

# How to record sound using Sound Recorder

Plug in your microphone then click the **Start** button, choose **Programs**, **Accessories**, **Entertainment** then **Sound Recorder**.



1. Click the **record** button and speak/sing into the microphone

2. Click the **stop** button when you have finished.

You can listen to your sound by pressing the **play** button etc.

**Tip** - Click the **Edit** menu and choose **Delete Before/After current position** to crop out unwanted sound.

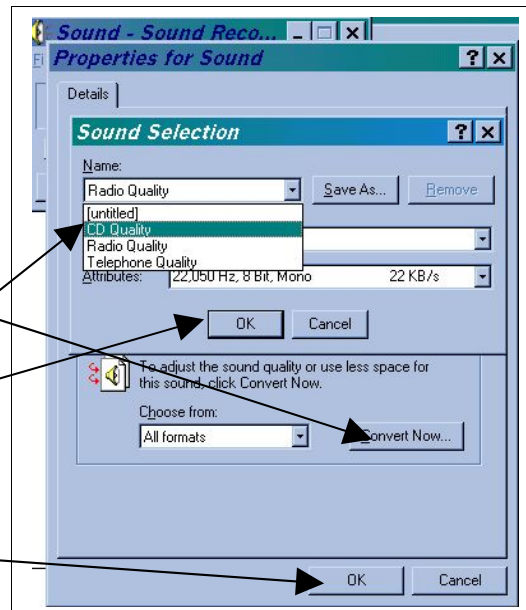
3. Click the **File** menu to **save** your sound.

**Tip** - to improve the quality of the recording...

Click the **File** menu  
Click **Properties**  
Click the **Convert Now** button  
Click the drop down menu and choose **CD Quality**.

Click **OK**  
Click **OK**

You will have to do this each time you start a new file!



Sally Paveley

The Advisory Unit: Computers in Education  
www.advisory-unit.org.uk email sallyp@advisory-unit.org.uk