

Using Sound Recorder

If your computer has Windows 98, or a more recent version, you can record your voice.

To do this, you must have a sound card and speakers installed on your computer. You also need a microphone.

1. To open Sound Recorder, click **Start**, point to **All Programs**, point to **Accessories**, point to **Entertainment**, and then click **Sound Recorder**. This window will pop up:



2. Click **File**, then click **New**. You can now start recording by clicking this button ●. You can record for up to 1 minute.
3. To stop recording, click ■.
4. To play back your recording, click ►.
5. If you wish, you can save your sound file by clicking **File**, **Save As**, etc.

For more information about using Sound Recorder, click the **Help** menu in the Sound Recorder window.