

SOUND RECORDER ON A PC

Using Sound Recorder

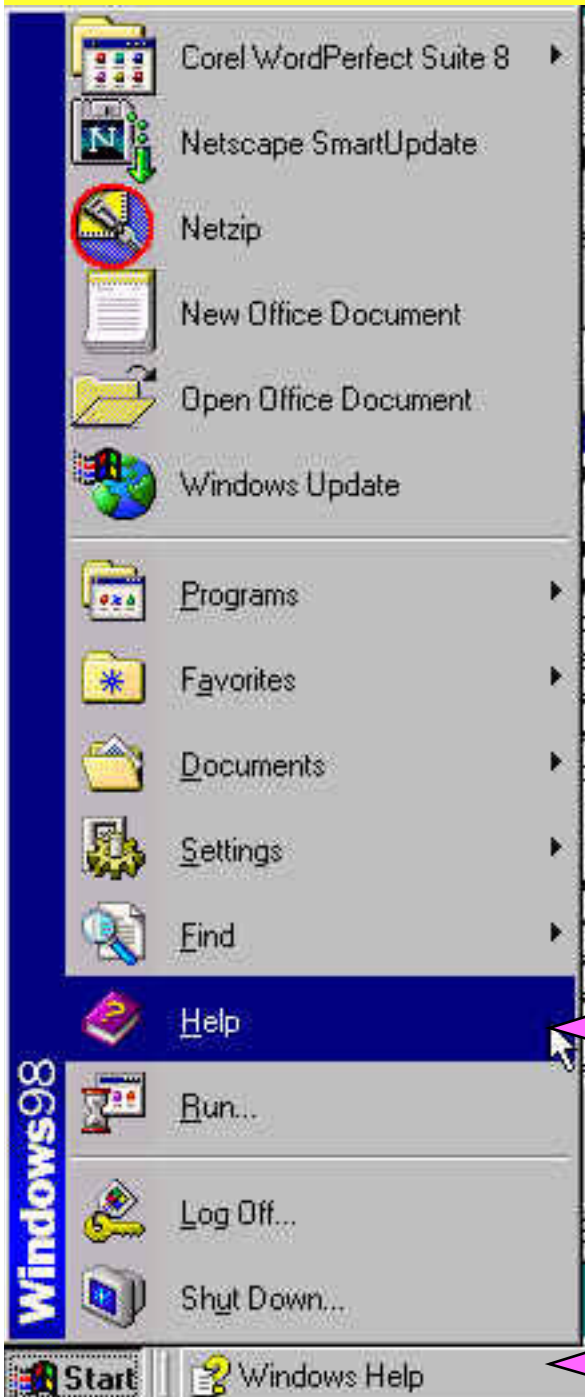
You can use Sound Recorder to record, play, and edit sound files. To use Sound Recorder, you must have a sound card and speakers installed on your computer. If you want to record live sound, you also need a microphone. To start Sound Recorder.

