

MYSTIC CHORAL VIRTUAL CHOIR VIDEO PROJECT – INSTRUCTIONS

Please do not share outside of the Mystic Chorale Community

OVERVIEW: The basic four steps you need to take involve:

1. Playing the YouTube we send you, practicing along with that video
2. Recording yourself singing on Zoom while the YouTube is playing
3. Saving your video
4. Uploading the video into a Mystic Chorale Dropbox file

INSTRUCTIONS FOR RECORDING WITH ZOOM

The directions are a bit complicated, but please bear with us – there are a lot of steps but it's not that hard to do. And the results are going to be AMAZING!

Before you begin, please read the instructions all the way through and watch this instructional video.

[Click here to watch Nick's Instructional Video](#)

As I create each YouTube video for you to sing along with, we will send emails including:

- Links to each section's (Soprano, Alto, Tenor, Bass) recordings for each song. Each will feature me singing and conducting your part
- A link to upload your video to the Mystic Chorale's Dropbox file

Step 1: Practice with Video

- For the song you are recording, open the link to that song in the email we send.
- Listen with earphones or earbuds so that no extraneous sound is coming from your computer.
- Most tracks will begin with an introduction by me followed by the syncing process. The syncing involves your clapping along with me. The claps appear as vertical spikes in the audio track, spikes that I can easily line up with the other tracks so everyone is synchronized.
- Practice the song along with the video. I will give cues and cut-offs. Get the cut-offs clean, particularly syllables that end with a short soft "S".

- Please memorize the music (except GLORIOUS) as you would for a concert. The words will appear on the screen, but you should sing to the camera. The key is to look (and feel!) lively as you sing. We want these videos to reflect Mystic joy!

Step 2: Setting Up Zoom

- Place your light source in front of you so you can be easily seen. Being backlit by light from a sunny window or a lamp will place you in shadow. If you are in the dark, I won't be able to see you and may not be able to include your image in the video.
- Go to www.zoom.us.
- Sign up for a free account. You will be asked for your birthday, which they do not store. They'll ask for your email address and will send you a message with a link where you can activate your account by creating a password.
- Sign in.
- Click on "Host A Meeting" (you will be creating your own meeting, but you will be the only participant).
- Sub-select "Video On."
- Click on "Join with Computer Audio." (Note: There should be no slash through the audio microphone icon while you're recording).
- See Addendum A, Troubleshooting for Audio, if needed

Step 3: Record

See Addendum B for non-Zoom recording option

When you have practiced singing the song with the video, you're ready to move on to recording.

- Make sure the video is set to the spot before the two claps where you will start recording. Please don't record my introduction, which precedes the two claps.
- With earphones/buds on to ensure no sound is coming from the computer, play the video and sing your part.
- Press Record ONCE at the bottom of the zoom window to begin recording. You will see a blinking red light on the upper left of your screen to indicate you are indeed recording.

- The first thing you will be asked to do is to clap twice on cue. It's important to be accurate. The two claps appear as spikes in the audio editing graph. By lining up all the spikes from many files, it will be easy for me, as the editor, to sync the videos.
- Sing your part, and watch me for cut-offs, crescendos, and other cues. Be accurate and expressive. Relax. REMEMBER TO LOOK AT THE CAMERA, NOT AT YOUR IMAGE OR MINE. If you make a mistake, keep singing. I can remove mistakes in editing (although a mistake-free version is preferred).
- At the end of the song, keep looking at the camera with a smile until cued to end the YouTube playback and then the recording.
- After stopping the YouTube, return to the Zoom screen, just above the video screen.
- Go to the Record button and press the Stop icon, which is the standard black square icon used on old tape players.
- Then go to the bottom right corner of the Zoom screen and "End the meeting." (It may ask if you wish to "End meeting for all." Click that.)

Your computer is then going to convert the recording you make. Depending on the length of the recording, this may take several minutes. I would advise you to not use the computer for anything else during this time.

Step 4: Save Your Recording

A window will come up saying "Save your Recording as."

- To the left of these words should be the Zoom camera icon. This is telling you that you are saving the file to your Zoom folder, which was created under Documents on your computer when you downloaded the Zoom software.
- After you confirm that you wish to save the recording to that folder, another window will appear with three files in it. Highlight the "mp4" file. This is your video file. It contains both the video and audio.
- Rename the file. Type in
 - Your first and last name
 - The section you sing in
 - Name of the song
 - Leave the mp4 extension at the end.

