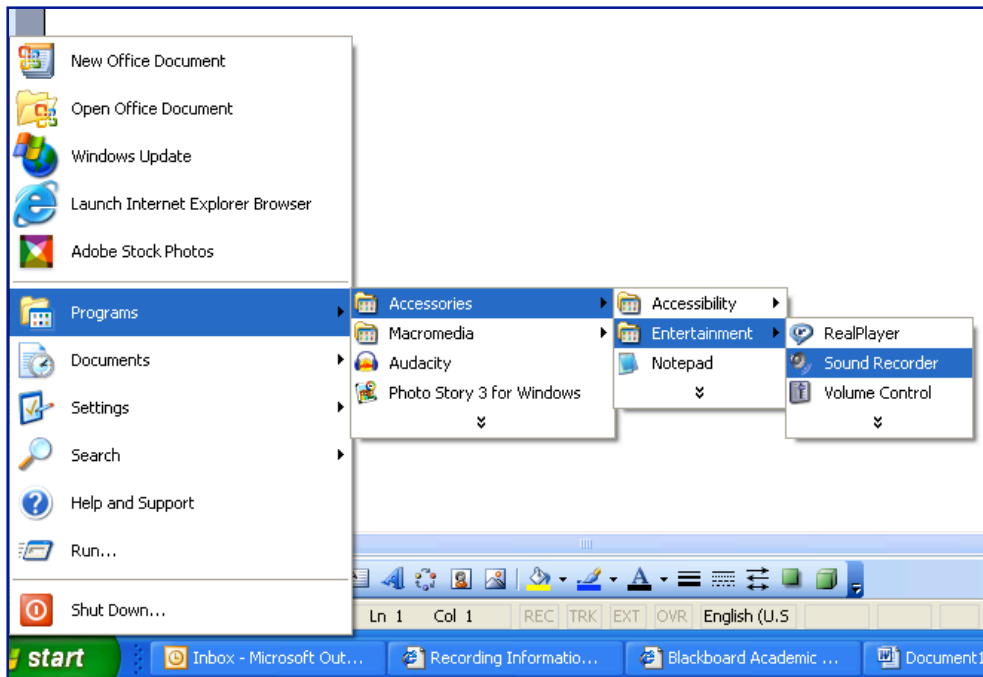


## CREATING PODCASTS USING THE WINDOWS SOUND RECORDER

Plug your microphone into the computer.

Open the Windows Sound Recorder:

Start > Programs > Accessories > Entertainment > Sound Recorder



Click the **red** button to record

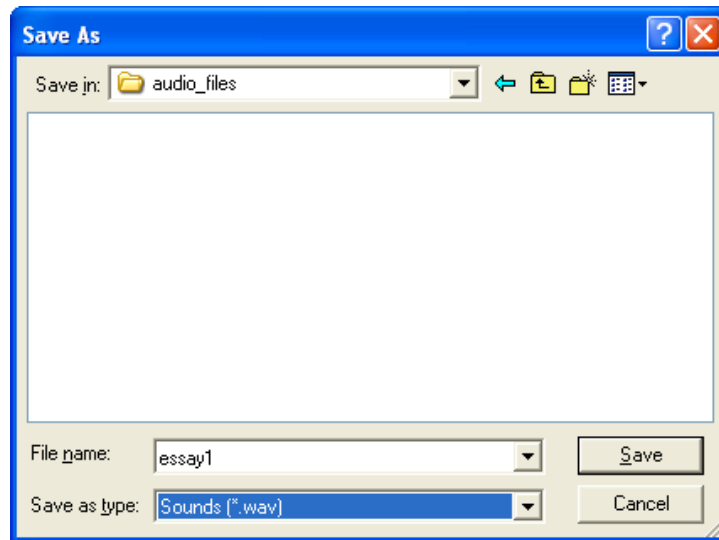
Click the **black** button to stop recording



Use the **rewind** and **play** buttons to review your recording:



If you are satisfied with your recording select File > Save. Give your file a name and specify a location on your computer:



If you prefer to re-record select File > New. Select **No** when you see the following prompt:

