

## Using Windows XP Sound Recorder to Record Short Sound Clips

Sound Recorder is supplied with the Windows operating system. It allows users to **record sound clips up to 60 seconds** long from many different sources. This handout describes how Sound Recorder can be used on the Dell computers in the IMC.

### Selecting and Connecting an Input Device

You may use a separate device, such as a CD player, microphone, or Walkman-type tape player to make recordings. We have audio cassette players, microphones and adapters for mini-cassette recorders should you require them. You can also use the computer's built in CD drive to record sound into the computer.

#### If you are using a microphone:

Connect the microphone to the cable labeled "Line Level Input" connected to the bottom input in the pink section of the computer back panel (best to use workstation 22, 23, or 24). If it has a USB connector, use the USB port located under the Dell shield on the front of the pc.

#### If you are using a device with an audio line-out:

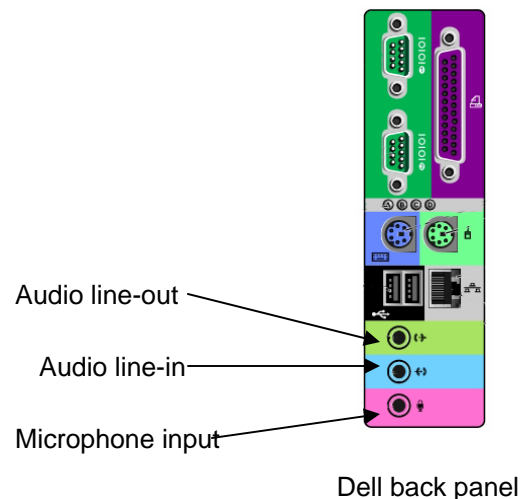
Connect the device to the extension cord plugged into the blue audio line-in connector. (see the line-in symbol on the cord)

#### If you are using a device with a headphone jack, but no line-out:

Connect the device to the extension cord plugged into the audio line-in connector in the blue section. But, be sure you *turn the volume control on the device down as low as possible*. It will be necessary to adjust this control later when you record.

#### If you use the computer's built in CD player:

Place the CD in the tray and close the tray. Use Winamp, Windows Media Player or Real Player to cue to the desired location for recording.

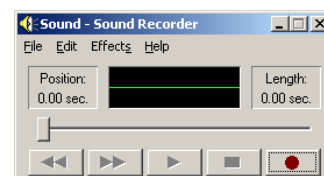


### Preparing Sound Recorder

Click the Sound Recorder icon on the Desktop.



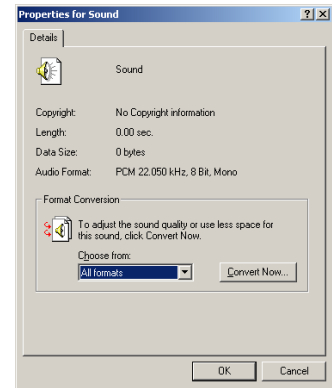
The Sound Recorder control panel will open, illustrated on the right.



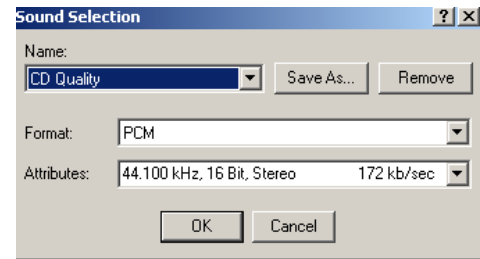
## Setting the Sound Quality

Borrow a set of headphones to monitor the sound during recording and playback. Select **File > Properties** on the Menu bar.

You may choose to set the recording format, playback format, or all formats at once. It is generally best to set **all formats** unless you have a specific requirement to do otherwise. Select **Convert Now**.



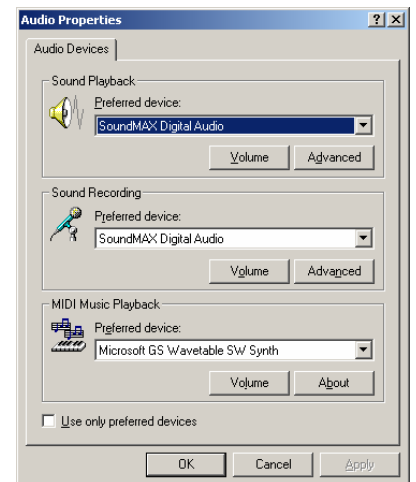
The **Sound Selection** panel will appear. Select CD Quality for best quality sound. Sound files will be saved as .wav file. An 11 second clip is about 2 MB in size. Should file size be a concern, the file can be compressed but cannot be edited. In the Name drop down slot you may select the quality of the recording. If you select Untitled, in the Format section you can choose the desired file format, and in the Attributes drop down section you can choose specific recording quality. Click **OK** when you've made your selections. Click **OK** in the Properties for Sound panel.



## Mixers and Controls

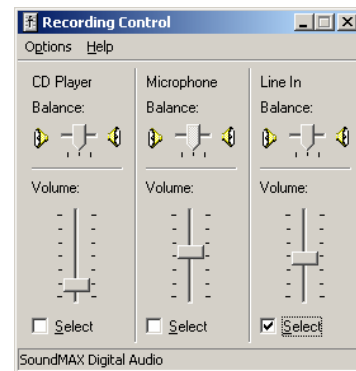
Select **Edit > Audio Properties**.

