

## Recording Audio with Windows Sound Recorder

Easily create a mini-lecture that students repeatedly listen to

### ***About Sound Recorder***

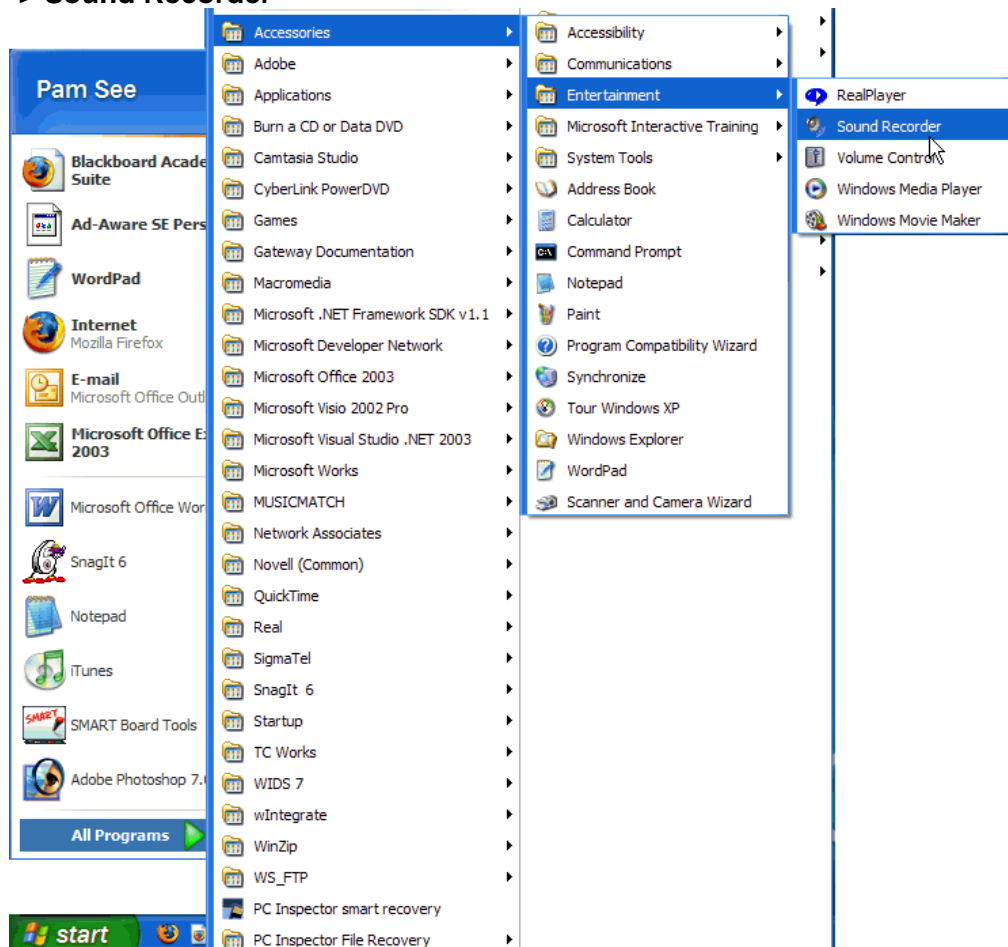
Sound Recorder is a small program packaged with every copy of the Windows operating system.

This handout describes how to create and save a digital audio file created with Sound Recorder.




Recording with Sound Recorder creates an *uncompressed* audio file. Unless the recording is very short, you will want to compress the file after saving it. Compressed (smaller) files are much easier for users to access and listen to. See [Compressing Digital Audio](#) for instructions and screenshots demonstrating how to compress your audio files

### ***Opening Sound Recorder***

Open the program by clicking **Start -> All Programs -> Accessories -> Entertainment -> Sound Recorder**



## Using Sound Recorder

<p>The controls are similar to an average cassette tape recorder</p> <p><b>To begin recording:</b> Click the round red button.</p>	
<p><b>To pause recording:</b> Click the black rectangle button.</p>	
<p><b>To continue recording after pausing:</b> click the round red record button.</p> <p>Pausing and continuing to record <b>will append 60 seconds</b> to the length of whatever you've recorded thus far</p> <p><b>Want to record over the end?</b> Move the Scrubber bar to a place in the file to begin to re-record. This will overwrite any previously recorded audio.</p>	
<p><b>File -&gt; Save</b> when finished</p> <p><b>To begin a new recording:</b> Choose <b>File-&gt;New</b>. Otherwise the program will continue to append to the end of your last recording.</p>	