

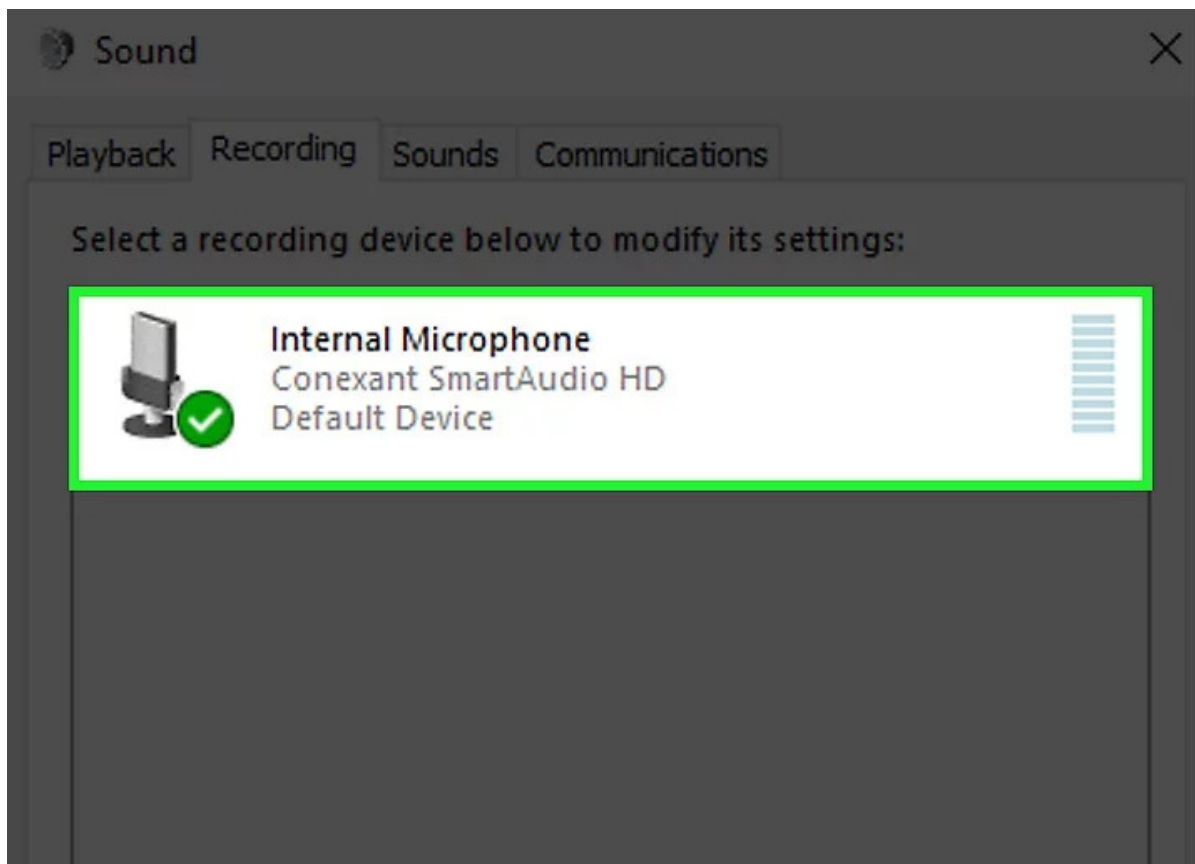
How to Record Using Windows Sound Recorder

Two Parts: [Configuring a Microphone Device in Windows](#) [Recording Your Audio with Windows Sound Recorder](#) [Community Q&A](#)

Windows comes with a sound recorder program that allows you to record, edit and playback your voice or audio from a recorded device. You can configure and enhance the audio sent to your computer to obtain the best possible audio quality. The Sound Recorder program differs based on which version of the operating system that you are using.