- EXAMPLE: “Nick Page Bass We Pray.mp4”
 - If you have a very long name, you might have to use initials for your last name(s).
- With a MAC computer, after you change the name, hit Return to save the new title. For PC users, change the name of the mp4 file by right clicking the file and choose Rename from the pop-up menu. Again, leave the .mp4 extension at the end.

Step 5: (optional) Listen to your Recording

At this point you have the option of listening to the recording.

- On MAC computers, you can use QuickTime Player to listen to the video. If you double-click the icon of the recording on the left, it should play. If it brings you to Garage Band or iTunes, you’ll still be able to hear it.
- On a PC, all you have to do is double-click the mp4 file to play it.

If you wish, you may record the track again by following the steps above. If you are happy with it, then you are ready for the final step.

Step 6: Upload the File to Dropbox

- In the e-mail we send, you’ll find a link to the Mystic Chorale Dropbox file.
- Click on the Dropbox link.
- Click on “Choose from Computer” and open your Zoom folder, which Zoom created among your Documents files when you signed up for your Zoom account. You are looking for the renamed file you just saved.
- Mac users: A window will appear from which you must choose your file. You can find the file by going to Documents, then Zoom, then your file. You can also do a search. (For example, I could search for “Nick Page Bass We Pray.”)
- For PC users The three audio files are saved in a sub-directory named with a timestamp or you can simply do a search for the song you just re-titled.
- Open the Zoom folder and open the folder that has the recording you wish to send.
- Double click the mp4 file you just saved (for example “Nick Page Bass We Pray.mp4”)

- In the next window, click Upload. Uploading may take up to twenty minutes.
- A window will eventually appear saying, “Thanks, You’re All Done.” If you’ve recorded another song (not the same song again, please), you can send that as well by clicking “Add More Files” in that same window.

Congratulations - you should be proud of your accomplishment!

Your hard work will be well rewarded!

Addendum A: Using Advanced Settings (OPTIONAL!)

The reason for changing the recording settings are that Zoom’s default settings are ideal for recording speech, but not for singing.

- Go to Zoom settings for audio
- MAC:
 - Click and hold “zoom.us” on the top scroll bar (above the zoom image) and in the opening menu, choose “Preferences.”
 - Click “Audio” on the left column.
- PC:
 - In the main Zoom window, click the UP arrow next to the microphone icon in the lower left corner of the screen (hover, if necessary).
 - Click “Audio Settings” at the bottom of the pop-up menu. [The rest of the instructions are the same as a Mac.]
- Be sure that “Automatically adjust microphone volume” is off (with no checkmark in the box). Then press “Advanced” on the bottom right of that box.
- Disable both “Suppress persistent background noise” and “Suppress intermittent background noise.”
- There is also a box higher up with the phrase, “Show in-meeting option to enable original sound.” Some people like to disable this, but we recommend you leave it on.
- Return to the main zoom session by clicking the red dot at the top left of the “Settings” window.

ADDENDUM B: NON-ZOOM RECORDING OPTION

Recording without Zoom requires more technology and more tech skills, so this is not advised for most. You will need one device to play the video and a separate device to record the video. You will also need earphones.

1. Prepare the video of your part for playback (see Step 1 above). Have your earphones plugged into the device playing the video. Practice the song.
2. Using a smartphone, tablet/iPad or video camera, set it to record your face. If you have to hold the device, you will need to begin with the device on a flat surface. Begin the recording. Then begin the video playback. When cued, do the two claps. Then lift the device to record. When done, keep recording with your animated face until cued to stop recording. You can stop the playback as well. If you are using a professional-grade video camera, please do not use a hi-res setting.
3. Save the recording with 1) Your name 2) Your voice part and 3) Name of song and the .mp4 at the end.
4. Send to the Dropbox file. You may have to first send the file to a computer before dropping into Dropbox using the link provided.

ADDENDUM C: RECORDING TO THE CLOUD

In Zoom, you might have the option to record to the Cloud.

- Only use this as a last resort if your computer lacks the space to save the file you record.
- After leaving the meeting, if a window appears with the three files, highlight the m4a file and change the name (see above), then send.
- If no option appears to change the name, please cut and paste the URL before sending.
- Then e-mail that link to Nick Page at nick@nickmusic.com. In the subject title of the e-mail please write Your Name, the name of the song and what section you sing in followed by “.mp4”. Then send.