



Recording a session for Kaleidoscope

Introduction

Kaleidoscope differs from ordinary sessions in that much or all of it is recorded at reader's homes, and the entire programme is put on to Dropbox and assembled by the techy at home and uploaded back to Dropbox to be included in the current week's memory sticks, or on separate sticks to go to the listeners. There is usually some different intro and outro music from the editor to be added to the programme.

Some of what follows is therefore only applicable should a return to the studio be made.

Intro and Outro Procedure

The editor usually adds the tracks to the other files in a Dropbox folder set up for the issue.

Dealing with the intro music

Check the overall level of the file and adjust as necessary. Trim to about 25 sec, or less, and fade out over 10 to 15 secs, if to be faded in to the voice. Otherwise, fade out over 5 to 10 secs.

Dealing with the outro music

If a fade in is required, create as needed, and use the technique in the general studio instructions for mixing with the voice. Otherwise treat as required.

Dealing with the pre-recorded tracks

The tracks will be supplied via Dropbox, in several formats, with varied qualities and levels. They therefore require cleaning up (removing silences, noises at the start and end, and sometimes other undesired noises, or electronic noise throughout). Wavepad has facilities for these operations. Ensure all tracks are at a similar level. Save them as .mp3 files at suitable quality.

They then need getting into the right order on the memory stick.

The simplest method is to rename the tracks in the style 'Track-0xx [space] original name' so that you simply collate the tracks into alphabetical order.

Appendix – dealing with intro/outro

If a fade into the voice intro is required then edit a fade onto the music in Wavepad, and then mix the result into the spoken track in the usual way for the weekly news. The following seems to work for the **Intro** -

- * Open Wavepad, and open the music file from the memory stick
- * Save As... a different file name to a temp folder, or the memory stick
- * edit to the desired length, and resave

- * for the **Intro** highlight about the last 25 secs
- * click on the Effects menu, and look for Fade... or Fade out... (depends on the Wavepad version)
- * If offered options, opt for 'linear' (usually the default), and 'fade out'.
- * Click OK, and check it sounds OK. If not, undo and try again.
- * Save again
- * Use as in the instructions for the weekly intro music addition. If the normal 33 sec space doesn't work well, undo and adjust to suit.

For the **Outro** we need a fade in and probably a fade out should the whole piece not be wanted. Less than one minute overall length is enough. So proceed as follows –

- * Open Wavepad, and open the music file from the memory stick
- * Save As... another different file name to a temp folder, or the memory stick
- * edit to about 45 secs length, and resave
- * highlight about the last 10 secs
- * click on the Effects menu, and look for Fade... or Fade out... (depends on the Wavepad version)
- * If offered options, opt for 'linear' (usually the default), and 'fade out'
- * Click OK, and check it sounds OK. If not, undo and try again.
- * Save again
- * Now highlight the first 15 seconds
- * click on the Effects menu, and look for Fade... or Fade in... (depends on the Wavepad version)
- * If offered options, opt for 'linear' (usually the default), and 'fade in'
- * Click OK, and check it sounds OK. If not, undo and try again.
- * Save again
- * Use as in the instructions for the weekly outro music addition. If the normal 7 sec highlighting doesn't work well, undo and adjust to suit.