

Grace Studio Podcast Instructions

Welcome to the studio! Recording a podcast is easy when you use Zoom and these simple steps to go from a blank screen to a finished file.

Plug & Play Using Zoom

Phase 1: The Quick Setup

1. **Plug in Hardware:** Connect your microphones and headphones to the laptop. (*Laptop & Mouse, Zoom ZDM-1 Podcast Mic Pack, OneOdio Producer Headphones, Plug & play USB hubs*)
2. **Open Zoom:** Sign in and click the **Gear Icon (Settings)** in the top right.
3. **Set Your Audio:**
 - **Speaker:** Select your headphones from the dropdown. (*Stereo jack plug & play headphones*)
 - **Microphone:** Select your USB Microphone. (*Zoom ZDM-1 Podcast Mic or Wireless Clip-On Microphones*)
 - **Add Protection:** If using freestanding podcast mics, attach a pop filter to the mic stand and position it about two inches in front of the microphone. This stops "popping" sounds from your breath. (*Pop Shields*)
 - **Pro-Tip:** Under **Audio Profile**, select "**Original Sound for Musicians.**" This ensures your voice sounds natural and not muffled.
4. **Positioning:** Stay about "one fist" away from the mic to keep your volume steady. (*Pop Shields*)

Phase 2: Recording Your Episode

1. **Start Meeting:** Click the orange **New Meeting** button.
2. **Turn on Original Sound:** In the top-left corner, click to ensure it says "**Original Sound for Musicians: On.**"
3. **Record:** Click **Record** on the bottom toolbar and select "**Record on this Computer.**"
4. **The "Oops" Fix:** If you make a mistake, just stop talking for 5 seconds, then start the sentence over. This makes it very easy to find and "snip" that part out later.

Phase 3: Saving Your Work

1. **End Meeting:** Click **End -> End Meeting for All.**
2. **Wait:** A window will pop up to convert your recording. **Do not close the laptop** until it hits 100%.
3. **Move to SD Card:** A folder will open automatically. Plug in your SD card and drag the file named **audio_only.m4a** onto your card icon. (*SD Card, uni or Acer SD Card Reader*)
4. **Eject:** Right-click the card icon and select **Eject** before unplugging it.

Phase 4: Simple Finishing Touches

Since you aren't doing heavy editing, just use a free tool like **Audacity** or **Descript** to:

- **Trim:** Cut off the very beginning and very end where you were getting settled.
- **Normalize:** Use the "Normalize" effect to make sure the volume is loud enough for listeners to hear clearly.

Phase 5: Sharing Your Podcast

To get your podcast on Spotify or Apple, you need a **Podcast Host** (like **Spotify for Podcasters** or **Buzzsprout**).

1. **Upload:** Drop your finished file into your host account.
2. **Add Details:** Type in your title and description.
3. **Publish:** Hit "Publish," and the host will automatically send your episode to all major podcast apps!

Using the RODECaster PRO II Integrated Audio Production Studio

Using the RODECaster PRO II will give your podcast a professional, "radio-station" quality sound. Follow these steps to get set up and recording.

Phase 1: Hardware Setup

1. **Connect the Board:** Ensure the RODECaster is plugged into power and connected to the laptop via the USB cable. (*RODECaster PRO II, Laptop & Mouse*)
2. **Setup Microphones:** Plug your microphones into the back of the RODECaster using the XLR cables. (*Zoom ZDM-1 Podcast Mic Pack*)
3. **Add Protection:** Attach a pop filter to the mic stand and position it about two inches in front of the microphone. This stops "popping" sounds from your breath. (*Pop Shields*)
4. **Plug in Headphones:** Connect your headphones to the headphone jacks on the back of the board. (*OneOdio Producer Headphones or Stereo jack plug & play headphones*)

Phase 2: Dialing in Your Sound

1. **Select Your Input:** On the RODECaster screen, tap the number that matches where your mic is plugged in. Select "Microphone" and look for the "ZDM-1" preset or "Dynamic Mic" setting.
2. **Set Levels:** While speaking into the mic at your normal volume, slide the vertical fader (the slider) up until the green bar on the screen stays mostly in the middle. If it hits the red, slide it down a bit.

3. **Monitor:** Put on your headphones and turn the physical gold knob on the board to adjust how loud you hear yourself.
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Phase 3: Recording Your Episode

1. **Prepare the Software:** Open the recording software on the laptop. In the audio settings, make sure the input is set to "RODECaster Pro II." (*Laptop & Mouse*)
 2. **Record on the Board:** For a backup, insert an SD card directly into the slot on the back of the RODECaster and press the large green **REC** button on the board. (*SD Card*)
 3. **Record on the Laptop:** Simultaneously, hit the record button in your software on the laptop. This gives you two copies of your show for safety!
 4. **The "Oops" Fix:** If someone makes a mistake, use the "Silence" trick—stop talking for 5 seconds, then start again. The quiet gap on the screen makes it easy to find and delete later.
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Phase 4: Saving & Transfer

1. **Stop Recording:** Press the flashing red button on the RODECaster and hit stop on the laptop.
2. **Transfer Files:** Remove the SD card from the RODECaster and use a reader to move the files to the laptop or your personal storage. (*SD Card, uni or Acer SD Card Reader*)
3. **Eject:** Always right-click the card icon and select **Eject** on the laptop before pulling the card out.