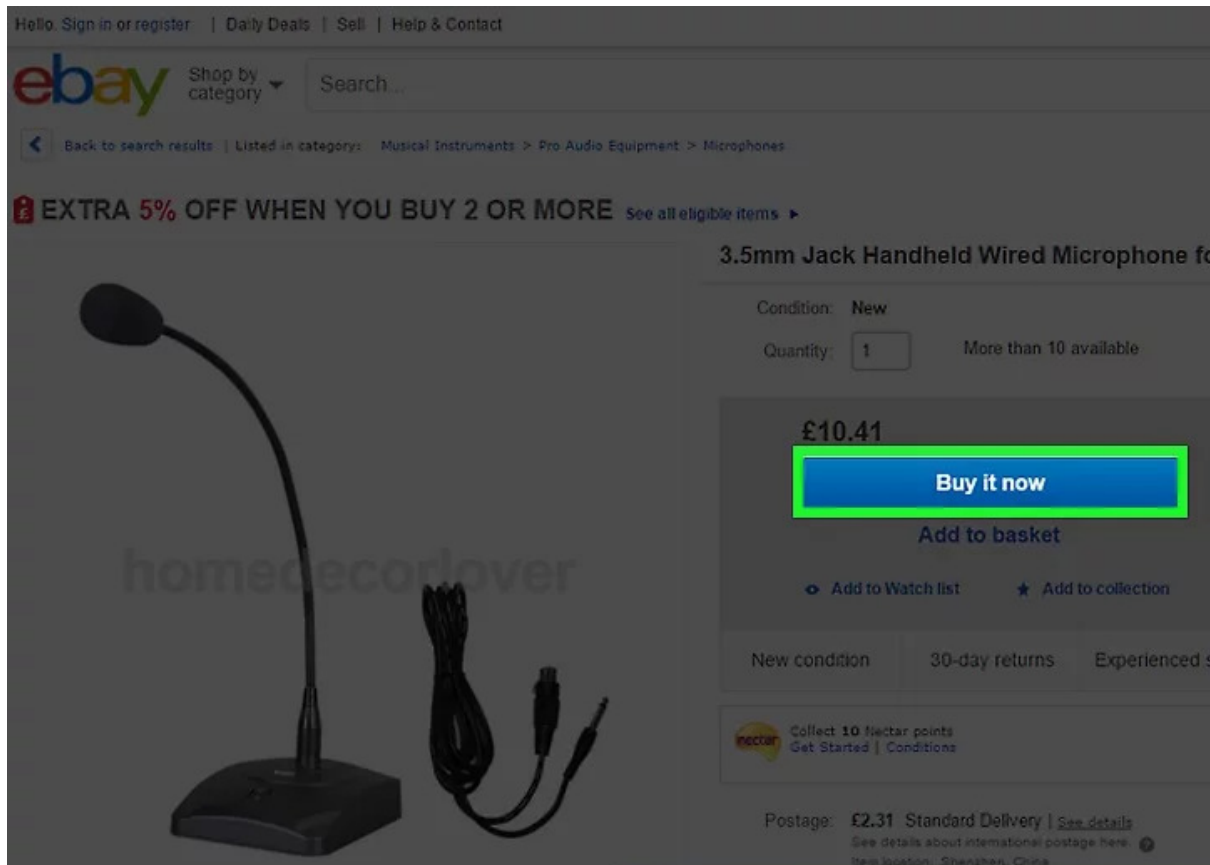
Part 1

Configuring a Microphone Device in Windows



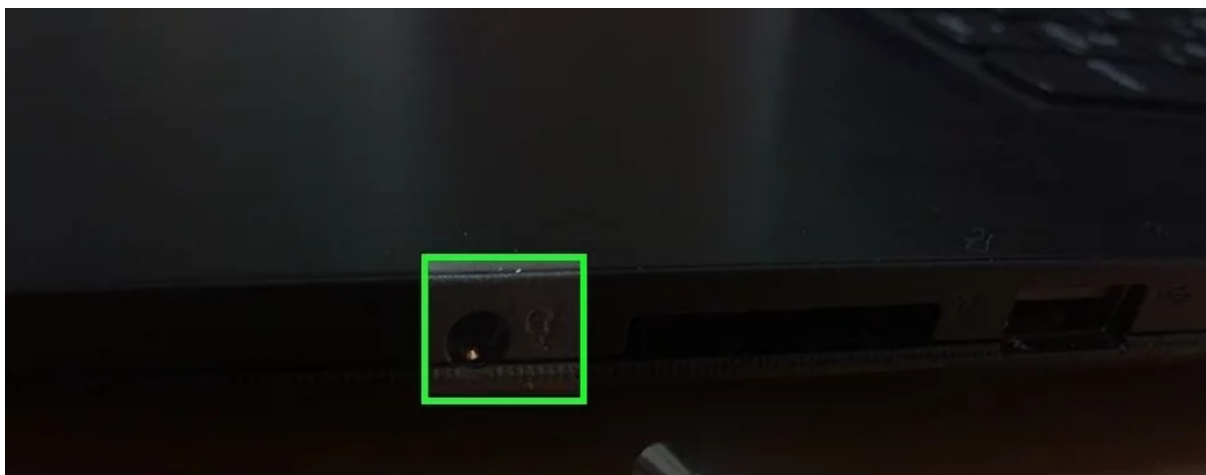
1 Use a built in microphone. If you have a laptop, there is a chance it comes with a microphone embedded onto the computer. Check around the laptop on the screen or around the speakers for the built-in microphone device.

- This is useful for recording audio quickly and without using an external device.
- The microphone may not provide the audio quality you would prefer and it may pick up other sounds such as the laptop's speakers or from the laptop's fan.



