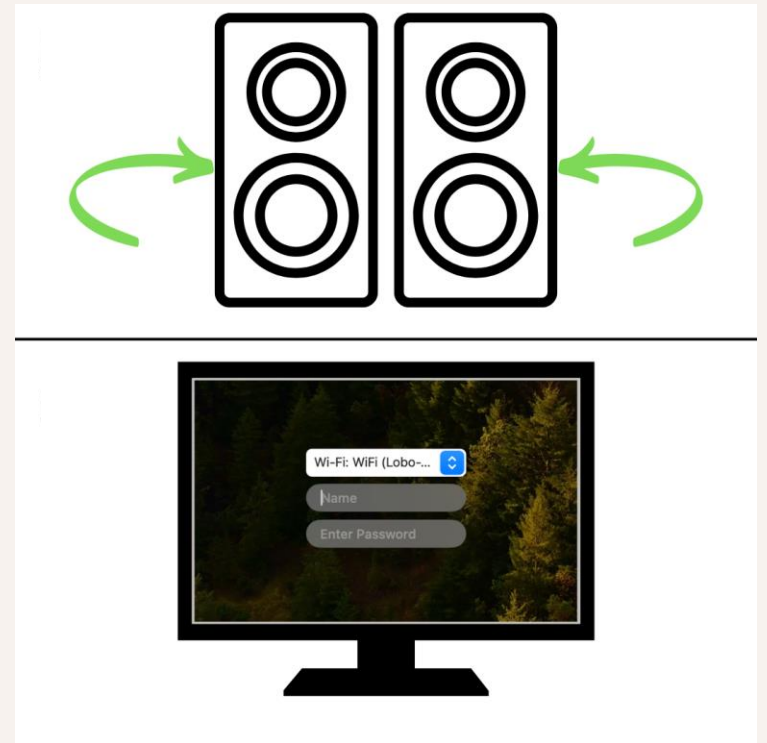
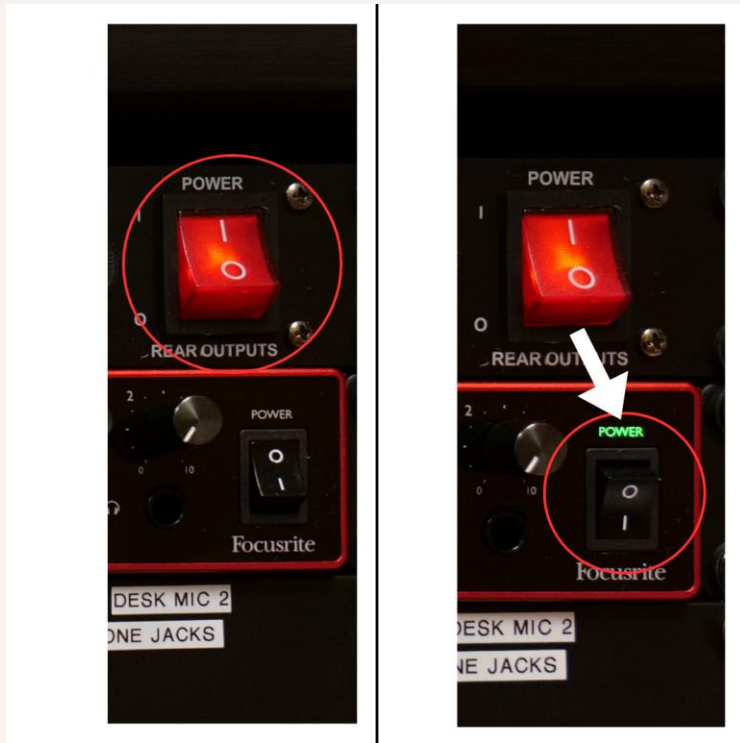


