Configuring your Windows computer to record from the microphone

It should go without saying that in order to record audio with the computer, you must have a microphone. Many (but not all) notebook computers come with microphones, but desktop computers generally need external microphones.

Assuming that you have the correct hardware, follow these steps. These steps have been tested on the following versions of Windows:

- Windows 95
- Windows 98
- Windows ME
- Windows 2000

Double-click the volume control on the right-hand side of the status bar at the bottom of the screen.

A Volume control panel opens. From the menu, click Options | Properties
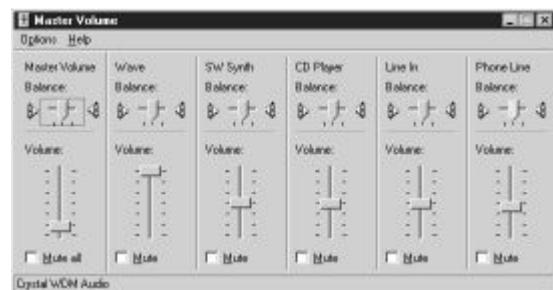
Click on the radio button labelled "Recording," then click the OK button.

Make sure that the check box under the "Microphone" category is checked.
Then from the menu, click Options | Exit.

Your computer is now configured to record audio. You can test the recording function by recording some audio using the Sound Recorder.