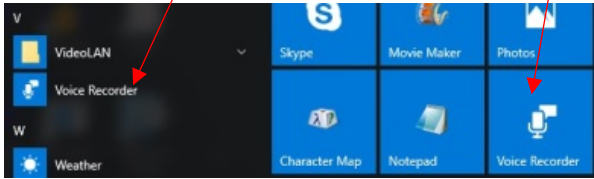


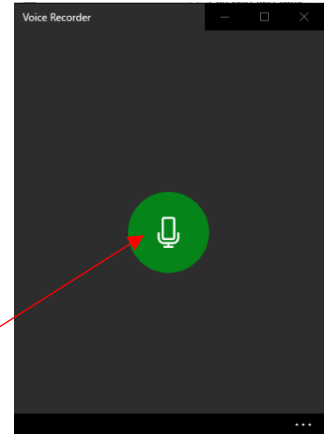
Using the Windows 10 Voice Recorder

Find Voice Recorder under "V" in the Windows 10 start menu...

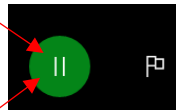
...or scroll down and click the Voice Recorder tile if you're in the MLTC lab.



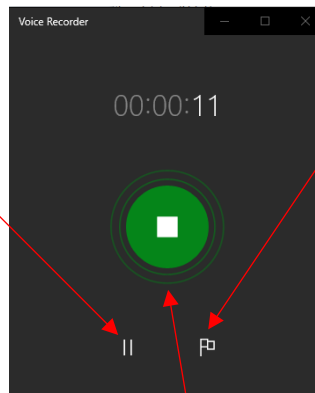
1 RECORD button. Click here to start recording. Speak your answer into the microphone.



2 PAUSE button. Click here (not on the big green STOP button) to pause recording between answers...
...it turns green when the recording is actually paused.



4 ...click "pause" again to resume recording.

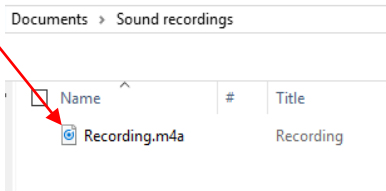


3 MARKER button. Click once immediately after you click pause to mark the start of the next question.

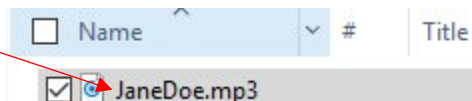
5 STOP button. Click to end recording *only after you answer the last question.*

Clicking **STOP** saves the entire recording...

...in an ".m4a" file in your "Documents\Sound Recordings" folder



Rename the file [your name].mp3 before uploading and submitting it to MyCourses.



You can play it back and pause it...

...move back and forth to any point...

...insert markers...

...and edit, save or delete it.

