

How To Record Your Voice Over Using “Sound Recorder” On Your PC

Now that you’ve signed up for [Audio Generator](#), you’ll want to be able to create messages for many different uses (i.e. your auction, web pages, and emails). Besides recording by phone or by microphone directly into [Audio Generator](#), if you are using Windows you can use your PC’s built in “Sound Recorder” to create professional recordings of yourself **for free** and upload them into [Audio Generator](#). The benefit of this method is that you can create your messages in several “takes” and piece them together for a smooth and more professional recording. After that, you can also add background music to the recording for greater impact, just like the pros!

Here are step by step instructions on how to accomplish this effectively...

- 1) [Audio Generator](#) recommends using **dbPowerAmp Music Converter** to convert your audio files for the web. It’s a **free** Window’s tool. Click here [dbPowerAmp](#) and install the converter into your system by clicking “Run”. Once you’ve installed it, you’ll be able to right-click on the .WAV file we are about to create with *Sound Recorder* and convert it to the proper format to upload into [Audio Generator](#).



dBpowerAMP Music Converter.lnk

- 2) Next, locate the **Sound Recorder** in your computer by selecting, **Start - All Programs - Accessories – Entertainment – Sound Recorder**. (I recommend creating a shortcut to this application by right clicking on it before opening and choosing “Create Shortcut”. This will make it easy for you to locate it quickly in the future.)

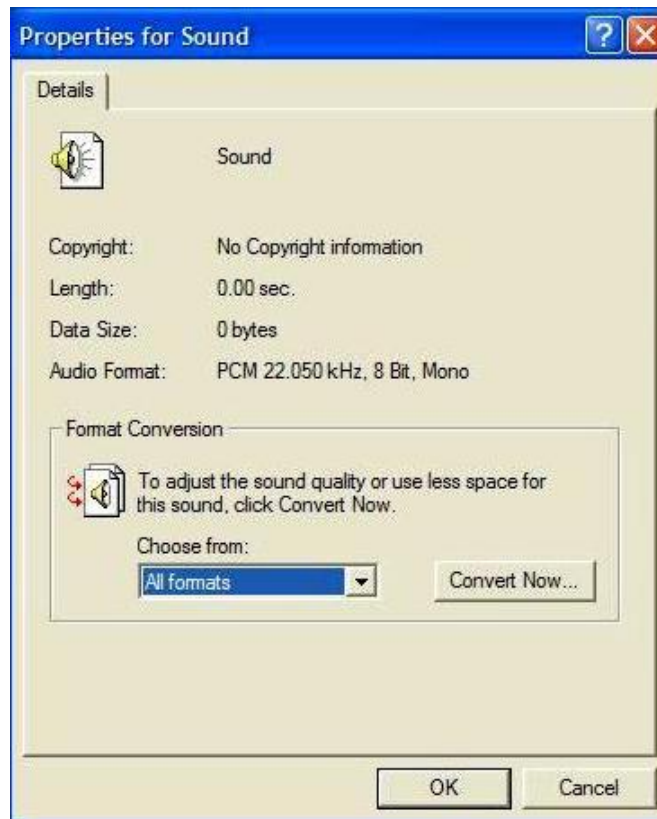


- 3) Adjust the Sound Quality...

