

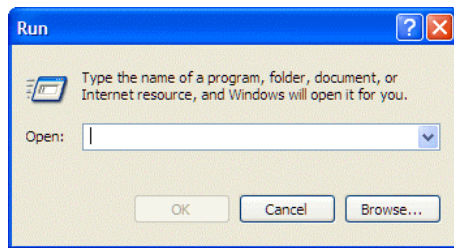
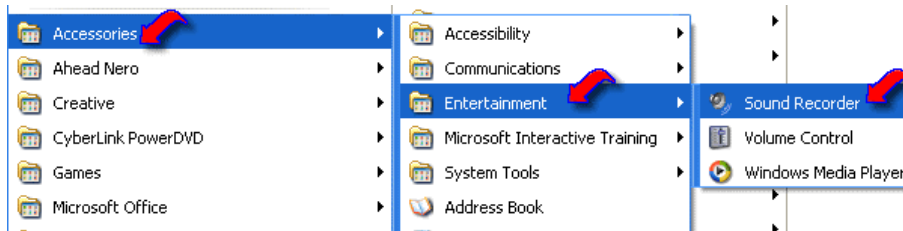
The Windows Sound Recorder

version 1



The Sound Recorder is part of Windows. How can you start this recorder?

If you click on the **Start** button, a menu unfolds. Choose **<Programs>** **<Accessories>** **<Entertainment>** **<Sound Recorder>**:



In the same menu, you also will see the **Volume Control**. You might need this as well.

There is a short way to start these programs. If you Click the Start button, you can see **Run** in the menu. Click on "Run" and you will see the box on the left.

You can start the Sound Recorder by typing:

sndrec32.exe and press OK. You can start the Volume control by typing: **sndvol32.exe** and press OK.

The microphone

A microphone on a standard will be sufficient for our recordings. In our local computer shops they sell for instance a Logitech microphone for about € 10,-. Plug your microphone in, at the rear or in the front pink connector. Laptops often have a build-in microphone. You can also find USB microphones in the computer shop. They usually have a thicker cable and might last longer (but are a little more expensive).

Recording



Start the Sound Recorder. Click on the button with the red dot and the recorder starts. Tap on the microphone or speak in it and the green line of the recording will show some action. If not, please read the Volume Control section at the end of this document.

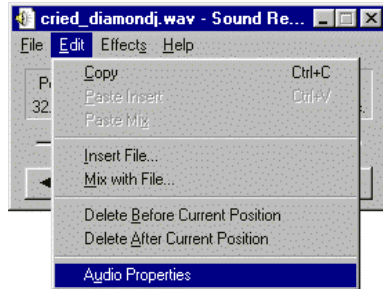
If you want to stop the recording, click on the button with the black rectangle, left of the recording button.

To replay what you have recorded click on the middle button with the triangle on it. You see, just like any recorder. The two buttons on the left are used for returning to the beginning of the recording, or to the end.

If you want to save your recording, go the menu **<File>** and choose for **<Save as...>**.

Please note, that the maximum length of the recording is 60 seconds, which usually will be enough for the website.

Editing



Maybe there is some noise at the beginning and end of the recording that you want to delete. It is possible to cut off the beginning and the end of the recording. If the slide control is on the left (the beginning of the recording) and you click on the menu **Edit**, there are two possibilities:

- Delete Before Current Position
- Delete After Current Position.

And please note that the *Position* refers to the sidebar.

The first possibility (Delete Before Current Position) is grey and the second is in black. But as soon as you have moved the slide a little, both will be in black and can be used.

Deleting Before Current Position:

Play the recording until you have reached the point at which you will start the definitive recording. The green graph can be useful. If you are satisfied, click on: Delete Before Current Position.

If you want to cut the end of the recording, move the slide to the point which will be the end of the definitive recording. Then choose for Delete After Current Position. By playing the altered recording, you can hear what it will be like. At this stage you can delete a little more. When you are satisfied, save the recording. If not, just do not save it, and the recording will be unchanged. Then try again.

