# Recording Sound/Mp3’s

1. Ensure you have a microphone plugged into your computer.
2. On your PC, click the start menu (windows logo bottom left) and search for ‘Sound’

Open the **Sound Recorder** program



1. You should see the sound recorder program on your screen. You can drag it around to a more suitable possible if needed (so you can see your powerpoint).



1. You can test your microphone by talking – you should see the green bar move
2. When ready, click ‘Start Recording’. When you’ve finished, click ‘Stop Recording’. You’ll be asked to save the file (e.g. Slide 1)
3. You can then repeat the process for each slide of your powerpoint.

**TIPS:**

* To pause, click ‘Stop Recording’ and close the save menu that appears. You can then ‘Resume Recording’.
* If you need to restart, you can always close the software and reopen it.