

The background features three large, overlapping organic shapes: a light purple shape on the left, a dark green shape at the top right, and an orange shape at the bottom right. The text is centered within the purple shape.

Recording in Riverside

Step-by-Step Guide

Setup

 **Chrome** is required



Audio

- Use microphone [if available]
- Avoid using wired earbuds with built-in cord microphones
- If using a lavalier mic be mindful of clothes, hair, jewelry, etc brushing against it during recording



Headphones

- Wired headphones or no headphones
- Keep headphone volume low so it doesn't get picked up by mic



Video

- Wide horizontal shot - image will be versatile for both vertical and horizontal
- Camera at eye-level or slightly higher
- Background clean and uncluttered - matches show aesthetic



Lighting

- Use natural light when possible - facing window
- Artificial light - ring light is easiest / three-point for highest quality

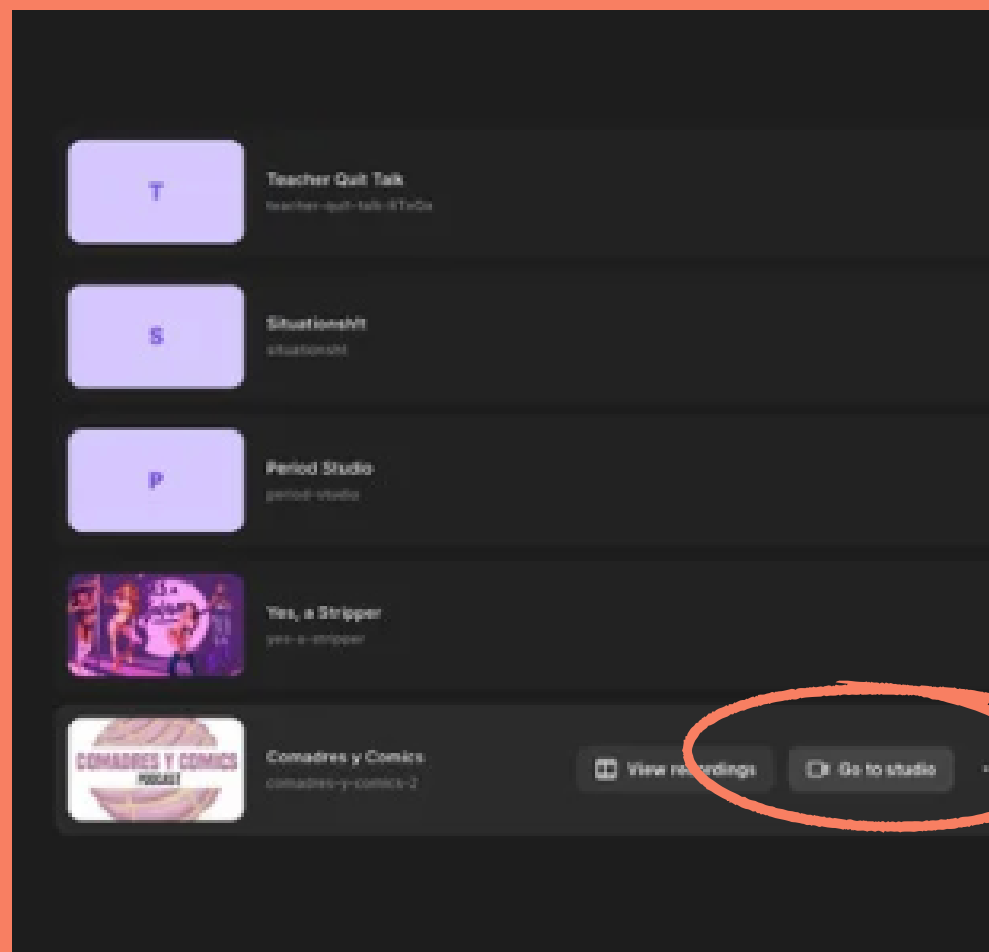


Camera Awareness

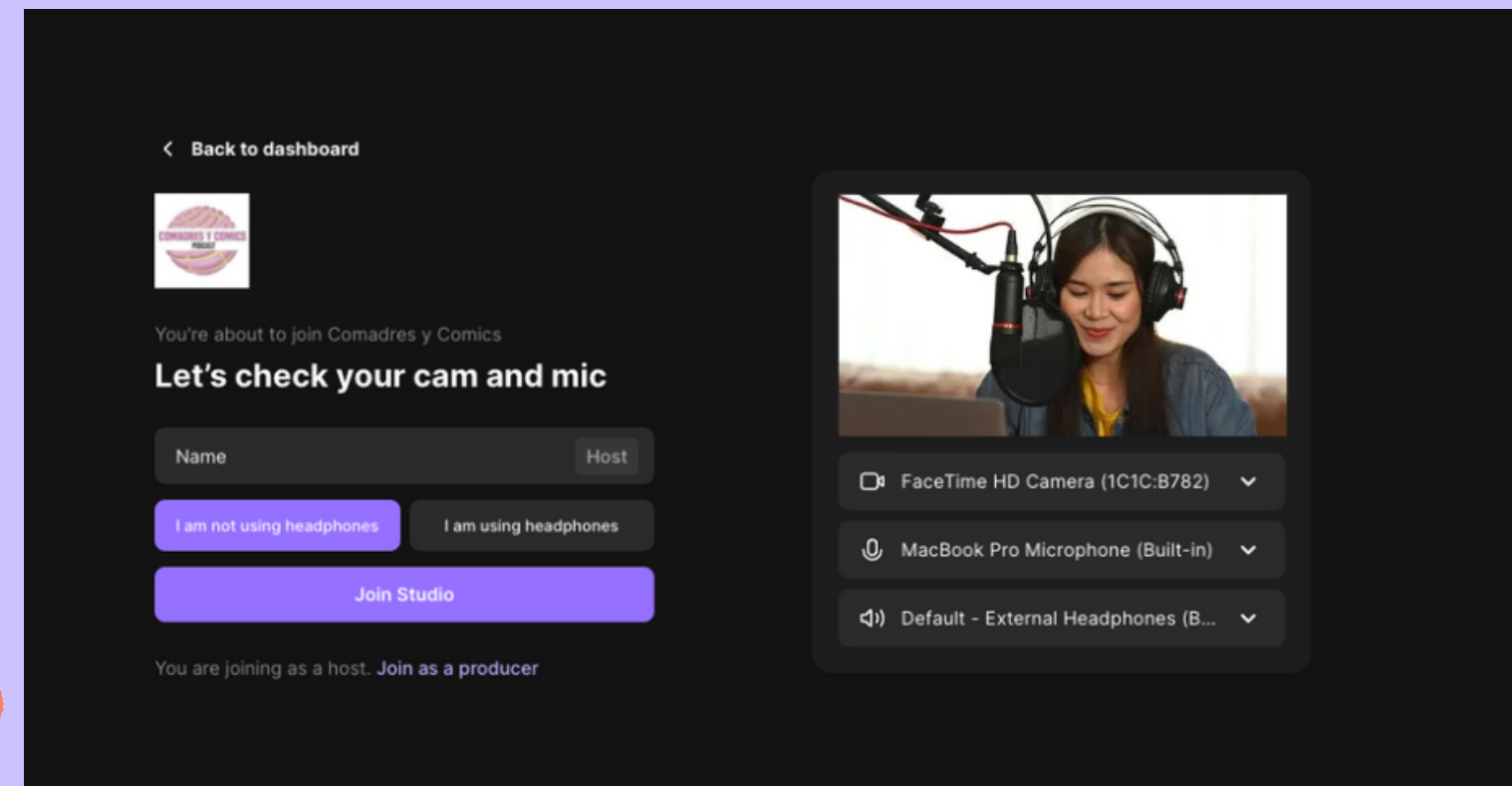
- Look in the direction of the camera (eye-contact can be corrected in post)
- Be mindful of facial expressions, body language, and hand motions



Navigate to Riverside.fm



hover over your podcast and
select “Go to Studio”



