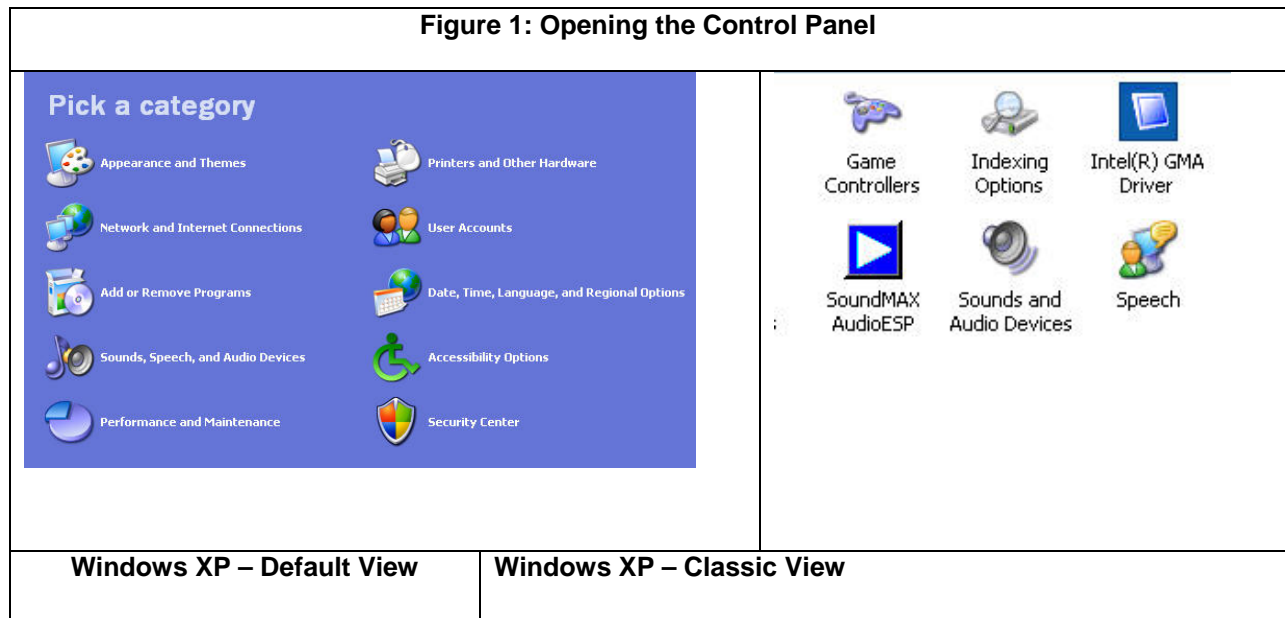


## Setting Up Your Computer to Record Audio – PC Running Windows XP

1. Select **Start > Settings > Control Panel**. Figure 1 shows how the Control Panel looks in Windows XP's default view and in the Classic View if you have switched to it. If you are in the default view, click **Sounds, Speech, and Audio Devices**. If you are in Classic View, click **Sounds and Audio Devices**.

