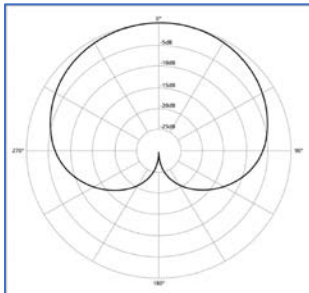
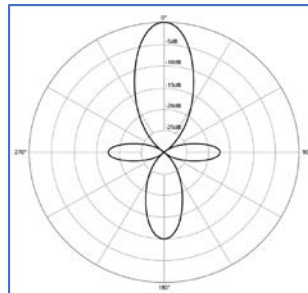


Sounds Like

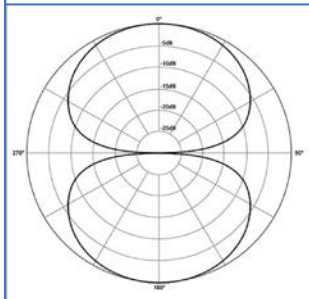
Microphone Pickup Patterns



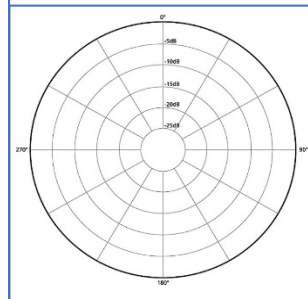
Cardioid



Directional



Bidirectional



Omnidirectional

Microphone Placement

Poor Placement:

- Flat on the table
- Attached to the witness
- Attached to your laptop

Good Placement:

- Approximately 12" to 24" in front of your laptop
- Elevated off the table

External Sound Cards

- Andrea USB-SA External Digital Sound Card
- Speechmatic USB Multiadapter

Working with Videographers

- Get a copy of their audio.
- Only hardwire a connection with them if you're also recording the room yourself.
- Connect a headset with them for clearer understanding of the proceedings.

Transcript Syncing

- Start and end times of each line need to match with timecodes.
- Small words are not an issue. Stuttering is an issue.

VoiceMeeter

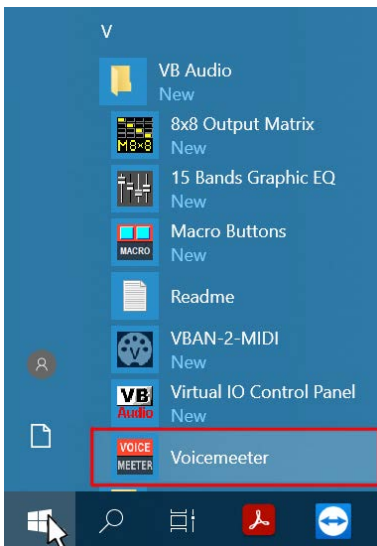
You find this software at www.VoiceMeeter.com. Donate for it.

Any hardware you plug into your system is considered “input,” i.e., a microphone or a headset with a mic on it.

The Virtual Input is any software program, like meeting software (Zoom or WebEx, etc.)

Then the hardware output is anything you’ve plugged into your system that you hear sound through, and it includes what’s going to be output into your “room recording.”

After installing VoiceMeeter, open it via the Windows button on the bottom left, and find it in your program list under “VB Audio.”



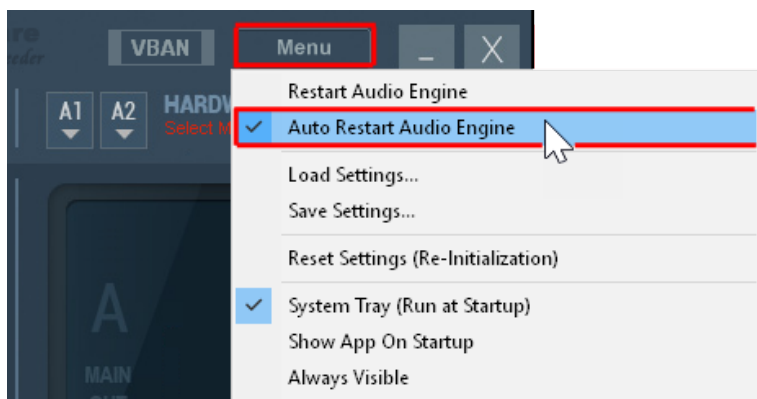
Setting it up:

In VoiceMeeter, Click “Menu”

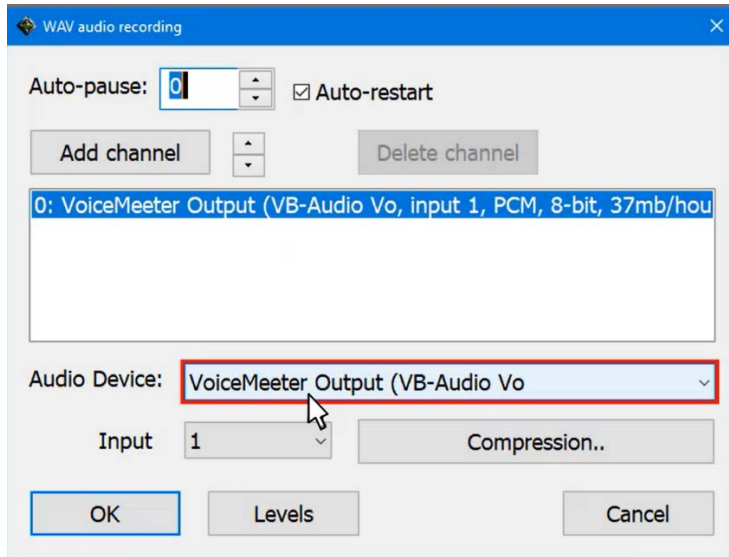
Check “Auto Restart Audio Engine”

Check “System Tray (Run at Startup)”

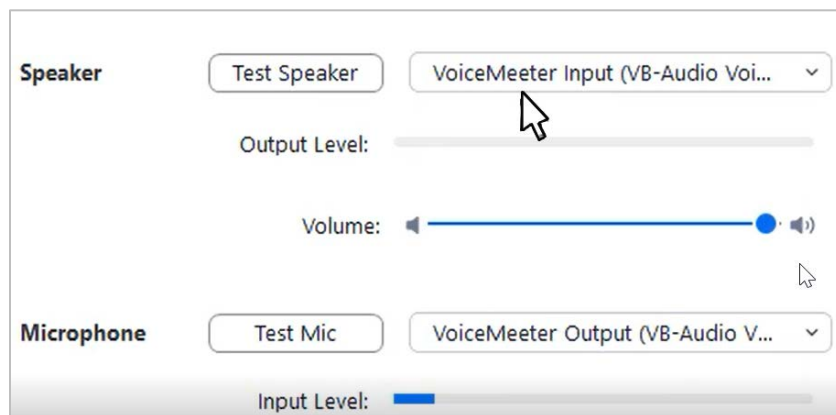
Check “Hook Volume Keys (For Level Output A1)”



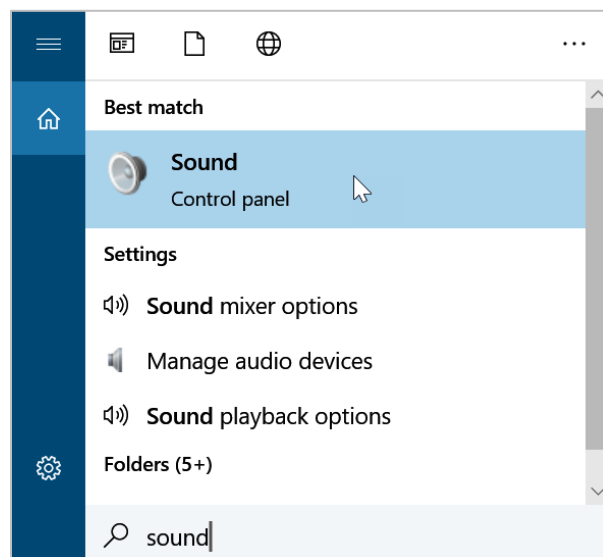
Go into each program that uses audio, and set up the program to use VoiceMeeter, like Eclipse.