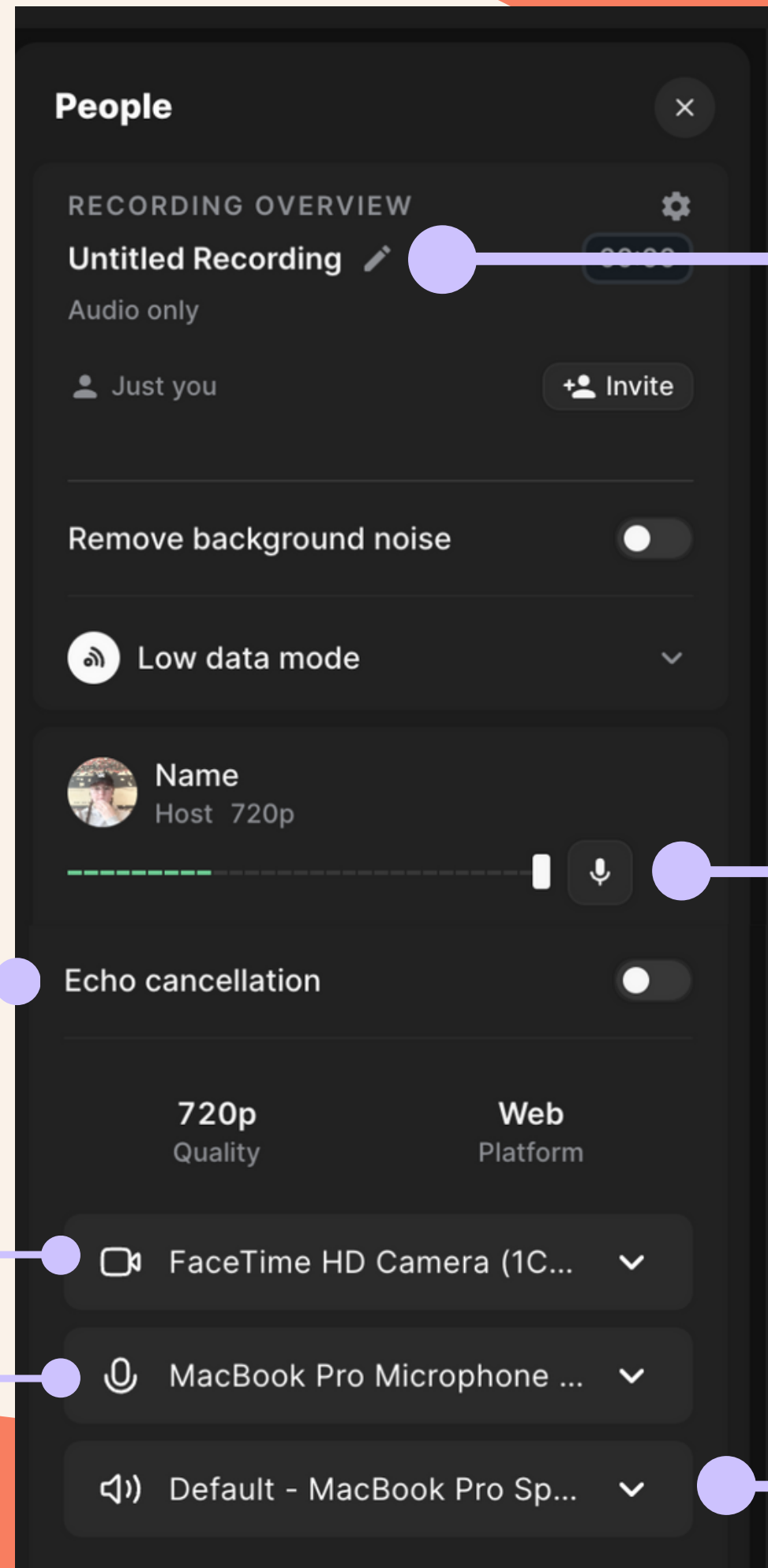
fill out your name, select whether
you’re using headphones, and
click “Join Studio”



