

Creating Sound Files with Sound Recorder

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Capturing Audio with Sound Recorder

This page shows you how to capture audio with Microsoft Windows Sound Recorder. Before beginning this tutorial, make sure your computer has the following components:

- A microphone.
- Speakers.
- A Soundcard.
- Microsoft Windows/Sound Recorder (Sound Recorder is an audio capture program provided with Microsoft Windows).

With these components, you should be able to record sound to your computer.

Preparing to Record:

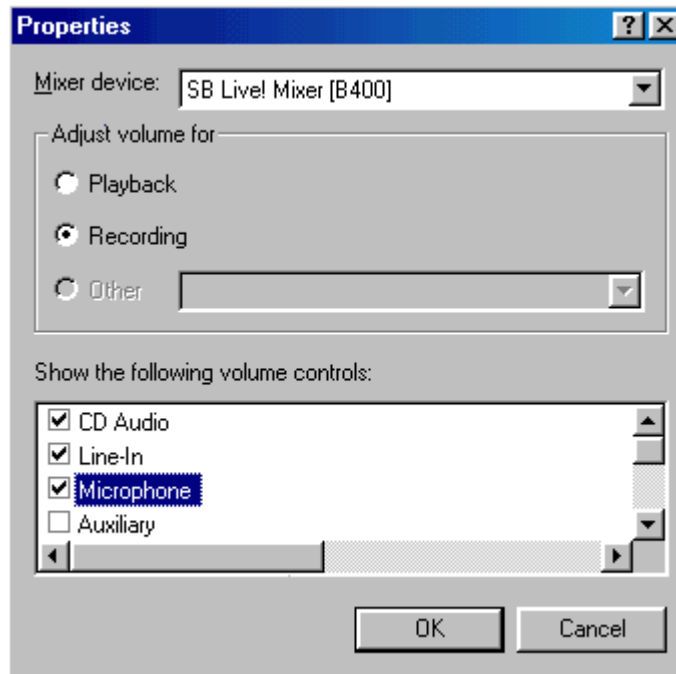
Open Sound Recorder at its default location by selecting **Start / Programs / Accessories / Entertainment / Sound Recorder**.



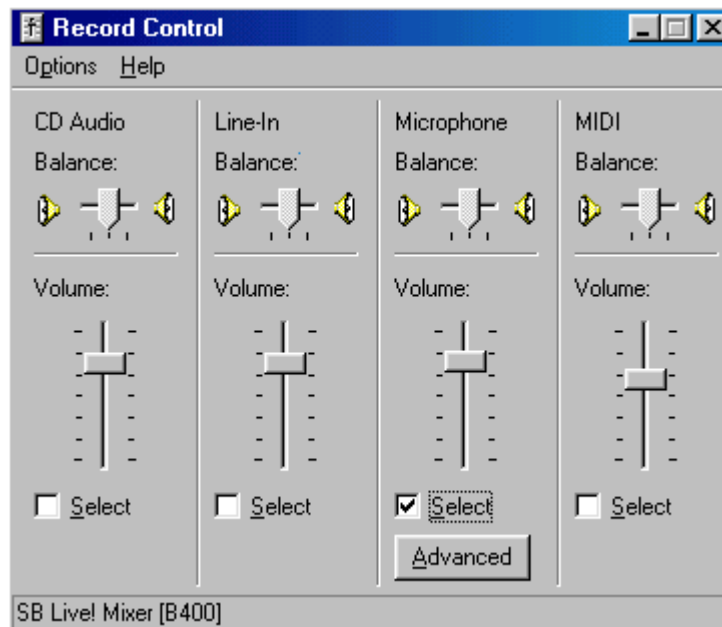
Make sure the microphone is plugged in. Check to see that it is activated through **Volume Control**. Select **Start / Programs / Accessories / Entertainment / Volume Control**. From the **Options** menu, select **Properties**. The **Properties** dialog box appears. Under **Adjust volume for** select **Recording**. New options appear under **Show the following volume controls**. Make sure that **Microphone** is selected and click the **OK** button.