# Podcast Studio Instructions

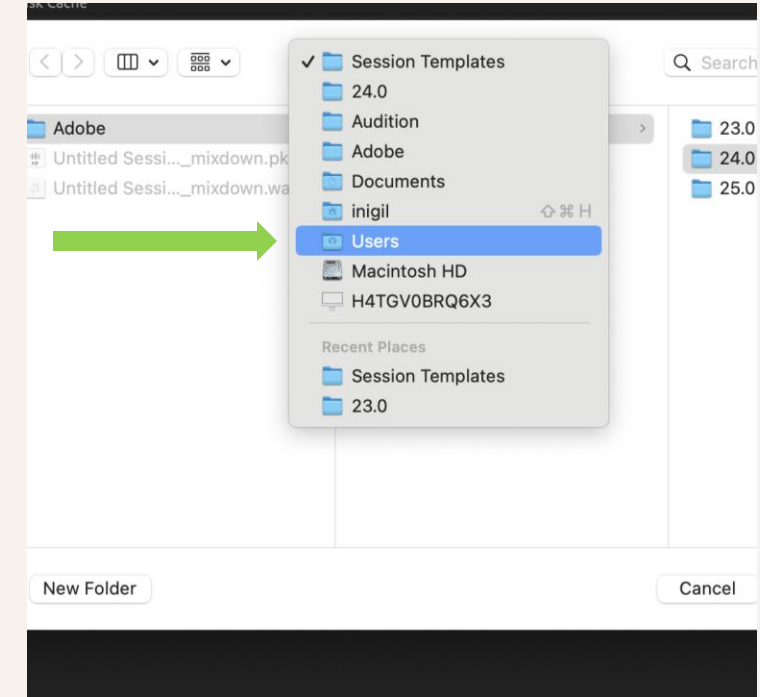
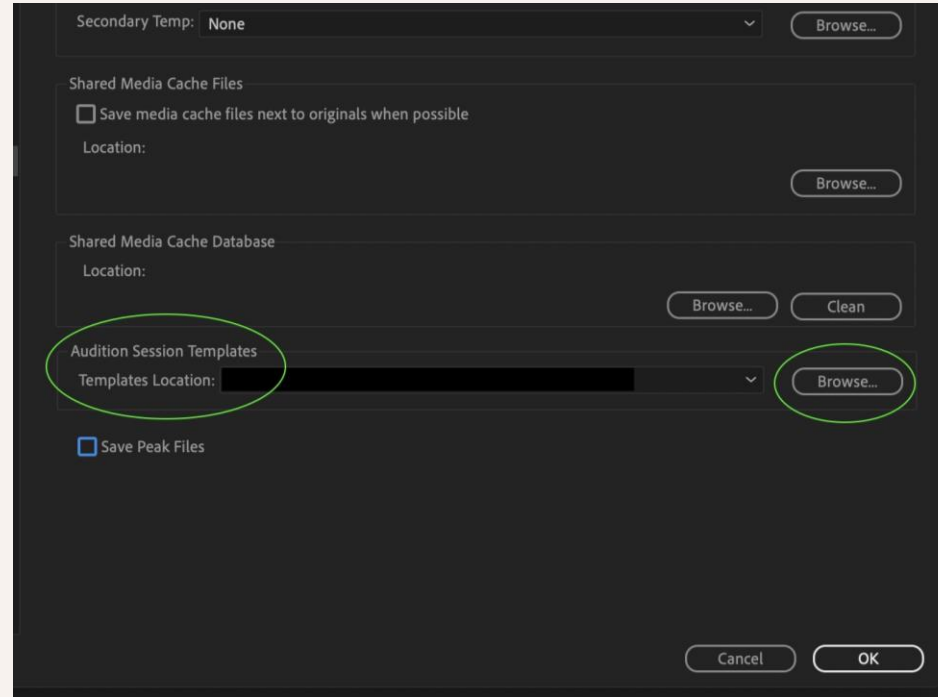
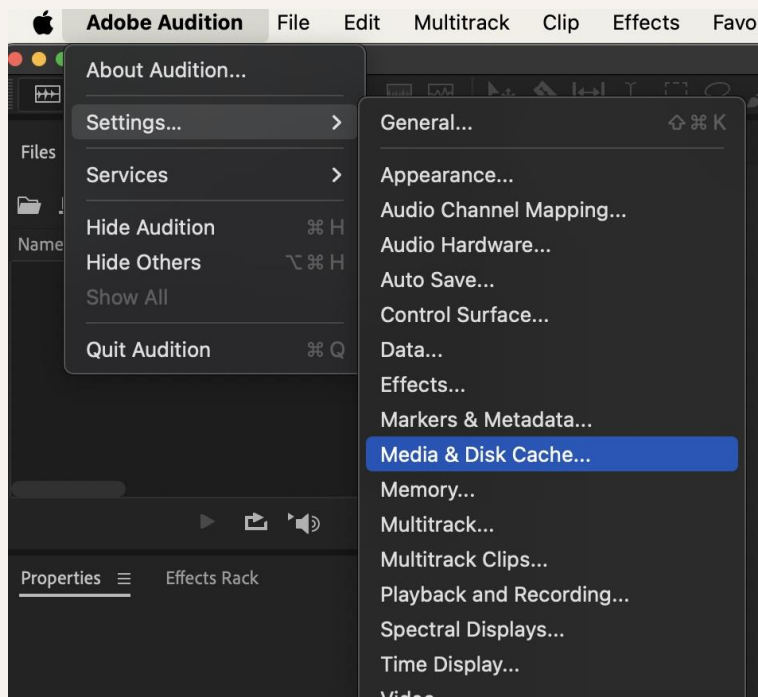
LAST UPDATED:  
1/27/2026





# Startup Instructions

- Before starting, make sure all knobs are set to zero.
- Plug in your headphones according to the microphone you will be using.
  - Ex. Desk Mic 1 - Headphone Jack 1 or Table Mic 3 - Headphone Table Jack 3.
- Turn on the power strip.
- Next, turn on the audio interface.
- Turn on the monitors using the switches located on the back.
  - DO NOT change the volume levels on the monitors.
- Log in to the computer using your UNM Net ID and password.



