

TUTORIAL ON EMAILING YOUR PLAYING TEST

SOUND RECORDER

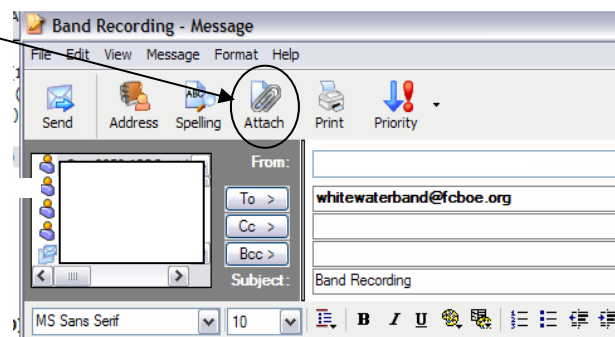
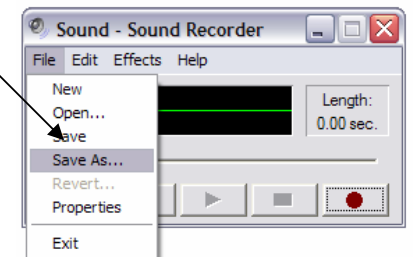
Sound Recorder is a program that is in all windows computers.

Equipment needed:

1. Computer
2. Microphone-built in or external. If you don't have an external mic, you can purchase one from Radio Shack or local electronic stores for \$10-15.
3. Sound recorder program
4. Internet connection-DSL or high speed is needed because sound files are large.
5. Email

How to get started:

1. Open Sound Recorder. You will find it in programs, then accessories, then entertainment.
2. Make sure any external mics are plugged in.
3. To beginning recording, press red record button
4. Start playing. Sound recorder will only record up to 60 seconds at a time. When the 60 second are up and if you are not done recording, press the record button again and add another 60 seconds.
5. When finished recording you need to save the file. Go to file select Save As. Give the recording a name and save it to your computer.
6. To send to Mr. Melton. Open email. Start a new email. Type in whitewaterband@fcboe.org in the email address window.
7. Attach recording to the email and send it to Mr. Melton. Make sure you identify your name and the name of the recording you sending to Mr. Melton.



Bill Melton