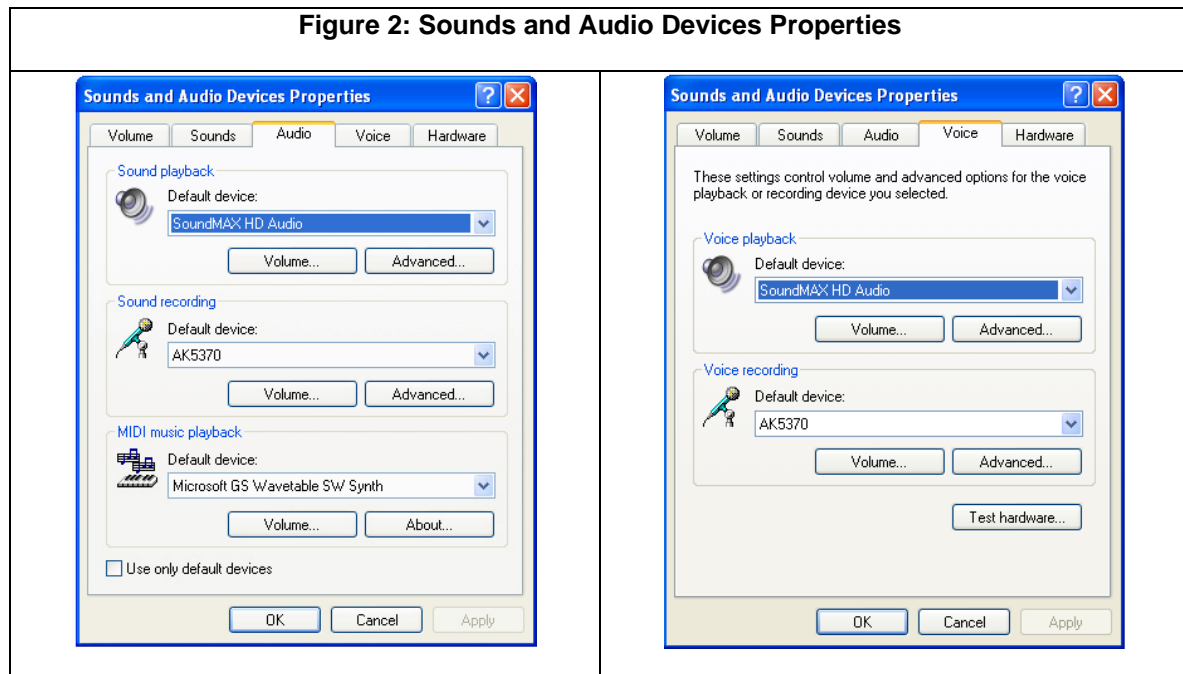


2. Figure 2 shows the **Sounds and Audio Devices Properties** dialog box. The only settings we need to check are the ones for **Audio** and **Voice**. Click the **Audio** tab and look at the default device that is listed for **Sound Playback**. The sound card installed on your computer should be listed there. My sound card is a SoundMAX HD Audio card. The one on your computer may be different. If your computer will not play sounds first click the **Volume** button and make sure that **Mute All** is not checked. If you still cannot play sounds on your computer see if

another sound device is listed under Default Device. (NOTE: If you do not know how to play sounds on your computer through the speakers, click the **Sounds** tab highlight a sound, and click the play button). Check out the Sound Recording default device. If you have a microphone attached to your computer it should be listed. My microphone is an AK5370, yours will probably be different. If your sound card is listed under Default Device plug a microphone into your computer, close the Control Panel, open it again and repeat Step 2.

Click the **Voice** tab and check the **Voice Playback** and **Voice Recording** devices. The same devices should be listed as the ones for the Audio tab.