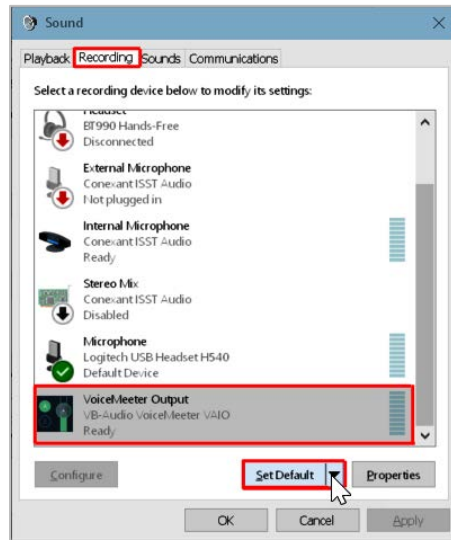
Go into your Zoom settings, or whatever meeting software you're using, and set up both the Speaker and the Microphone to use VoiceMeeter.



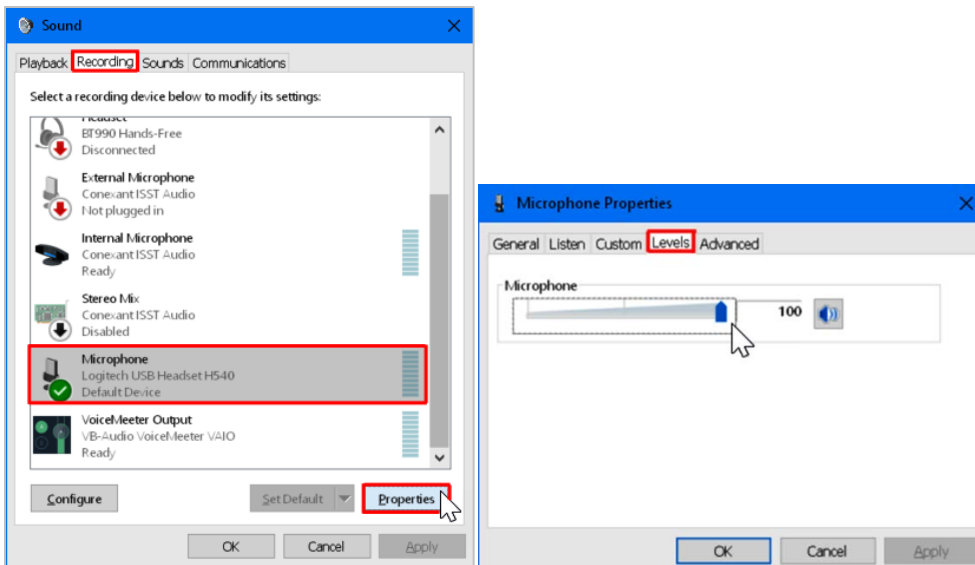
Search the word "sound" on your computer and open the Windows Sound Control Panel.



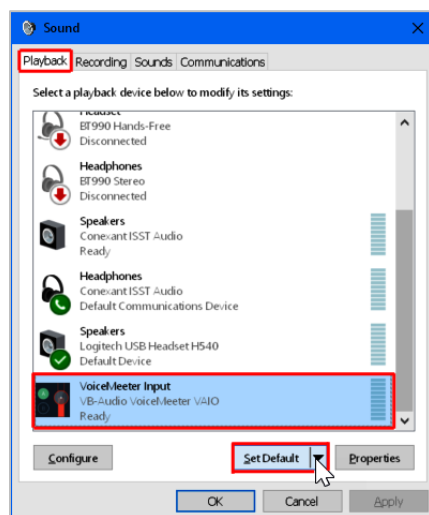
Go to the recording tab and make VoiceMeeter Output be the Default.