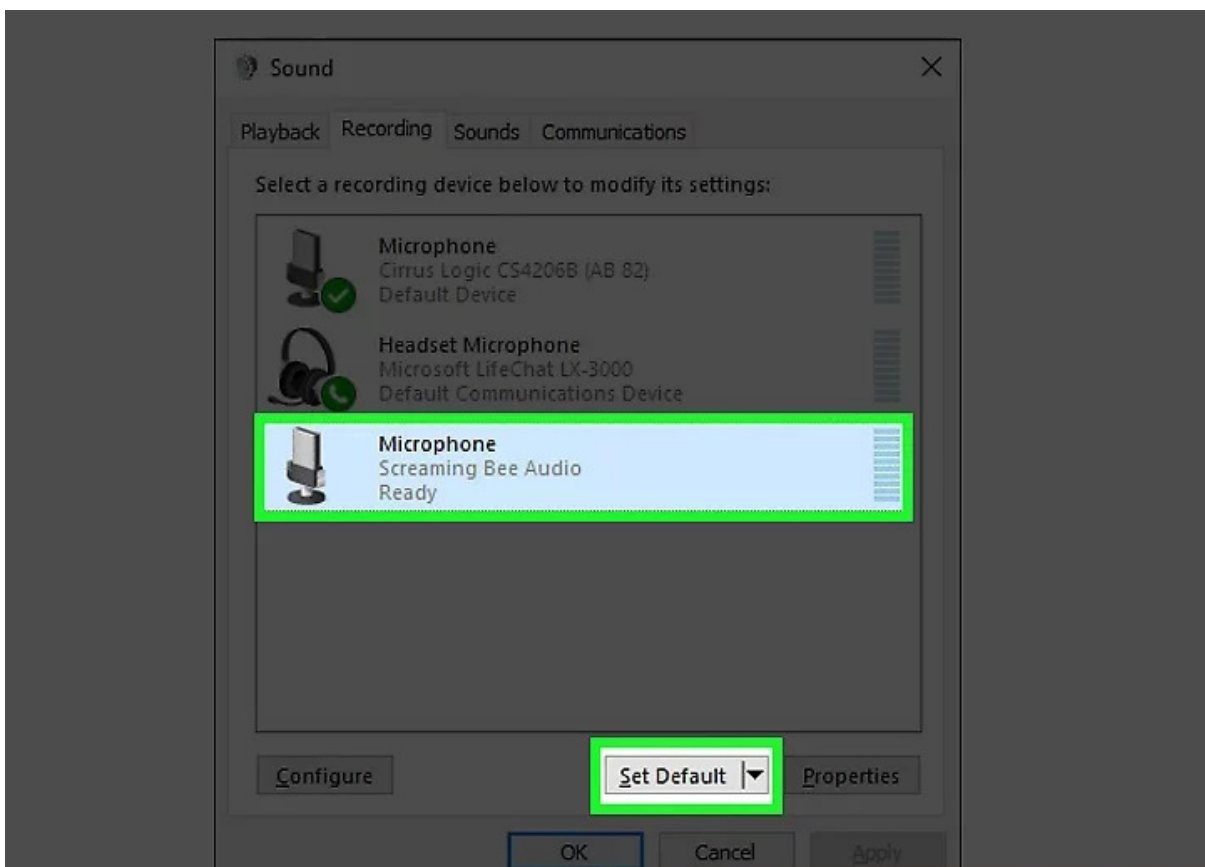
2 Research and purchase a new external Microphone. You can shop online or in stores to obtain a microphone. Read reviews and check on it's compatibility when deciding on a microphone.

- Your computer's sound card may feature one or two auxiliary (aux) line-in inputs. The ports may be located on the front, on the sides sides or on the back of your computer or laptop. Look for a port that is identified with a small microphone icon next to a pink-colored port.^[1]
- A microphone or audio interface can be connected via a USB cable as well. Windows will need to install the device and will update you on when the process is completed.



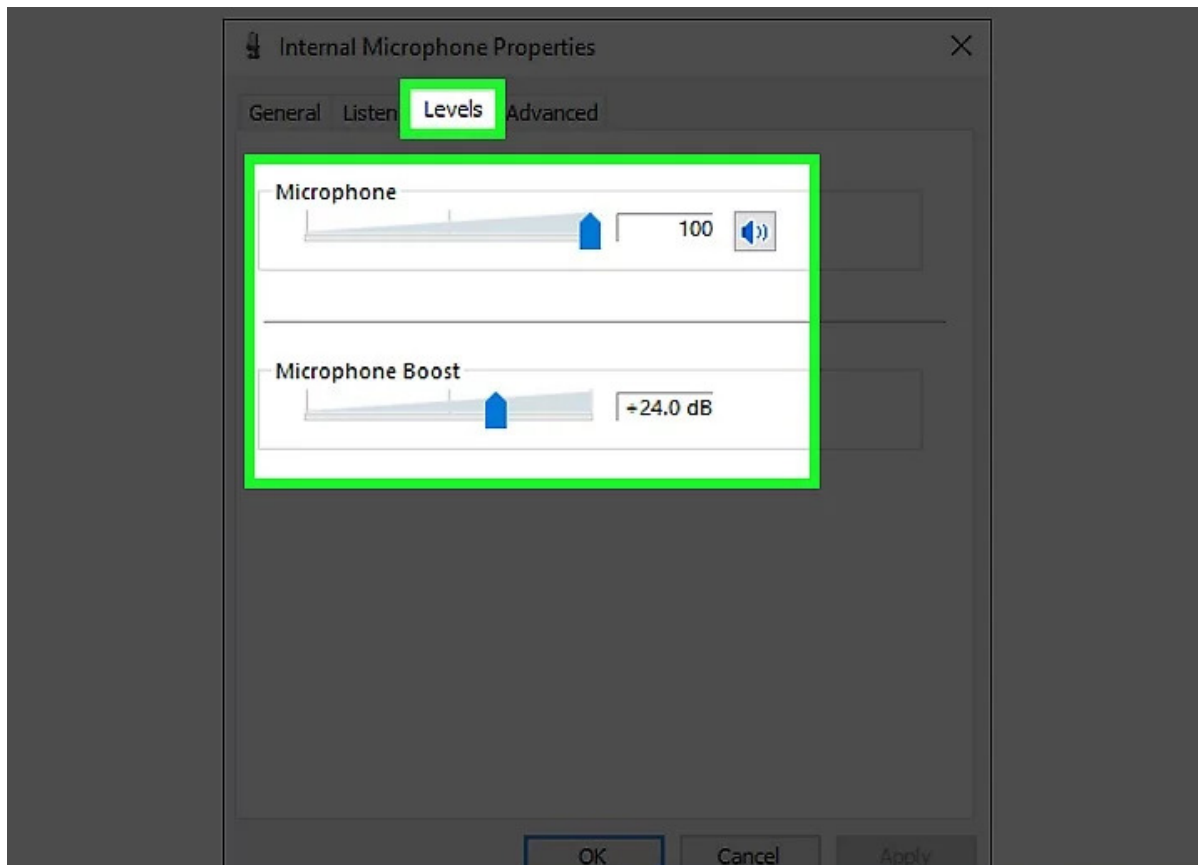


3 Plug in the device. You may need to restart your computer in order for your device can be recognized.



4 Enable the recording device. If you have more than one audio device plugged in, or your laptop is embedded with a microphone and you want to use a different device, you may need to configure your microphone to be active. Open your Sound Control Panel by opening the control panel.

