RECORDING SOUND

Different computers use different programs to record. Your computer should have one of the two below.

RECORDING with Wave Player

The Microsoft sound recorder only allows 60 sec of recording time. The Wave Player (sound recorder) will record several minutes.
Make sure you have an audio device connected to the computer (microphone)

WAVE PLAYER
1. Locate the WAVEPLYR.EXE on your computer
2. Click MICROPHONE, a Sound Selection box will pop up with PCM in the box, leave it.
3. Click NAME and select RADIO QUALITY.
4. Click SAVE AS and type .wav in that box. Close the box
5. Click the red RECORD button and begin recording.
6. When recording is complete, click WAVE on the menu bar and select SAVE RECORDING.
7. Locate the folder to which you wish to save it, give it a name and click SAVE.

To send this along with your email, click Attachments and locate the file you recorded and saved. Right click the file and look at the size. Some files you think are very small may be too large to attach and send with an email.

Recording with Sound Recorder:
Again, be sure you have a microphone connected to your computer into which the sound must enter to be recorded.

1. Click start...all programs....Accessories....Entertainment....Sound Recorder.
2. Click File and New.
3. Turn on the microphone if it has an on/off switch. Turn up volume
4. Press the red Record button and begin speaking into the microphone.

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