

Producing and Posting Meeting Recordings

Main Line Computer Users Group

13 August 2005

Audio Recording of the Monthly Meeting

- ◆ Why?
- ◆ Where did the idea come from?
- ◆ Evolving the technology
- ◆ How do we do it?
- ◆ Producing the audio files

Why record the meeting?

- ◆ Because we can, we have the technology
- ◆ To make the monthly meeting available to members who can not attend
- ◆ It's a cool and practical use of several, simple technologies that are available to everyone

Where'd we get the idea?

- ◆ From a weblog entry posted by David Berlind on ZD-Net
- ◆ <http://blogs.zdnet.com/Berlind/>
- ◆ Peter had a microphone
- ◆ John had a laptop with a good sound input

First attempt

- ◆ Laptop running W2K and Audacity
 - ◆ Mono microphone
 - ◆ Software box as microphone stand
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- ◆ OK sound, but hard to hear some members; input level too low

Second attempt

- ◆ Laptop with Audacity
 - ◆ Mono boundary microphone
 - ◆ Table as the microphone stand
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- ◆ Better sound, but the input level was still too low; it had to be digitally enhanced

Third attempt

- ◆ Laptop with Audacity
 - ◆ Nady MM-4 mini mixing console
 - ◆ Two mono boundary mics - Stereo!
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- ◆ Much better sound, can hear everyone clearly, input levels can be adjusted

How do we do it?

- ◆ Place the boundary mics in the middle of each table to catch both ends
- ◆ Hook the mics up to the Nady mixer, mix the channels and set the output levels
- ◆ Hook the master output from the mixer to the 'line in' jack on the laptop

How do we do it?

- ◆ Fire up Audacity on the laptop
- ◆ Set the input to 'line in'
- ◆ Adjust the input levels
- ◆ Click on the Record button
- ◆ Three + hours later click the Stop button
- ◆ Export the captured audio as a .wav file

Producing the audio files

- ◆ Fire up Audacity and import the .wav file
- ◆ Use Audacity to add some gain to increase the overall volume of the audio
- ◆ Select the audio from each part of the meeting and export it as a .wav file

Producing the audio files

- ◆ Convert the .wav files to .mp3 files at a 16K bit rate
- ◆ I currently use iTunes to convert the files because at the 16K bit rate it automatically blends the two channels into a mono file

Producing the audio files

- ◆ Listen to various parts of the .mp3 files to make sure that the files sound “OK”
- ◆ Use ftp to upload the files to my web site
- ◆ Send an email to Peter with the links...