- On Windows 8 or Windows 10, right click on the Windows Icon then click on “Control Panel.” In the control panel window, use the search function to search for “Sound” and click on Sound when it appears in the results. In this new window click on the recording tab then right click on the device you are recording with and click on “Set Default” to have Windows identify the device to record from.
- On Windows 7 or any previous Windows operating system or OS, click on Start>Control Panel.

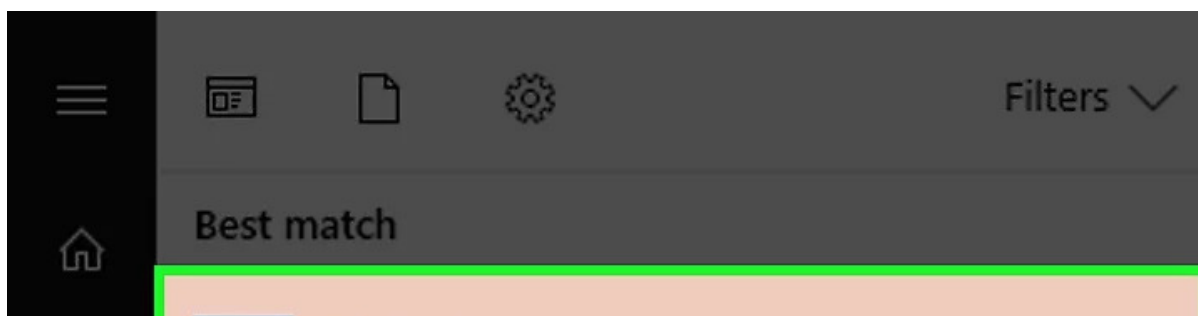


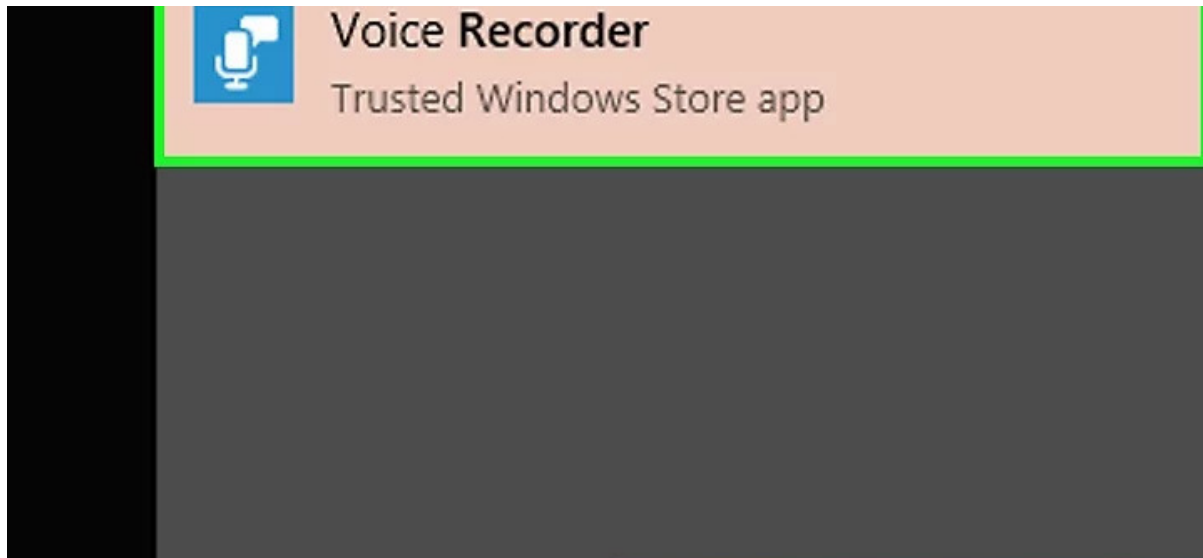
5 Adjust the audio levels of your microphone. You can adjust the audio levels and enhancements within the Sound Control Panel window. As you speak into your microphone you will see the volume of your microphone. Check with your microphone's instructions for the optimal distance to speak into the microphone.

- If the volume appears to be too low, even at optimal settings described by the manufacturer, you can increase the volume of the microphone by right clicking on the microphone device in the Sound Control Panel window then click on "Properties" to bring up the device's properties window. Click on the "Levels" tab and click and drag the volume slider to increase or decrease the recording volume. Click on to keep your changes.

