Procedure for recording sound clips in your Windows desktop or laptop computer:

Open the "Sound Recorder" program as follows:

   PRESS the **Start** – button (bottom-left)
         Choose the **All programs** option from the menu
                Choose **Accessories**
                        Choose **Entertainment**
                              Choose **Sound Recorder**

The following window should appear:

The Sound Recorder is a simple, yet powerful sound and voice capture tool, which can be used to create and edit simple, short sound clips. Go to the ***Help > Help Topics*** item of its pull-down menus, for more complete descriptions of the capabilities of the Sound Recorder,.

To capture and store digital voice sounds (in WAV format), you also need a microphone which

should be connected into the corresponding plug socket (🎤,*pink or red*, **or something like ((.-)** in the audio section of your computer (Input-Output-Connectors). You can also capture audio signals coming from devices, using another adjoining socket (not the earphones). To **verify that your microphone is connected properly**, you can talk into it, and see that the green straight line in the recorder display begins to show the vibrations of your sound. *If the line does not show vibrations, read the ** NOTE 1 at the end of this document.*

You should be able to RECORD now.

1. To *Start* recording, press the right-most button of the recorder (**RED DOT**), and the recorder time slider should begin to move slowly to the right of the timeline. Begin to talk into the microphone as soon as possible, to reduce the dead time recorded at the start of the clip.
2. Press the BLACK rectangle button to *Stop*.
3. You can press the *Play* button to **replay**, and hear what you have recorded. The slider is controllable, so you can also manually set where replay, **recording, or re-recording** begins.
4. To **delete unwanted portions at the beginning, or at the end of the clip**, you can place the slider at any location in the timeline, and use the corresponding **Edit >** choice **"Delete Before/ After Current Position"**), delete recorded portions that are before, or after the current location of the slider. Doing this can **reduce significantly the size of a clip file**.
5. When satisfied with the sound clip, **SAVE it** by using the **"File > Save as.."** command.

** NOTE 1: If no vibrations are seen in the display, you can verify that the microphone is set as input to the recorder, by calling the ***Edit > Audio Properties*** pull-down menu option. This will open a window with three sections. Choose the "**Sound recording**" (middle) section, and press the "**Volume**…" option, which will call a "*Recording Control*" window. There, the Microphone choice should be selected, and the volume and balance levers set at about the middle of their range. – IF FURTHER ASSISTANCE IS NEEDED, PLEASE CONTACT THE INSTRUCTOR, OR OTHER AVAILABLE HELP.

** NOTE 2: Audio files can also be **compressed**, (e.g. WAV, MP3, AIFF, MIDI, etc.) using appropriate **audio processing programs**, such as Goldwave, Cakewalk, etc.