

# How to Conduct and Record an Oral History Using a TASCAM

THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS

## ORAL HISTORY HOW-TO GUIDES

### WHY IS THIS IMPORTANT?

The TASCAM is one of the main tools used for recording oral histories. It is almost always feasible to use a TASCAM recorder, even when other methods for recording are unavailable.

### START



Make sure the settings are correct. To see the current settings, press the record button once. The recording format will be displayed at the bottom of the screen. To adjust, press the stop button, followed by the menu button, and then select “**REC SETTINGS.**”

1

**BATTERIES.** Make sure you bring extra batteries for the TASCAM.



3

**RECORD.** Turn the recorder on. Press the “**RECORD**” button once (the red light should be blinking), and then press the “**RECORD**” button again (the red light should stay on). This means the TASCAM is recording.



2

**MICROPHONE.** Ensure the microphone level is set to auto. To check, press the record button once. At the top of the screen, the “**AUTO**” box should be dark. To adjust, press the “**QUICK**” button > “**LEVEL CTRL**” > “**AUTOLEVEL.**”



4

**PAUSE.** To pause, press the “**RECORD**” button once (the light should be blinking again). To resume recording, press the “**RECORD**” button again.



5

**STOP.** To stop the recording, press the **ON/OFF** button once.



6

**VERIFY.** Using the image below, verify that your settings are correct.



### SUCCESS



The oral history is successfully recorded using the TASCAM. All information has been entered into WebCat, and the completed oral history and accompanying audio files are sent to the Church History Department.

**? HAVE QUESTIONS OR NEED HELP?** Speak with your manager and refer to pages 6 and 7 of the *Oral Histories* guide.