

# Using Sound Recorder

## INFO 300

### Intellectual Foundations of Informatics

Open the Lab 6 folder from the INFO300 folder in the Temporary Drives directory. You can access this by typing the following into your explorer:

\\fileserv.ischool.washington.edu\data\INFO300\LAB 6

Create a sub folder for your group to store your recording by:

1. clicking the right mouse button within the Lab 5 window and
2. choosing “New”
3. and then “Folder” from the menu.
4. Enter the names of your group members as the name of the folder.

To make your audio recordings:

- Plug your headset (provided in the computer lab) into the color-coded plugs on the computer’s speakers. Turn on the microphone by flipping the switch attached to the headsets cord.
- Open Sound Recorder by selecting it from the start menu under the following menu hierarchy:
  - Start [menu]
    - All Programs
      - Multimedia Tools
        - Sound Recorder
- Begin recording by clicking the button with the red circle (Record)
- Speak into the microphone.
- To stop recording click the black rectangle (Stop).
- You can listen to your recording by clicking the black single triangle (Play).
- You can add to the end of the recording by clicking Record.
- If you wish to record over what you have previously recorded, click the leftmost double triangle (Rewind).
- Once you are satisfied with your recording, choose “Save As” from the file menu and save your recording in your group’s folder.