

PC Recording instructions for WavePad Recording Software

Download the software:

Direct Download Link: <http://www.nch.com.au/wavepad/wpsetup.exe>

Link to Website: <http://www.nch.com.au/wavepad/>

Preparation

Things you will need:



1. A quiet area to record
2. A PC running Microsoft XP, Vista or Windows 7
3. A Microphone: Microphones can be located on a webcam, the built-in mic on your notebook, or as part of a headset.
Preferred: A USB noise-cancelling headset

Installation

Download, Install and run the program

1. Save the download to your Desktop



2. Click on the wpsetup.exe icon  to begin the installation
3. Click on the WavePad Sound Editor  icon on your desktop to launch the program

The Recording Process

Begin the Recording Process

1. To begin recording, click on the button with the **Red Dot**.



2. A Sample Rate screen will appear. Accept the defaults by clicking **OK**.



3. Two windows will open: An **Untitled** Screen where the recording will appear and a **Record Control** Screen.



- Windows XP Users: Select your microphone from the Recording Device drop down menu.
- Windows Vista Users: See the section at bottom of document to select your device.

Recording Your Voice

Recording your Voice:



1. To begin recording, click on the Record button (with the **Red Dot**). Recording will begin. Clearly, speak your preferred name twice. (You will notice that the green bar moves back and forth as you speak, indicating that recording is active).
2. Push the **Stop** button (the square black button) when finished recording.
3. Check the recording by clicking on the **Play** button. If dissatisfied, repeat the recording procedure from **Step 1**. If satisfied, then continue to **Saving Your Recording**.)

Saving Your Recording

Recording Your Voice

1. Click on **Save File** either within the toolbar, the side navigation or under the **File** menu at top.



2. Choose **Desktop** as the save location.
3. Enter your **Student ID** number, select MPEG Layer-3 from the **Save as type** dropdown and click on **Save**.

Uploading Your Recording

Uploading your Recording to the online system

Return to the web site where you downloaded these instructions. (<http://www.sandiego.edu/its/idt/pronunciation/name.php>)

- Once on the page, click on the button.
- You will log-in using you MySanDiego username and password.
- There you will see the upload facility.
- Complete the form
- Attach your recording
- Click 'Submit'.




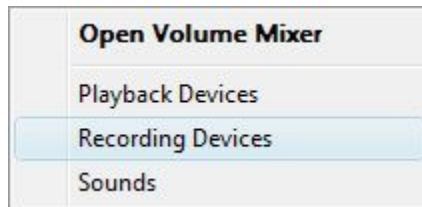
Vista Device Selection

Instructions for Selecting a device under Vista

(Only for those who use the Vista operating System)

If you are running **Windows Vista** you must manually set the recording device and restart the program.

1. To begin RIGHT click on the Vista speaker icon in the lower right corner of your desktop. 
2. The following menu will pop up, now LEFT click on "**Recording Devices**".



3. The system sound panel will now open with the recording tab selected.

- a) RIGHT-click any item on this screen to show the following menu popup (You want to make sure "Show disabled Devices" and Show Disconnected Devices are checked).
- b) RIGHT-click on the device you wish to use and LEFT-click "Set as Default Device" , click apply then OK.



Attention: You may need to restart WavePad after setting the default device (Vista Only).