# Startup Instructions

- Open Adobe Audition.
- Click Adobe Audition at the top of the screen to access settings.
- Click "Media & Disk Cache"
- Under Audition Session Templates, find Templates Location and select "Browse..."
- Change the folders tab at the top to Users

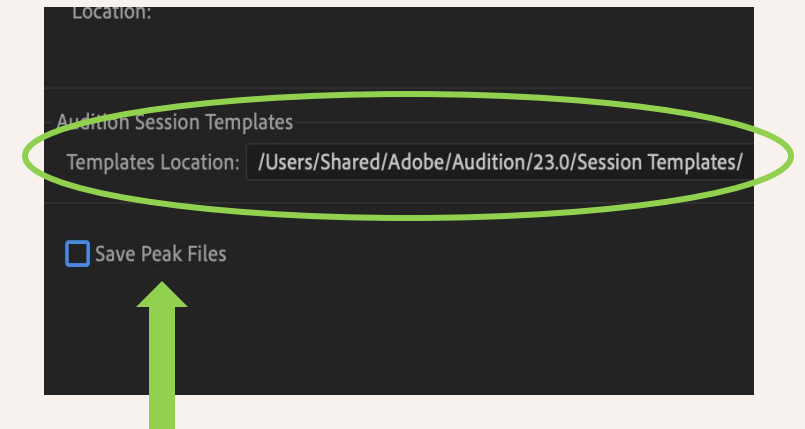
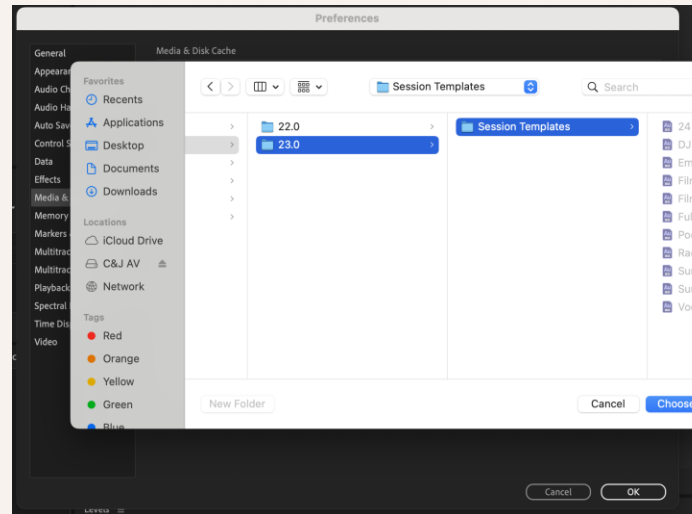
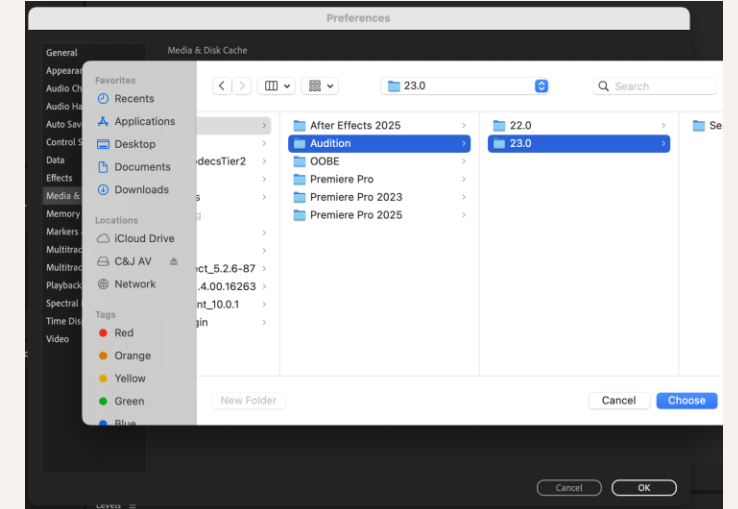
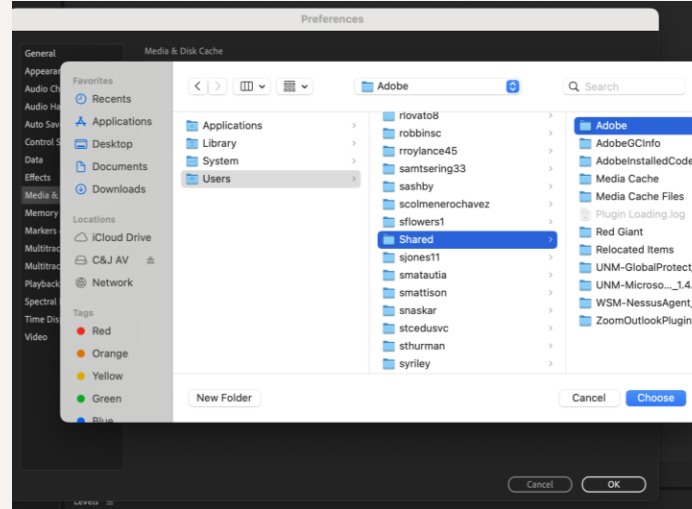
# Startup Instructions