Part 2

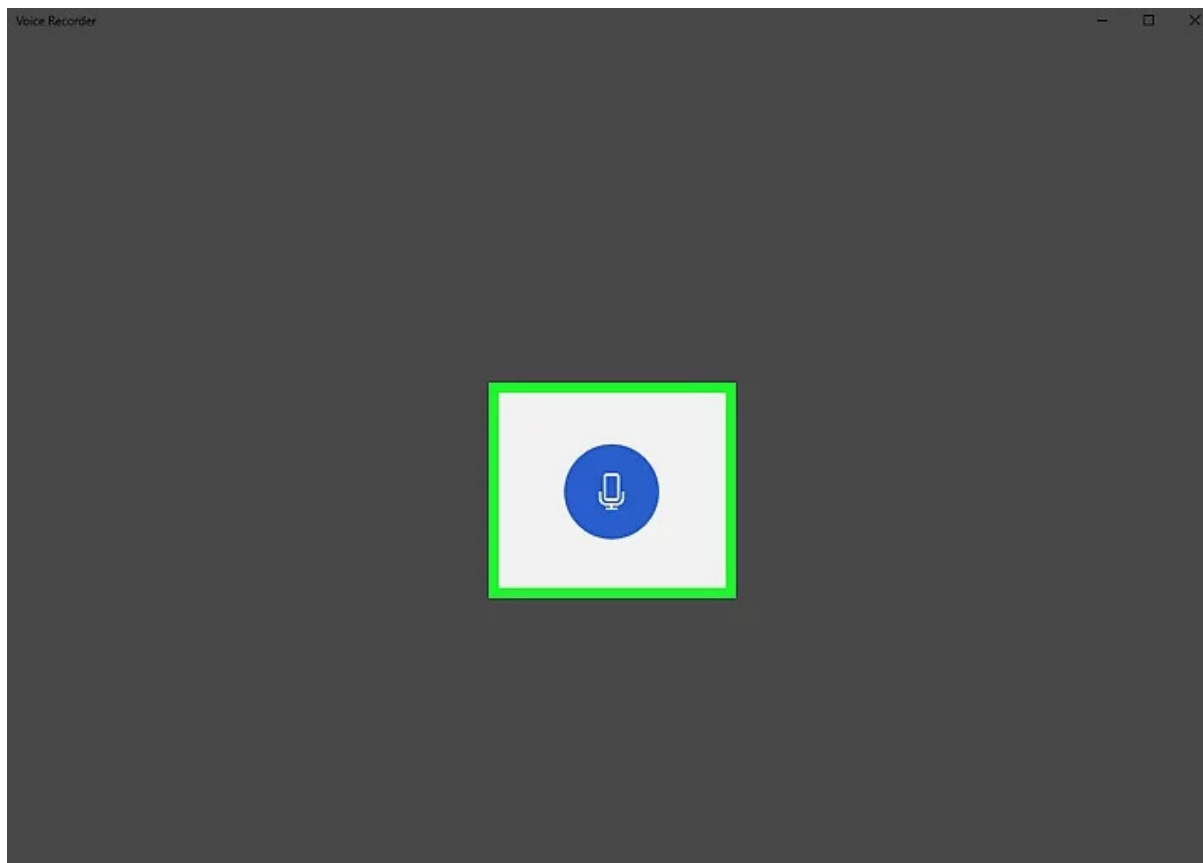
Recording Your Audio with Windows Sound Recorder





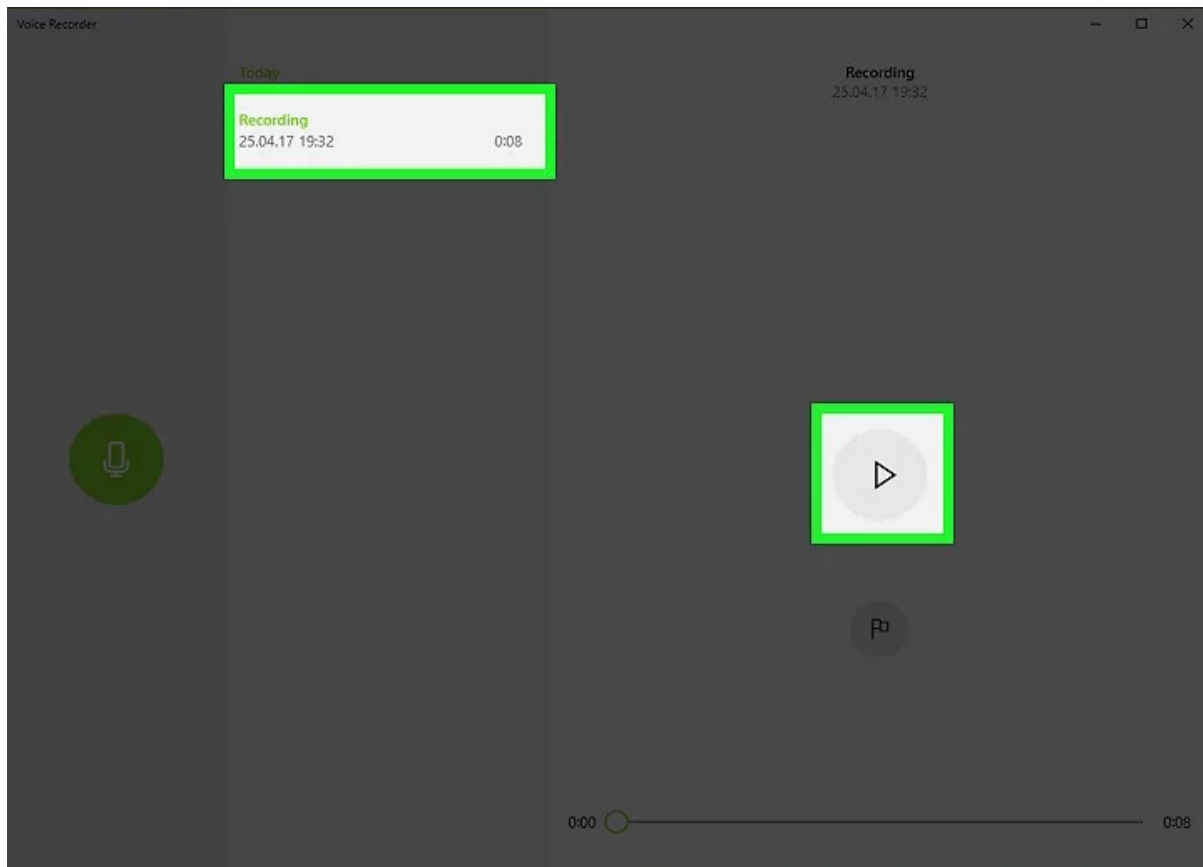
1 Open Windows Sound Recorder. Depending on which version of Windows you are using, you can open the Sound Recorder program in different ways.

- Windows 8 and Windows 10 have two different sound recorder programs to choose from. Press the **Win** key or click on the Windows icon on the taskbar to bring up the modern user interface. Click on the search icon and type in “Sound Recorder” and click on one of the resulting applications.
- To open the Sound Recorder in Windows Vista or Windows 7, click on the Start button. In the search box, type Sound Recorder then click on the Sound Recorder program that appears in the results.^[2]
- To open in Windows XP, click on Start>Accessories>Entertainment>Sound Recorder.



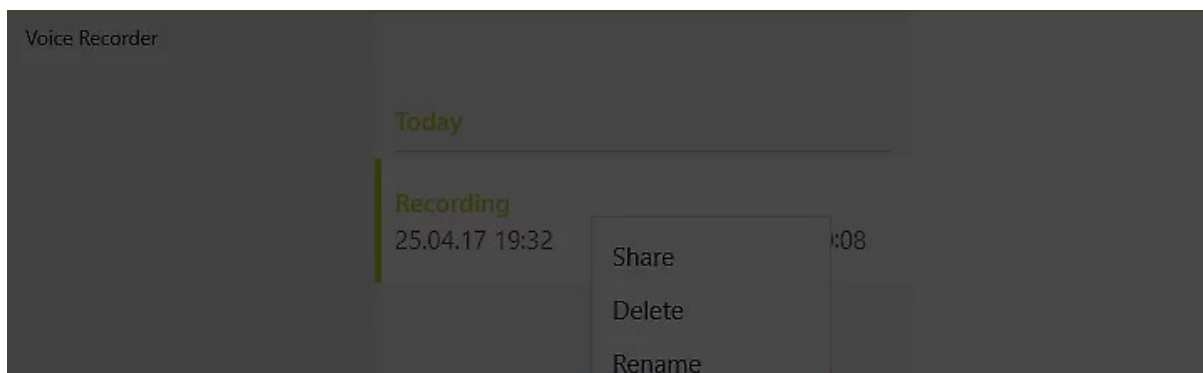
2 Record your audio. When using a microphone, position yourself close to the device. Click on the record or microphone button in the Sound Recorder window to begin recording. Click on the Stop button or icon to stop recording the audio.

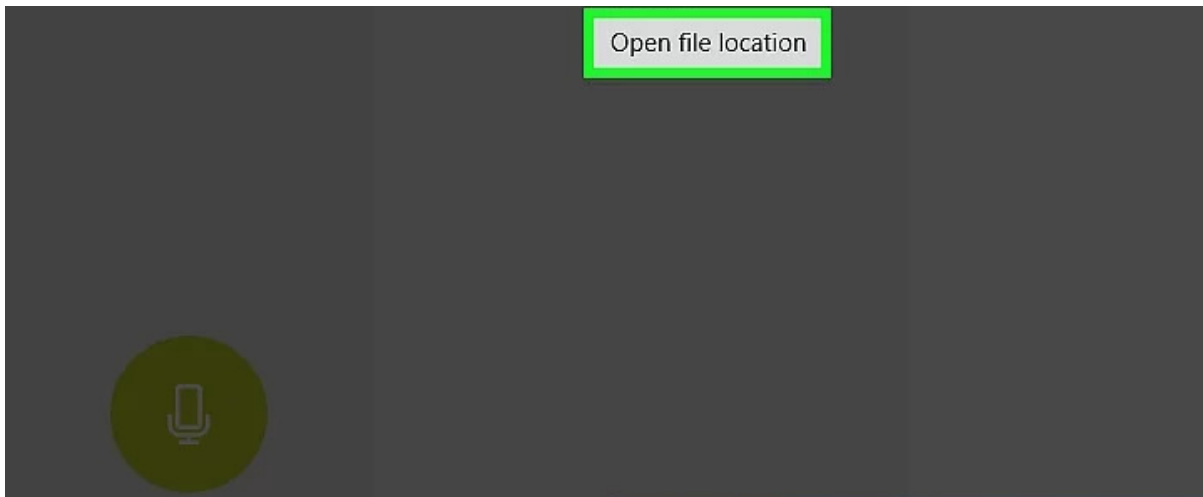
- The sound recorder for Windows XP has a sixty second limit.



3 Playback and listen to your audio. Listen to your recording when playing the audio back from your computer. Adjust the slider to the beginning of the audio clip then press the "Play" button. If you are not satisfied with the results you can make a new recording by creating a new file.

- On the standard sound recorder on Windows Vista, 7, 8 and 10, it does not allow you to playback the audio. You must open the file after it has been saved.