use the marker tool to note
timestamps during the
recording

Check Input & Output

Settings Sidebar



name the recording

adjust headphone audio level

set to external headphones or built-in speakers

use echo cancellation if not wearing headphones

confirm that the make & model of equipment match here

Input & Output

Microphone picks up the sound of your voice and sends it INTO the computer



Input



Output



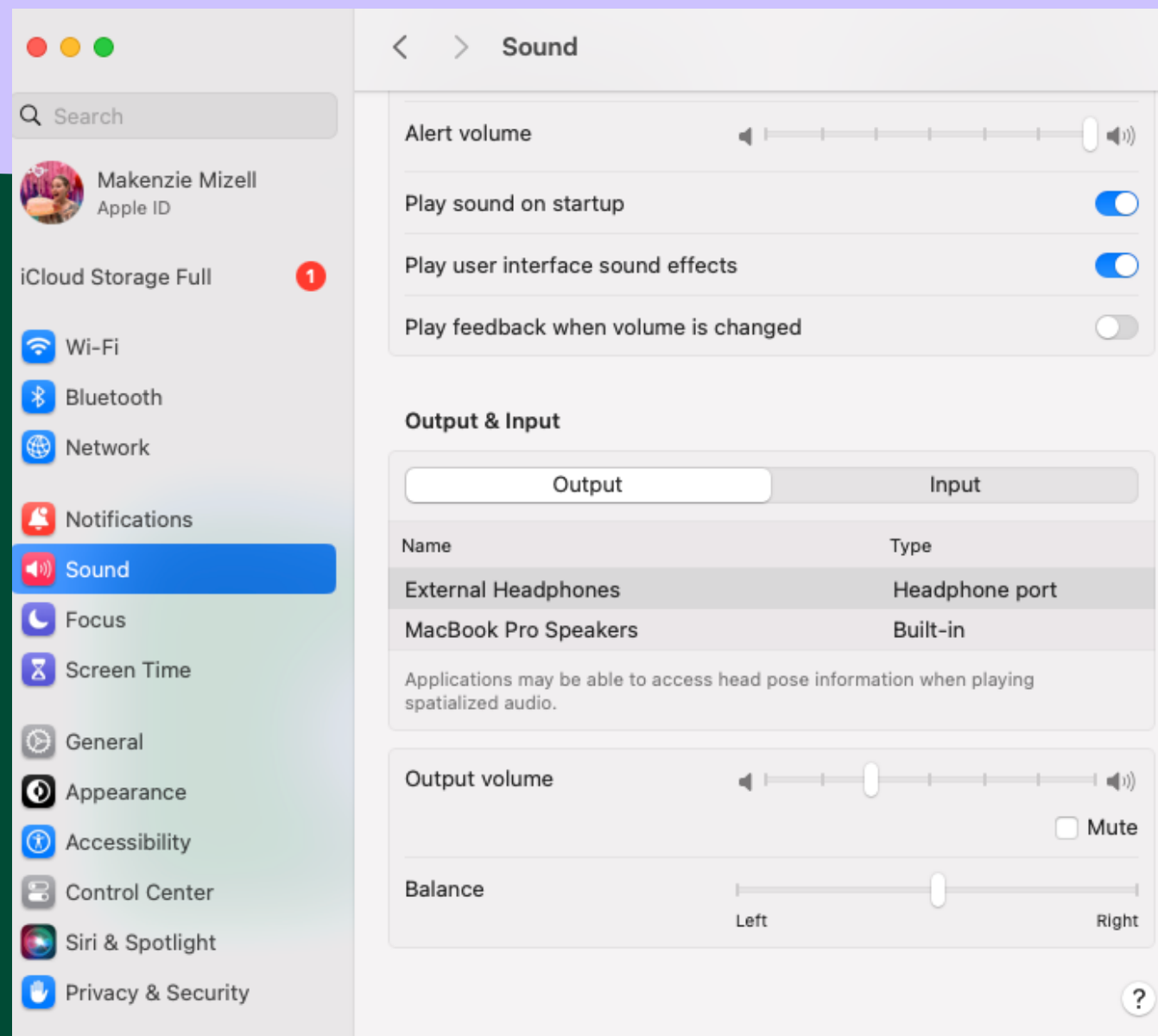
Audio comes OUT of your computer through the headphones or speakers

System Settings

You can control your computer's input & output sources as well as input level in your computer's system settings.