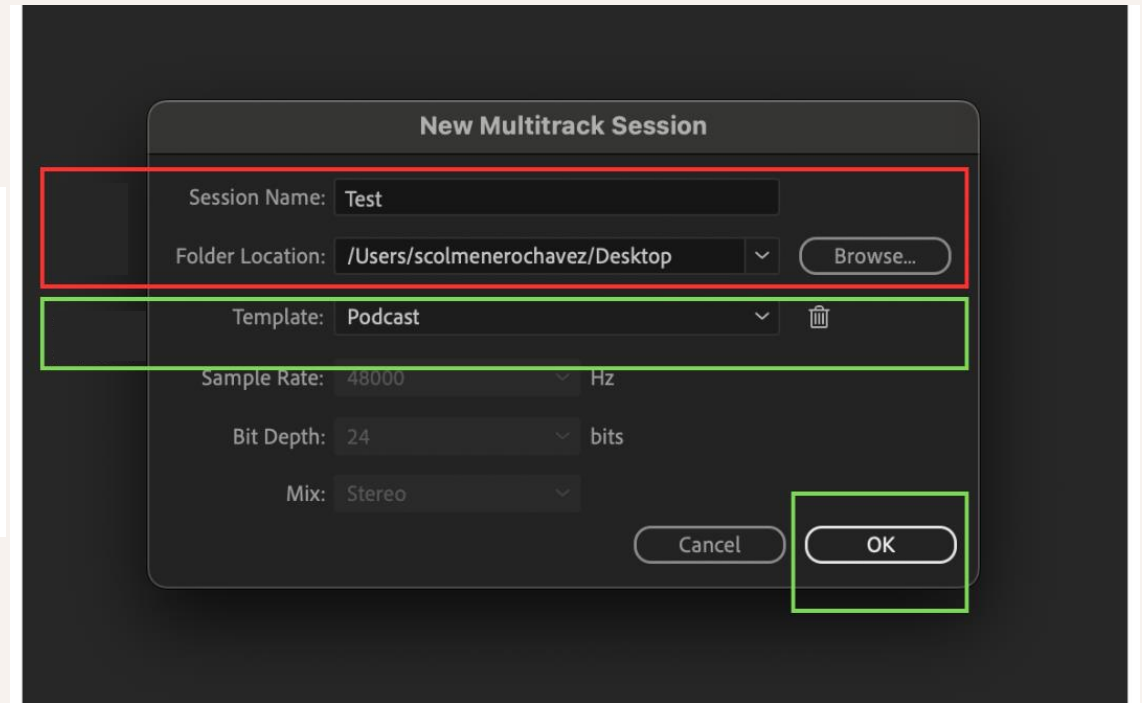
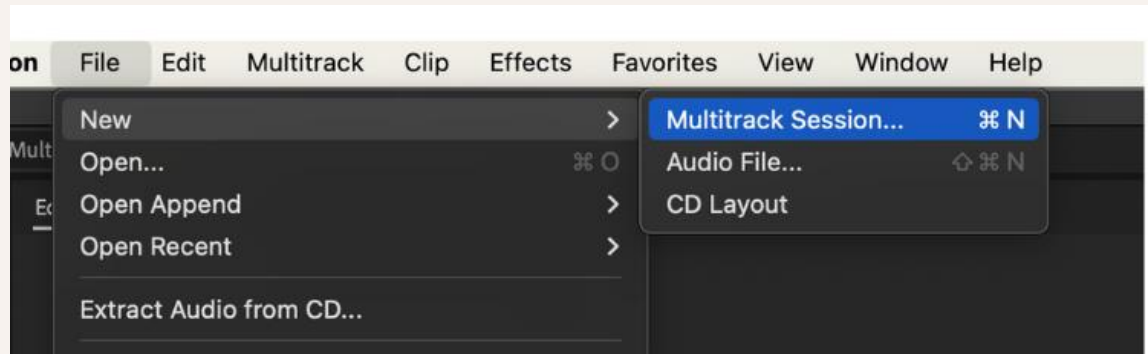
- From the Users folder, scroll and click the following folders:
  - Shared
  - Adobe
  - Audition
  - 23.0
  - Session Templates

The Templates Location should be:

`/Users/Shared/Adobe/Audition/23.0/Session Templates/`

- Uncheck "Save Peak Files"



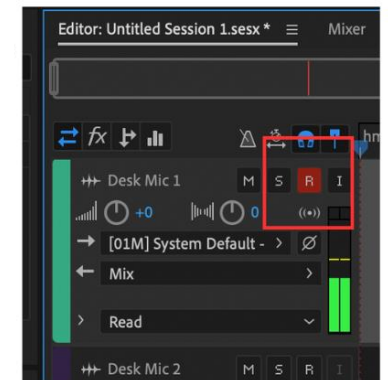
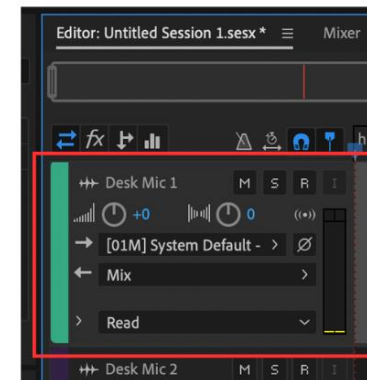
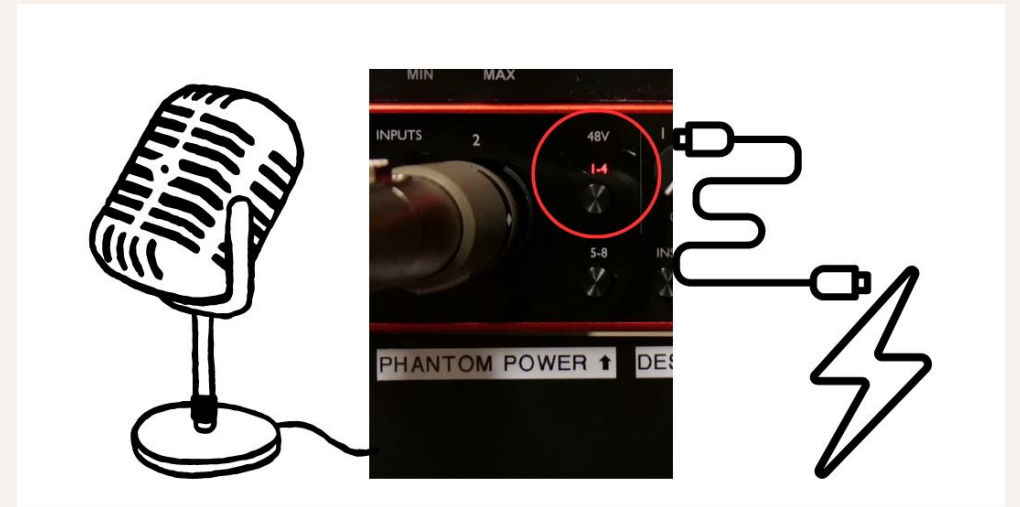


