

LESSON 59

RECORDING SOUNDS ADD VOICE TO YOUR E-MAIL

Today's lesson deals with voice recording capabilities built into Windows 95/98. Sound Recorder can record up to 1 minute of sound in a .WAV file format that can easily be attached to e-mail messages. Playback is a snap for Windows 95/98 users. No additional software is required. You will need a microphone to record, and a sound card and speakers for playback.

With voice messages attached to e-mails, we in effect create v-mails or voice mails. Now you can personalize your e-mail messages with a "hello honey" or a "here are the latest revisions you asked for - please pay close attention to the 3rd paragraph."

Adding voice to your written communications adds a new dimension to your ability to communicate. People that read your e-mail messages can now detect the emotional component of your message. Let's face it... most of us communicate better with our voices than we do with our writing skills. Here's how to make it all work.

Click on Start and then on Programs. Now click on Accessories and then select Entertainment. Click on Sound Recorder. In the lower right corner of the Sound Recorder window there is a small round red button. Click on that button to start recording. You have up to 60 seconds to record a message by speaking into the microphone. If you finish your message before the 60 seconds expire, click on the square black button, which is the Stop button. It is located just to the left of the Record button. Be sure to click on the Effects tab. With the Effects tab you can increase or decrease the volume of your sound recording. You can increase or decrease the speed of your recording by as much as 100% add an echo and even reverse the sound byte so it will play backwards.

Click on File and on Save As to name and save our sound file as a .WAV file. You can now attach that file to an e-mail and the recipient can play it back using the very same Sound Recorder.

To create a Desktop Shortcut to Sound Recorder, just right-click on a blank space on the Desktop, click on New and then on Shortcut. In the Command line: box type "C:\WINDOWS\SNDREC32.EXE" without the quotes and then click on OK. Click on Next and then on Finish. You can now bring up the Sound Recorder from your Desktop by double-clicking on the Shortcut.

