

Recording audio using Sound Recorder

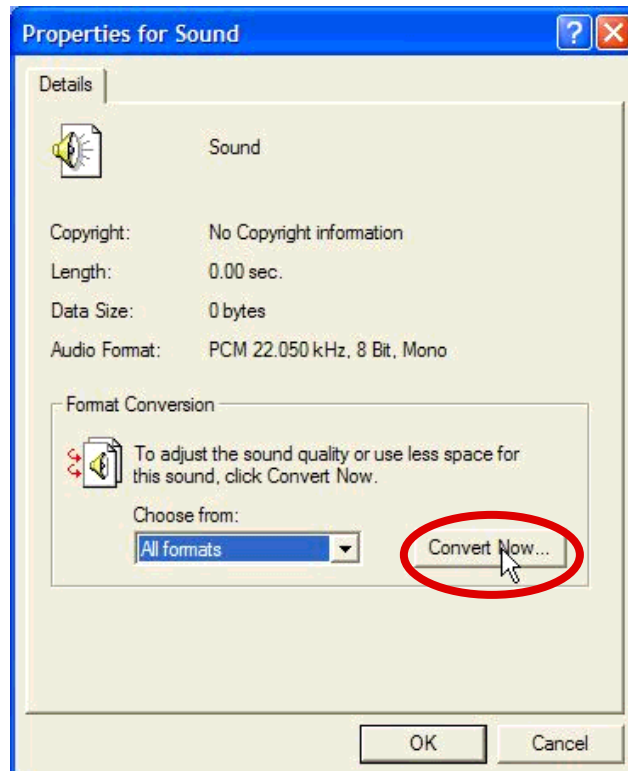
Sound Recorder is a simple but quite adequate accessory program which is built into all versions of Windows. There is a separate set of notes about the use of Audacity, which is an open-source program with a lot more options

You need a microphone built into your Windows computer, or you need to attach one to the microphone socket or to a USB port

- 1 Launch Sound Recorder using Start>All Programs>Accessories>Entertainment>Sound Recorder



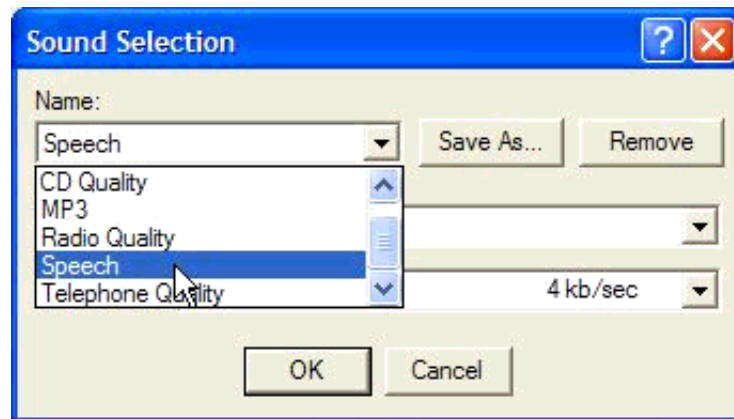
- 2 Select Edit>Audio Properties to specify your input device from the Sound recording section in the middle. There is a pop-up menu which shows the options under Default recorder. [USB linked microphones will often use AK5370] [Left] click on Apply then OK
- 3 Click on the large red circle button in the bottom/right of the window to record using the selected microphone. Click on the black rectangle button to stop. You can resume recording; and you can replace all or sections of your recording