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Adjust the volume slider under **Microphone** to somewhere within the upper half for optimal results. Also, make sure the **Select** box is checked under microphone so that this will be the recording source.



Close **Volume Control** and return to Sound Recorder.

Recording Audio:

Sound Recorder's controls are similar to control buttons on a VCR. To begin recording, click the button with the red circle on it.

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The moving green line in the center indicates that sound is being recorded. To stop recording, click the button with the black square on it.



Rewind the session by clicking the button with the two black leftward-pointing arrows on it.



Then click the play button with the single black rightward-pointing arrow to playback and review what you've just recorded.



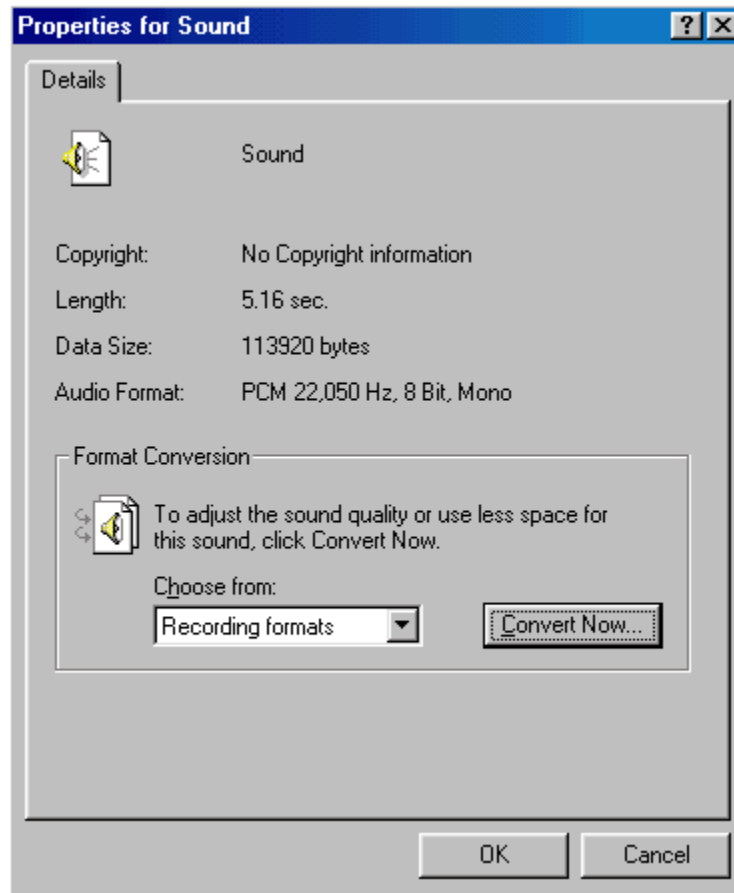
If you aren't satisfied with what was just recorded, select **File / New**, don't save the changes, and try again.

Saving Audio:

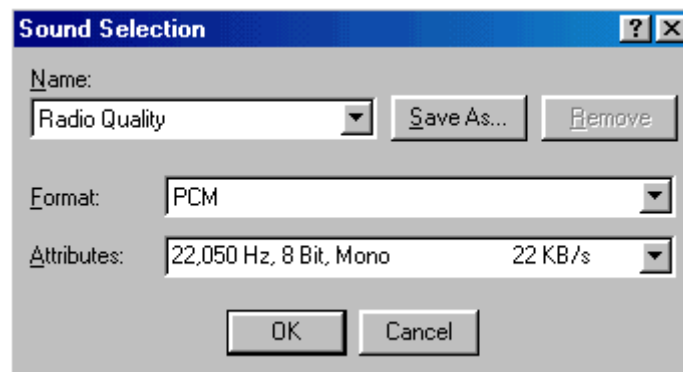
Before you can save, you first need to change the properties of the sound file. Select **File / Properties**. The **Properties for Sound** dialog box appears. Some information about the recorded session is displayed. Under **Format Conversion** select **Recording formats** from the pull-down menu then click the **Convert Now** button.

