

Skype interview in the KKFI Production Studio

Here are some steps to follow for a Skype interview in the Production Studio:

- Set up a personal Skype account well in advance of the interview at www.skype.com/en/
- Add the interview person to your Skype contact list for ease of connection leading up to your interview
- In the Production Studio, sign into Skype with your account. It's installed on that computer and there should be an icon or shortcut somewhere visible on the computer desktop or start menu. If it's still logged in from a previous user, please log out and log back in with your credentials
- Open up Audacity to record as you would for a normal in-person or phone interview
- Arm and turn up the "Computer" channel on the studio console. this is how Skype audio will get routed back to Audacity for recording, and how you will adjust the volume of the interviewee's voice
- Arm and turn up the microphone channel that you'll be using
- Hit record as you normally would in Audacity
- Call the person and work through your level and line volume adjustments until you both feel comfortable proceeding with the interview
- Save audacity file as you normally would

SPECIAL NOTE*

It's never a bad idea to test these systems out in advance with another user (ahead of the interview) by calling someone you know with Skype.