

AUDIO RECORDER FOR FREE

Setup

rev 11-07

The first time only, after you install it on the computer, do this...

(On school lab computers, the program should already be set up correctly, unless someone changed it. Headsets in the lab are connected in the back, so the settings are a bit different from what you see below. ☺)

1. Click "Settings" button.
2. The "General" tab will come up.
 - Make sure it's on "MP3."
 - In "Recording View Mode" click "Fire" or "Normal" (or one of the others if you prefer).
3. Click the "Output Format" tab.
 - Slide the 'voice quality' slider to the 4th mark, so it reads "MPEG 2, Layer 3, 32kbps, Mono" – that's fine for voice and it creates a small file. If you prefer stereo, move it to the 4th mark.
4. Click "Automatic Gain Control" and put a check mark in the "Enabled" box.
5. Click "OK."
6. Click the "Recording Device" drop-down menu on the bottom half of window (this is on the NEW version of the program, not on the old version)
 - Set "Recording Device" to "Back Line In / Mic" if you plug your headset in the back.OR....
 - Set "Recording Device" to "Front Pink Jack" and Mic to "Fpink" if you plug into the front connectors.

*That's it. It's ready to use. You always have to name your file before you record it. **Please** put YOUR NAME in the file name! For example: "miho_ls3" or "sara-rec2".*

Normally, it will save your recording into the "My Music" folder inside "My Documents."

The program is VERY easy to use. Just click the red "Record" button, type in a good descriptive file name, and check to make sure it's going to be saved in the "My Music" folder. You can keep recording as many minutes as you wish.

After you record, just use a program like Windows Media Player, RealPlayer, etc. to listen to your session.

To send a recording in an email, just start to write the email, then attach the MP3 file you created. Don't just FIND the file, you also need to "Attach" or "Upload" it too so it actually gets sent with your email. Good luck!

--Tom R.
tom@spring-usa.com