Creating a MP3 Voice Recording

- Download and install the Audio Record Wizard from http://www.audioutilities.com/audio-mp3-recorder/audio-reocrd-wizard.htm (trial version limited to 90 sec recording length)

- Plug in your microphone – traditional microphones (1/8" headphone jack) must be plugged into your sound card - usually this is the red jack on the back of your computer, next to where your speakers are connected

    - *USB Microphone/Headsets only:* Plug the USB connector into any USB port, then go to the *Windows Control Panel* (**Start** / **Control Panel** or **Start** / **Settings** / **Control Panel**) and click on **Sounds and Audio Devices** or **Sounds and Multimedia**
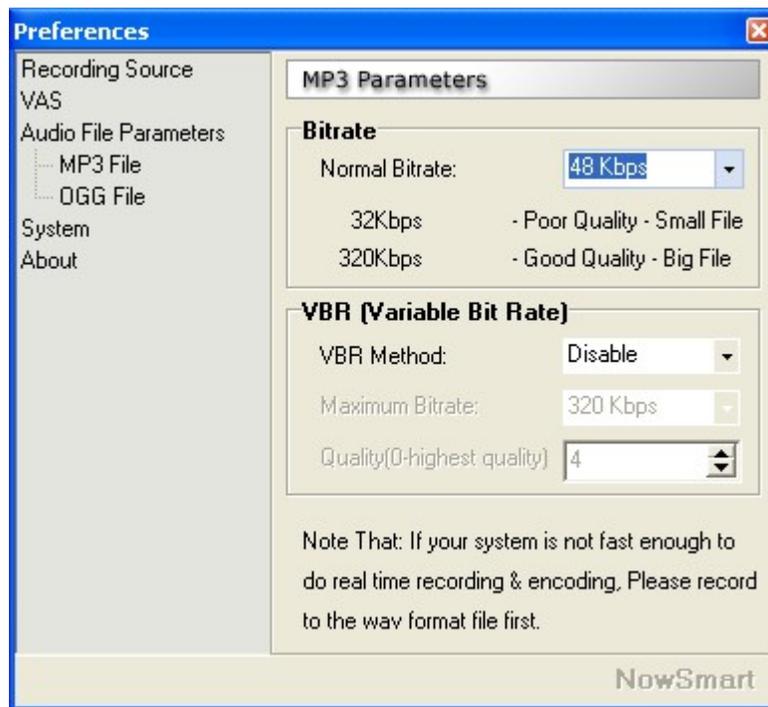

    - Click on the **Audio** tab

    - Change the default recording device to your USB microphone/headset and click **OK**

- Launch the **Audio Record Wizard** program

- Click on the **OPTIONS** button

- Change the *Recording Device* to **Microphone**

- Change the *Recording Quality* to 22050Hz, Mono

- Click on **MP3 File** under *Audio File Parameters*

- Change the *Bitrate* to **48 Kbps** and close the *Preferences* window

- Click on the **Record** button, give the new recording a file name and click **Save**

- Record your voice and click the **Stop** button when finished