Sound Recorder

Sound Recorder is a Microsoft program that allows you to record audio. Files are saved in Windows Media Audio format (.wma), a compressed audio format. WMA files can be played in Windows Media Player, RealPlayer and other software media players.

The sound recorder interface

The simple Sound Recorder interface consists of:

- a recording button that changes function depending on context: ***Start Recording*** becomes ***Stop Recording*** while recording and ***Pause Recording*** when in pause mode.
- a display of elapsed recording time
- an in-put meter (showing recording levels)
- a Help button and close box.

It is not possible to edit a recording within Sound Recoder.

To do this	Do this
To open the software	Locate the software by typing 'Sound' in the ***Start*** menu search box and click on the item when it appears in the list of search results.
To begin recording	Click on the ***Start Recording*** button.
To pause recording	Click on ***Stop Recording*** (displayed while recording) and then click ***Cancel*** in the ***Save As*** dialogue box.
To resume recording	Click on ***Pause Recording*** (displayed during pause mode).
To stop and save a recording	Click on ***Stop Recording*** (displayed while recording). In the ***Save As*** dialogue box that appears, name the file, set the save location and click ***Save***.
To play your recording	Locate the file on your computer and double click it to open it. By default it will open in Windows Media Player. Click the play button to listen to the recording.

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