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The **Sound Selection** dialog box appears.



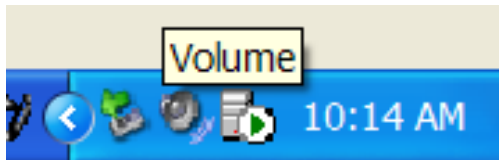
The pull-down menu under **Name** contains three pre-made settings to choose from: **Telephone Quality**, **Radio Quality** and **CD Quality**. You can select one of these or define your own settings by using the pull-down menus after **Format** and **Attributes** and then clicking the **Save As** button. The three pre-made settings, however, should be sufficient since they cover a broad spectrum of settings you may want to use.

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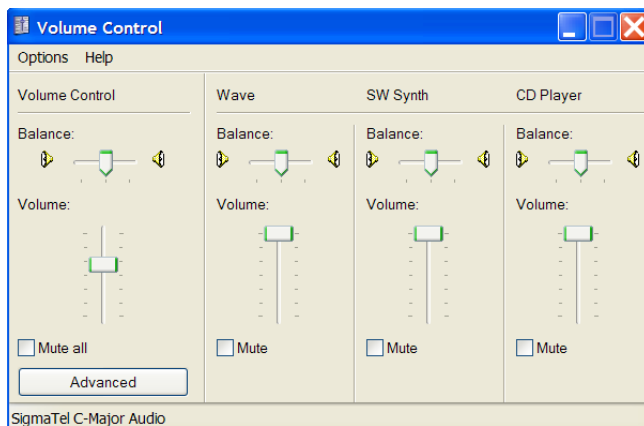
Telephone Quality is the lowest setting which will produce the lowest quality digital sound, but also the smallest sound file. **Radio Quality** is in the middle with a better digital sound quality and slightly larger sound file. **CD Quality** provides the best digital sound, but there won't necessarily be a noticeable difference in quality if you are capturing it with a computer microphone. Using the CD Quality setting will make the sound file significantly larger (and slower to download). Once you have selected a setting, click the **OK** button and click the **OK** button again to return to Sound Recorder's main area. To save the file, select **File / Save** from the menu, enter a file name and click the **Save** button.

To Select Input Device

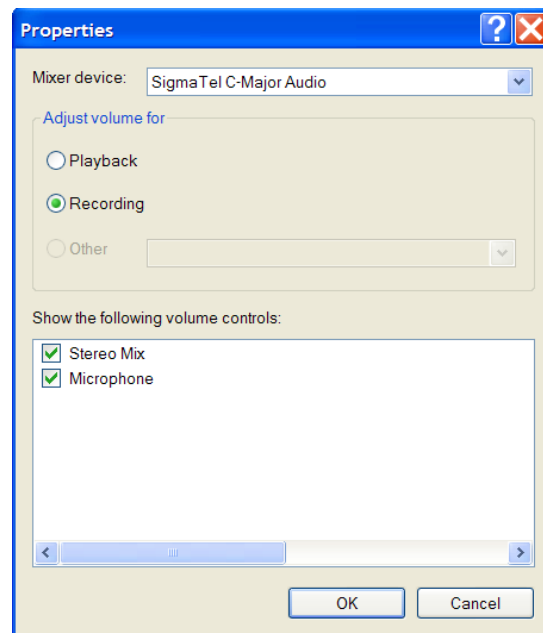
Double-click the Volume icon in the status bar at the bottom/right of the screen.



The Volume Control form opens. From here, you can adjust the volumes (or mute) any of the selections there.



