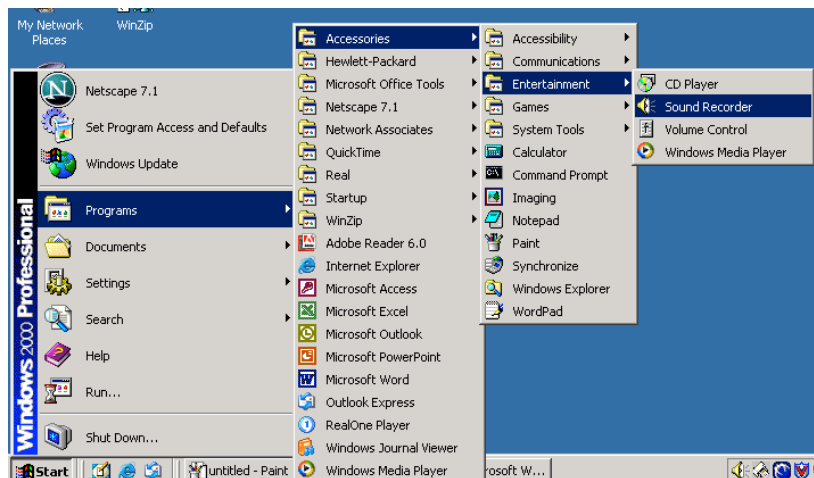# koce — Resource Appendix XI

This resource explains how to record **audio resources** on a **Windows** machine. These resources include:
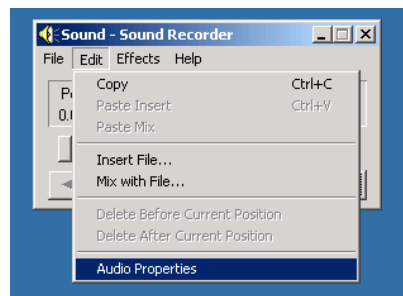
- Original narrations from teachers or students. Narrations would require a microphone. Windows microphones are inexpensive (less than $15). They have a cord with a mini-input into the computer. Newer machines might require a more-expensive USB microphone, but this in not the usual case.
- Streaming audio (speeches, NPR programming, etc.) Requires either an operating system that allows for internal recording (Windows ME), or two computers. Connect the speaker/headphone from one machine to the microphone input on the other (requires a patchcord with **male mini (stereo)** plug at one end and a **male mini (mono or stereo)** plug at the other end).
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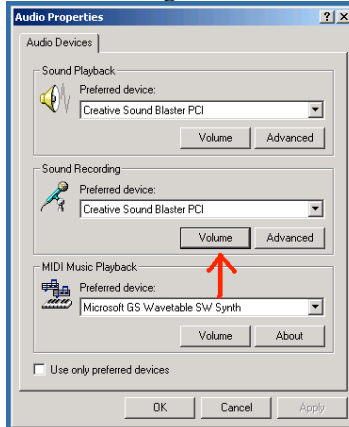## How To Capture Audio from a Microphone (PC)

1.) The first step in recording audio resource is to open **Sound Recorder**. Click on the **Start** menu, go up to **Programs**, highlight **Accessories**, go over to **Entertainment**, then select **Sound Recorder**.
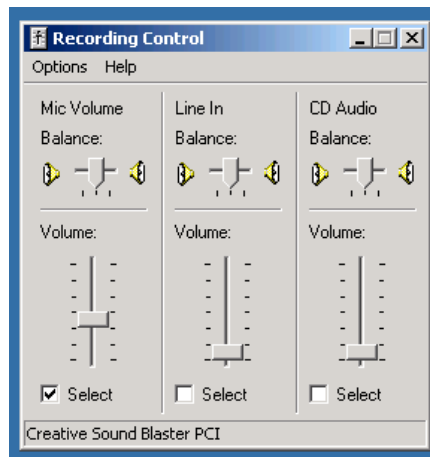
2.) After **Sound Recorder** is open, you will need to check that the settings are correct. The device to select as the source for recording is the Microphone. Start by clicking on **Edit** then go down to **Audio Properties**.

Next, click on **Volume** under **Sound Recording**.

3.) As you can see from the diagram below, the **Microphone** is selected.

4.) Hit **Record** and begin speaking! When you are finished recording, hit **Stop**. Click on **File** then click on "**Save As**…". Select the location that you would like to save your sound file under. Type in your desired file name and hit **Save**.

Note: These sound resources will be saved as **.wav files**. These offer better quality audio than mp3 files but are much larger. Most videomaking and multimedia software will accept .wav files, but if the files must be converted, it can be done using QuickTime Pro ($29 at apple.com). There are also Windows shareware programs that convert .wav to mp3