

Using the Windows Media Encoder to record speech

First make sure you have plugged the microphone into your computer (You can purchase a microphone at any electronics/computer store)

Open the Windows Media Encoder

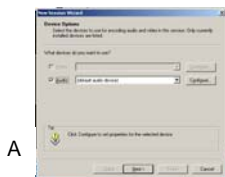
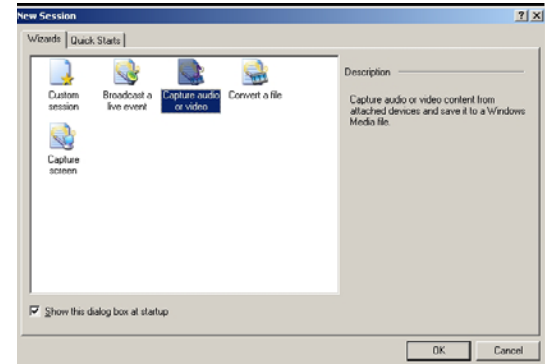
Either icon on desktop or

Start>Programs>Windows Media>**Windows Media**

Encoder

When the program opens it will start you on the new session wizard window

Choose the **Capture audio or video** icon and click okay at the bottom of the window. The wizard will walk you through the next few steps.



A: Device options window – using the pull down menu choose **“default audio device”**

Next

B: Output File – choose a location to save your file to/ also name it.

Next

C: Content Distribution - select **File Archives**

Next

D: Audio Profile – select **FM quality audio (CBR)**

Next

E: Display Information Window – Fill in your information

Next

F: Setting Review - this is a last chance to check your selections. If you wish to change a setting, click the back key.

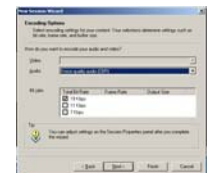
Finish



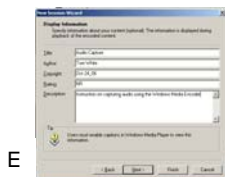
B



C



D

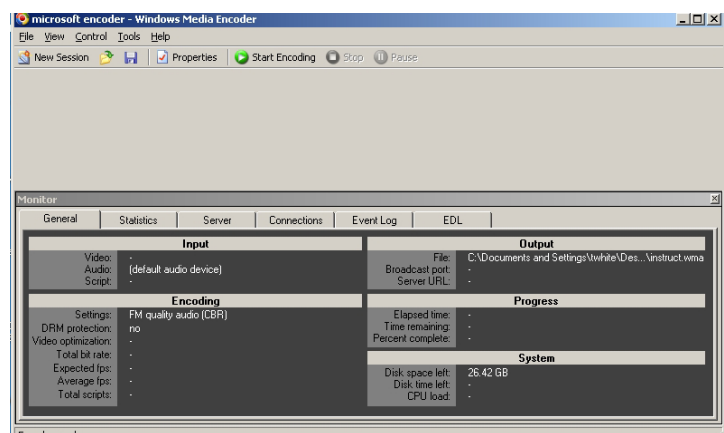


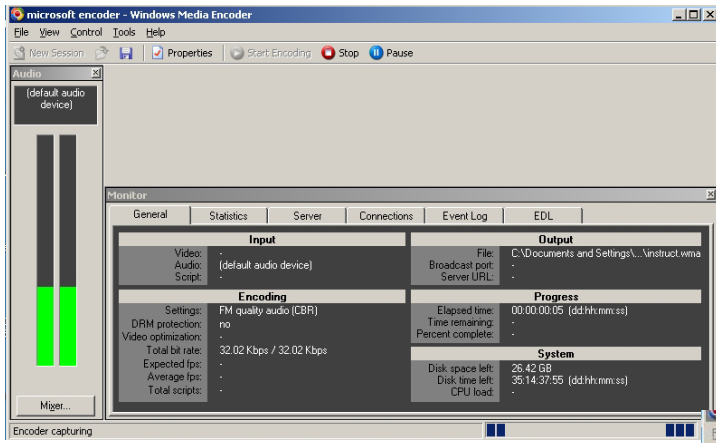
E



F

This brings you to the Windows Media Encoder Record Screen. You will see a green button next to “start recording”. When you are ready, click the button and begin recoding. As you speak you will notice to your left a level bar. Under the bar is the word mix. If you feel the audio is not strong enough, click on mix and adjust your audio.





When done click the stop button – hit stop
Your Encoding results window will open. You can either choose play output file, new session, or close. Check out the play output file. If you are satisfied, you have successfully recorded your audio.

