

Lancaster Senior Center

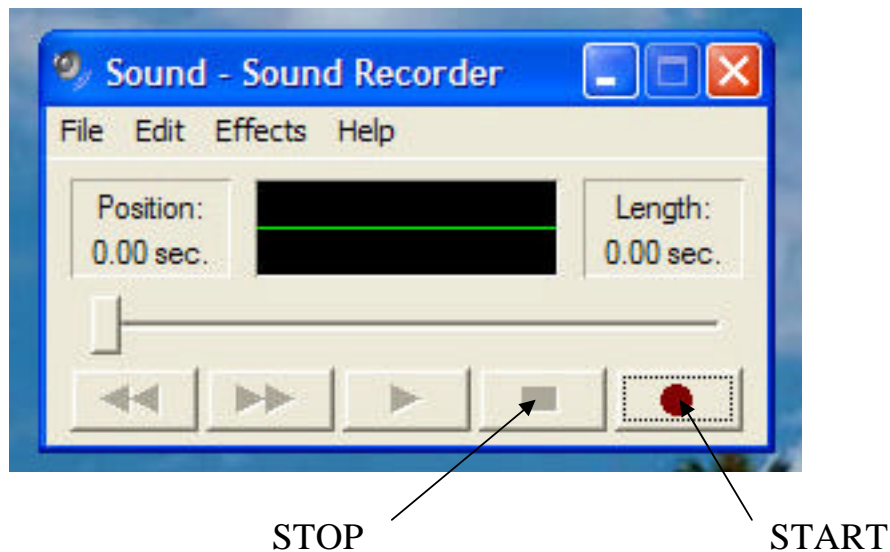
Computer Tip No. 23

Voice Recording

Recording your voice on the computer is really simple. Make sure your microphone is plugged in.

Go to **START => ALL PROGRAMS => ACCESSORIES**

Scroll down to **ENTERTAINMENT**, and select **Sound Recorder**



To record, click on the Red Start Button and begin your message or song. When done, click the Black Rectangular Stop Button. You can review your message by clicking the Single Arrow. When you are satisfied, click on **FILE** and **SAVE**. Give it the name you want, and save.

Check out the **EFFECTS** tab.

When sending the email, attach the Sound File, and send it on its way.