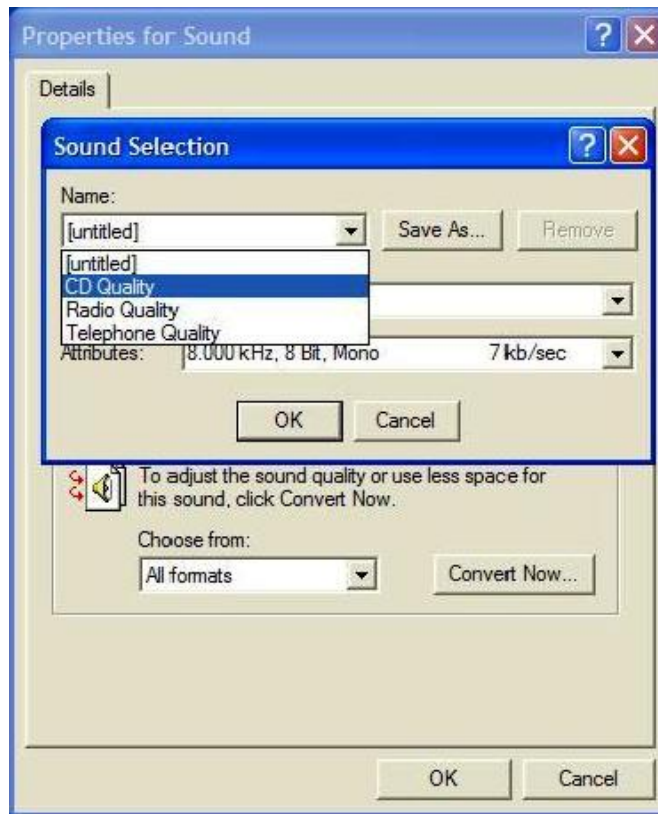
Under **File** select **Properties**.



Choose **Convert Now**



Under "Name" select **CD Quality**, then press okay and okay again to exit back to the recorder. Note: ***This setting must always be reset before each recording.***



4) Now plug a microphone of some sort into the microphone jack on your PC. I use my phone headset to record my messages because it works very well and it's hands-free. (you may need a small adapter to feed your headset into you computer, you can get this for a buck or two at any electronics store.)

5) Set the proper input levels...

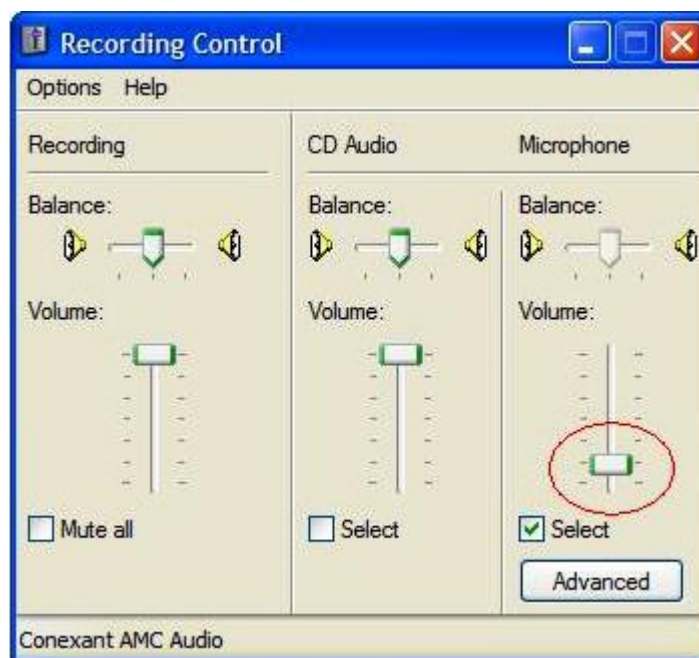
In *Sound Recorder* select **Edit – Audio Properties**



Under *Audio Properties* select **Volume** in the second row.

