

Adjusting Microphone Volume

Correctly setting your microphone volume is one of the most important improvements you can make in your narrated powerpoint lectures or course videos. If the volume is too low, your viewers won't be able to hear you well. If the volume is too high, the sound will be distorted and harsh.

It is highly recommended that you use a headset or desktop microphone or for recording. Headset microphones are very good at reducing background noise and maintaining a consistent volume. Desktop microphones produce a professional sound without the distraction of wearing a headset. Contact our office for microphone recommendations or to obtain a headset or desktop mic.

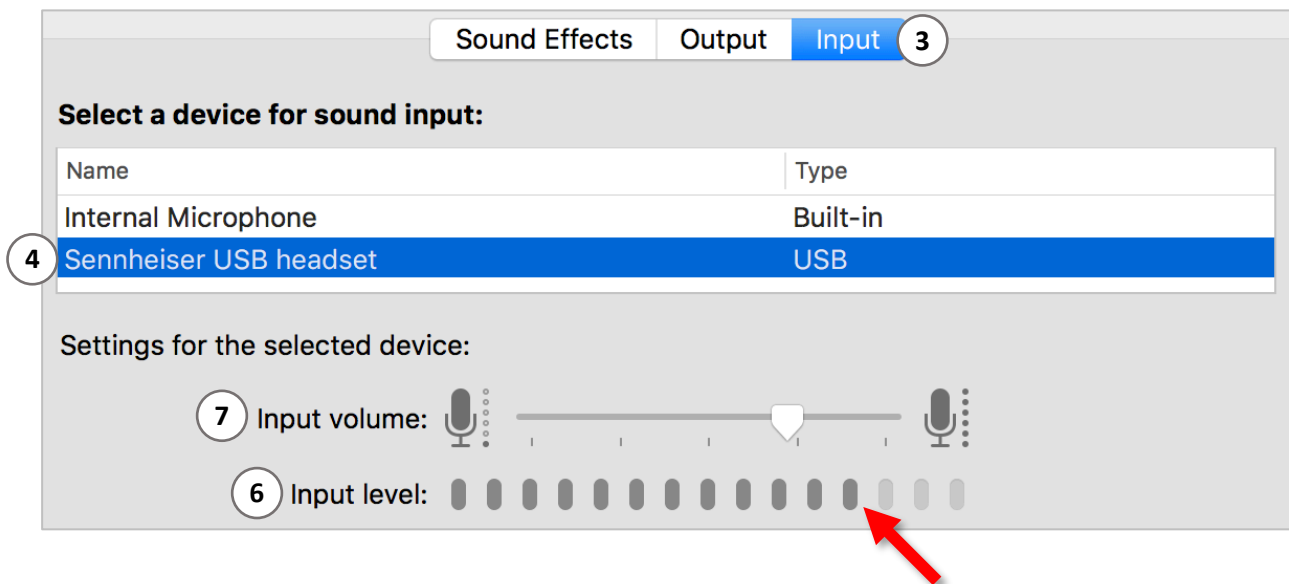
MAC

Make sure your headset or microphone is plugged in.

- 1) Open System Preferences.
- 2) Click on Sound.



- 3) Click the Input tab.
- 4) Click on the microphone or headset you wish to use for recording.
- 5) Speak into the microphone at the same volume and distance you will use when recording.
- 6) While you are speaking, watch the Input Level.
- 7) Adjust the Input Volume so that the Input Level reaches about two-thirds of the maximum.



- 8) Close the System Preferences window.

Your microphone volume is now set correctly.



WINDOWS

IMPORTANT: Be sure to check your microphone volume each time you open your recording application (e.g. Powerpoint, CaptureSpace, etc). Windows often resets the microphone volume when a recording application is opened.



Make sure your headset or microphone is plugged in, then right-click the speaker icon in the lower-right corner of the Windows taskbar. Click Recording Devices.



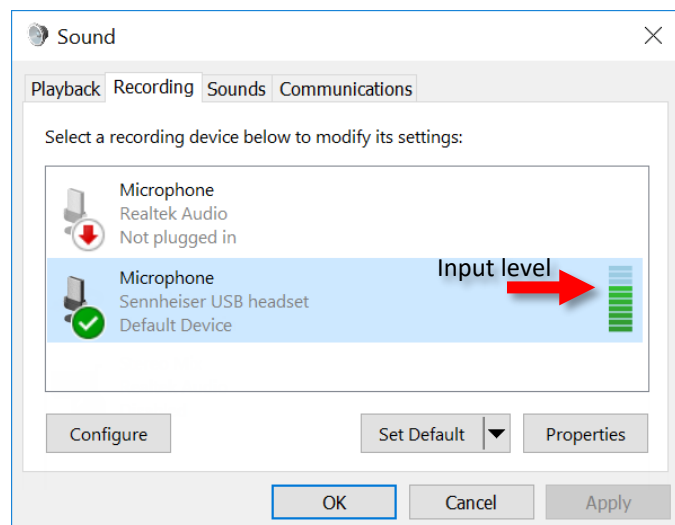
Speak into the microphone at the same volume and distance you will use when recording.

While you are speaking, watch the Input Level for the microphone.

The input level should reach about two-thirds of the way to the top.

Take note if the volume needs to be raised or lowered.

If the input volume needs to be changed, double click the microphone icon.



Click “Levels”

Adjust the volume slider.

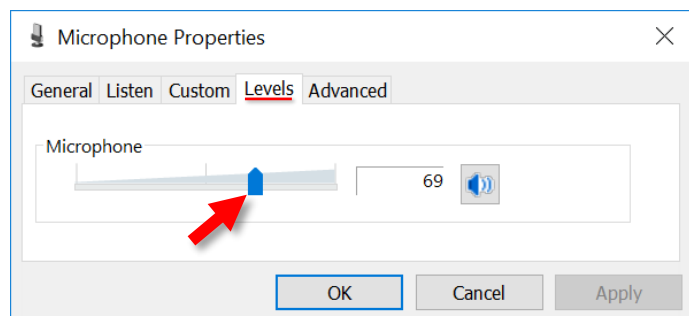
Click “OK”

Speak into the microphone again and watch the input level to see if it is correct.

Repeat the previous steps to adjust the input volume if an adjustment needs to be made.

Don’t worry about getting it perfect, just make sure the input volume is not in the lower third, or reaching all the way to the top.

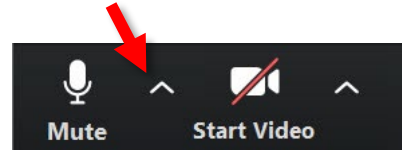
When the input volume is set, click “OK”. Your microphone volume is now set correctly.



ZOOM SETTINGS

Once you have set your microphone volume according to the instructions above, you may also need to select your microphone inside the application you will be using to record. If you will be using Zoom to record, go ahead and start your Zoom meeting.

Once the Zoom meeting has started, click the ^ next to the **Mute** button in the lower-left corner of the Zoom window to open audio options.



At the top of the menu that appears, select your recording microphone if you are using something other than your computer's built-in microphone.

Your microphone is now set up and ready to record!

