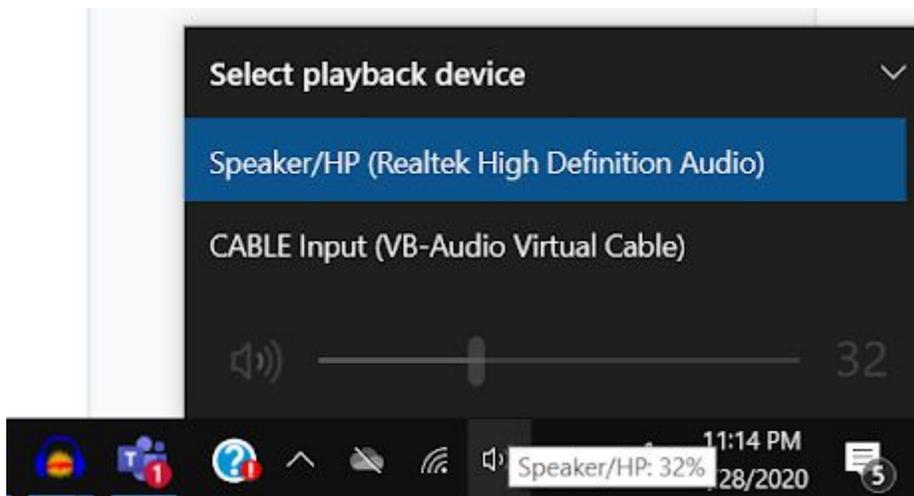


Figure 3.3

- c. You do not need to change in Audacity your playback device, or output.
- d. Please note, you will no longer hear audio out of your speakers or headphones. That is because the audio information is being directed to the recording software, Audacity, and not your speakers or headphones.

- E. After adjusting the recording and playback devices, you can now record your music. UNPAUSE your recording, and begin playing the music that you want to include in your episode. When your music is done playing, make sure it is stopped and will not play, and return to Audacity and PAUSE the recording.
  - a. This process is very similar to what happens when live broadcasting. There are just a few different steps to take.
  - b. Please note: It might be easier to complete this step with both Audacity and your music player splitting your screen so that you have easy access to both applications.
- F. You can now play additional music, or return to recording your voice. To record with your voice again, you must change the recording device in Audacity back to the microphone you want and the playback device on your computer back to the speakers. See Figures 3.2 and 3.3.
- G. Continue making your show repeating these steps as necessary. It is okay to have long pauses in between your speech and the music. You can edit the pauses out later.

#### Step 4: Editing

It is highly likely you will need to edit parts of your recording. Please note, it is highly encouraged that you use headphones or an alternative rather than using your built-in computer speakers. This will allow you to hear the audio more clearly. However, your built-in speakers will work perfectly fine if you do not have headphones or if your computer does not allow headphone use.

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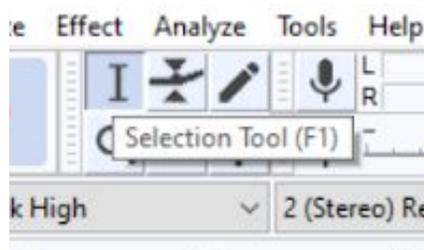


Figure 4.1

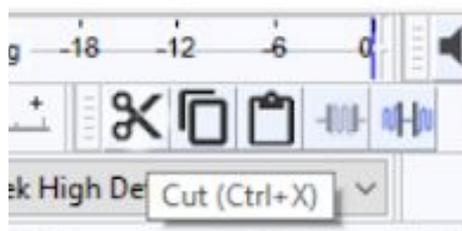


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- B. Other tools and features are available to use. Things such as reducing background noise, normalizing the audio, and correcting volume can and should be done. Because

it will make more sense and allow you to better grasp what is going on, below are two links for YouTube videos that explain the basics of Audacity.

- c. <https://www.youtube.com/watch?v=aCisC3sHneM>
- d. [https://www.youtube.com/watch?v=YUULn71\\_G74](https://www.youtube.com/watch?v=YUULn71_G74)

## Step 5: Saving

Once your edits are complete and you are satisfied with your work, you must now save it.

- E. Audacity allows you to save the project by “save as”-ing. This saves the project onto your computer in case you need to revisit it, but the audio would not be available to share or listen to. It is an Audacity file.
  - a. NOTE: We strongly advise you to save your project using this method frequently.
- F. Instead, you will want to export the audio file. Go to “File” → “Export” → “Export as WAV”. You want to export as a WAV file because that will allow the broadcasting process to go smoother. See Figure 5.1.



Figure 5.1

- A. You will need to choose where on your computer **you want to save the WAV file**. After you select where you want to save it, another window will pop up. See Figure 5.2 to fill in the correct information. **It is extremely important that all of this information is added and accurate.**

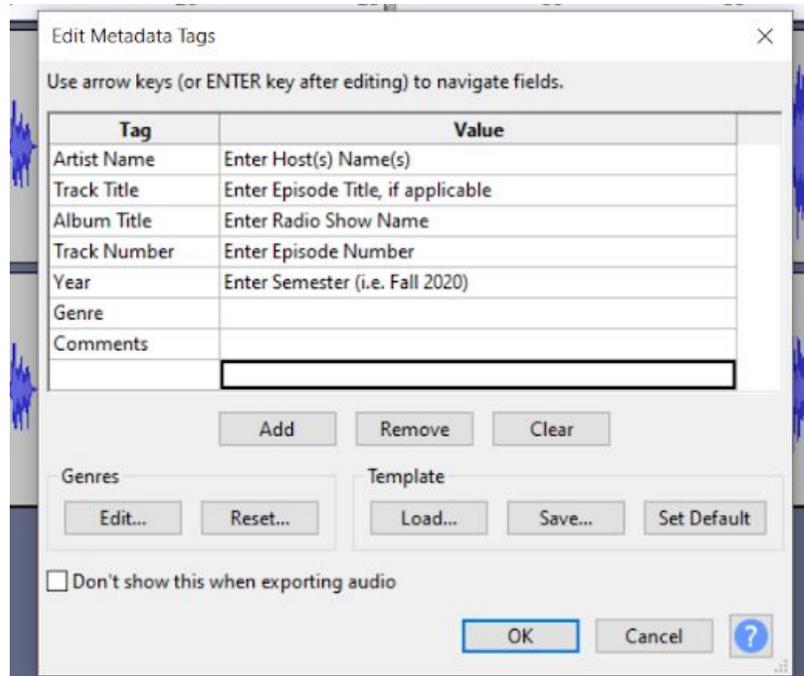


Figure 5.2

- B. It may take some time to export the WAV file depending on the length of your audio file. After it is complete, your episode will be finished.

### Step 6: Submitting

Now that your episode is complete, you can now submit it to the *Quake* leadership team.

- A. Please submit your episode by sharing it from a Google Drive account to *The Quake's* Google Drive, "wilmingtonquake@gmail.com".
  - a. Once shared, the leadership team will save it and process it appropriately. You will retain ownership of the file on your Drive.
- B. If Google Drive sharing does not work, please consult the *Quake* leadership team. Alternative plans will be made.
- C. Episodes must be turned in by Friday at 7:00 p.m. for your show to be broadcasted the following week.

One final note, there are many methods out there for creating podcasts/episodes. Use whatever method works best for you, your skill, your resources, and your level of commitment. If you run into issues regarding any of the methods you choose, reach out to the *Quake* leadership team and/or each other. You are not alone in this endeavor.

We look forward to your brilliant work.