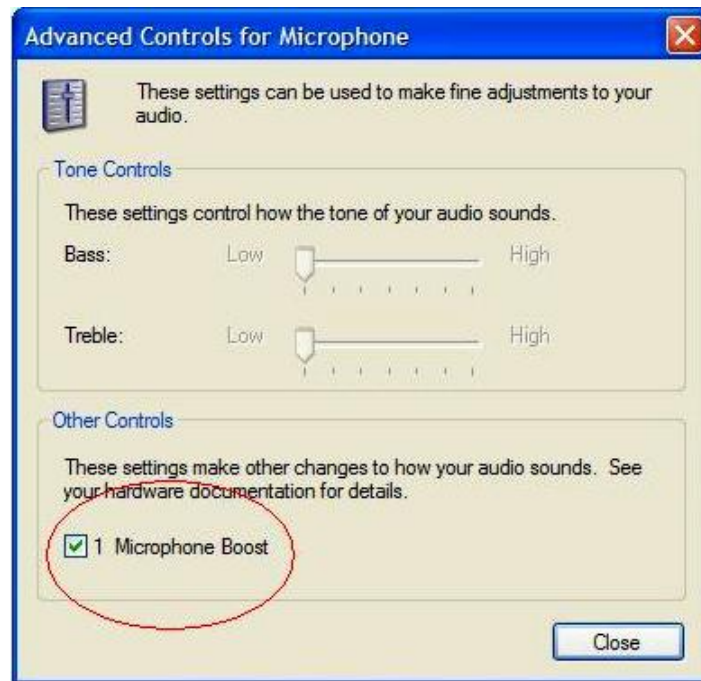


In the *Recording Control* window, set the *Microphone Volume* to approximately 20%. Note: If there is any distortion when you start recording, reduce the level of your microphone volume and retry.



Now Select **Advanced...**

Under *Advanced Controls for Microphone* select **Microphone Boost**.

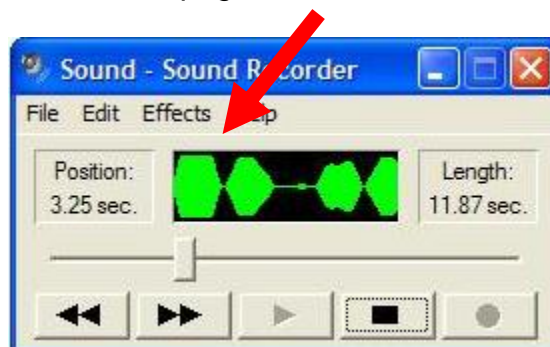


Exit the windows to return to the *Audio Properties window* and press **OK** to save the changes. These settings will stay this way until you change them again.

Having the proper settings for you audio input is crucial to creating a good recording. Different microphones and systems will vary in their levels so experiment with these settings for optimal results.

6) Test Levels...

Press the **Record Button** and say the following into your microphone, "Test...test...test...check one two", now press the **Stop Button**. Press the **Play Button** and listen back to the quality of you recording. If your voice distorts on the word **test** and the audio level is peaking, lower the level of the **Microphone Volume** as described on the last page.



This is what the audio levels look like when they are peaking or close to it.

One the other hand, if there is no distortion, you may want to try raising the volume and testing again. Strive to get a level that's as loud as possible without distorting, this will vary for everyone's voice so test a few levels to see which one works best for you. Once your levels are set correctly they will stay set.

7) Write a script...

Writing a script of what you want to say is very helpful, use Notepad or any text editor and display it on your desktop next to Sound Recorder as you record. Write the way that you speak, repeating the words to yourself as you write them, this will help to create a more natural recording. Listen to your message as if you were someone else hearing it for the first time, does it make sense? Make changes to the script as necessary and speak like you would if you were talking to a friend.

8) Record your message...

Sound Recorder will only record in 60 second intervals so if you're making a longer audio presentation and want to speak straight through, simply stop before the recorder reaches 60 seconds, and immediately start again (by pressing the record button) where you left off. This will let you continue for another 60 seconds.

Sound Recorder can also be used to create your audio presentation in linear **sections, only going to the next section when the current one sounds complete.** This is what's great about using the Sound Recorder, used correctly it does the job of other expensive audio programs **for free.** Use the following technique to create professional sounding recordings every time.

Press **record**, recite one or two of the sentences from your script and then press **stop**. Drag the scroll bar back to the beginning, press play, and decide whether or not to keep the audio. Note the **position** of the audio scrollbar when the audio you want to keep ENDS (it's listed in seconds and 10ths of a second).



Drag the audio scroll bar back again and press play. Now stop the message when it reaches the end of the phrase you are keeping. Resume recording at this point with the next part of your message. This may require a little trial and error at

first, but by practicing this technique you will be able to quickly assemble high quality messages for all of your campaigns.

