

How to Create Audio Files

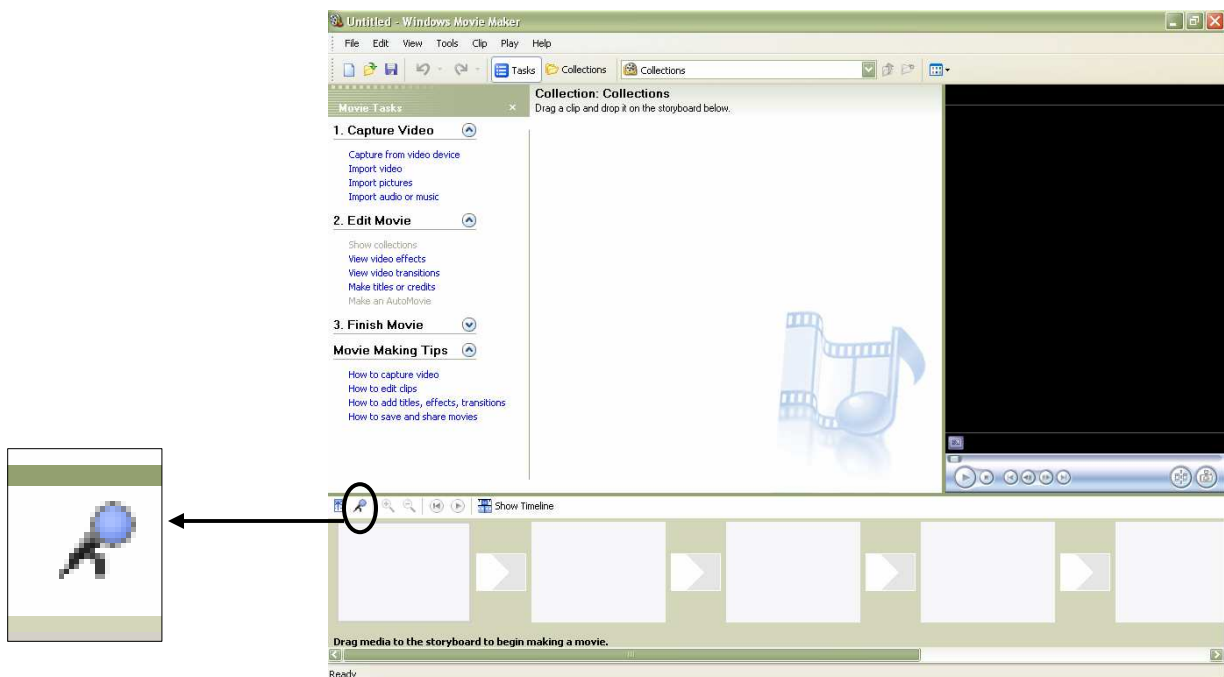
There are many free software to create audio files. Two audio recording software, *Windows Movie Maker* and *Sound Recorder* should be already installed on your PC. The quality of the audio may not be good but it is good enough to use in the classroom.

Movie Maker

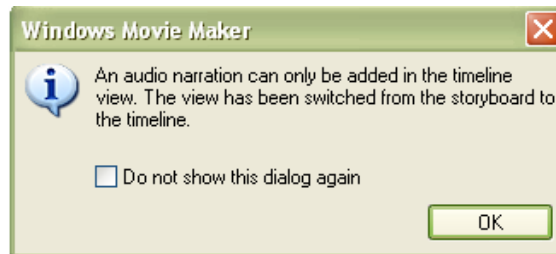
Go to start>All Programs and find Windows Movie Maker.



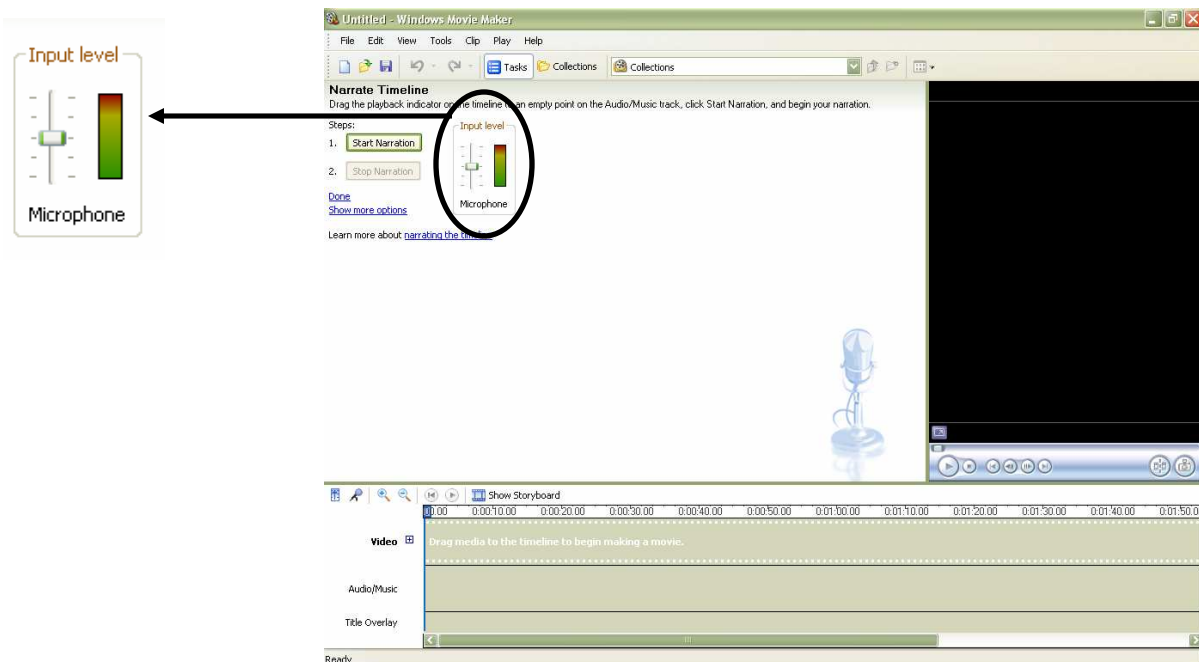
Open the program. Click the  icon to open the narration function.



