



# DRIPS & DRAUGHTS

## PODCAST GUEST GUIDE

*Welcome to our podcast guest guide! This is meant to be a guide for anyone who wants to be featured on the Drips & Draughts Podcast.*

### QUICK CHECKLIST

1. **VOIP Software:** Skype, Google Hangouts
2. **Microphone:** Preferably an external mic, not the built in mic
3. **Headphones:** Prevents echo on the call
4. **Recording Software:** GarageBand (Mac), Audacity (Windows/Mac)

### STEP 1: VOIP SOFTWARE

The use of any VOIP software depends heavily on the connection. Wired ethernet connections provide much more stability when making VOIP calls, so if at all possible please try to have your computer connected directly to the internet rather than using a WiFi connection. In addition to using a wired connection, please quit any unnecessary programs, and turn off any background programs that may be using bandwidth (Box, DropBox, etc).

Prior to the interview, please download Skype and make sure it is configured to work with your computer and hardware.

If you are unable to install or use Skype, we can connect via Google Hangouts. If Google Hangouts is not an option, we can connect using our Zencaster.com account. Zencaster will not require you to download any additional software, you'll simply connect to a link that we provide at the time of the show.



## STEP 2: MICROPHONE

While you could use the built in microphone on your computer, or the earbuds and mic that likely came with your phone, we prefer that you use an external microphone in order to capture the best quality audio possible.

Very good headset mics run about \$25 and can be purchased [here](#). If you have an external [dynamic microphone](#), that's even better! We currently use the [Audio-Technica ATR2100-USB](#) - it comes with a desktop stand and works via USB cable or XLR cable.

### Step 3: Headphones

We ask that you use headphones while recording the podcast in order to prevent echo and background noise that can come from the computer speakers. Headphones will also allow you to hear yourself and allow you to make sure that your microphone is picking up your voice. A standard pair of earbuds will work fine, or you could use [over ear studio headphones](#).

## STEP 4: RECORDING

While we talk via VOIP, we will be recording both our end and your end. However we would like you to record your voice to an audio file as well so that we have an original, high quality copy of the conversation from your end. When the conversation is over, we'll ask you to send us the audio file and we'll combine the files in post-production. This is our preferred method to get the best audio quality for both sides of the conversation. If a recording can't be taken, we can always use the skype recording.

### HOW TO RECORD YOURSELF

#### Mac Users

Mac has 2 built in software options that you could use:  
[GarageBand](#) and [QuickTime](#).

#### [QuickTime](#)

To record yourself using QuickTime, open QuickTime and select File > New Audio Recording. When you're ready, just click the record button.

#### [GarageBand](#)

Open GarageBand

#### Windows/PC Users

We suggest that you download [Audacity](#).

Open Audacity and select your input and output devices. Also, set the recording type to mono rather than stereo.

Once that is configured, you're ready to record.

Click the Record button in Audacity and it will create a new track and begin recording.

### RECORDING SETTINGS

If you're able to record audio on your end, we ask that you use the following settings:

**Sample Rate:** 44100 Hz

**Channels:** Mono (not Stereo)

**Bit Depth:** 16 bits

That's about it... two full pages of techno-babble to help you get the best audio quality possible.

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