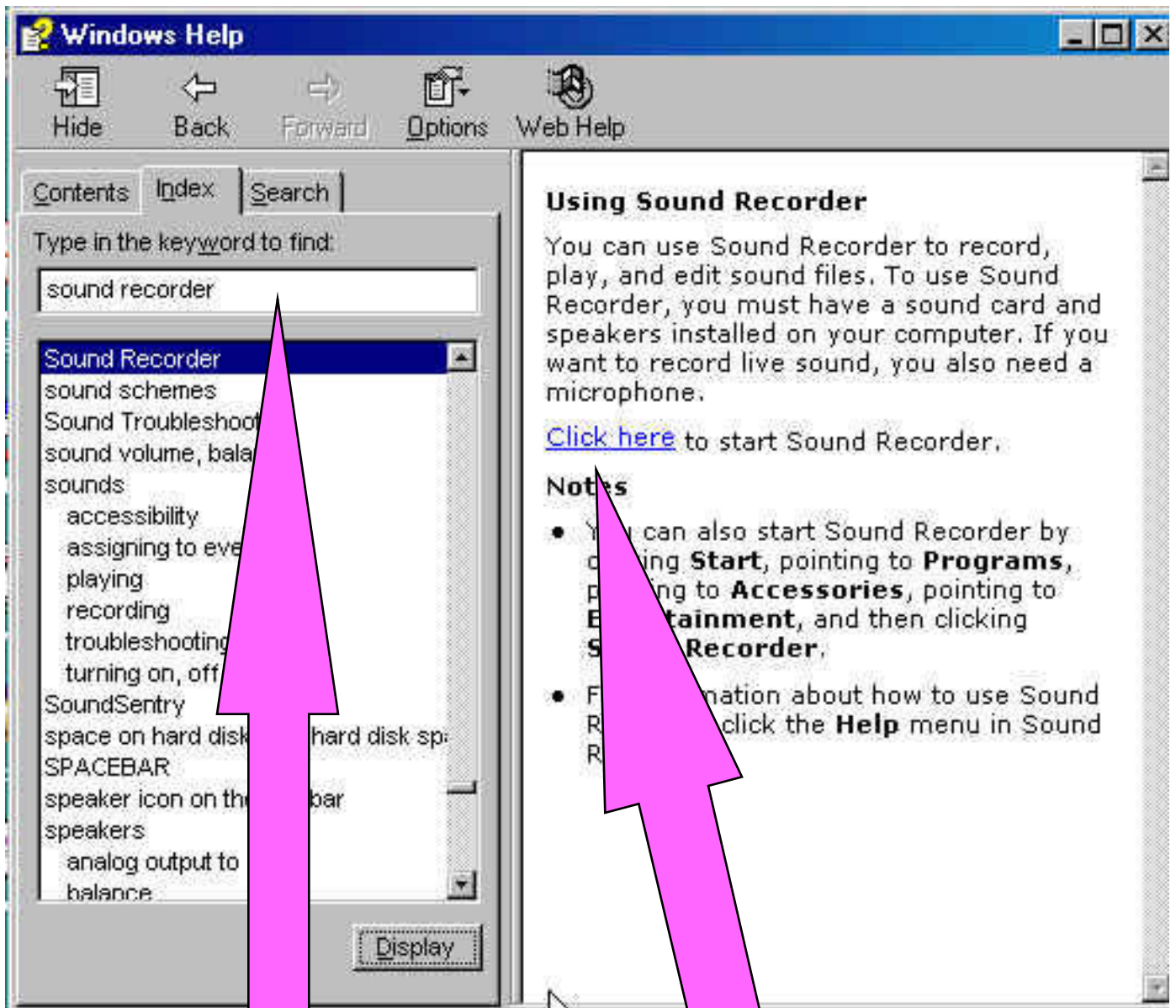
Notes

- You can also start Sound Recorder by clicking **Start**, pointing to **Programs**, pointing to **Accessories**, pointing to **Entertainment**, and then clicking **Sound Recorder**.
- For information about how to use Sound Recorder, click the **Help** menu in Sound Recorder.

STEP 1 - HOW TO LOCATE SOUND RECORDER ON YOUR COMPUTER:

1. Go to **Start** on your PC
2. Click on **Help**
3. Type in **Sound Recorder** in the space provided.





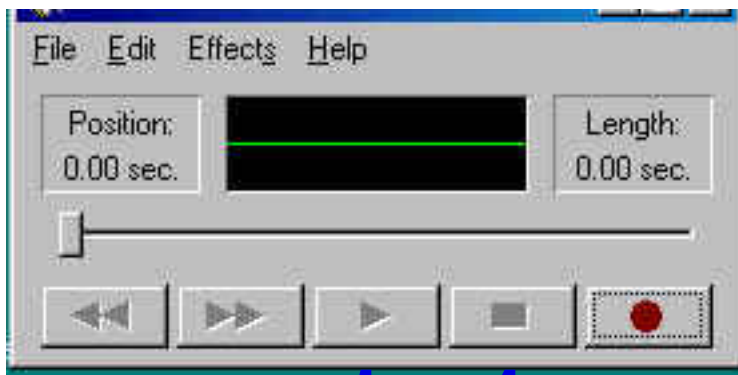
3

You can click here to start the program.



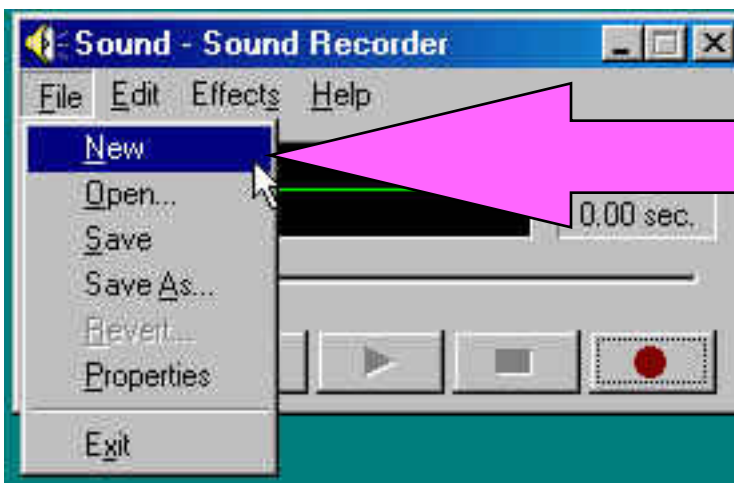
STEP 2 - USING THE PROGRAM

- This is what the program looks like. It operates just like a tape recorder.