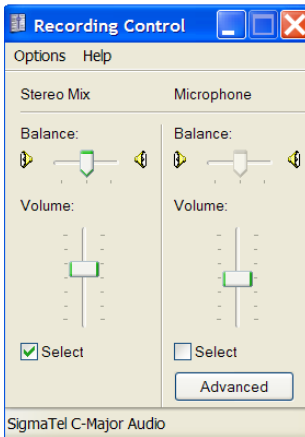
By clicking the "Options" – "Properties" options from the Volume Control form, the following form appears ...



Clicking the "Recording" option button reveals the options to show volume controls for all of the available input devices. Note that this form will appear differently depending upon the architecture of the machine.

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Clicking “OK” will show the volume settings for these devices...

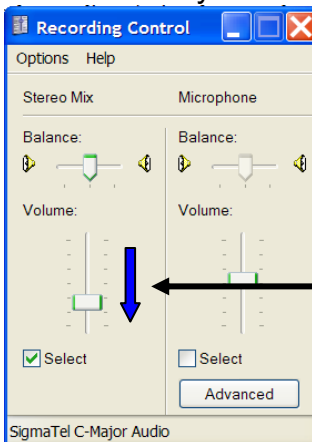


Clicking the “Select” option for the “Stereo Mix” will enable the CD sounds to be recorded. The “Microphone” selection will open microphone recording.

Mixing Microphone and CD Recording

Many times, it may be desirable to mix two recordings together. For instance, perhaps you have a CD recording you would like to use as a background and would like to add a voice recording over top of it.

1. Record both recordings (using the procedure outlined above) and save each file.
 - a. Perhaps you need to lower the volume at the precise time where you would like to mix your voice recording...

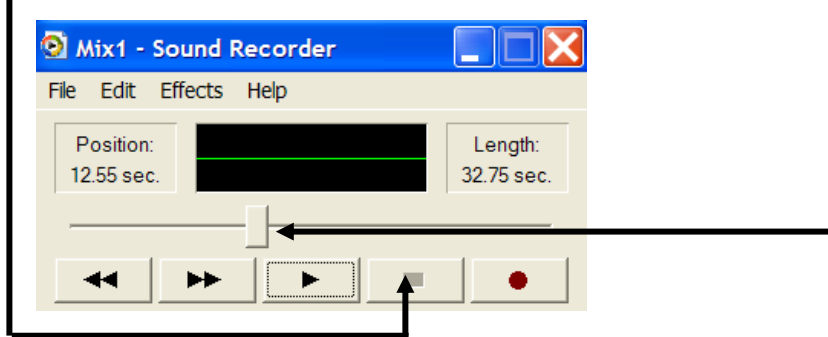


Move the slider down at the desired point in the background recording where you plan to place the voice recording.

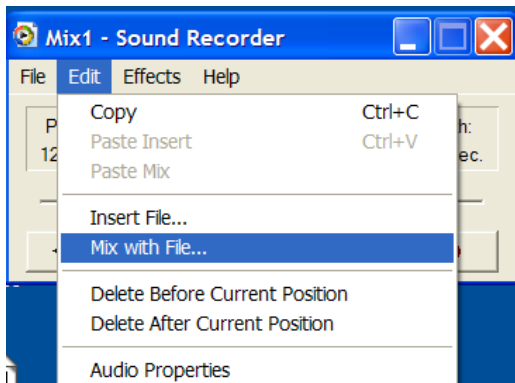
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2. Open the larger file (usually the background recording) and move to the point in the recording where you have lowered the volume and would like to place the voice-over
 - a. Either play the recording until you reach this point and press the “Pause” button or ...
 - b. Note the position on the “Position” label where the volume diminishes and move the slider to that point



3. Choose the “Edit” – “Mix With File” options from the recorder’s menu...



This option allows you to browse to the file you wish to mix (in this example, the voice recording).

Clicking the “Play” button will reveal the results

Saving this newly mixed file creates the file ready for the use for which it was planned.