1. Open the Suitcase

   a. Lay the suitcase on edge on a flat surface with the side handle facing up (see Photo 1).
   b. Unzip the zipper that has two pulls (see Photo 1) and open the halves of the suitcase like a clamshell (see Photo 2).

2. Remove and Set Up the Laptop Computer

   The laptop computer is located inside a zipped compartment in the half of the suitcase opposite the green bag (see Photo 3).
   a. Unzip the large compartment and remove the laptop bag.
   b. Remove the laptop and charging cord from the laptop bag.
   c. Connect the charging cord to the back of the laptop and plug the charging cord into an electrical outlet (see Photo 4).
3. Remove and Set Up the MXL Microphone

a. Unzip the suitcase compartments that contain the microphone stand and base and remove the pieces (see Photo 5).

b. Screw the microphone stand into the base (see Photo 6).

c. Remove the black plastic MXL microphone case from the suitcase. Open the case and remove the spider mount. Screw the spider mount onto the microphone stand using the threaded connector (see Photo 7).

d. Remove the green bag that contains the Focusrite iTrack audio interface (see Photo 8). Remove the XLR microphone cable (see Photo 9) from the bag.

e. Remove the microphone from the MXL microphone case. Being careful to align the pins in the bottom of the microphone with the openings in the cable connector, attach the XLR microphone cable to the microphone.
while squeezing the clips to loosen the spider mount (see Photo 10), insert the microphone into the spider mount from underneath (see Photo 11), slide it into place, and release the clips (see Photo 12).

g. Tighten the thumb screw to hold the microphone at the desired angle (see Photo 13).

h. Remove the wind screen from the suitcase and screw the wind screen onto the bottom of the microphone stand (see Photo 14).
4. Set Up and Test the Focusrite iTrack Audio Interface

   a. Attach the pin end of the XLR microphone cable to the Focusrite iTrack audio interface (see Photo 15).
   b. Remove the Focusrite USB cable from the bag and attach it to the back of the Focusrite iTrack audio interface (see Photo 16) and the laptop.

   c. Remove the green bag that contains the stereo headphones.
   d. Connect the Sony stereo headphones to the Focusrite iTrack audio interface (see Photo 17).
   e. Make sure the Direct Monitor switch on the Focusrite iTrack audio interface is On (see Photo 18).
   f. Make sure the Phantom Power 48V button on the Focusrite iTrack audio interface is pressed in and red (see Photo 19).
g. Turn the volume level of the microphone input up (until the light flashes green when you speak into the mike.) Turn the volume level down if the light starts flashing red (see Photo 20).

h. Put the headphones on and turn up the Monitor volume until you hear yourself speaking through the microphone (see Photo 21).

5. Set Up Audacity Recording

a. Double click the Audacity link on the computer desktop to open the application. Click Ok to close the Welcome window.

b. Click “Click to Start Monitoring” (see Photo 22). Speak into the microphone. The green level indicator (see Photo 23) should indicate the laptop is receiving the audio signal.
c. Use the “Recording Volume” (see Photo 24) to adjust the recording volume up or down.

d. Make sure the Microphone input is set to “Microphone (iTrack Solo)” (see Photo 25).

e. Select 1 (Mono) Recording Channel (see Photo 25).

6. Record Your Podcast

a. From the Audacity menu, select Track, Add New, Mono Track (see Photo 26).

b. To start recording, click the red circle (Record) button (see Photo 27).
EQUIPMENT EXPRESS: Digital Audio Recording (Podcasts)

c. Speak into the microphone. A successful recording will display a clearly visible waveform (see Photo 28).
d. To end your recording, click the black square (Stop) button (see Photo 29).

OPTIONAL: Save Your Audacity Project

From the Audacity menu, select File, Save Project. NOTE: This is not the audio file. It’s the Audacity configuration file, in case you want to use this configuration again.

OPTIONAL: Save Your Audio File as MP3

a. From the Audacity menu, select File, Export, Export as MP3 (see Photo 1).
b. Enter a File name for your audio file (Audacity saves the files to This PC, Documents, Audacity) and click Save (see Photo 2).
c. Enter audio track information (optional) and click OK.
d. Take your audio file with you by saving a copy to the cloud or a USB flash drive. The saved file will be located in This PC, Documents, Audacity.