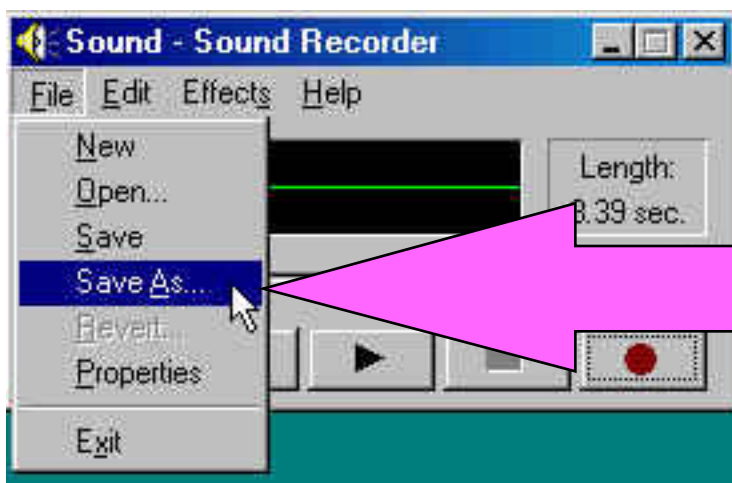
PLAY STOP RECORD

1. Press the round button to **Record**.
2. Press the triangular button to **Play**.
3. Press the square button to **Stop**.



***NOTE:

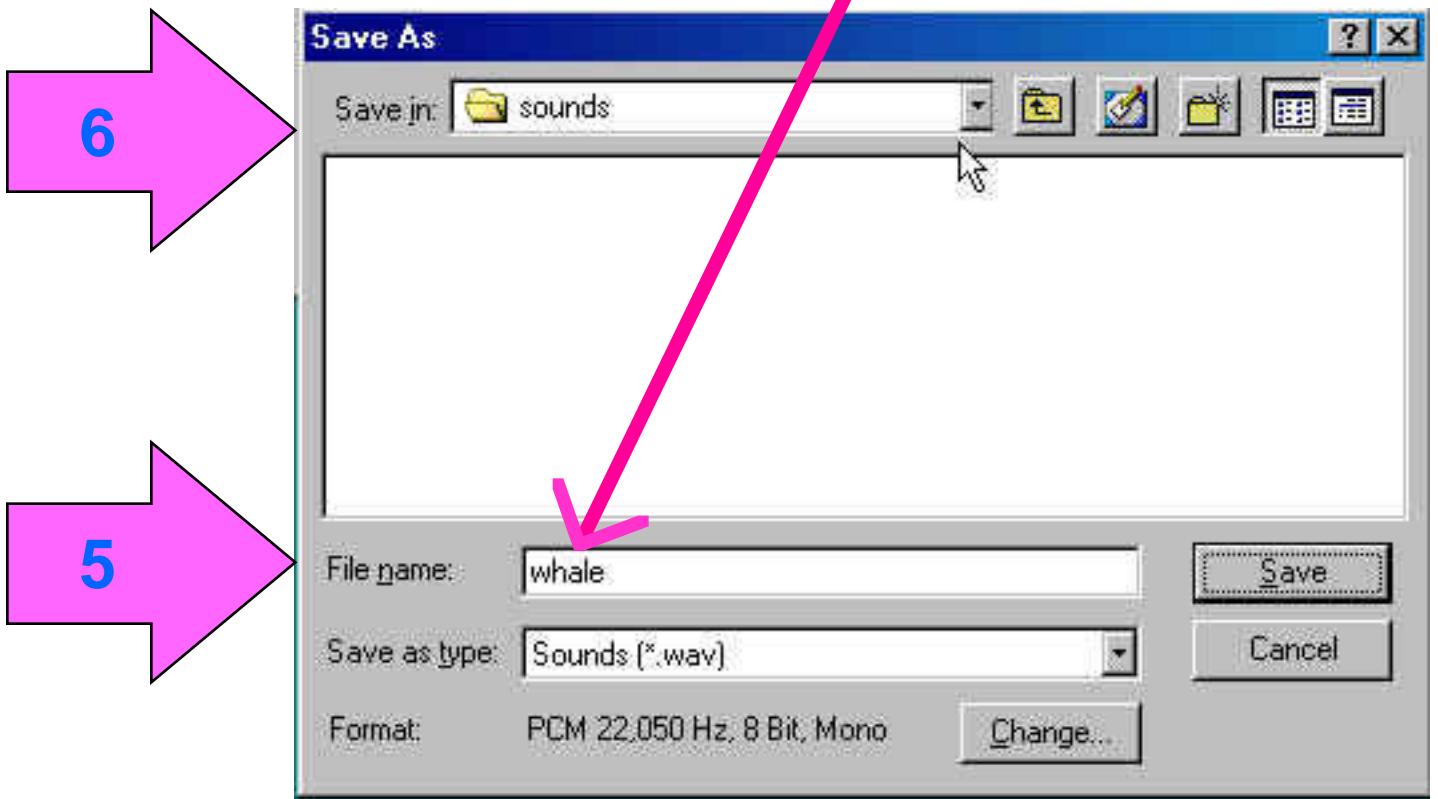
- Anytime you wish to start a recording over, or if you are starting a new recording all together, you must go to **File - New**. This starts the recording at zero seconds rather than adding on to the previous recording.



4. When you have finished recording go to **File-Save As**

5. Give your file (recording) the **same name as the picture** it is identifying.

Example: If the picture was of a whale - call the recording “whale”.



6. NOTE:

Make sure that you have **created a folder** entitled **Sounds-W** (replace the “W” with whatever letter your class was assigned). This is where you should save all of your sound files.