

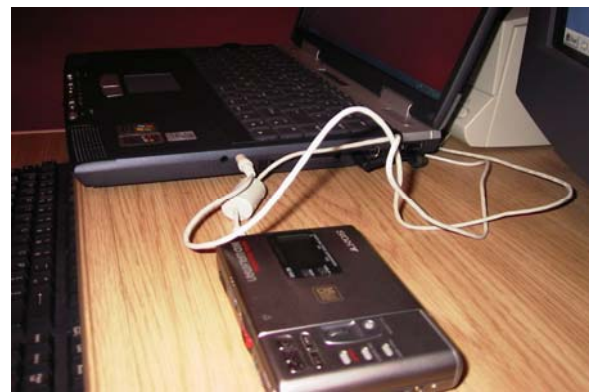
Using Windows Sound Recorder to Record Sound Onto Your Computer

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1. Make your recording on a cassette recorder or a mini disc player.



2. Get a stereo mini jack to mini jack lead and plug it into the line out socket or the earphone socket on the recorder as in the picture opposite.

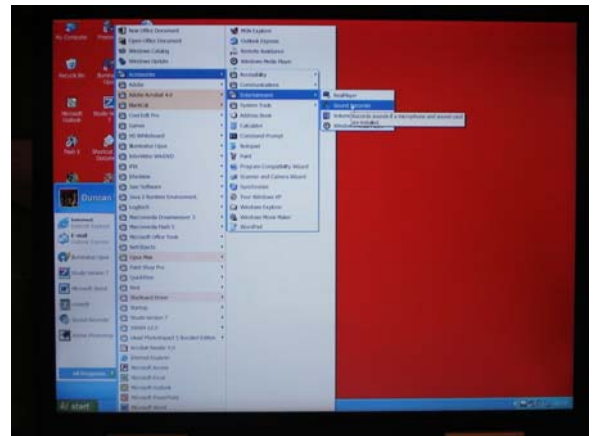


3. Plug the other end into the microphone socket on your computer. You will find this on the side of your laptop or at the back of desktop computer on the soundcard (near to where the speakers are plugged in).

Alternatively, you can plug a microphone in here and record directly from the microphone.

4. Next, open the Windows XP sound recorder.

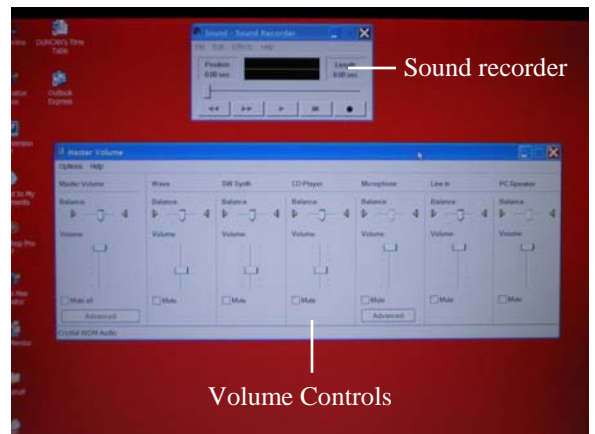
- Click on the Start button on the taskbar at the bottom of the screen.
- Click on All Programs.
- Click on Accessories.
- Click on Sound Recorder.



The Sound recorder will appear.

5. Now it's a good idea to open the volume controls too.

- Click on Start.
- Click on Accessories.
- Click on Entertainment.
- Click on Volume Controls.
- Click on Options.
- Click on Recording.



Now the Volume controls are on the screen too. Make sure that the master volume and the microphone volume are turned up.

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6. Press play on your mini disc or tape recorder and check that the sound level is good. You can turn things up or down using the sliders on the volume mixer. If one end of the lead plugged into the headphones socket of your player, be careful not to have the volume up too loud as the sound can distort.

7. Now it's time to record!

- Press play on your player.
- Click on the record button of the Windows sound recorder.
- The sound is now being recorded onto your computer.
- Click on the Stop button of the Windows recorder when you want to stop recording.



8. Now save your recording on your computer.

- Click on File in the top left hand corner of the Windows sound recorder.
- Click on Save.
- The Save Window opens.
- Go to the Save In box and choose where you want to save your recording.
- Go to the File Name box and type in a name for your recording.
- Click on save.



Your recording is now saved and can be imported into any program that can play a sound file (also known as a 'wave file').

Top Tip For Experts!

If you are saving a wave file for use on the internet, it is a good idea to make the amount of memory it uses as small as possible so it loads quickly. To do this:

- **When saving click on Save As**
- **At the bottom of the Save As window you'll see the word Format with something like PCM 22,050 kHz 8 Bit mono next to it and a box that says 'change'.**
- **Click on Change and a new window opens.**
- **Choose 'telephone quality' (11,025 kHz 8 bit mono)**
- **Click on OK then save.**

This wave file will sound fine and is guaranteed to load more quickly on the web.

