

## **Hooky on the Harbor Audio Workshop**

### Step-by-step instructions

#### **I. Interviewing and recording:** [5 minutes]

1. Participants will break into teams of two and will record each other about a time they played hooky (if they have no hooky story, they should interview each other about why students should visit the ICA if they are playing hooky – specifically, why they should see the Damian Ortega exhibit). Each duo will receive one recorder.
2. When ready to record, press the “record” button on the Zoom H4. It will begin flashing. This indicates that you are ready to record, but that the record function is paused. Hit the record button again in order to record. (It will be a steady red.)
3. Hold the recorder about three inches from the subject. Make sure you are wearing headphones so you can hear that you are recording.
4. When you are done recording, hit the “record” button to stop.

#### **File transfer and Audacity:** [5 minutes]

1. Turn off the Zoom H4 and plug into a computer using a USB cable.
2. Toggle down (using right-hand toggle) to select “connect to P/C.” Push in on the toggle button. A disk will show up on your computer. Click on that disk and drag your tracks (automatically named “STE\_[insert number]” onto the folder on the desktop.
3. Rename your track with your name and the word “raw” – ex. [yourname]\_raw.wav
4. Launch Audacity and go to “Project” and then select “import audio.” Find your raw wav file, select, and hit “open.”
5. You will see your audio file in Audacity.
6. You can cut/paste audio (select “edit” and the function you’d like to use, much like the copy/paste/cut functions in Word), create fade in/fade out (select “effect” in the top menu and select the effect), or lower or raise volume (on the left-hand side of the window next to cursor and the pencil icons).

#### **Exporting:** [5 minutes]

1. Go to “file” and select “export as MP3”
2. Save as your name and final – ex. [yourname]\_final.mp3 in the folder on the desktop.

#### **Posting to RYMAEC:** [5 minutes]

1. Visit [www.rymaec.org](http://www.rymaec.org) and log in.
2. Select “post content” from the menu at the top of the page.
3. Click on “Blog.”

4. Write your content, including title, body of the text, etc.
5. Under “MP3 Audio,” click on “browse” to navigate to the folder on the desktop to find your MP3 file.
6. Select your file and then click “upload.”
7. When you are finished, click on “submit.” If you’d like to see a preview of your blog post before you submit, click on “preview” first, then “submit.”
8. Bravo – you are done! Send a link to your blog post/audio to all your friends or post to Facebook.