# Startup Instructions

- Select "File - New - Multitrack Session".
- Name your session and select which folder you want to save your project in.
  - Recommended: Desktop i.e. /Users/unmnetid/Desktop or an external hard drive like an SD card i.e. /Volumes/SDcard.
- Select "Podcast" from the Template section and click "OK".

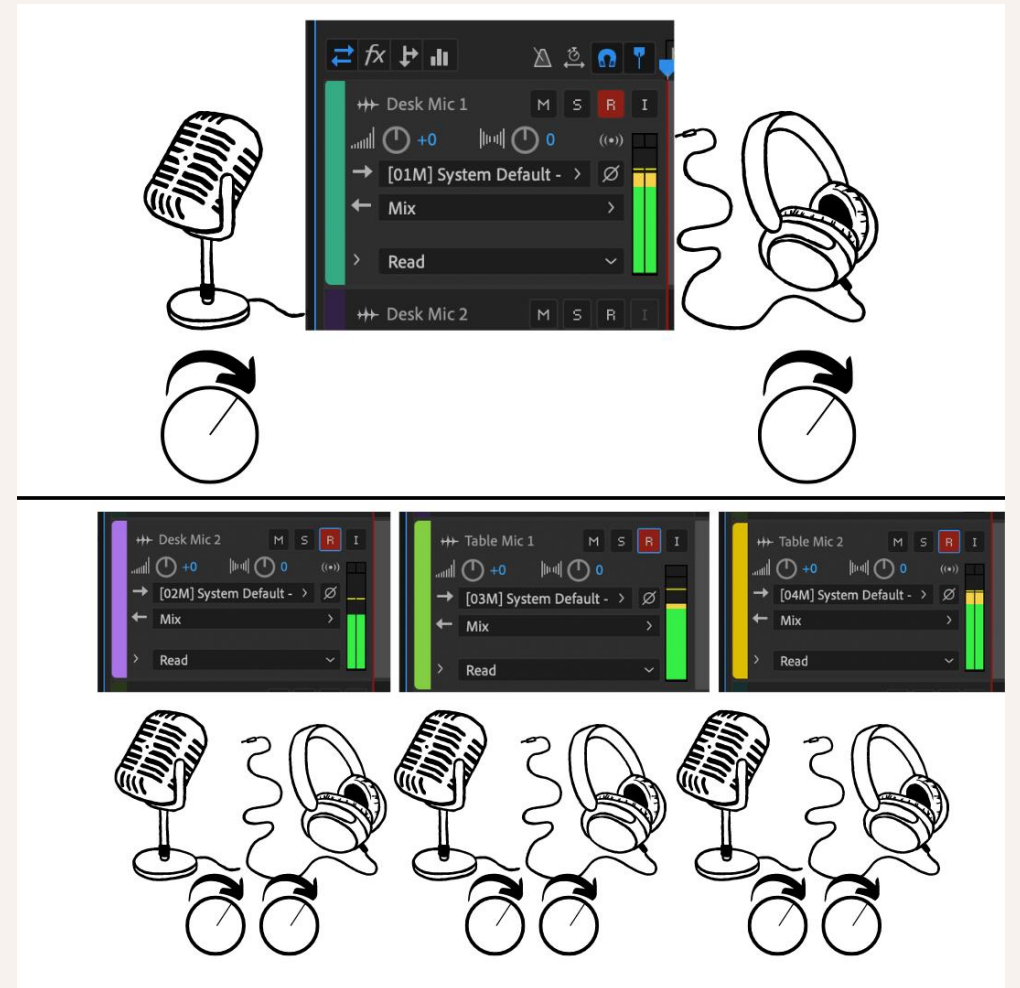
# Startup Instructions

- Turn on the microphone(s) device that boosts its audio signal by pressing on the Phantom Power buttons.
  - Note: Phantom Power is sectioned by 4 inputs; the first 4 microphones are sectioned by the first button, and the last two are sectioned by the second button.
- Click on the audio track according to the microphone you will be using.
  - Each microphone is labeled either as "Desk Mic 1 or 2" or "Table Mic 1, 2, 3, or 4".
- Select "Recording Enabled" [R] for your audio track.
- Select "Input Tracking" [I] for your audio track.



