

HOW TO SET UP FOR A RIVERSIDE RECORDING

Here are a few simple steps that will help set up the recording on your end so we can get you sounding as good as possible.

BE IN A “SOFT” ROOM

Windows and blank walls will make the sound bounce back (reverb), so:

- If there is a big window in the room, please pull the curtains or move away from it.
- Consider choosing a room with carpet, couch, pillows and other soft materials.
- A bookshelf in the room also helps a bit to stop the sound from bouncing.

HOW WE MAKE YOU SOUND GREAT

USB MICROPHONE: If you happen to have a USB-microphone, please use that. If you don't have a stand/arm for it (and only a small tripod/stand), please place this stand on something (like a few books) so it's only 4-6 inches away from your mouth. And maybe on something soft so it doesn't touch the table directly (otherwise small taps on the table will be picked up).

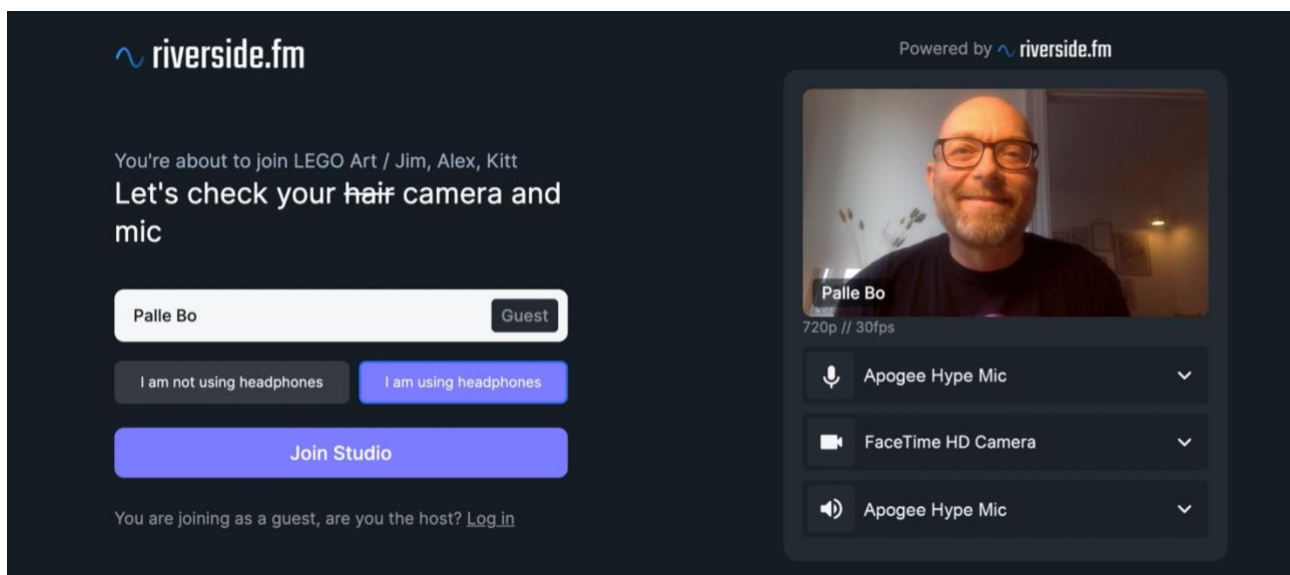
Connect in the USB cord from the microphone into your computer.

NORMAL HEADSET: The second best is a normal headset with a microphone on the wire. Plug that into your computer.

THE WORST OPTION: Please don't just use the microphone in the computer. It's normally good enough for a Zoom call, but for a podcast it makes your voice sound weak, and as if you're in a bathroom. And while it can be improved it's not possible to make it sound great. And I'm sure you want to sound awesome.

THE SOFTWARE

- 1) Open the Riverside link in Google Chrome (only works in this browser):
If you don't have it, you can download Chrome here: google.com/chrome/
- 2) Write your name.
- 3) Click “I'm using headphones” under name.
- 4) Click the microphone icon (under video) under the video with you and (from the drop-down menu) choose the name of your microphone or headphones for microphone.
- 5) The same for headphones.
- 6) Finally, “Join Studio”.



7) Then you get this screen, and we should be able to hear and see each other – like a normal Zoom or Teams call.



In this screen dump it's just me – but on the day we should all be there (like we're used to in Zoom, Teams etc.).

If there are any problems and you can't hear us, please write in the chat on the right side of the screen.
That's it. I'll take it from here.

DURING THE INTERVIEW

During the interview, I'll mute myself and turn off my video, but I'll still be monitoring, and you won't have to focus on anything technical so relax and have fun.

Please turn on notifications on your phone/computer and please remember to stay close to the microphone and not tap the table.

AFTER THE INTERVIEW

Once we're done you can leave the call but (and this is important): Please don't close the browser window, until you get a message on your screen that your files are uploaded and that it's safe to shut down.

Any questions please reach out.

Thank you,

Palle Bo

PODCAST PRODUCER