Click OK if the following message showed up.

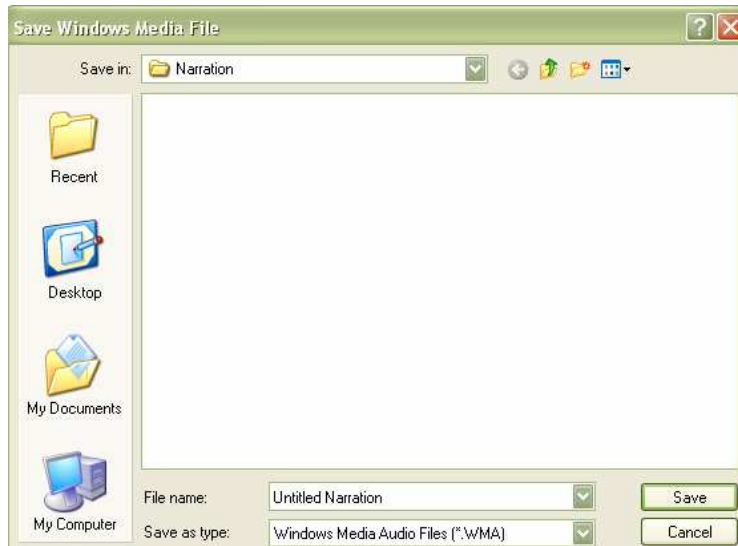


Check the input level. Make sure that the microphone is properly installed. Adjust the input level if necessary.

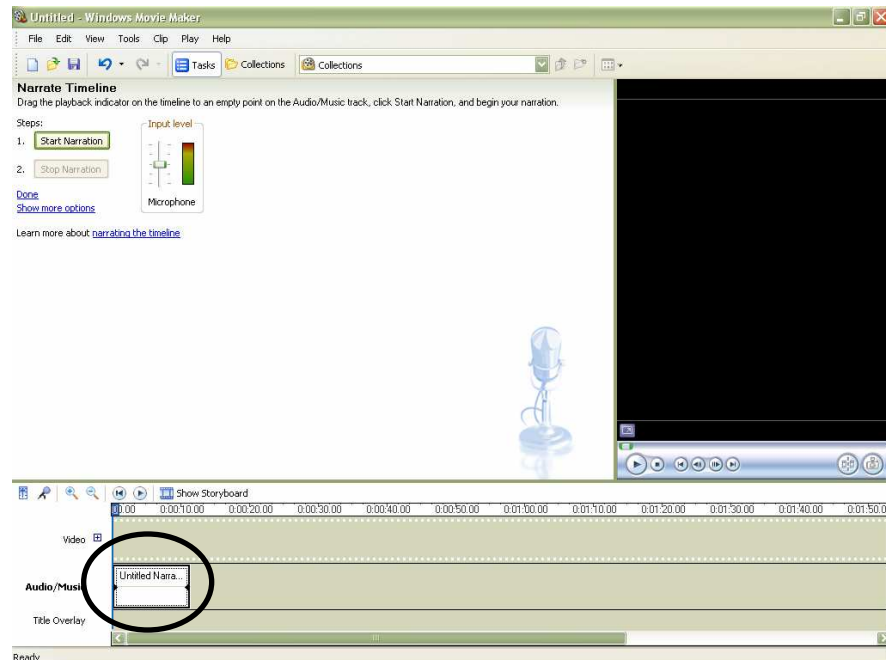


Click **Start Narration** to start recording. Click **Stop Narration** to finish recording.

The following message will show up when you click **Stop Narration** . Choose the place you want to save your audio file. Save it with the name. Make sure you remember where you saved your file.