- 4 Select File>Properties and click on the Convert Now... button under Format

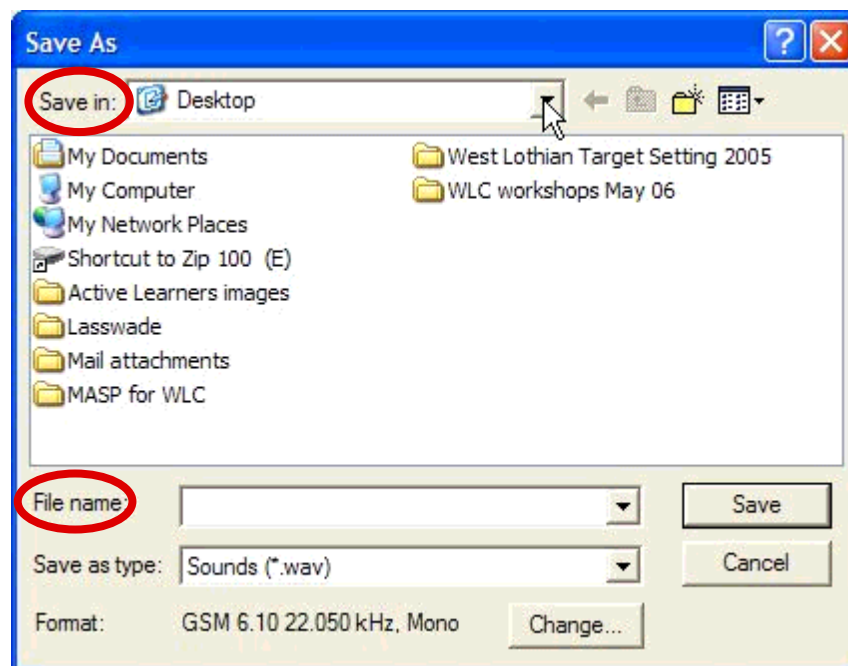
Conversion near the bottom

- Under the Format: pop-up menu, select GSM 6.10, which is one of the formats optimised for human speech - there are other good formats and others are better for music or other types of sound
- Under the Atttributes: pop-up menu, select '22,050 Hz, Mono'
- It is a good idea to save this combination of settings for future use. [Left] click on the Save As... button. Under 'Save this format as' type Speech and click on OK to add this to the list



This will let you select from the Name: pop-up at the top in future conversions

- [Left] click on OK to confirm the choice of Sound Selection
- [Left] click on OK again to confirm your selection of Properties for Sound and the recording will be converted
- Note that there is now no green sound wave line. This is because the sound has been compressed to save space, but it still plays

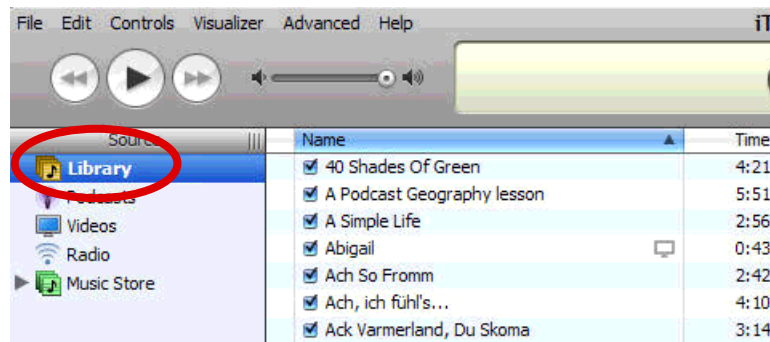


5 Select File>Save As... to activate the saving dialogue, as above

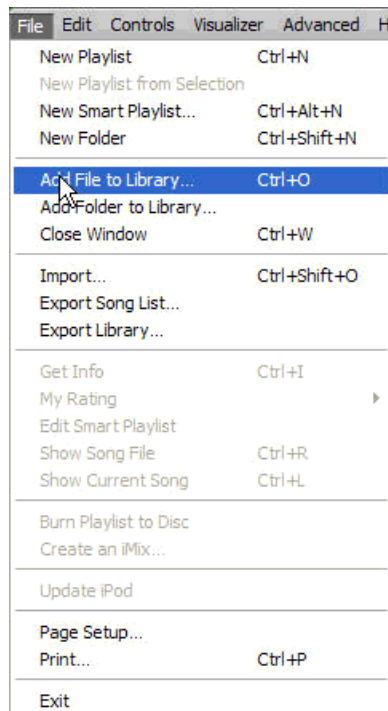
- Opposite 'Save in:' at the top, navigate to the folder where you are going to store your sound clip [If it is only for temporary use, you might use the desktop]
- Opposite 'File name:' near the bottom, give the clip a suitable name

- [Left] click on the Save button to confirm settings and note that the new name appears at the top of the Sound Recorder window