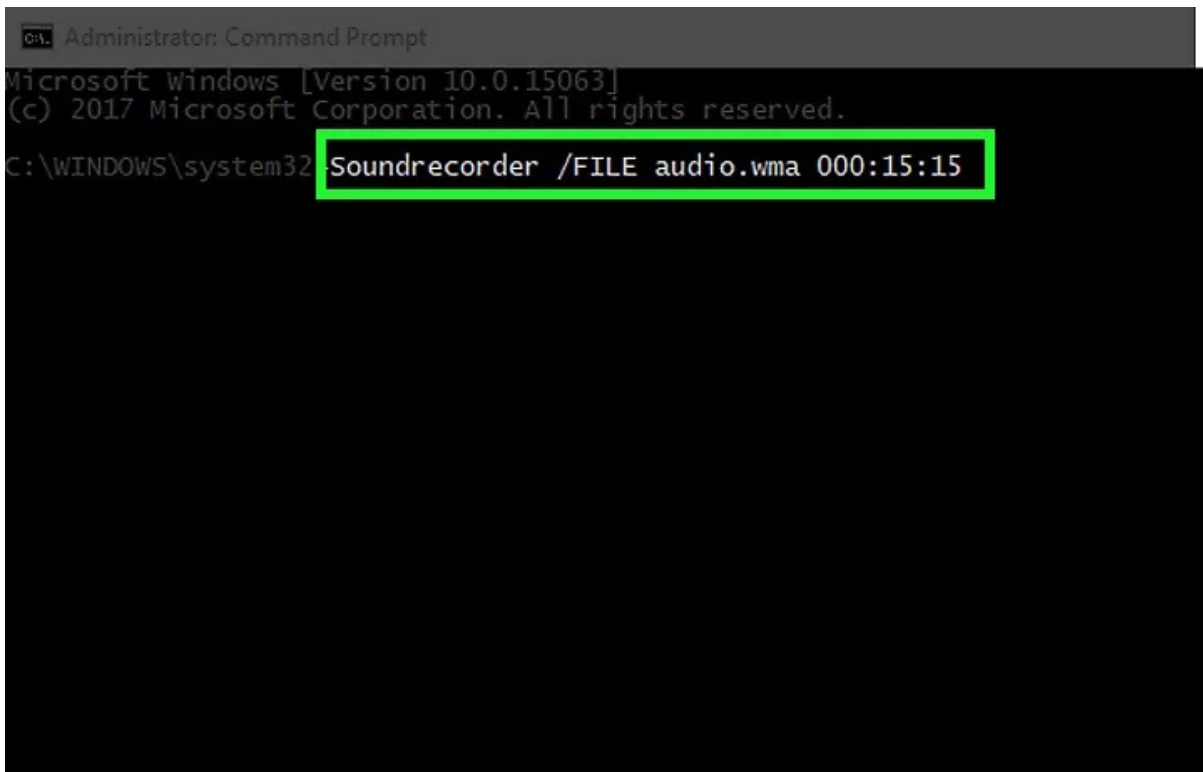


4 Save your file.

Each version of sound recorder allows you to save your audio in different ways and each one records in a different format. When you save the file, you will open the "Save File As..." window.

Designate the path where you want to save the file and provide a name for the file in the Name text field then click on . Files will be saved in the Windows Media Audio (*.wma) file format.

- The modern app version of sound recorder for Windows 8 and Windows 10 will automatically save your recordings, however you are not given an option to distribute the file in the app itself.
- The sound recorder for Windows Vista, 7, 8 and 10 will automatically prompt you to save your file when you click on .
- The sound recorder for Windows XP and before allows you to save your file in Wave *.wav formats. Click on File>Save As then designate the path where you want to save the file. If you make changes to the file you can directly save your changes by clicking on File>Save. Files will be saved in Waveform Audio (*.wav) file format.



5 Use the command prompt to discreetly record audio. The standard Sound Recorder on Windows Vista, 7, 8 and 10 allows you to create a sound file in sound recorder through the command prompt. Once you enter the command, your computer will automatically begin recording for the specified duration by showing a microphone icon on the taskbar.

- Open the command prompt by holding **Win + R** to open the Run window. Type in “cmd” then press **Enter**. Enter the following into the command prompt: “SoundRecorder /FILE <filename.filetype> /DURATION <hhh:mm:ss>” Replace the filename and file type to your specification and replace the duration with how long you want the audio to last. Do not use the brackets.
- Obtain the file by navigating to the following location: “<local-drive-letter-here>:\Users\<your-user-name-here>”
- Leave out the /FILE and /DURATION commands to directly open the Sound Recorder program.

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Community Q&A

Question

How do I open the audio file I recorded?

wikiHow Contributor
Community Answer

You will need to locate where you saved the audio file to. If you remember the name of the file, you can search for it by navigating to your desktop, pressing the F3 key and typing in the name of the file. Try to save your file in a location you will be able to easily navigate to such as your desktop.

Helpful 0 Not Helpful 0

Question

How can I record audio if I don't have a microphone?

wikiHow Contributor
Community Answer

If you have a laptop, there is a chance that there is a microphone embedded around the sides of the unit or around the screen. If you do not have an internal or external microphone, you will not be able to record your voice.

Helpful 0 Not Helpful 2

Unanswered Questions

How do I record using Windows sound recorder? Will it play back on Windows Media player?

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How long will it record?

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What do you need to know? We'll do our best to find the answer.