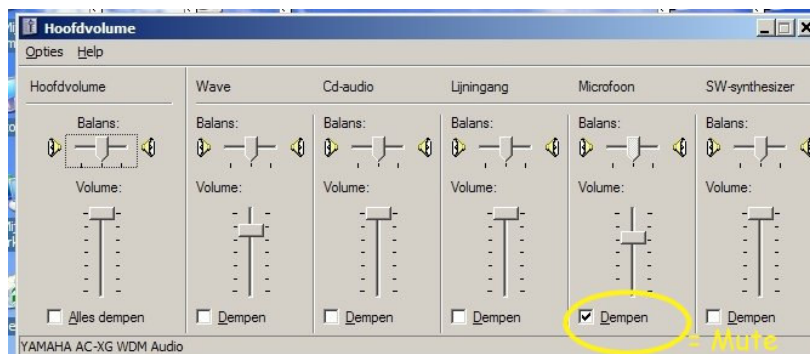
The Sound Recorder is a simple program, but you can select complete files and paste them in another file. By doing this, you can make a recording of more than 60 seconds!

If you have made the recording on a cassette recorder, or memo recorder, you can connect the earphone connector of this recorder to the blue connector of your computer and use the "line" input of the computer. All you need is a little cable.

Volume Control

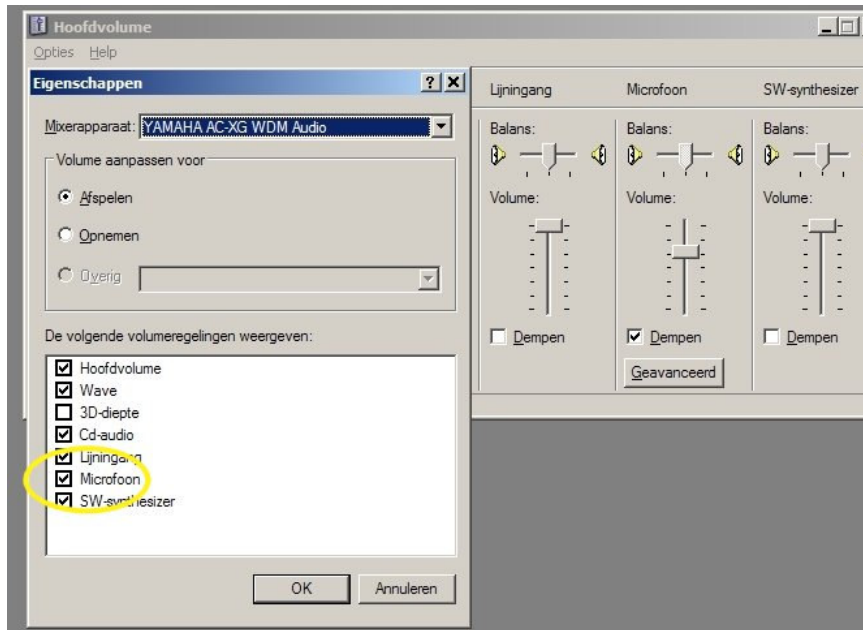
In case the Sound Recorder does not react on your microphone, there might be a problem with the settings of the Volume Control.

The slide of the microphone controller can be at the bottom, which means that the sound level is zero, or the **Mute** box is checked (*Dempen* in this Dutch screenshot). This means that the input of that particular channel is switched off. A Volume Control might look like this:



In this example the microphone is "muted" and will block the signal of the microphone (and consequently, it will not work).

Maybe you do not see a microphone controller. In that case you have to add it.



Click in the menu on **<Options>** and choose **<Properties>**. Check the option "Microphone" and click on OK.

Now the Microphone controller is added. Be sure that the box of "Mute" is not checked. Move the microphone slide control to the highest position

(which is the loudest) and make a recording. If it still does not work, maybe you can change the "Mixer Apparatus", if available. (In this Dutch screenshot it is: YAMAHA...). If you still can not make a recording, try another microphone or ask your technical staff.

Note: be sure, when opening the menu **<Options>** , the second option "Advanced Volume Control" is checked.

The result of your recording will be a .wav file, which is perfect to play in a web page.

As I do not own a computer running an English Windows version, most screenshots originate from the Internet.

If you have remarks on this text, please let me know and a newer version will be produced.

Hans Walrecht
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