

Some guidelines for recording

I. Formatting issues

- We will be recording in the WAV files (uncompressed = best quality).
- In the **REC Mode** submenu choose: LPCM 44.10kHz/16bit
- This info should always appear on the bottom of the screen as a track is playing or recording. So if we see anything but **LPCM 44/16** then go to the REC menu and fix this.

II. Setting up a session

- Find a quiet area to record in, no traffic, no machines humming, no screaming kids. This can be the hardest part!
- Set up the recorder on the tripod ~7 inches away from the speakers mouth. Setting it up below the speakers mouth pointing upwards (not directly facing the airstream) will help avoid “popping”.
- Make sure there is no tapping or kicking the table as all vibrations will be picked up by the mic.
- Make sure mic sensitivity switch on the back of the machine is set to **HIGH**.
- On the back of the machine there is also a switch for automatic and manual level controls. Keep it on **manual** because the automatic function can create bad fluctuations in the volume.
- **Check levels.** There are separate meters for the left and right channels on the screen itself as well as LED lights. A green light means you're in the right range and a red light means it's too loud. Do a little test segment with the machine set up where you want it and the speaker talking at their normal volume. Adjust the input knob on the right to get the right levels (as high as possible without getting red).
- Record! Press record once to put the machine in standby. The pause button will flash yellow. To start the recording, press the pause button.
- Once the machine is recording, avoid touching it as much as possible since this creates handling noise. If you're getting red levels then turn down the input knob slowly.
- It is best practice to begin every session with the date of the recording as well as the names of the people present and the language they will be speaking.

III. Recording a word list

- Starting out with translations of a list of words like the Swadesh list has several advantages.
 - a. It's the best indicator of what dialect someone speaks (given that we have information which we can compare the data to)

- b. It's a decent gauge of the fluency of the speaker
- c. It gives us a gentle introduction to the sound system of the language
- d. It gives the speaker a gentle introduction to being recorded
- e. The sound files of basic vocabulary can be used for learning applications

- Have the speaker say the word once in the intermediary language and repeat the word twice in their language. You will then have a recording which sounds like this: “horse, *sus*, *sus*...rabbit, *arnab*, *arnab*...”, so there is no confusion about what word meant what. Alternatively, as long as your voice is audible, you can read the word to be translated and they can repeat their word for it twice.

- After the list is done, hit stop. The resulting WAV file will be large but can be compressed later for emailing or for putting up on the web.

- Don't feel constrained by the words on the Swadesh list. You can use it as a minimal base list and take off from there.

IV. Reviewing the recording

- The machine has small speakers built-in but they are not sufficient if you want to listen carefully. The case provides better speakers and is powered by the recorder.

- For long recordings, it is very helpful to use the T-mark function to bookmark points within the sound file. During recording or playback just press T-mark. During playback, this will take a second or two and pause the playback. Just hit play again to continue. After points are T-marked, you can navigate within the sound file by tapping the fast-forward or rewind buttons, which will skip you to the next marked point instead of the beginning or end of the entire file.

- Alternatively, you can use the repeat A-B function. Hit the A-B button once during playback to mark the beginning of the segment you want to repeat and hit it again to mark the end. Playback will then loop that segment continuously.

- As you review the recording, you can take a first pass at writing down the words with the speaker. There is also the option of playing the recording at a slower rate. Just flip the **DPC** switch on the back of the machine.

IV. Paying speakers

- \$15 an hour with a \$600 maximum (forty hours)

- Keep a log of how much time you spend with each speaker, what you did during each session and when they were paid. If you don't pay every session, make sure that everyone knows exactly how many hours are owed.

- Once an appointment is made, payment can be disbursed either before or after the session