The Extended Recorder

MENU COMMANDS

Introduction

The Extended Recorder is designed as a tool for recording meetings and dictation.
Like the Audio Recorder, the Extended Recorder enables you to record, store, and playback voice, music, and FM sound. Unlike the Audio Recorder, the Extended Recorder records and stores in real-time to your hard disk. Your recording time is limited only by the amount of hard disk space you have available.
The Extended Recorder can record to and playback from PCM which is the Microsoft Windows audio file format.
The Extended Recorder provides a choice of linear PCM (8 or 16 bits).

System Requirements
Recording or playing back with a high sampling rate on the Extended Recorder can be a lot of work for your computer's CPU. A lower sampling rate and/or number of bits can produce a more than adequate recording without overtaxing your system.

If you wish to use 16-bit stereo at 44 kHz for recording or playback, we recommend that your computer have the following capabilities:

- a 486DX with an internal clock speed of 50 MHz or more
- 8 MB RAM or more
- an average hard disk access time of 15 ms or faster

Computers without these capabilities may slow down drastically or lose data if you attempt 16-bit stereo, 44 kHz recording or playback.

Starting the Extended Recorder

Open the Audio Applications program group and double-click the Extended Recorder icon.

The Extended Recorder window appears.

To expand the window so it shows more information, select **Expanded View** in the Options menu.

File Menu

New creates a new audio file. When you start the Extended Recorder, a new file is created automatically. New opens the Sound Attributes dialog box, enabling you to set the sampling rate mono or stereo, and sound format.

Open displays the Open dialog box, from which you can select an audio file to bring into the Extended Recorder.

Save As saves the audio file with the name and in the location you specify. You can also select to save the file as read only.

Exit closes the **Extended Recorder**.

Options Menu

Auto Repeat repeats the file endlessly when play is pushed.

Temp. File Directory enables you to set the directory location for the temporary file that the Extended Recorder creates while recording. When you save an audio file, this temporary file is copied to the name and location you specify.

Voice Activation displays the Voice Activation dialog box and pauses the recording when there is no input from the recording source. To turn voice activation on, click the **Pause Recording After** check box, then set the **Seconds of Silence** field. The recording will pause after the number of seconds of silence set in the Seconds of Silence field. Recording will resume when sound from the recording source resumes.

Expanded View displays the expanded window.

Help Menu

Contents displays a list of topics you can select for information on the Extended Recorder features.

About Extended Recorder gives the version number and copyright information.

Making a Recording

Note:
While making a recording if the volume of Mic level is set too high or the Record Monitor in the Recording Control is set to on, the built-in speakers may howl. Please lower the Mic volume or the player's VOLUME control.

The following recording procedure is for one time recording. Whenever you want to make a recording, perform the following steps.

1. Select New from the File menu. New opens the Sound Attributes dialog box, where you can set the sample rate, the sound format, and whether to record in mono or stereo. After you set the attributes, click the **OK** button**.**

2. Click the **Record** button, and speak into the microphone or turn on the line-in source.

3. Click the **Stop** button to end the recording.

    Once you have clicked the **Stop** button, you must perform steps 1~3 for any subsequent recording.

4. Select Save As from the File menu. In the Save As dialog box, select a directory location and type a name for the audio file, and click Read Only if you want to save the file as read only. This prevents the accidental recording over of a file at a late date. Click the **OK** button to save it.

Adding the Recording Control

You can use the Recording Control window to regulate the mix of audio from several sources. To display this window, select Recording Control form the Options menu. If you do not open the Recording Control window, the Extended Recorder uses the source settings used previously. See the Recording Control section for more information.

Playing an Audio File

1.   Load an audio file into the Extended Recorder. It can be a recording you have just made, or select **Open** (File menu) to load a file.

2.   Click the Extended Recorder's **Play** button to hear the audio file. The file will play to the end unless you interrupt it by selecting the **Stop** button.

You don't have to play an audio file from the beginning. Use the scroll bar to select any place in the file to begin playing.

Adding the Volume Control and Mixer

To regulate the playback sound level or stereo balance, open the Volume Control window. To mix the audio file with other sound sources, open the Mixer window.