

NOTES

*Sound Studio can only be found in the **Sound and Video Editing Room.***

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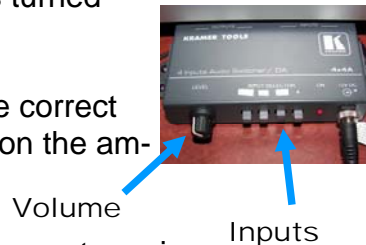
Recording Your Voice in the Sound Room



SET-UP

1. Press the switch on the microphone to make sure it is turned on.

2. Make sure the correct input is selected on the amplifier.

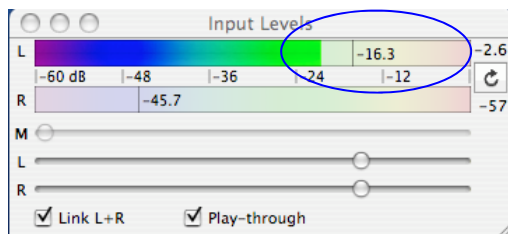


3. Log into the computer using your Goucher username and password.

4. From the dock at the bottom of the screen, select "Sound Studio".



5. Once the program opens, in a normal speaking voice, say a few words into the microphone. Watch the Input Levels dialogue box as you speak. When the bar is between the -24 and -12, your levels are good. If you have trouble getting your levels to stay in that area, you can adjust the volume on the amplifier by turning the dial up or down. Don't worry if your levels go slightly above or below some of the time. That's normal.



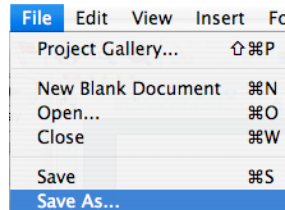
RECORDING YOUR VOICE

1. Once your levels are adjusted, you can click the Record button in the main window.



2. When you would like to stop recording, click the Stop button.
3. To save your file, choose File -> Save as.

Give your file a name, choose a format, and a location to save the file.



ATTENTION!

Before saving your file, please make note of the following:

- MP3 files cannot be saved to Darwin or Magellan
- WAV files are excessively large, and the CTLT recommends that you do not save these files to Darwin or Magellan
- You cannot "save your file to CD". You must save your file somewhere else temporarily before you can transfer the file to a CD-R.
- If you do not have your own, you can borrow a flash drive from the library circulation desk, which you can use to save your file on before you transfer the file to CD, your personal computer, or your online storage space.