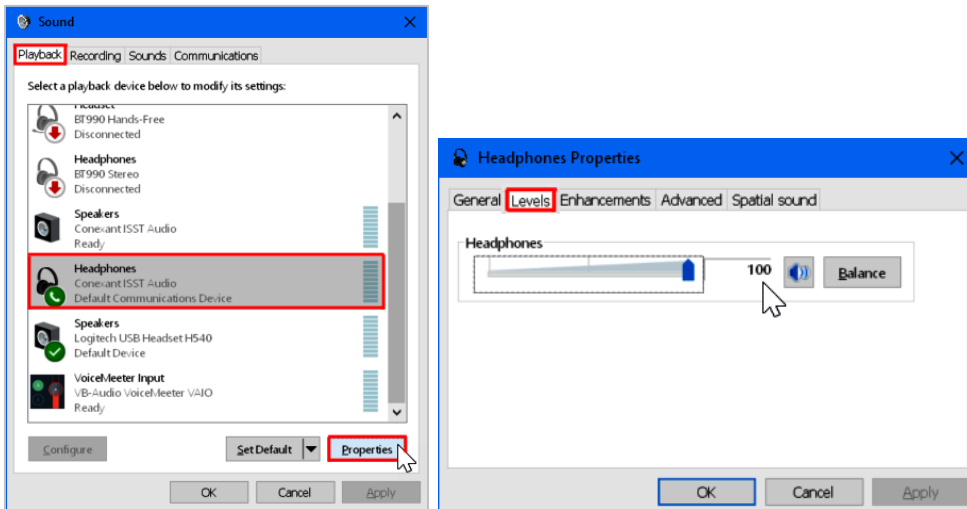
Then click on your microphone in the list and click Properties. Make sure the level for your microphone is 100.



Go to the playback tab and make VoiceMeeter Output be the Default.



Then click on your headset in the list and click Properties. Make sure the level for your headset is 100.



In VoiceMeeter, set up what each channel handles in terms of hardware. Drop the arrow down at the top of each channel, and you will see all of your available devices and drivers. The MME or WDM are the drivers being used. Try MME first. Do this for each Hardware Input Channel. Then do it for the Virtual Input, choosing the meeting software that you're using.



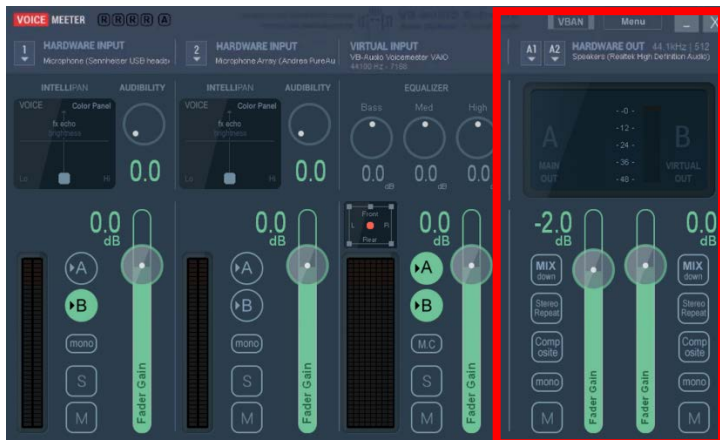
And when setting up the hardware for the output channel, on the right, you will have even more choices of devices and drivers. Again, try MME first, and be aware that you want to choose the sound card built into your laptop, like Realtek, which is a common one.

VoiceMeeter Board

On the left is the input, meaning sound that's coming into your computer, whether from a microphone (hardware input) or meeting software like Zoom (virtual input)



On the right is the output, meaning sound that's playing out from your computer and being recorded. There are two channels, A1 and A2, so you can set up earphones and speakers, if needed.



