

How to record a podcast in Fidelidade Studio

Step 1: Schedule Fidelidade Studio

To schedule the Fidelidade Studio by sending an email to events@novasbe.pt. Realize that the sooner you send the email, higher the chances of getting the time and date that best suits you.

Step 2: Install Audacity and Voicemeeter

Ensure that Audacity and Voicemeeter (both have free versions) are installed on your computer. Audacity will allow you to record, Voicemeeter will help you manage the microphones. Download Audacity from [here](#) and Voicemeeter from [here](#)

Step 3: Connect USB Microphones

1. Look for this microphones in the boxes near the window. Fidelidade has 3 microphones like this, only 2 are working. Luckily, that's the amount you will need.
2. Plug in the USB microphones to available USB ports on your computer. Ensure they are recognized by your system.



Step 4: Configure Voicemeeter

1. Open Voicemeeter. You will see a virtual mixer with 2 Hardware Inputs and 1 Hardware Output.
2. In the upper-left corner of each Hardware Input, select your USB microphones as hardware inputs in MME (e.g. MME: Microphone (High Definition Au))
3. Adjust the gain sliders for each microphone to set the desired input levels.

Step 5: Configure Audacity

1. Open Audacity and go to "Edit" > "Preferences."
2. In the "Devices" tab, set the "Recording Device" to "Voicemeeter Output" or a similar option (without loopback).
3. Click "OK" to apply the changes.
4. Make sure that while each microphone is used the top bar at your right is coloured. If you speak to the microphone and it displays red, it is better to reduce the gain slider in Voicemeeter.

Step 6: Start Recording

Start recording by clicking the main "Record" button (the red circle) in Audacity.

Step 7: Save and Export

1. After recording, stop the recording by clicking the square "Stop" button.
2. Save your project using "File" > "Save Project As..." and choose a location on your computer.
3. To export the final podcast episode, go to "File" > "Export" > "Export as MP3".

Step 8: Send to Professors

Send both the Audacity File and the MP3 file to your respective TA, by email.