

# News Recording

How to record for the WRBB news team!

- [How to Record News](#)

# How to Record News

These should be all the steps you need to record news in the studio!

1. Open the control panel on the desktop by double clicking the item.



Recycle Bin



STUDIO  
CONTROL



Google  
Chrome



VLC media  
player



PSAs



REAPER (x64)



control panel

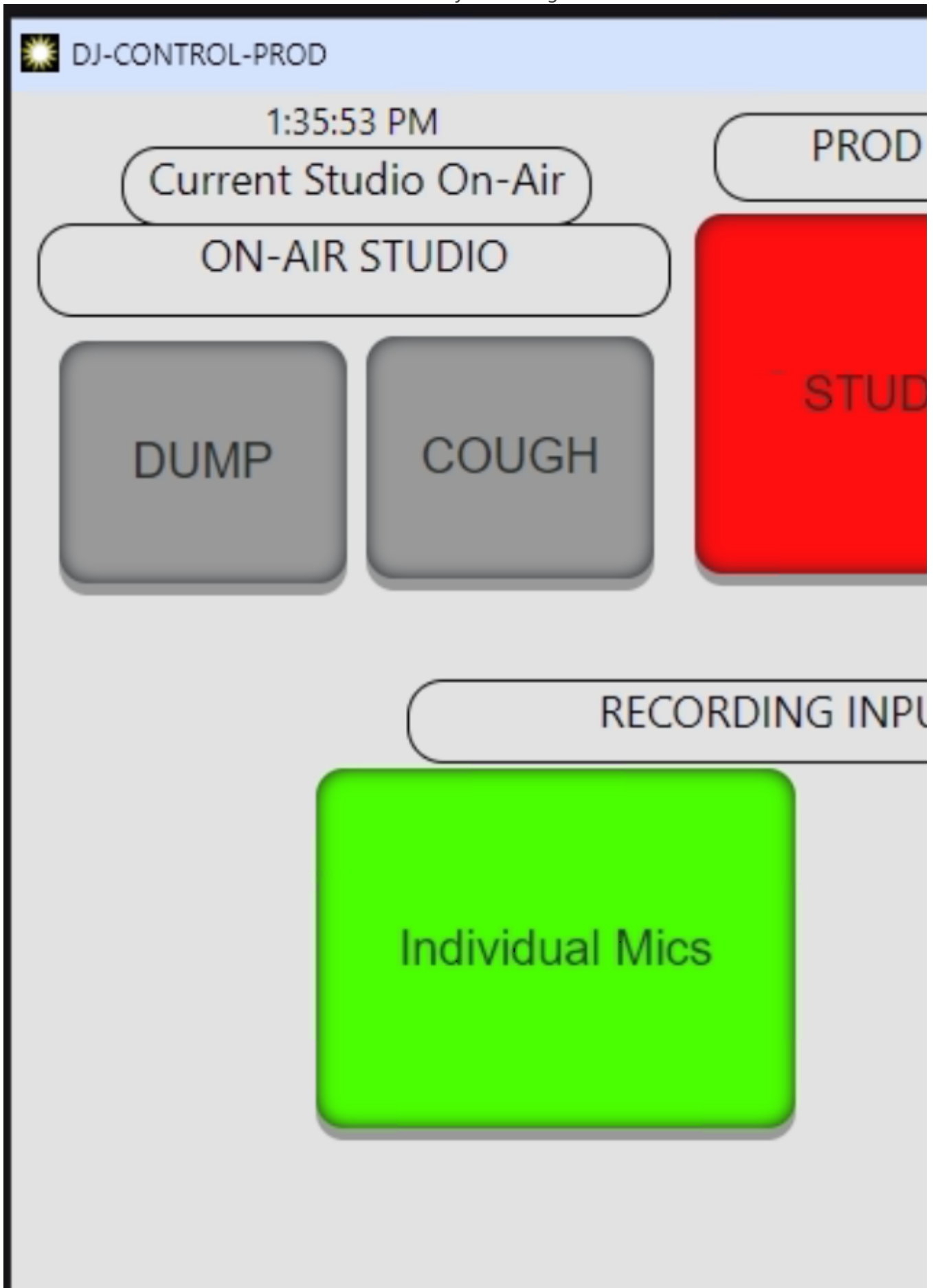
dashboard/forms

play psas

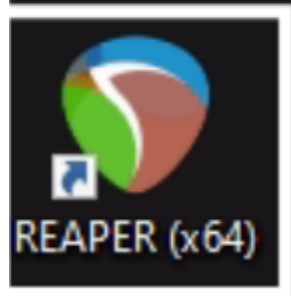
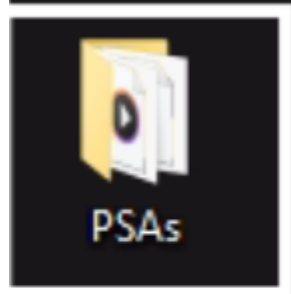
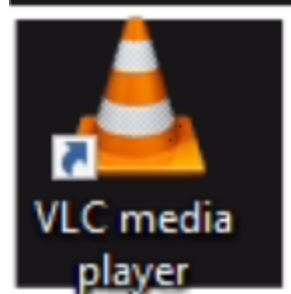
psa folder

reaper (recording

2. Select the "Console Mixdown" button and verify it turns green.



3. Open Reaper by double clicking it on the desktop



control panel

dashboard/forms

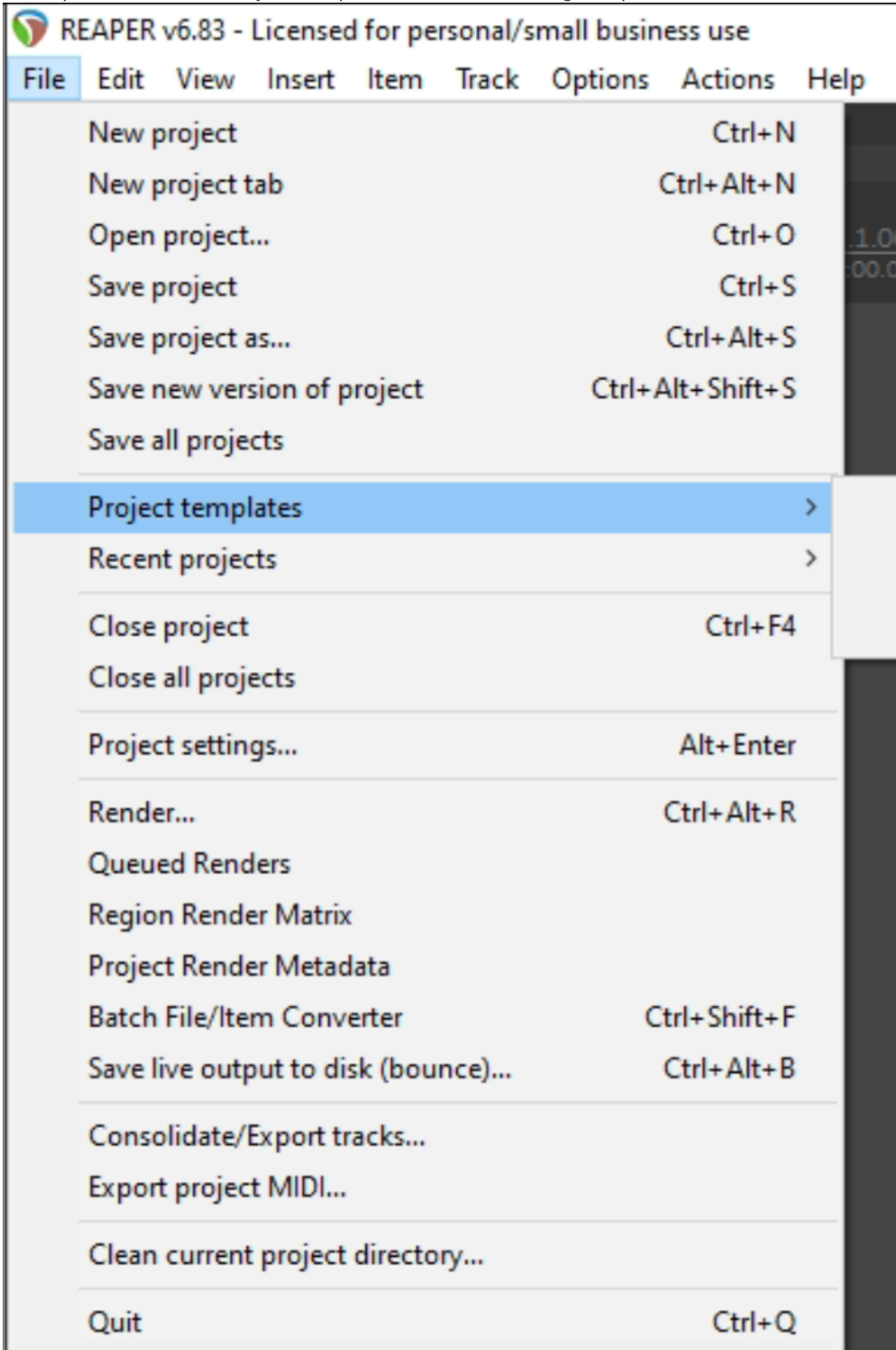
play psas

psa folder

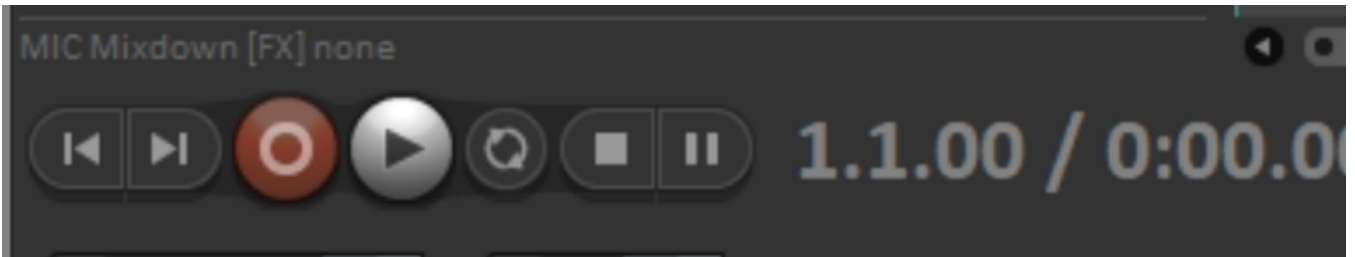
reaper (recording



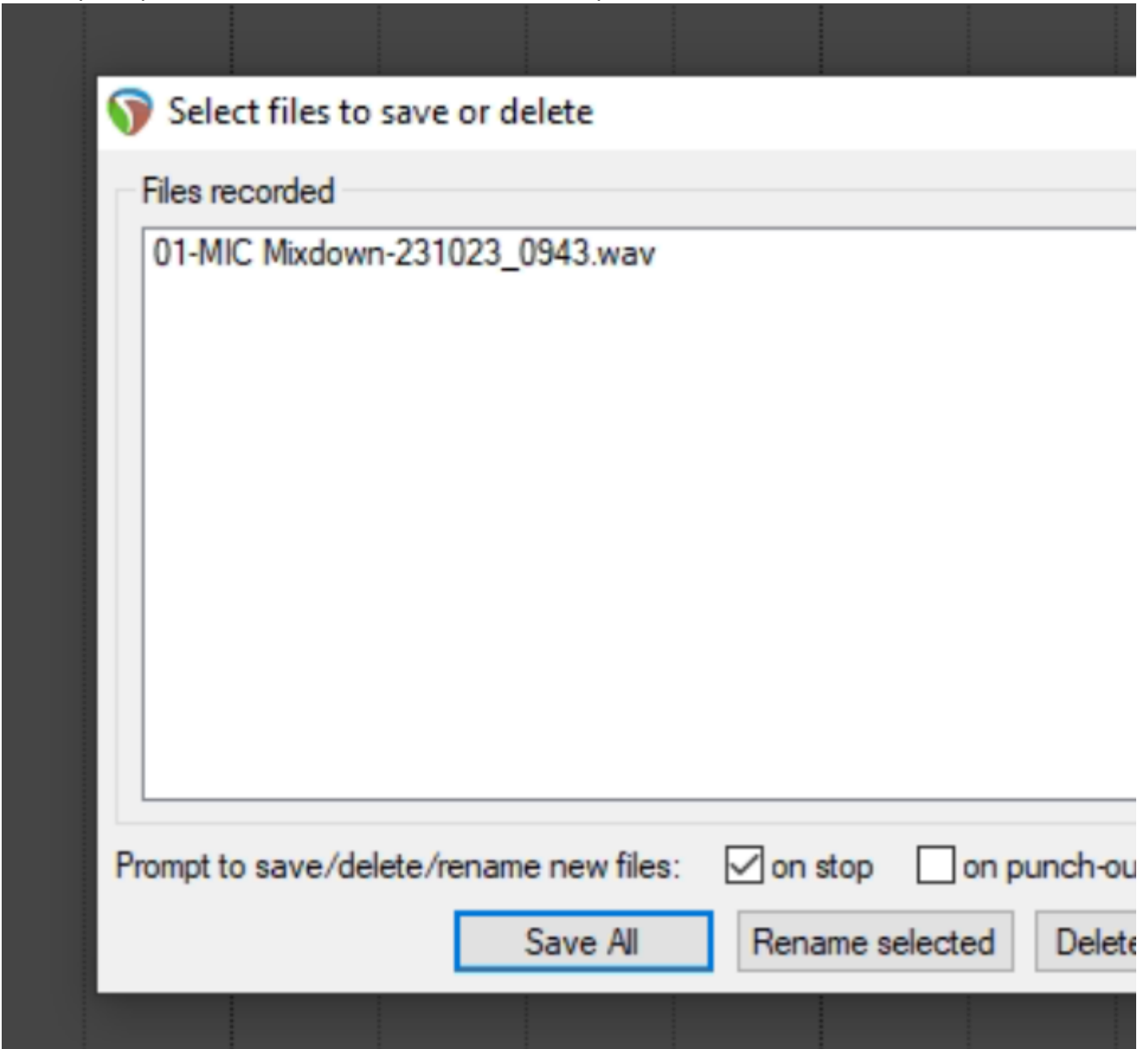
4. In Reaper, select File > Project Templates > News Recording Template



5. Turn on all of the mics you are using and turn the faders all the way up on the physical console. When talking, you should see the level meters moving there and on reaper.
6. Record your track using the red record button (control-r). When done, press the stop button.