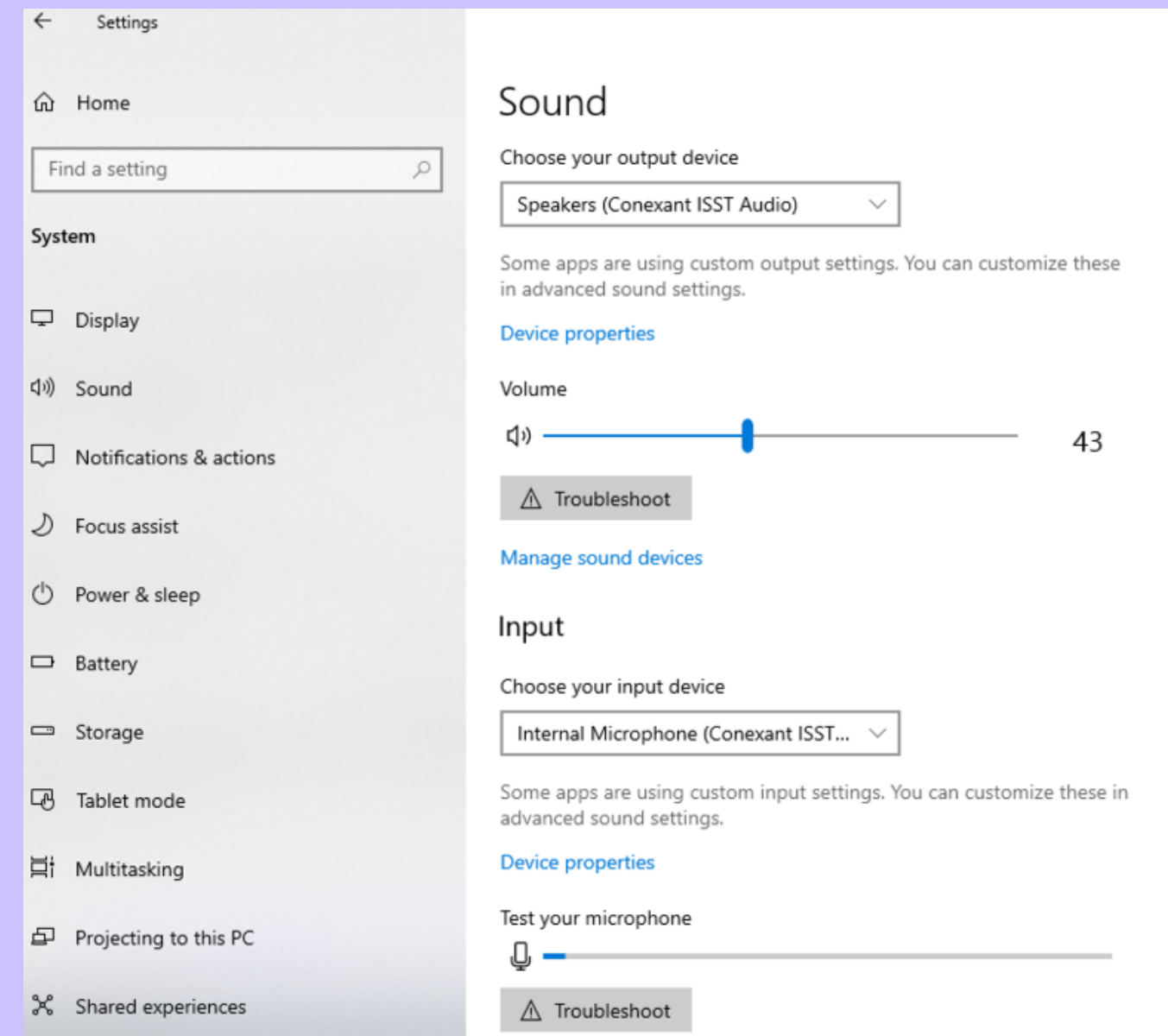
Mac

apple menu > system settings > sound



PC

start > settings > system > sound



Sound Check

Mic Placement: try moving the mic closer and further away to find optimal sound

Plosive Check: pronounce words with Ps to check for popping sounds

Dynamic Range Test: speak softly then loudly and look for distortion

Tip: say the ABCs

Background Noise: mute and unmute to sound check for background noises, such as fans, appliances, etc. - minimize or eliminate these sounds before recording

Levels

Ensure that all participants' audio levels are within the optimal range. If the loudest sections approach the red zone, reduce the input volume until it only reaches the yellow.

Aim low: the volume can always be raised in post but distortion is essentially impossible to fix



CLAP & ROOM TONE

3-2-1

CLAP!

all participants clap
together so your
producer can align
audio/video



SHHH

1-2-3

stay still and don't
breathe into the mic for
three seconds

Troubleshooting



close
unnecessary apps



restart
device



move closer to router
or use a wired
ethernet connection



record a test
segment and
listen to it



check that Riverside &
Chrome have
permission to access
your camera & mic



check computer's
input/output
settings

