

Recording your audio:

You will need a device with a microphone. For some of you, that may be a desktop or laptop computer (Mac or Windows based) with a built in or accessory microphone. For others you will be using a phone or tablet. No matter how you record, the important thing is that you use headphones while recording, otherwise what you record will also have the sound of the instrument recording imbedded in your vocal recording and we don't want that. We only want to have your voice recorded. You will have to listen to the instrumental track from the website through headphones. For people recording on phones, you will need to use a second device in order to play the instrument track. As far as I can tell most recording apps do not allow you to simultaneously have an internet track playing in the background. I have more notes on this below.

I can't anticipate everyone's needs and systems. I have outlined a few scenarios below and used some standard integrated applications. You may have your own app or program to record from and that is fine. Use what you know and what you are comfortable with. Again, what is important is that you listen to the instrument track on headphones and record only your voice into your device.

The Lessons and Carols webpage identifies which verses you will want to sing (look at the song title header on the webpage). Please only record what is requested so I don't have to edit your files too much.

Lastly, give things a try on your own. Let's all work with Joy to the World for now so I can make sure that everything will work on my end once I get your files. Once I confirm, then you can progress through the material as quick as you would like. Look at my instructions, the tutorial links I have listed, and feel free to look at videos and other tutorials on the web if you are having trouble. If you still find yourself unsuccessful, let me know, but provide as much detail as you can so I can help troubleshoot remotely. If there is someone out there that classifies themselves as very tech savvy, I wouldn't mind a volunteer to assist with helping people out with their difficulties.

Thanks all

Some tips for recording in general:

- 1) Make sure there is little to no ambient noise. Choose a quiet room away from others and be aware of background noises (tapping, ruffling of clothing and jewelry, page turning, outside noises like planes flying over, lawn mowers, motorcycles driving by, etc.)
- 2) Also be wary of your own noises (lip smacking, deep breathing, sniffing, clearing of throat, etc...) that will also show up in the recording.
- 3) Listen to the file first. Have your verses ready, know what you are singing, practice a time or two, and make sure you know where the pauses and ritardandos are.
- 4) It is important you stay on tempo so that I can merge everything in easily.
- 5) It may take several tries to get it right. It doesn't have to be perfect, but remember if you sing a wrong note or are off tempo, I will have to remove that section of your recording when I merge things. If there are too many problems, I may have to drop your recording altogether.
- 6) Sing close to your microphone and at a good volume. The stronger your recording, the less apparent background noises will be.

- 7) If you are using your own app to record the audio, don't use any effect (reverb, delay etc..). I will add effects at the end.
- 8) Please note that it is possible I made mistakes in my recordings. If so, I apologize ahead of time. Please follow your written music. If I recorded the wrong note in your part, just sing the right note. If I played the wrong rhythm, sing the right one. Let me know about it, but realize I will only go back and change anything that is grossly wrong if I think it will cause problems downstream. I have lots of music to record and assemble.
- 9) All songs will have an intro of a few bars. It will be obvious. Wait until the intro is done to sing.
- 10) Listen to your recording before you send it to me.
- 11) Email me your completed file making sure your name and the song title is in your file name so I can keep track. If you have a choice of file size, use the higher quality file provided the file isn't too big. I can always reduce the file size myself, but I can't improve a low quality file. Emailing file sizes should be in the 1-10 Mb range, not 10-100 Mb. You will have problems emailing files that are too big.
- 12) Send your files to jchicca@mds-usa.com. I don't know how much storage I have in the church's email server.

Recording in Windows 10 (assumes your computer has a built in or accessory microphone).

Windows 10 has a built in App called Voice Recorder. Here are some directions on how to open and use the app:

<https://www.windowcentral.com/how-record-sound-using-voice-recorder-app-windows-10>

- 1) Open the choir website containing the instrument file in your browser.
- 2) Open the Voice Recorder App
- 3) In the browser, press play on the instrument file and quickly switch back to the voice recorder and press the record button.
- 4) When you are done recording, change the filename of the recording, listen to it, and then if satisfactory, email it me.

Recording in Windows 8 (assumes your computer has a built in or accessory microphone).

Windows 8 has a built in App called Sound Recorder and a program called Voice Recorder. You can use either I believe. Here are some directions on how to open and use the app:

<https://www.wikihow.com/Create-a-Sound-Recording-on-Windows-8>

- 1) Open the choir website containing the instrument file in your browser.
- 2) Open the Sound Recorder App
- 3) In the browser, press play on the instrument file and quickly switch back to the voice recorder and press the record button.
- 4) When you are done recording, change the filename of the recording, listen to it, and then if satisfactory, email it me.

On a Mac computer (assumes your computer has a built in microphone)

Disclaimer, I don't have a Macbook to try this out on. It is something I pulled partially from the web. Here is a good tutorial to look at. I'm assume the general method for the other systems will work the same way.

You can record using the built in Voice Memos app. Here is a tutorial

<https://support.apple.com/en-us/HT206775>

Or you can use QuickTime

<https://www.cleverfiles.com/howto/record-auido-voice-mac.html>

- 1) Open the choir website containing the instrument file in your browser.
- 2) Open the Voice Memo or QuickTime App
- 3) In the browser, press play on the instrument file and quickly switch back to your recording software and press the record button.
- 4) When you are done recording, change the filename of the recording, listen to it, and then if satisfactory, email it me.

Recording on an iPhone or iPad

The standard app built into the iOS is called Voice Memo. Unfortunately, I can't find a way to listen to sound from the webpage while recording to Voice Memo at the same time, so you will have to use another computer to listen to the webpage recording (through a headphone) while singing into the iPhone or iPad. There are other third party Apps that may allow you do it all on the iPhone or iPad, but I don't have an easy way to do this.

Here is a general tutorial on using the Voice Memo App

<https://support.apple.com/en-us/HT206775>

- 1) Open your listening device (a computer or a second phone or tablet other than the one you be recording to) go to the choir website containing the instrument file in your browser. Make sure you have your headphones plugged into the listening device.
- 2) On your recording device (iPhone or iPad) Open the Voice Memo App
- 3) In the listening device browser, press play on the instrument file
- 4) On the recording iPhone or iPad quickly press the record button in the Voice Memo App and start recording.
- 5) When you are done recording, change the filename of the recording, listen to it, and then if satisfactory, email it me.

Recording on an Android Phone

Again, I don't have an Android Phone, but I found this on the web. Again, I'm assuming you will need a second device to listen to the recording from. If you have trouble with this and you know a better way let me know and I'll update this file. Here is a tutorial I found online

<https://www.businessinsider.com/how-to-record-audio-on-android#:~:text=Open%20the%20App%20Drawer%20by,tap%20the%20Voice%20Recorder%20app.>

- 1) Open your listening device (a computer or a second phone or tablet other than the one you be recording to) go to the choir website containing the instrument file in your browser. Make sure you have your headphones plugged into the listening device.
- 2) On your recording device (phone or tablet) Open the Voice Recorder App
- 3) In the listening device browser, press play on the instrument file
- 4) On the recording Phone or tablet quickly press the record button in the Voice Recorder App and start recording.
- 5) When you are done recording, change the filename of the recording, listen to it, and then if satisfactory, email it me.