

Using a Digital Voice Recorder from Grant Hall

Before you record

Only the recorder is provided at checkout. **You must provide your own AAA battery in order to record.**

- The user manual is online: <http://lclc.uic.edu> > For students > Equipment > Olympus WS-M311. In these guidelines, we have referenced important pages from the manual.
- Do a TEST recording!
- Make sure you know what folder your recording will be saved in so you can find it later.
- Make sure the recorder is positioned at a good distance to capture everything you want it to record.
- Change the recorder settings to reflect the quality and length of recording necessary (see below).
- Make sure you have a *fully charged* AAA battery.
- Press “record” *early* so recording starts before the important part begins (1 min?)
- Try to record in a quiet place if possible because the recorder will pick up background noise.

Record

Select the correct settings for recording (p. 19). You should choose appropriate quality settings for the *type* and *length* of the recording: a one-hour interview might require different settings than three separate two hour lectures (p. 27). The *highest quality* setting (ST XQ) will give you 8+ hours of recording time, while the *lowest quality* setting (LP) will give 138+ hours (p. 98).

Copy the recording to a computer

You can connect the recorder to a computer via the built-in USB (p. 46). From there, you can open the storage folders on the recorder (p. 30) to find your files and copy them to your computer.

Edit the recording

If you want to make any changes to the original recording, import a copy of the clip into an audio editing program to cut off unwanted parts or divide a recording into separate clips (see suggestions for this on the second page).

Playing the recording and Making CDs

You can put your recordings onto a CD: an audio CD for CD players, an mp3 CD for computers, etc. **Be aware of the file format** of the original recording (it's **wma** if you're using the WS-M311). If you want the recording to play in iTunes you need to change the format to mp3. To do that, you can use a wma-to-mp3 converting program.

See page 2 for suggestions of audio editing software, media players, and converting programs.

Software and freeware possibilities

Playing

[iTunes](#)

Free!; Mac OSX, Windows Vista & XP; mp3, wav, aiff (not wma)

[Windows Media Player](#)

Free!; Windows; wma, mp3, wav, aiff...

Editing

[Audacity](#)

Free!; Mac OSX, 98/ME/2000/XP/Vista; mp3, wav, aiff (not wma)

Converting

[Switch](#)

Free!; Mac OSX, Windows XP & Vista; wma to mp3, mp4, wav...

[Windows will need mp3el plugin](#)

[Mac will need Flip4Mac plugin](#)

Software Support

iTunes

[User's Manual](#)

[Apple iTunes Video Tutorials](#)

Windows Media Player

[How To](#)

Audacity

[Wiki Tutorials](#)

[YouTube Videos](#) (you can watch videos of specific topics or choose a basic intro)

Switch

[Support pages](#)

[Ask Dave-wma to mp3 using Windows](#)

[Ask Dave-wma to mp3 using Mac OSX](#)