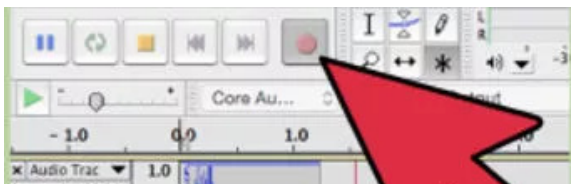
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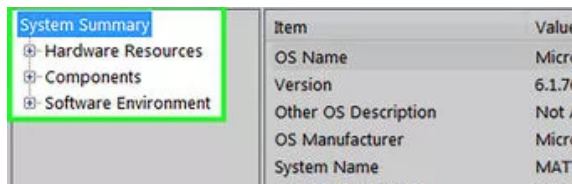
- If you don't want to record with a microphone, you are able to connect another audio device such as a VCR, camera, cassette tape deck, CD or DVD player. These recording devices will make use of either a 3.5mm stereo mini-jack which may feature a blue-colored port or a USB plug. If you have an RCA red and white plug, you will need to use a converter device to convert into a 3.5mm stereo mini-jack or USB. These can be obtained online or in stores.
- If you want to record for more time on the Windows XP Sound Recorder, record 60 seconds of silence then click on Edit>Copy then click on Edit>Paste. This will extend the length to 120 seconds, you can continue to paste to add more time to the audio. Once you are ready to record your audio, move the slider to the left hand side of the sound recorder window then click on the record button.
- To locate where the sound clips are saved in the modern Sound Recorder for Windows 8 or Windows 10, you will need to open up File Explorer and navigate to the following file path: "<local-drive-letter-here>:\Users\your-user-name-here\AppData\Local\Packages\Microsoft.WindowsSoundRecorder_8wekyb3d8bbwe\LocalState\Indexed\Recordings" The files saved will be made in MPEG-4 (*.m4a) file format.^[3]

Related wikiHow's

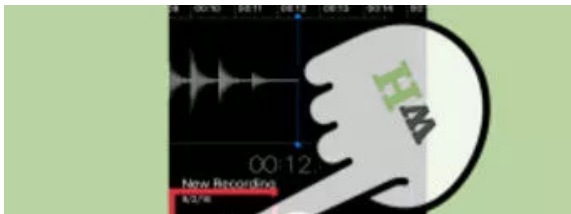
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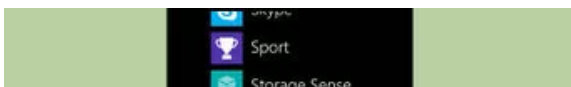
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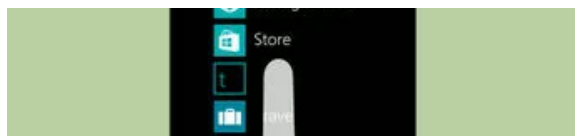


How to
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How to
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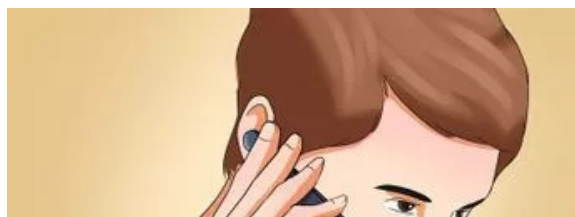




How to Record Audio on a Mobile Phone



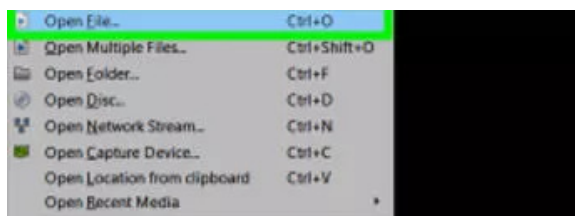
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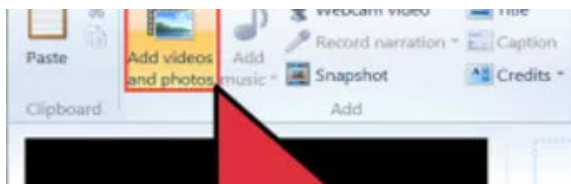
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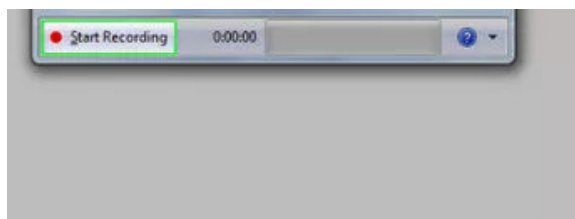
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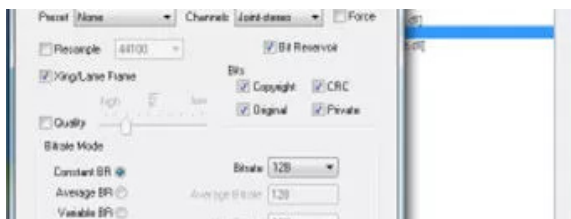
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How to Record Gameplay in Game Sound and Commentary at the Same Time



How to Make Audio File on Computer



How to Record Shoutcast Streams in Winamp

Sources and Citations

1. ↑ <http://windows.microsoft.com/en-us/windows7/recording-audio-in-sound-recorder-frequently-asked-questions>
2. ↑ <http://windows.microsoft.com/en-US/windows7/record-audio-with-sound-recorder>
3. ↑ <https://ibanniebtchsupport.wordpress.com/2014/01/06/sound-recorder-file-location-in-windows-8-1/>