



# How-To:

## Using Sound Recorder

<http://www.vermontcomputing.com/>

1. Go to Start/ Programs/ Accessories/ Entertainment and click the icon for Sound Recorder. It should look like this.



2. Under the File menu is Open. Open the .wav file you would like to work with.

### **Say you want to cut a part from a song. Do this:**

1. Open the song you want to edit.
2. Find the beginning of the portion you want to remove. Set the slider to that point.
3. Go to Edit/ Delete After Current Position.
4. Go to File/ Save As. It is VERY important to choose save as, otherwise you overwrite the original song, and this won't work.
5. Now, reopen the original song. Move the slider to the end of the portion you want removed.
6. Go to Edit/ Delete Before Current Position
7. Make sure the slider is now on the left.
8. Go to Edit/ Insert File. Choose the file you saved in step 4.
9. You should now save the file as something new, but it is now done – the original song without the portion you removed!