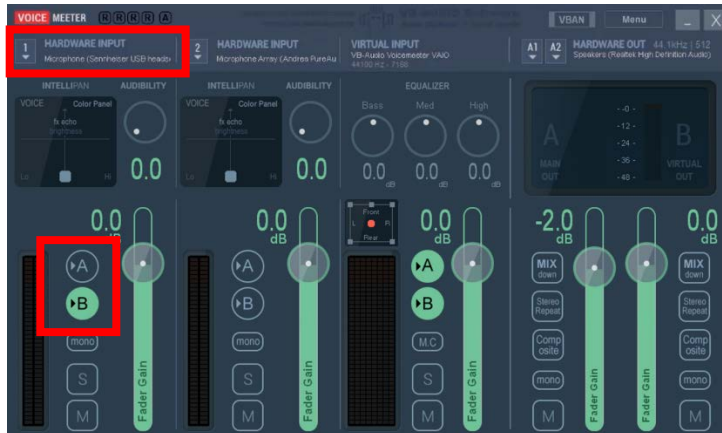
Every channel has an “A” item, both inputs and outputs, and this controls the hardware for recording and playback.



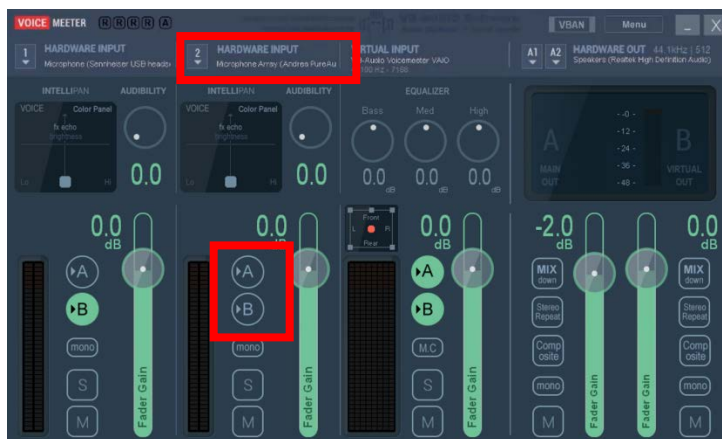
Every channel has an “B” item, both inputs and outputs, and this controls the software for recording and playback programs.



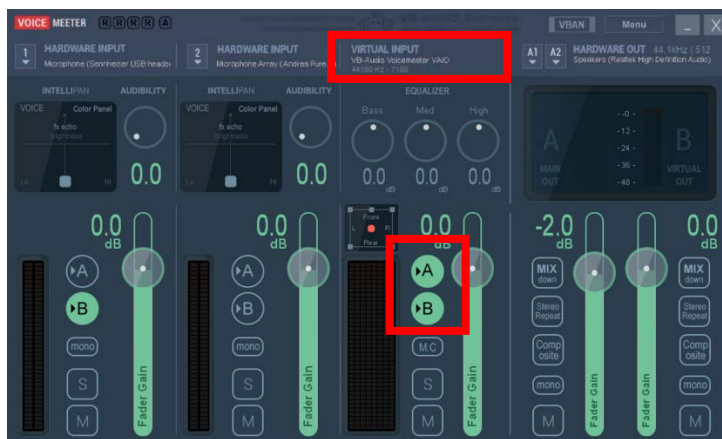
With “A” and “B,” control what inputs are recorded into your audio file. The microphone is set to “Off” via “A” so that what I say is not fed to my headset. I don’t want to hear myself talk. But “B” is “On” because I want my audio recording to have my voice in it when I speak to other participants.



With “A” and “B” both “Off,” if I’m a voice writer, I can keep my voice from being recorded in the audio file, as I don’t want my voice writing to be recorded over top of the room recording that I’m creating with VoiceMeeter.



Both “A” and “B” should be “On” for the virtual input to record everything said in the meeting software.



Each channel has an “M” button, which is the mute button. This will mute both “A” and “B” for a channel, which is good to do during breaks.

To hide the VoiceMeeter panel, use the Minimize button (_). Do not press the Close button (X) in the top right, or you will turn it off.