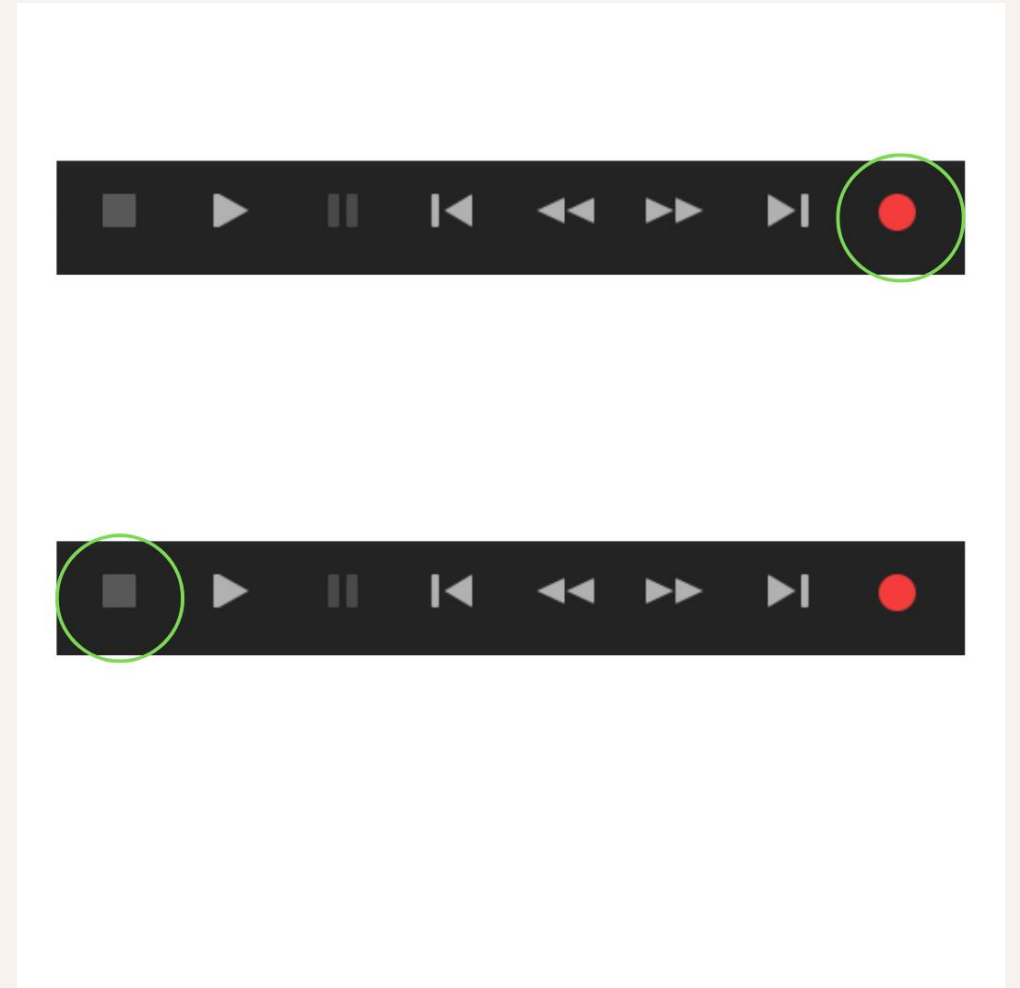
# Startup Instructions

- Turn up the knob according to your microphone and audio jack until:
  - Audio input reaches -12 to -8 db (about high green or mid-yellow levels).
  - Headphone audio levels are to your liking.
- Follow the same steps for other guests.



# Recording Instructions

- After your gear is prepared, hit "Record" on Audition.
  - The Record button is the red dot.
- Stop the recording by pressing "Stop".
  - The Stop button is the white square near the record button.



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# Recording Instructions

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- Once you are finished recording your session, convert your tracks to Stereo by:
    - Clicking one track at a time
    - Click 'Waveform' at the top-left corner
    - Click 'Favorites' at the top menu bar, then select 'Convert to Stereo'
    - Go back to 'Multitrack' at the top-left corner
    - Repeat for all recorded tracks
-

# Playback Instructions

Playback your track to ensure your recording's been captured via the following:

Headphones:

- TURN OFF your microphone BEFORE playing back your audio track(s) to prevent feedback.
- Keep the same audio level you used during recording.
- Drag the slider to the beginning of your session. (You can also click "Move Playhead to Previous").
- Press "Play" on Audition.
  - The Play button is the triangle.



# Playback Instructions

Playback your track to ensure your recording's been captured via the following:

Monitors/Speakers:

