HI-Q Recorder

Downloading the Program
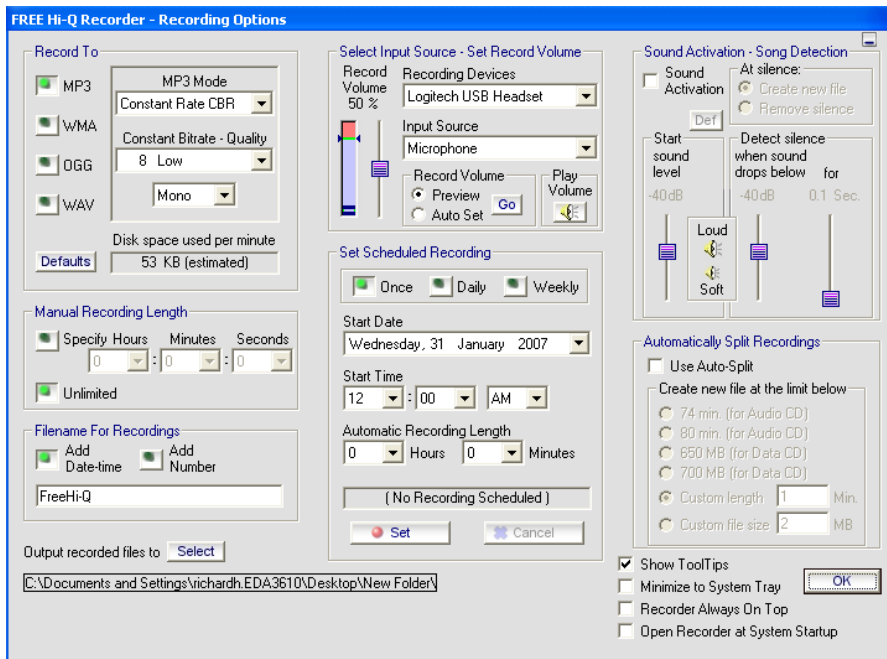Download the free software from http://www.roemersoftware.com/free-sound-recorder.html
(You will require a microphone that can be connected to your computer)

Setting Up HI-Q
Click on the program's icon

- Select OPTIONS
- You may get 2 other screens that welcome you or offer help.
  You do not need them now and can be read at a later stage.
- When setting up we are only interested in the left hand side
  of the OPTIONS menu.
  - Ensure **MP3** button is selected.
  - MP3 mode should be set to **Constant Rate CBR**
  - Constant bitrate – Quality should initially be set at **8**
    This can later be increased to improve the quality of the
    recording. Remember, however that the greater the
    number, the larger the file size.
  - Select **mono**

Ready to Record
- Name the file
- Select the folder the file is to be saved to (use the **select** button)
- Select **OK** (the options menu will disappear)
- Click on the **RED** button to record and the square button to stop.

Your recording has been saved and is now ready to be attached to an email.