7. When prompted to "select files to save or delete" press "save all"



8. When you're happy with your recording, press File > Consolidate/Export Tracks and match the settings shown below exactly. The file should be exported to the NEWS/TO-AIR folder so we can schedule it for playout. **Note: if you're recording a podcast for sports change the folder to Z:\PODCAST\SPORTS**



## Consolidate Tracks

### Consolidation Settings

☒ Entire project ☐ Time selection ☐ Custom: Tracks

Start: 0:00.000 End: 0:03.472 Length: 0:03.472 ☒ All

☒ Ignore silence shorter than 30 seconds (can cause multiple files)

Sample rate: Auto Hz Channels: Auto

Resample mode: Sinc Interpolation: 192pt

Consolidate to: WAV

WAV bit depth: 24 bit PCM Large files: Auto WAV/RF64

☒ Write BWF (best) chunk ☐ Include project filename in BWF data

Do not include markers or regions ☐ Embed tempo

Export MIDI as: ☒ reference in .RPP file (for export to REAPER only) ☐

Consolidated filename: \$date\$hour

### Output

Output consolidated files to directory:

Z:\NEWS\TO-AIR\

☐ Update project with consolidated files

☐ Save new project as:

Z:\NEWS\TO-AIR\consolidated.rpp

☒ Save current project before updating project

Process

9. Close reaper and chose no when prompted to save the project.



REAPER Query



Save unsaved project before closing?

Yes

No

Cancel