

ONE STORY PER SD CARD

STORYBOOK WINGS (SW) – GUIDE FOR INDIVIDUALS RECORDING A STORY

1. Find a small, quiet place to make your recording - large rooms can produce echoes which distort the recording.
2. Complete the SW Proforma (in block capitals) for dispatch to RAFA HQ with your SD Card. It is suggested that under 'Special Delivery Instructions' on the Proforma, you include your dates of deployment and any other information which might help the editing team.
3. Read the attached Simple Recording Guide and familiarise yourself with the H4 Handy Recorder before beginning.
4. **Reading the story.**
 - State your name, station and your child's/children's name(s).
 - State the name of the story.
 - Record a short personal message, for example:

"Hello Mary/James, it's Daddy/Mummy. Hope you're OK. I thought I'd read you a little story so you can play it whenever you're missing me. This one's called..."
 - Read the story.
 - Record a short closing message, for example:

"Well Mary/James, I hope you enjoyed the story. I just want to tell you that I love you and miss you loads. Be good for Mummy/Daddy. Lots of love...."
 - When you have finished, state "End of Recording"
 - To stop recording, press the Record key. After a short delay, the light goes out.
 - Take a note of the filename on the display eg **STE-004.mp3**.
5. **Good Practice**

For a better finished product, please follow these guidelines while reading:

 - Try to be as natural as possible.
 - Read clearly, not too fast but with expression.
 - If you stumble over a word, please pause and re-read from the beginning of the sentence - it makes it easier to edit.
 - If there is a sudden noise, pause and wait for it to pass before going back a few lines.
 - Paper rustling is a problem - when you reach the end of the page, pause, turn the page, pause and start reading again.
 - Try to keep your movements to a minimum.
 - Do not move the recorder once you have started recording - it will distort the sound.
 - Have a practice read.

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6. **To listen to your recording.**
 - Connect a standard set of headphones (from your MP3 player etc) to the [PHONES] socket on the left hand side of the H4 Handy Recorder.
 - To play the recording, press the top of the [MENU] key (the display changes from STOP to PLAY).
 - Your recording now plays in a continuous loop. To stop playing, press the top of the [MENU] key again (the display changes from PLAY back to STOP).
 - Set the power switch to OFF (left hand side above USB).

7. When the story is complete, post the SD Memory Card (sellotaped to your completed proforma, in a Mail Lite Plus jiffy bag marked **FRAGILE - MAGNETIC MATERIAL** to:

Storybook Wings
RAF Association
117½ Loughborough Road
Leicester
LE4 5ND

8. Return the H4 Handy Recorder to the SW POC with the Story and a **copy of the Proforma**. It would also be advisable to keep a copy for your own records.

9. **Troubleshooting.** Using the H4 Handy Recorder to record your story should be relatively straightforward, having read the Simple Recording Guide (Stereo Mode). However, some points to note are listed below:
 - To Check the recorder is working and in stereo mode before use. Press the centre of the [MENU] key, use the jog dial to move up or down to MODE and press the jog dial in. Use the jog dial to move to STEREO RECORDER. Press the jog dial in; the Stereo Mode light will then be lit.
 - All recordings must be in MP3 format and the green MP3 light on the front should be lit. To reset to MP3 press the MP3 key, then the centre of the [MENU] key, until you return to the MAIN DISPLAY.
 - There should be at least 20 minutes recording time on the card before you start. To check this, ensure recording has stopped - it shows STOP in top right corner of the MAIN DISPLAY. Press the centre of the [MENU] key, use the jog dial to move up or down to CARD, Press the jog dial in and use the jog dial to move to REMAIN. Press the jog dial in and the display CARD REMAIN tells you how much time is left on the card. Keep pressing the centre of the [MENU] key to return to the MAIN DISPLAY.

10. Should you have any queries, please call the Unit Point of Contact.