

Recording Files of Your Voice on Your PC (Voice Banking)



Setup

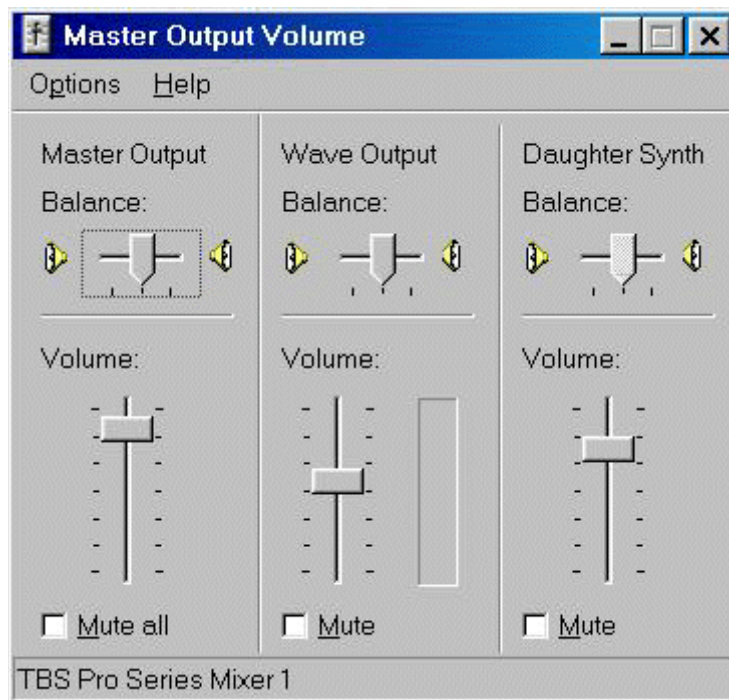
1. Find a quiet environment.
2. Position the microphone for best sound conduction. For a headset mic, this is often just to the side at the corner of your mouth.

Calibration

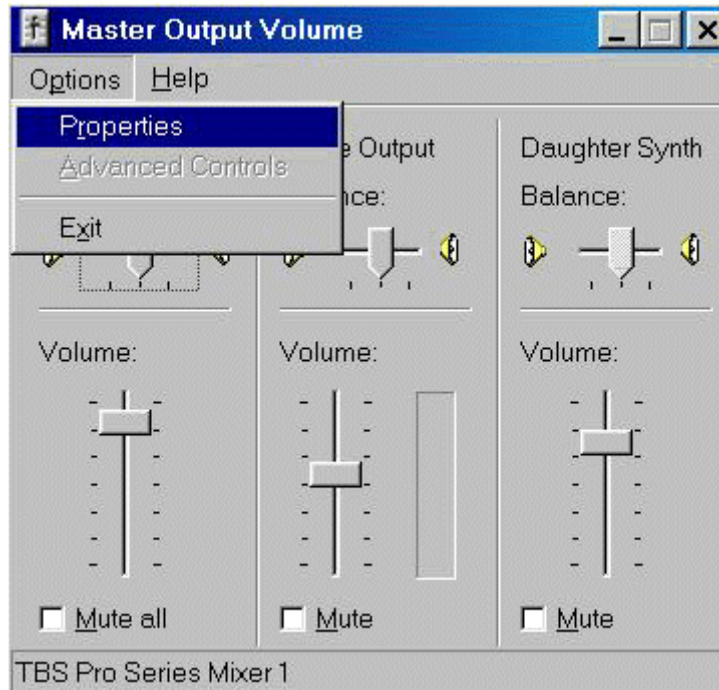
To adjust the volume for recording click on the Start button in the lower left corner of your screen:

1. Start...
2. Programs...
3. Accessories...
4. Entertainment...
5. Volume Control

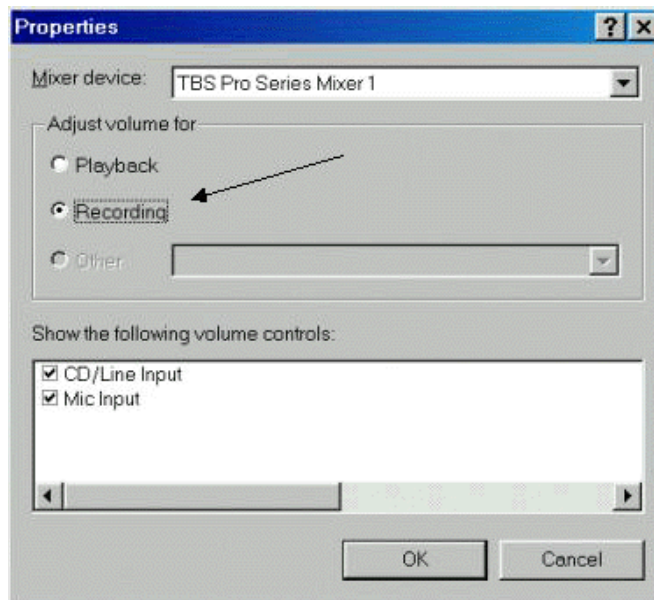
This will bring up the Master Volume Control:



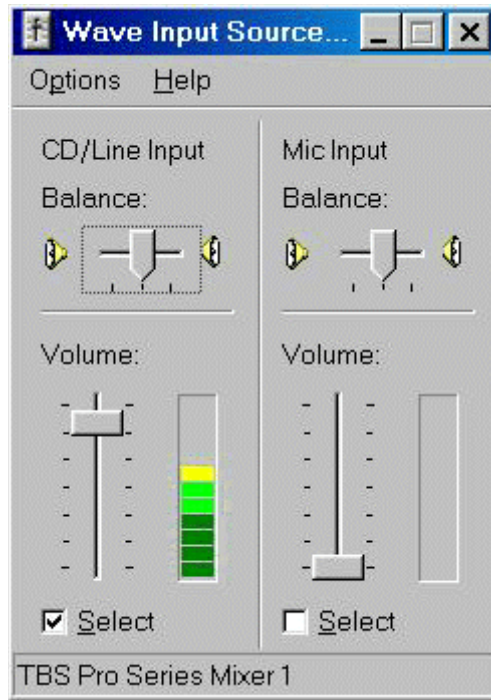
6. Click on Options/Properties



7. In the Properties dialog box, Click on "Recording" (and then "OK") to bring up the Recording Volume Control



Volume Control:



8. Use the Volume slider bar (to the left of the meter) to adjust the recording volume as you speak. The meter should peak in the yellow bars for the loudest parts of your speech (no red!)

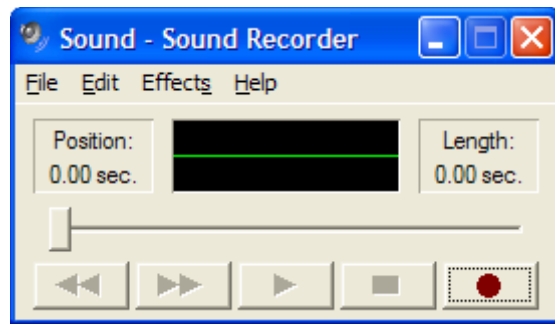
9. On some systems, you may have to bring up the Sound Recorder to activate the meter
 - To activate the Sound Recorder, click on the Start button (lower left corner of your screen)
 - Start...
 - Programs...
 - Accessories...
 - Entertainment...
 - Sound Recorder...
 - Click the red button to activate the Sound Recorder to start recording
 - While the Sound Recorder is recording, the meter on the Volume Control should be active
 - When you are finished calibrating the Volume, click the black rectangular Stop button on the Sound Recorder to stop recording.

You're now ready to start recording sound bites of your own voice!

Preparing Your Words and Phrases

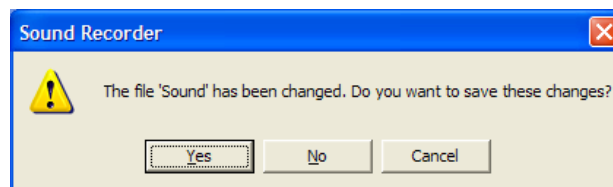
At this point, you should take some time to consider what you want to record. Single words that you say to greet, motivate, or say good bye to people, long phrases that only you are known to say... everything. Write them down and ask family members and friends to do the same. You might be surprised at what they come up with. The more you can record, the more you can use later when you don't have your voice to say them.

Sit down in a quiet location, preferably right where you previously performed the initial setup. Launch the Sound Recorder as you did above.



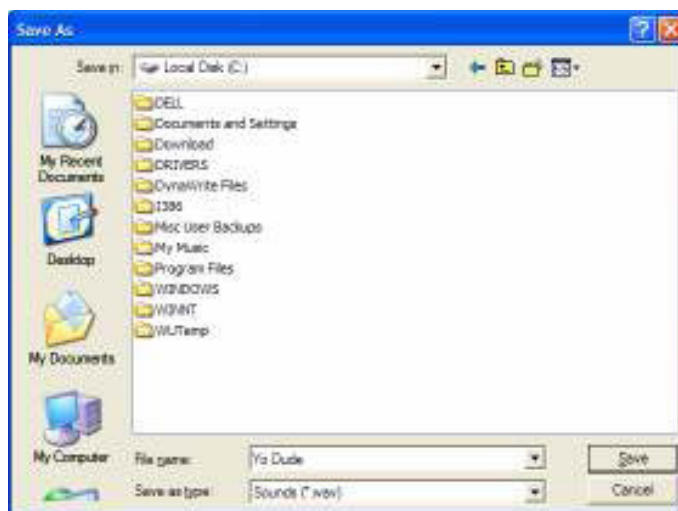
When you're ready...

1. Press the Record button (the one with the red dot)
2. Speak the word or phrase you wish to record
3. Press the Stop button (the one with the black square)
4. Press the Play button (the single triangle) to review the recording.
 - a. If you don't like it, chose New... from the file menu and then select **N**o when prompted to save the changes as shown below.



- b. If you like the recording, then choose Save... from the File menu and choose a location for this sound recording and give it a short name that describes the word or phrase well.

Tip: save all your sound files in one, easy-to-find location (folder) so you can retrieve them easily later.



- c. Choose New... from the file menu to prepare for a new recording, and return to Step 1 above.