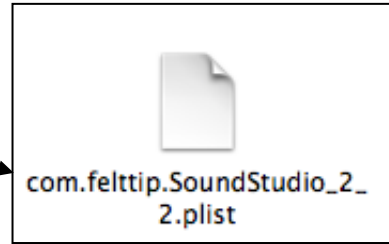


SoundStudio 2.2.4 Guidesheet with the Plantronics Headset Recording and Handing In Sessions

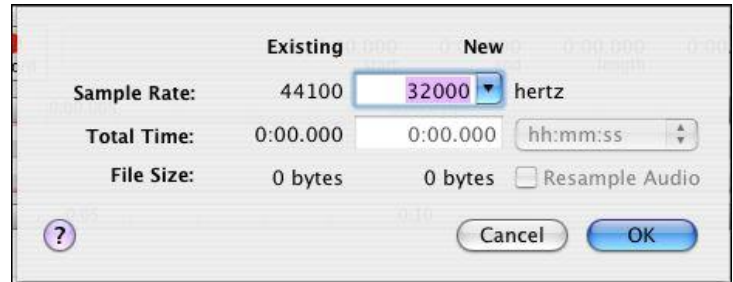
Starting Sound Studio:

1. Go to Harddrive—>Users—>Shared
2. Copy the Sound Studio preference file
3. Go to your Home Folder—>Library—>Preferences
4. Paste the SS preference into your Preference folder



Getting Started:

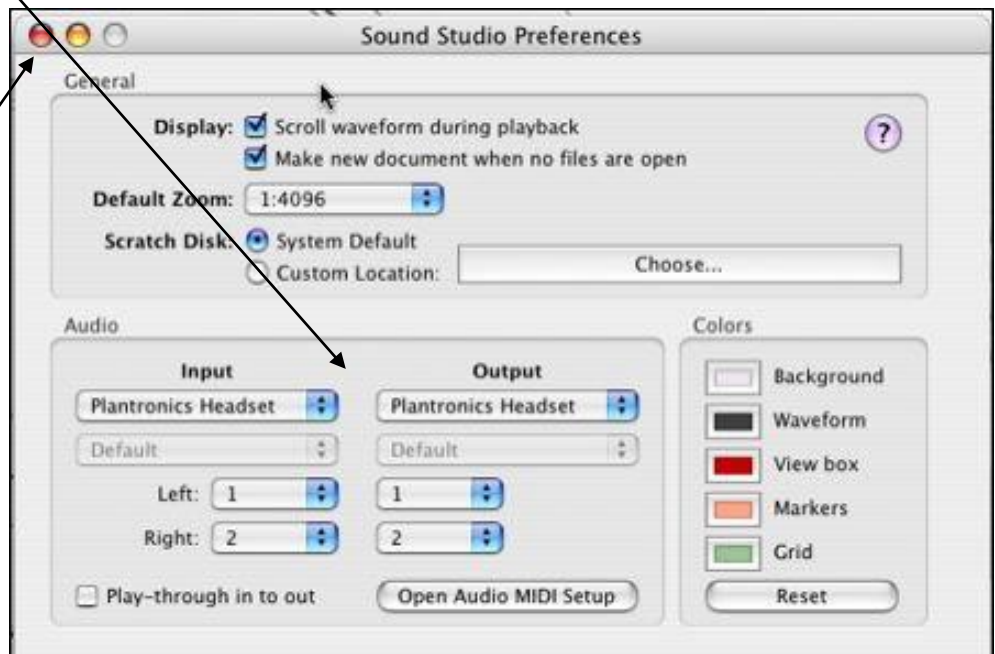
1. Open Sound Studio
2. On Menu Bar → Audio
3. Change Sample Rate to 32000 hertz
4. Click OK



5. Go to Audio → Scroll to Mixdown to Mono



6. On the Menu Bar Go to Sound Studio → Preferences
7. Change Input and Output to Plantronics Headset for both Input and output



8. Close the Window

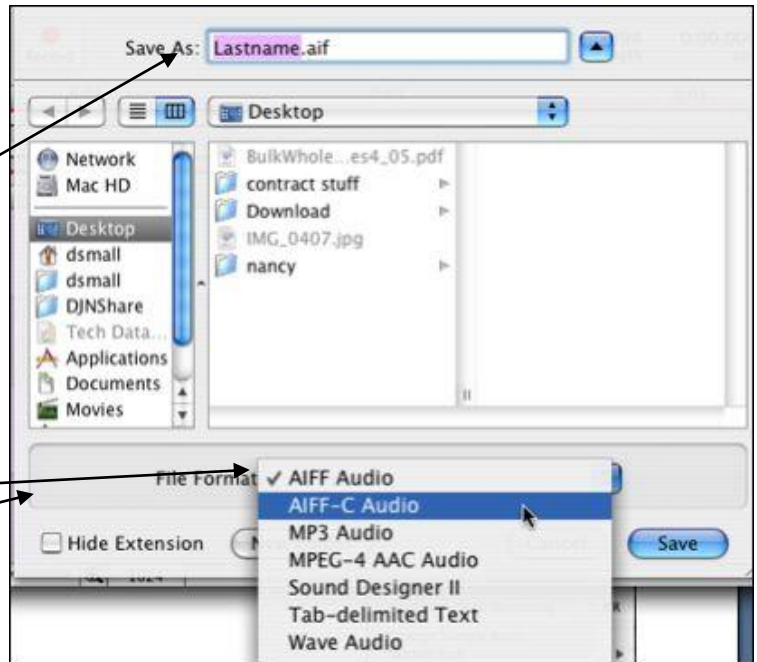
To Record & replay your sample:

NOTE: Each recording session will contain only ONE recording sample.

1. When you are ready to record, click on the Record button, and then begin to speak into your microphone in a normal voice
2. When you are done recording, click on the Stop button
3. To listen to your sample:
Click on the Play button
4. If you want to redo this session -
On Menu Bar → Edit → Select All,
then click the Delete button
5. Repeat from step #1

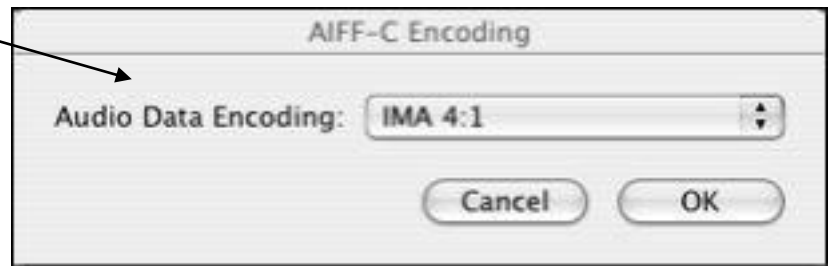
To Save your Recording

1. Go to File→Save
Give recording a title – you **MUST** follow this pattern:
lastname<assessmentNumber><version>
i.e. nutting1a
 2. Navigate to Desktop
 3. Click the File Format
 4. Choose **AIFF-C-Audio**
- Be sure Hide Extension is **Not Checked**
5. Click Save



An AIFF-C Encoding Window will appear

Be sure IMA 4:1 is selected



6. Click OK
7. Quit Sound Studio

To Hand In Electronically:

1. Locate the file on your desktop (do NOT open it), copy it
2. On the side bar, click on the icon named Submit ...
3. Find your teacher's folder, select it and then paste
4. This will put a copy of your file inside your teacher's folder
5. You will see a message "You do not have permission to see the results of this operation. Do you want to continue?"
Click OK
6. That's it