6 Launch or maximise iTunes



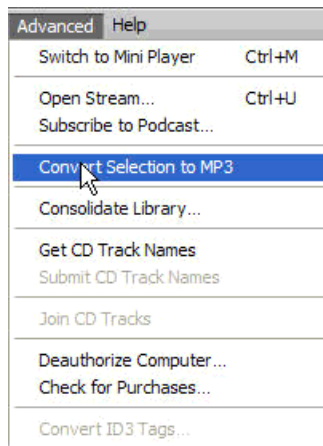
- Make sure that Library is selected from the Source List at the left, as above



- Select File>Add File to Library... and find the clip file in the location where you stored it
- [Left] click on Open to confirm

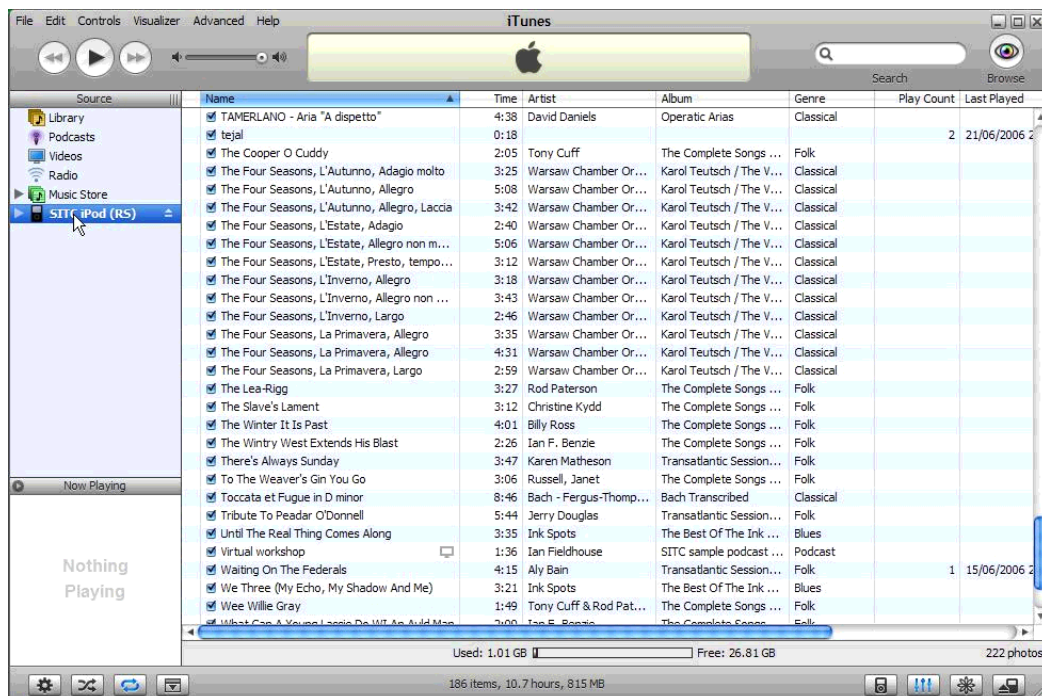
7 The sound clip is not yet in a form that you can transfer immediately to use with an iPod [It is stored using the Windows WAV sound format, but the iPod can only use MP3 or AAC format files]

- Check that the items in Library are sorted by Name. If it is sorted by some other criterion, [left] click on the Name column header [If this results in 'Z-A' order, click it again to return it to the more familiar 'A-Z' format]
- Find the imported clip file by scanning alphabetically and [left] click to select the item



- Select Advanced>Convert Selection to MP3
- Note that it creates a duplicate of the file. You can remove the original (which is of no further interest) by selecting the entry and striking the Backspace or Delete key

8 Connect the iPod



- Note that the iPod appears (after a slightly worrying delay of 35-45 seconds) in the Source list in the first column from the left and is automatically selected
- Create a new Playlist - which is just a collection of files, like a folder - by clicking on the + button at the bottom/left of the Source List. Type the chosen name for the collection (folder) to replace 'untitled playlist' which is automatically offered. [You do not have to create a new playlist if you already have a suitable one]
- Drag the newly converted file/item into the newly created playlist

9 Play the sound file on your iPod

- Eject the iPod using the eject button in the Source List. Your iPod returns to life
- Navigate iPod>Music>Playlists>[new playlist] and press the centre button to play the item