**Figure 2: Sounds and Audio Devices Properties**



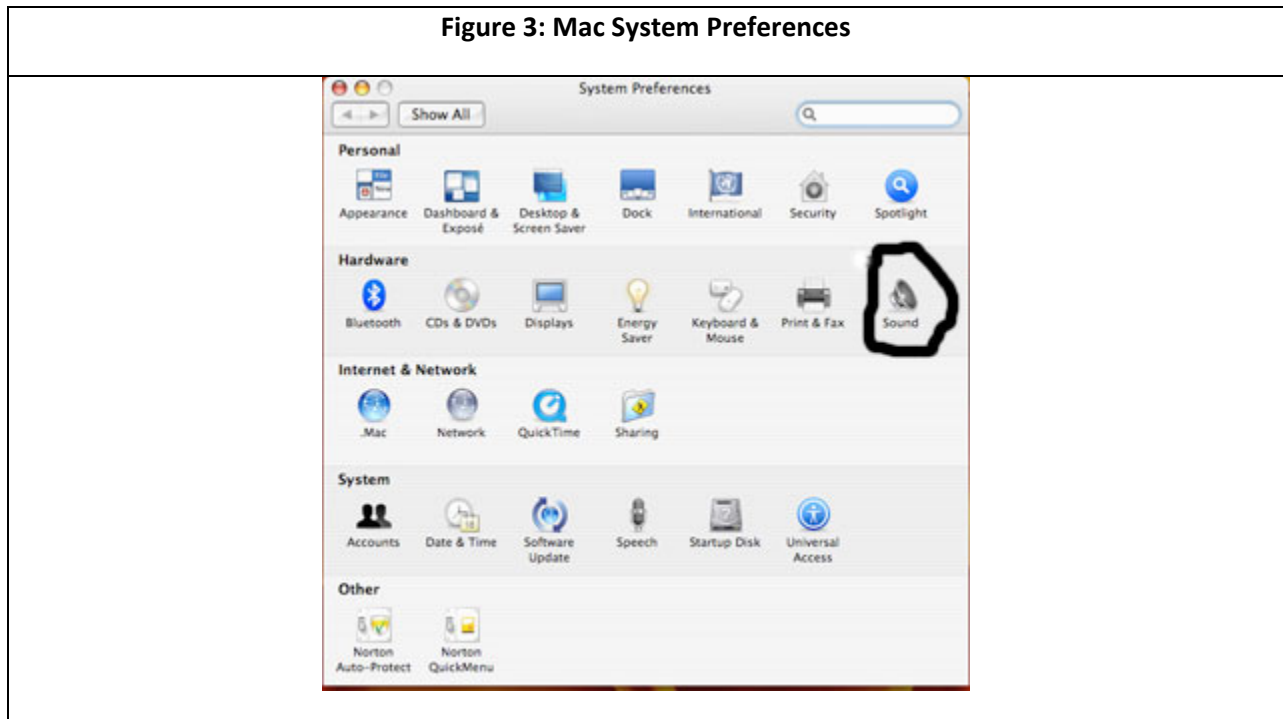
3. If you still cannot play sounds on your computer you can click the **Hardware** tab and troubleshoot all the devices on your computer that are supposed to play sounds.
4. You should be ready to record audio, so you may close the Sounds and Audio Properties dialog box.

**NOTE: The author does not currently have access to a computer running the Windows Vista operating system. Someday, when he does, he will write these instructions for PCs running Vista.**

## Setting Up Your Computer to Record Audio – Mac Running OSX

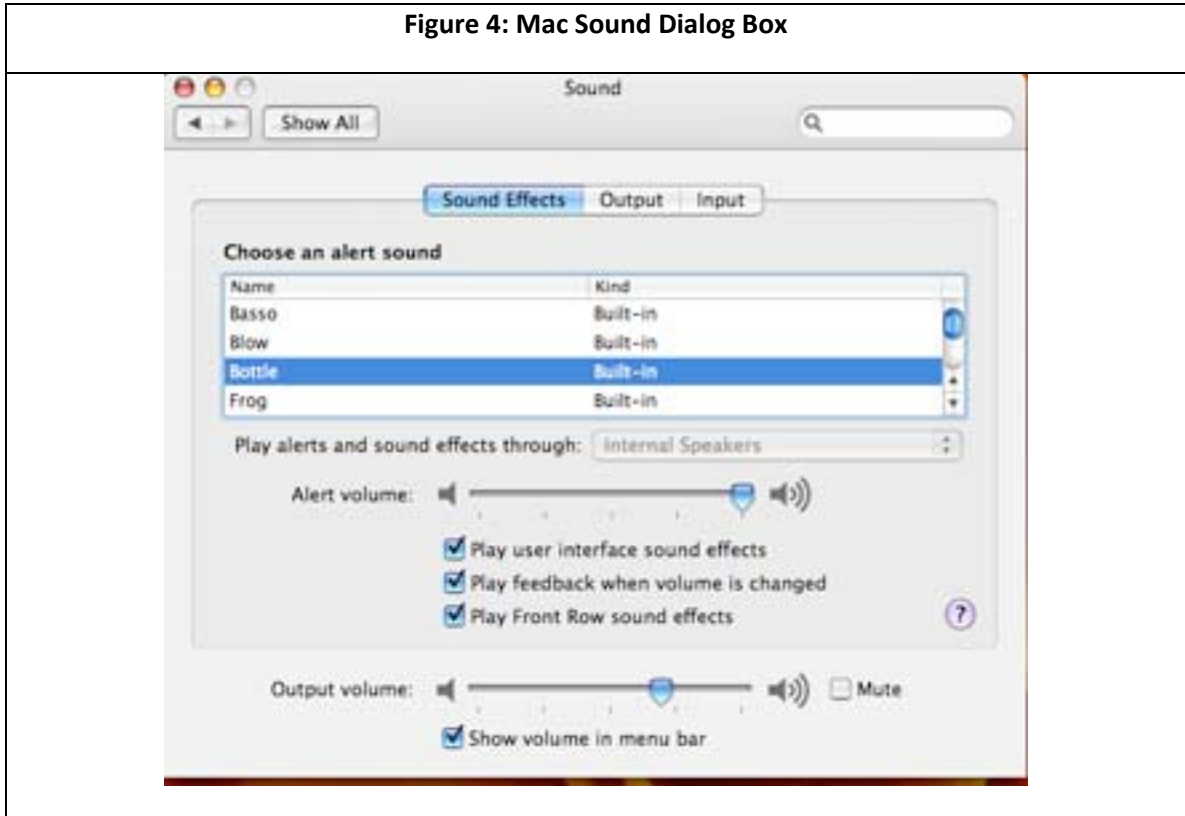
1. Open the **Apple menu**. Select **System Preferences**. Double-click **the Sound** icon to open the Sound dialog box. **Figure 3** shows the Mac System Preferences list.