9) Edit the audio...

This will clean up the beginning and ends of your message so that it ends free of pops, clicks, and other noise.

After you have finished recording your message, rewind to the beginning and press play again, noticing the **Position** that the audio begins. Place the audio scroll bar at the point just before where the audio starts (1 to 1/2 of a second).

Now select **Edit – Delete Before Current Position**, this will remove all audio before your message begins.



Repeat this procedure for the end of your message. Drag the audio scroll bar to find the end of your message, and notice the position. Place the scroll bar just past the end of your audio and select **Edit – Delete After Current Position** to clean up the ending.



Now select **File - Save As** and save your message as a .wav file to the desktop or in a new folder for your audio recordings

10) Convert the audio file to an Mp3...

Now you can convert your .wav audio file to an Mp3 and upload it into [Audio Generator](#). **Right click on the .wav file** and select the **dbPowerAmp Music Converter** icon that say's "**Convert To**"



If the music converter icon does not show up in this fashion, simply launch the application by selecting it from the *All Programs* menu or it's shortcut, and it will prompt you to open the file that you want to convert. Note: *If you go to dMC Configuration (under All Programs) there is an option box to check labeled **Convert To on Right Click**, make sure that it is checked. You can also check the Help section of that program. If the program is malfunctioning, you can uninstall and reinstall it.*



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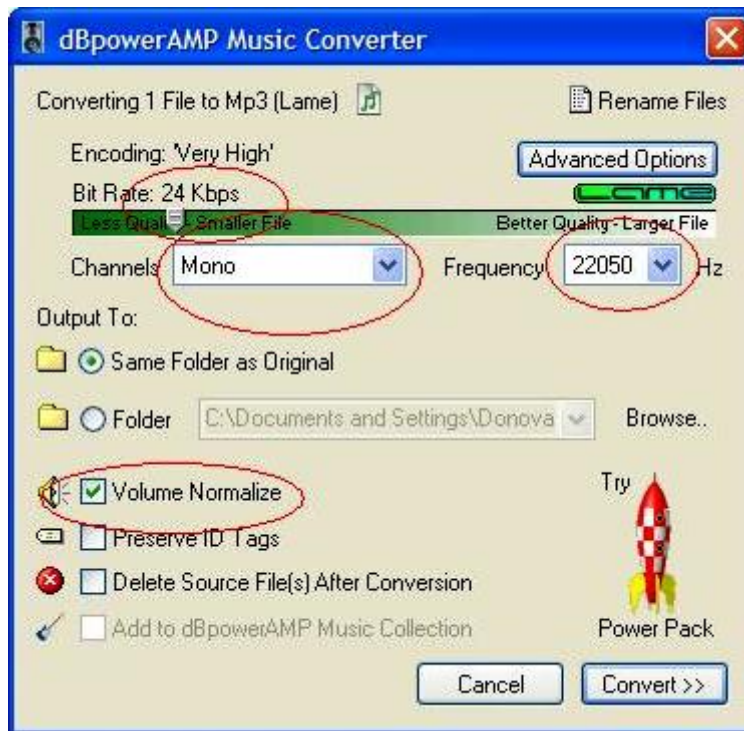
Select the file you want converted and this box will appear:



Select Mp3(Lame)

Note: *Lame is a high quality MP3 encoder.*

Next, set the settings of your converter to match the following:



Select 24kbps, 22.05khz, Mono, and Normalize.

Under the **Advanced Options** choose "Very High"

Now press **Convert >>** and your .wav file will be converted to an Mp3.

11) Upload and encode...

Now your message is ready to be uploaded into [Audio Generator](#). Log into your account and select **Upload & Encode** under **Recording Methods**. Scroll to the bottom of the page and select your Mp3 for upload, give it a description, and press **Start Upload**. Once the file is uploaded it will appear under **My Recordings** and you can immediately use it by selecting **Click To Publish**.