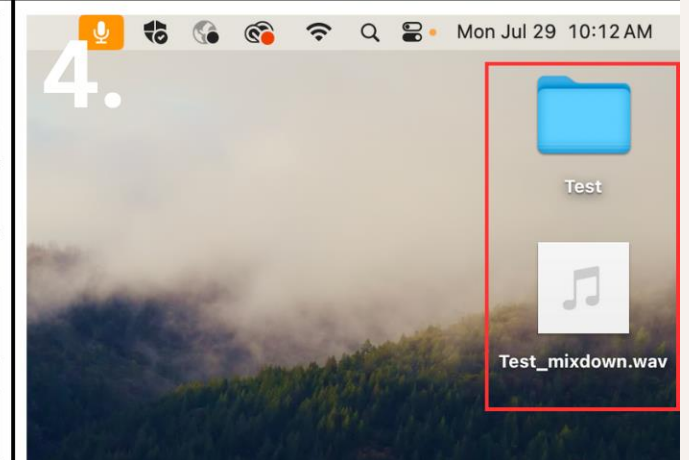
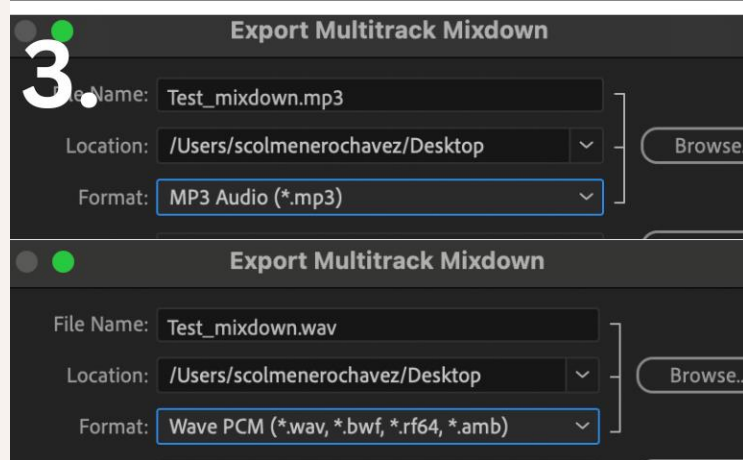
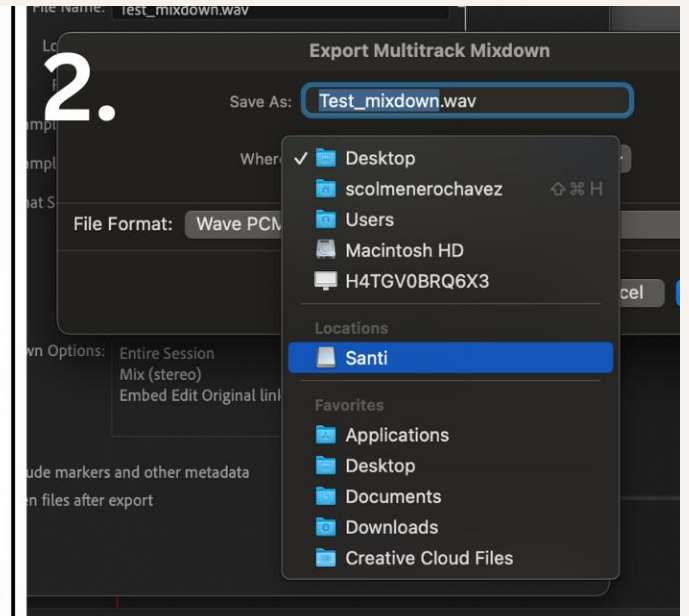
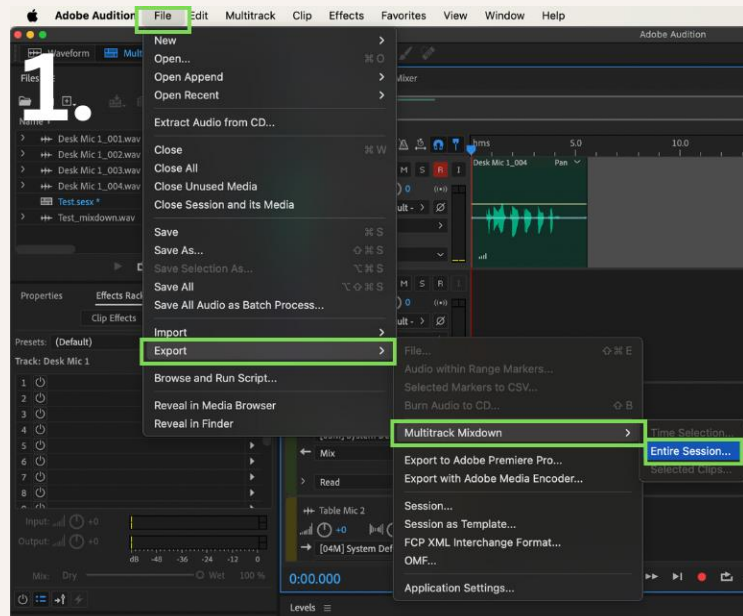
- TURN OFF your microphone BEFORE playing back your audio track(s) to prevent feedback.
- Unplug your headphones.
- Drag the slider to the beginning of your session. (You can also click "Move Playhead to Previous").
- Press "Play" on Audition.
  - The Play button is the triangle.
- Slowly increase the monitors' volume level until adequately sound while playing your session.