The Audio Properties control panel is illustrated on the right. Under Sound Recording, choose the recording device. Example: If using a Mic plugged into the cable labeled "Line Level Input", connected to the bottom input in the pink section of the computer back panel, select SoundMAX Digital Audio.



Select **Volume** button in the **Sound Recording** section. The Recording Control mixer panel will appear, shown on the right.

**Check** the selection box for the input device you will be using. If your device is connected to line-in, check the line-in box. If the device is a microphone, check the microphone box. Or, if you are using the built-in CD player, check the CD player box. Each device control in the mixer, line-in, microphone, and CD player, allows you to control the left-right stereo balance.



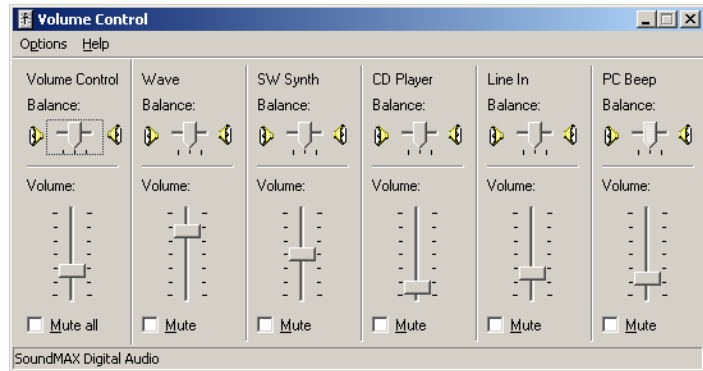
A volume control is also available so that you can control the level of the signal input into Sound Recorder. It's necessary to adjust the volume control to find the proper levels for your recording.

**NOTE:** See the Options section at the end of this handout for information about other recording selections that may be available. Close the Recording Control panel.

Select the **Volume Button** in the **Sound Playback** section of the Audio Properties control panel. Set the **volume controls** to comfortable listening levels and close the Volume Control Panel.

**NOTE:** The volume control panel does not control how the sound is recorded. It only controls how you hear it when you play it back. You can also control the left-right balance, and mute the selection by checking the appropriate box at the bottom.

**NOTE:** See the Options section at the end of this handout for information about other playback selections.



## Making the Recording

Cue your device so that the CD or tape is in the proper position to play the selection you want to record.

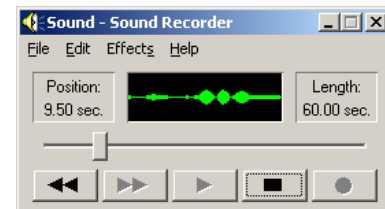
If you are using a microphone, check to be sure the switch, if so equipped, is turned on.

Click the red **Record button** on the Sound Recorder and **Start** your device or **Speak** into the microphone.



The green line in the Sound Recorder control panel will indicate the sound recording level. More exaggerated the line, the higher the level. The image on the right illustrates this effect. The thicker parts of the line represent portions that are recorded at higher levels, while the thinner parts of the line indicate parts that are recorded at lower levels.

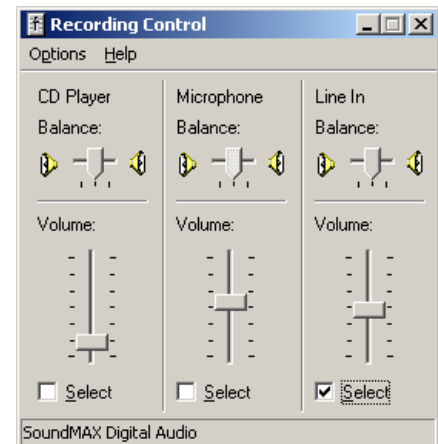
Higher levels usually result in louder volumes during playback. Quieter sections are almost always recorded at lower levels.




**Adjust** the levels as necessary in the Recording Control panel while you are making the recording. You will see the green line in the Sound Recorder control panel change as you make the adjustments.

**Click** the Stop button  when you have come to the end of the recording.

**NOTE:** Sound Recorder records up to 60 seconds.



## Playback and Saving a File

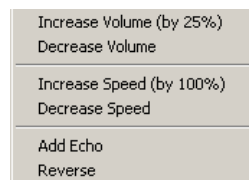
When a recording is complete, the appearance of the Sound Recorder changes slightly.  A **Playback** button is now available. Press the **Playback** button to listen to your recording. If necessary, re-record the selection making appropriate adjustments.

Click **File > Save As** on the Menu bar when you are satisfied with the recording. Save to the C:\Public folder on the hard drive or your own disk. Your sound file is now ready to be used in other applications, such as presentation, video projects, or Web sites.

## Advanced Features

Sound Recorder has a limited set of effects that can be applied to a sound file. To try these effects, select **File > Open** on the Menu bar. **Navigate to the file** you wish to work with, select it and open it in the usual Windows manner. The file is now available for use in Sound Recorder.

Select **Effects** on the Menu bar. This menu is shown on the right. Select the effect you want to apply.



Press **Play** to test the effect. Continue working with the effects as desired.

## Options

This handout shows only the most commonly used recording and playback selections. To make these selections, click **Options** on the Menu bar of both the **Recording Control panel** and the **Playback Control panel**. Select Options from the drop down menu. The Properties control panel will appear.

### DO NOT change the Mixer device setting.

You can elect to adjust volume settings for either Playback or Recording. You can also select which volume controls you wish to display by checking or unchecking the options in the text box.

As an example, the illustration below shows all the settings available for the Recording Control panel. The playback control panel is similar.

