

## ***Windows Sound Recorder Tutorial and Total-Recorder Download/Tutorial***

Windows 98/ME/XP has its own built-in audio recorder, ***Windows Sound Recorder***. It can record WAV files up to 60 seconds in length. This is great for experimenting and short clips, but definitely not something you would want to send as an email attachment (too large a filesize).

Although this tutorial is for the built-in Windows Sound recorder, I would suggest you also experiment with another piece of free software, called ***Total Recorder***. It can record MP3 files, which are compressed and work well in many situations.

Following is the tutorial for Windows Sound Recorder.

Did you know that Windows has a sound recorder that allows you to record and listen to audio WAV files? The up side is that you can record voice messages and audio coming through your sound card. The down side is that it only records for 60 seconds at a time (but you can stitch them together).

To bring up Sound Recorder in Windows 98/ME/XP go to ***Start/Programs/Accessories/Entertainment*** then click on "***Sound Recorder***".

**You can also bring it up quickly by going to Start/Run and typing in "sndrec32".**



Next, make sure that you have a sound source coming through. You can either record your own sound, or go to Edit/Insert File and you can select a WAV file from anywhere on your computer.

Start talking or playing the sound and hit the record button (the red circle).  
When you're done, hit the stop button (square).

Now you can edit and add effects.

To edit the beginning, play the sound (hit the triangle button) then stop before at the point where you want the clip to start. Go to "Edit" and select "Delete before current position". To edit after a certain point choose "Delete after current position".

To add effects go to "Effects" where you can increase or decrease volume, change the speed, add echo, and even play it backwards.

When done, go to File/Save.

Play around and have some fun.

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