Call Recorder for Skype Production Guide

Installing Call Recorder

Call Recorder runs as an add-on to Skype for Mac. It won't show up in your Applications folder. You'll see it within Skype. To install it:

1. Unzip the Call Recorder ZIP file.

2. Double-click on the Install Call Recorder icon.

3. Choose "Install". When you are prompted for a password, enter your Mac's account password.

4. When Skype opens, you will see that Call Recorder has been installed.

Configuration

To change Call Recorder's settings, click the gear icon in the control window. Most of the settings do not need to be changed by the average user. However, you may wish to change the following settings:

- **Video Image Size:** To record at maximum 640x480 resolution, increase the video image size.

- **Video Recording Setting:** This defaults to picture-in-picture recording mode. If you would prefer a side-by-side recording, or just the remote or local video, select that here. To record each video stream as a separate track in the movie, select "Multi-track".

- **Record Calls Automatically:** Select this option to record all incoming and outgoing Skype calls automatically. If you select this option, there's no need to press the record button at the beginning of a call.

Recording A Call

To record a call, place the Skype call as you normally would, and then click the record button in Call Recorder's control window. You'll see the record button change to a stop button, and the input and output sound meters will move indicating that audio is being recorded.

Once the call is complete, the movie file will be located in a Saved Calls folder in your Mac's Movies folder. The file name will include the caller's name and the date and time of the call.

RECORDING TIPS

- Quit all other apps before starting your call. Even apps like Mail and Safari can use additional processing power and cause possible call disruptions or degradation of call quality.

- Use headphones or a headset to eliminate audio feedback (echo). This happens when your Mac's microphone picks up call audio from the speakers.

- When using split screen video recording mode, ensure that both participants are centered in the video frame. (The left and right edges of the video frame will not be recorded.)

- Creating new movie files as needed will help you locate recordings easier. To start a new movie file, just stop the recording using the stop button, and then start again using the record button.

Example Workflow

- **Recording an interview for an online podcast:**
  1. *Set up Call Recorder:*
     1. Choose your desired configuration in Call Recorder's settings.
     2. For a video interview, select the appropriate video recording mode.
        - For the easiest experience, select *Side-by-side.*
        - If you plan to post-edit the interview, select *Multi-track* to record both video tracks separately.
  2. *Do a test recording:*
     1. Before engaging your interviewee, do a test call to a friend or co-worker. Start a recording, and have a short conversation. End the call, and press the magnifying glass button to view the movie. Make sure sound and video are recorded properly and formatted as desired.

3. *Prepare for the interview:*

   1. Start your Skype call with the interviewee.

   2. For optimal sound quality, and to avoid feedback, it's important that both participants use a headset or headphones. Otherwise, the recording will have an echoing sound.

   3. If creating a video podcast, make sure both cameras are properly positioned, centering the subjects. Avoid distracting backgrounds.

   4. If you have a conversation before the interview, record that too. Before starting the interview portion of the call, stop recording and review the movie to make sure it looks and sounds good. Don't forget to start recording again before starting the interview.

4. *Conduct the interview.*

5. *Prepare the movie for upload:*

   1. Stop recording, and click the magnifying glass button to reveal the movie file.

   2. For audio-only calls, convert the movie file to MP3 format, using the **Convert to MP3** utility, located in the Movie Tools folder in your Applications folder.

   3. For video calls, drag the movie file to the **Convert For Internet** utility, located in the Movie Tools folder in your Applications folder to create a flattened, internet-ready file.

   4. You are now ready to share the file or upload it to the desired hosting service.

   5. For more advanced editing, refer to the Post Production section below.

Post Production

About Call Recorder Movie Files

Call Recorder creates QuickTime movie files (.mov) containing two audio tracks. Track 1 is the sound from your microphone, and Track 2 is the sound from your speakers. There will never be more than two tracks, even in a group call.

If you choose to record Multi-track video, there will also be one video track for each participant. (A group video call will contain a video track for each participant.)

Converting Audio Calls

While audio calls can be stored and shared in their original Quicktime movie format, it's often desirable to convert calls to MP3 or AAC format to achieve better compatibility. (A recipient or website may not have the ability to properly play a Quicktime movie.) To convert a movie, drag it to one of the provided Movie Tools applications, located in the Movie Tools folder in your Applications folder. When the conversion is complete, a newly created file will be saved in the same folder as the original.

Converting Video Calls

While video calls can be stored and shared in their original Quicktime movie format, it's often desirable to convert calls to a more compatible format. For example, while Quicktime Player can play movies with multiple audio track and multiple video tracks properly, other apps may not see all tracks. Likewise, certain apps or websites may not accept the Quicktime movie format at all.

To create a Quicktime move containing just one audio track and one video track, drag the original file to the **Convert for Internet** application, located in the Movie Tools folder in your Applications folder. A new movie file be saved in the same folder as the original. This process is called "flattening". When played, it will look and sound the same as the original, however all audio has been mixed down to a single track. If there was more than one video track, all video tracks will also be composited to a single video track.

To create a video file in a format other than Quicktime movie (.mov) format, open the file in an application such as **Quicktime Player Pro** or **MPEG Streamclip**. You may then choose to export in a format such as MPEG, WMV, DV or AVI.

Trimming Your Video

Removing footage from the beginning or end of your recording is called trimming. This can be done using Quicktime Player. Double-click your movie to open it in Quicktime Player, and then choose Trim from the Edit menu. Adjust the start and end points and click Trim. Once you've finished trimming, you may choose to save the video or save as a new file.

Editing

Many options exist for editing your audio and video files, including Garageband, iMovie and Final Cut X. Since Call Recorder records the local and remote audio separately, it is usually beneficial to import the two audio tracks into your editing program separately. This will allow you to edit them independently. For example, if your interviewee cleared their throat while you were talking, you can remove their audio while keeping your own. Likewise, if you record video in multi-track mode, both video tracks can be imported separately if desired.

Splitting Tracks

To split the tracks contained in your movie into separate files, drag your movie into the **Split Movie Tracks** application, located in the Movie Tools folder in your Applications folder. New movie files will be saved in the same folder as the original, one for each audio or video track. For example, splitting a video call between two people will result in two audio track files and a video track file.

You may also wish to split a multi-track video recording but keep the local audio and video together in one file and the remote audio and video together in another file. To do this, use the **Split Sides of Conversation** utility instead.

Once you've split the tracks into separate files, you can then import the files into your editing program.

Importing to Garageband

Garageband is ideal for audio editing such as trimming, splicing and audio level adjustments. It can also be used to adjust the audio associated with video calls. To begin, ensure that you have the latest version of Garageband.

To import files, drag the movie file directly to your Garageband timeline. If you previously split movie tracks, drag each split movie file to the timeline.

Importing to iMovie

iMovie is ideal for basic video editing such as adding titles. To begin, ensure that you have the latest version of iMovie. To add clips, drag movie files directly to your iMovie Event Library.