



FREEDOM PODCASTING

Pre-Interview Recording Preparation Process Document

1. **Begin this process 10 minutes before your interview**
2. **Close Out All Programs**
 - a. Supports with presence, focus and operating system issues.
3. **Plug in Your Headphones to the Computer's Headphone Jack**
4. **Plug in Recording Equipment to the computer's USB port**
 - a. For Extensive Instructions Visit: FreedomPodcasting.com/studio
5. **Open Piezo** - Skype Recording Software (FreedomPodcasting.com/piezo)
6. **Select Skype** as the Source On Piezo Program
 - a. Skype is already selected? Click Piezo's Record button to open Skype
7. **Record a Test Call** using Skype Test Call
 - a. Type "Test" into the search bar and call "Skype Test Call"
 - b. Record yourself speaking with their automated service and check you recording mp3 to ensure everything is working right.
8. **Call Your Interview Subject and Record the Interview**
 - a. While recording with your guest or interview subject, you can be reminded that the recording is working by checking to see the duration numbers are rolling along and the level needles are moving when you and your subject speak.
9. **Share your podcast via DropBox with the Freedom Podcasting Team**