# Exporting Instructions

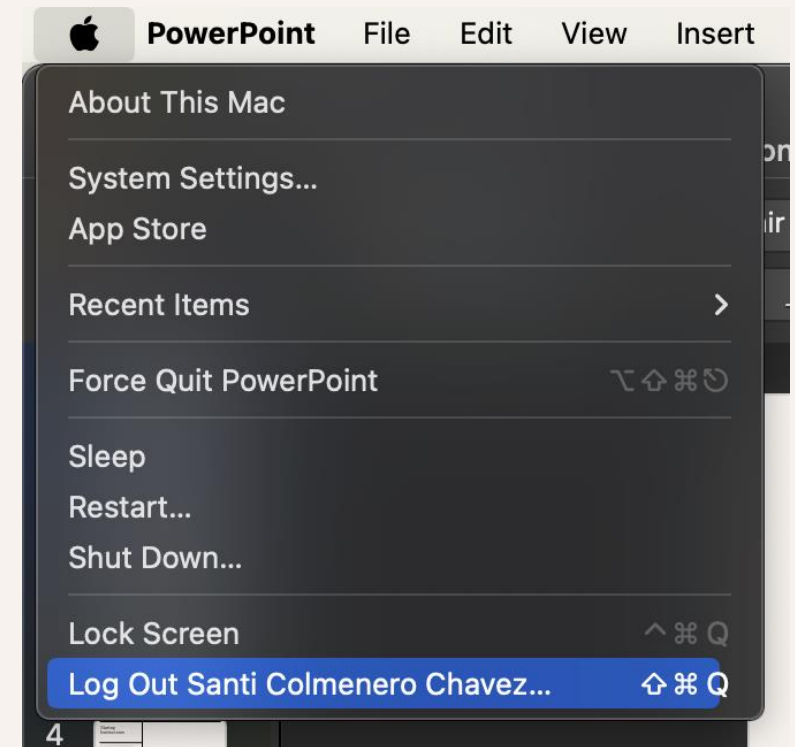
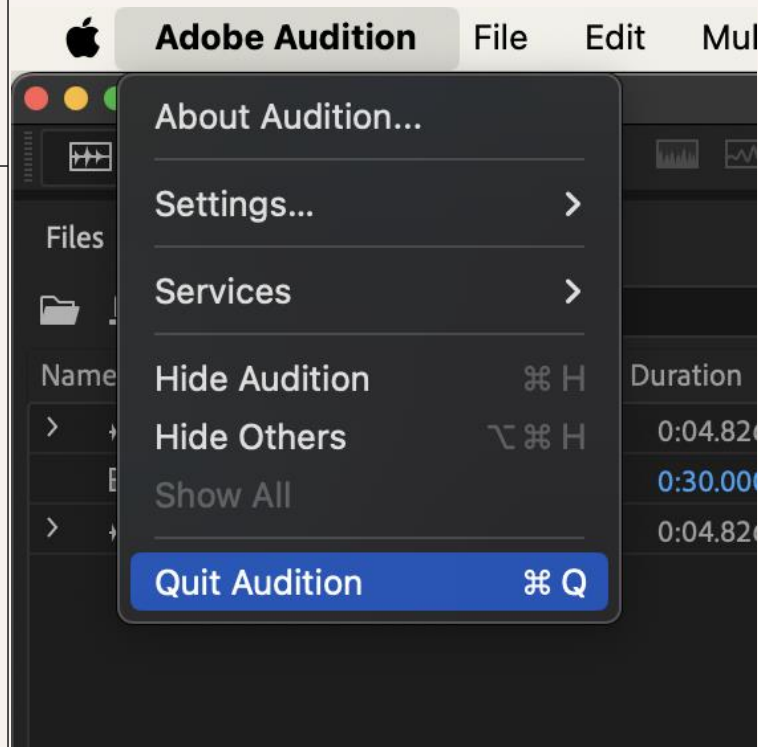
After you are done recording your session, you are ready to export!

- Go to “File - Export - Multitrack Mixdown - Entire Session”
- By default, your file will export in the same name you labeled your project and save in the same place you opened your project in; change these settings if necessary.
- Check with your instructor to see if you need to submit either a .wav or .mp3 file; change accordingly.
- Double-check you can find your audio file before quitting Audition.



# Breakdown Instructions

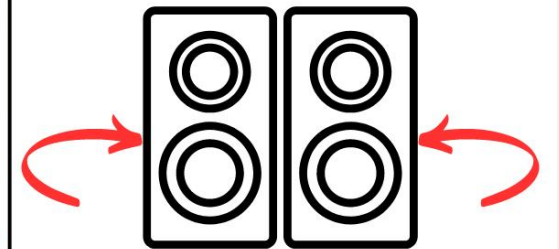
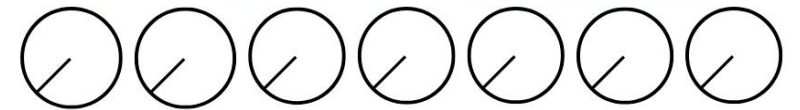
- Once you are ready to close Audition, click on "Adobe Audition" at the top of the screen and select "Quit Adobe Audition."
- Save your project before quitting, if prompted.
- Save your project and audio files either on OneDrive online, or on your external hard drive; do not leave your files on the local computer drive.
- Log out of the computer; do not shut down computer.



# Breakdown Instructions

Turn off the gear in the following order:

- Turn down all knobs on audio interface.
- Turn off the phantom power of the microphones.
- Turn off the monitors using the switches in the back.



# Breakdown Instructions

Turn off the gear in the following order:

- Turn off the audio interface switch.
- Turn off the power switch.
- Put back the headphone on the rack.
- Leave the microphone the way you found it.



# Tips & Troubleshooting

- Make sure you have activated your Adobe subscription from UNM before using Audition in our studio.
- Turn on the gear before logging into the computer so that the default audio settings are set to the gear.
- Turn on "Mute" for the monitors during recording to prevent audio feedback.
- Try to keep your microphone in the same position throughout your recording.



Visit the AV Office in room 110 for questions or concerns.