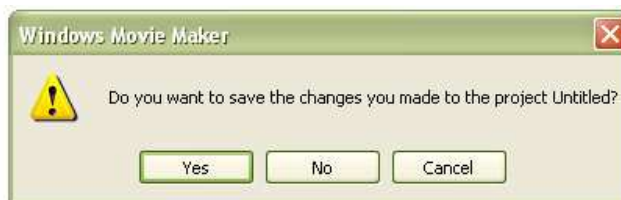


The audio file will be added to the timeline after saving it.



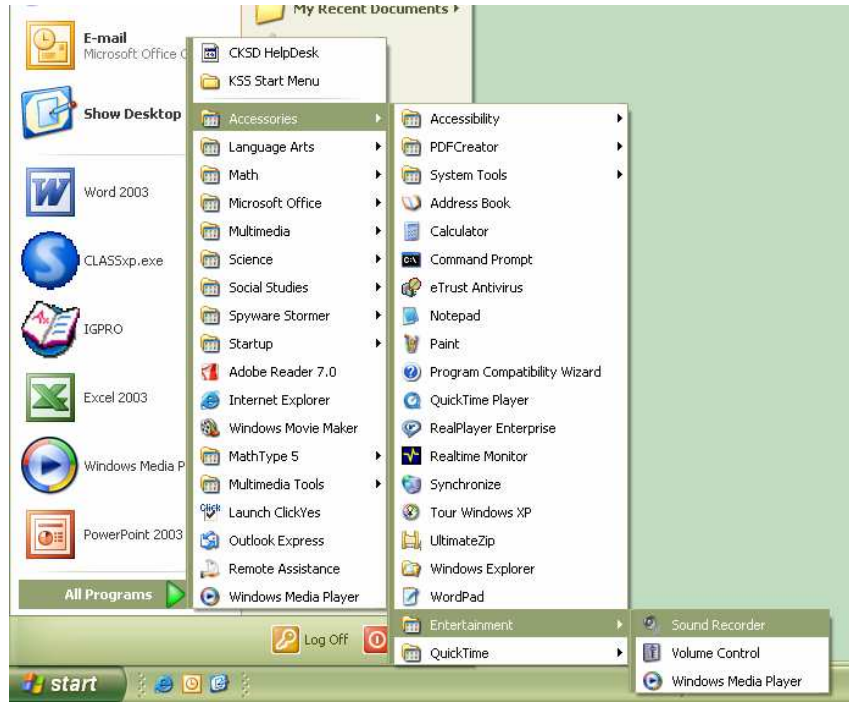
You can trim the audio if you want to. Click the edge of the audio file to trim.

Close the Windows Movie Maker. The following message will show up. The audio file is already saved so you do not have to save the project. Click No.

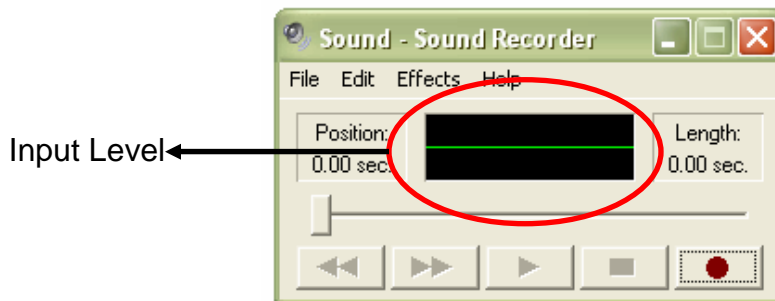




Sound Recorder

Go to start>All Programs>Accessories>Entertainment>Sound Recorder

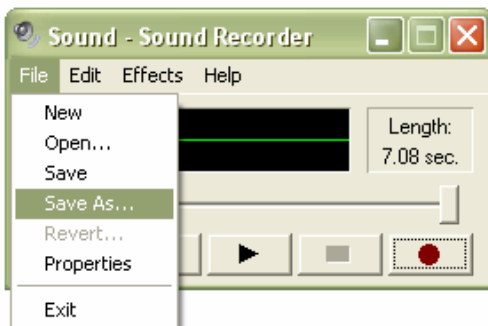


Check the input level. Make sure that the microphone is properly installed. Adjust the input level if necessary.

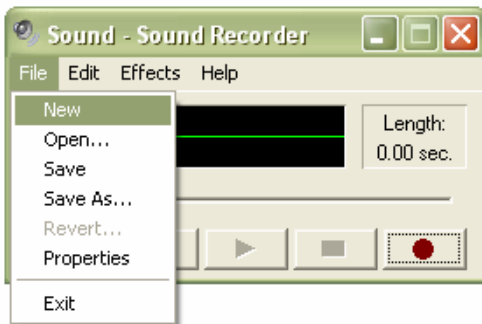


Click  to start recording. Click  to finish recording.

Go to File>Save As... to save your audio file.



Go to File>New to start over recording.



*Make sure you click New whenever you want to start a new recording. If you don't click New, then your new recording will be attached to your previous recording.

**You can record up to 60 seconds in one recording.