**Figure 3: Mac System Preferences**



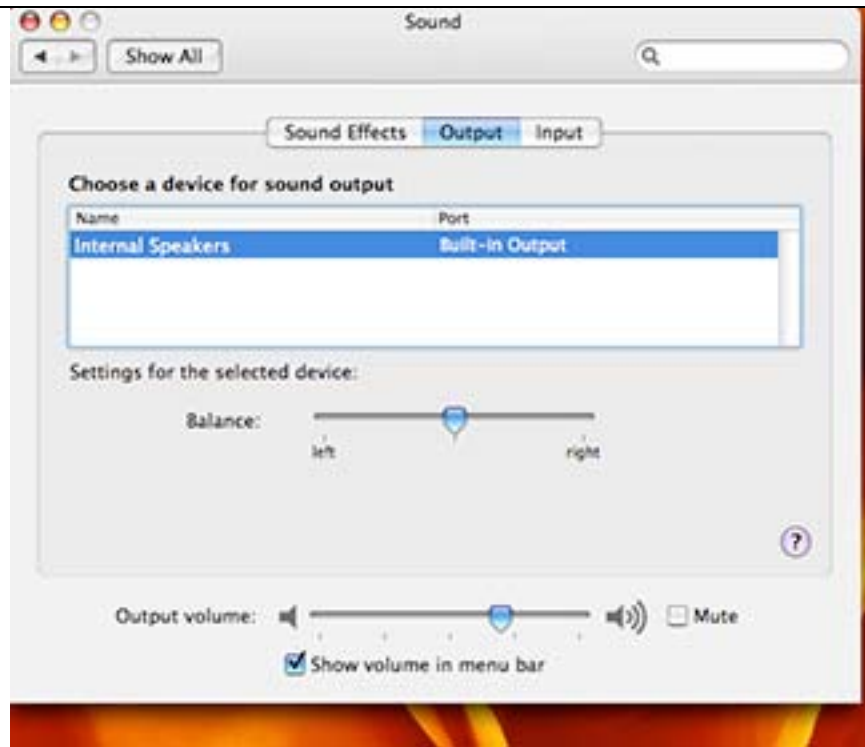
2. The Sound dialog box has three tabs: **Sound Effects**, **Output**, and **Input**, as shown in **Figure 4**. To test a sound highlight it and it will play automatically if your speakers are turned on and operational.

Figure 4: Mac Sound Dialog Box



3. Click the **Output** tab and verify that the system has recognized your computer's speakers. Make sure the **Output volume** is set loudly enough.

Figure 5: Output Tab



4. Click the **Input** tab. If a microphone is plugged into your computer it should be listed in the list of input devices. Check the **Input volume**.