


Adjusting Your Computer Sound Levels and Recording Quality

This tutorial is for use with a PC computer running Windows 7

Before using a software such as PowerPoint or Camtasia to record narration, check the system audio levels on your computer first to ensure an appropriate sound level for recording. Additionally, since audio can increase the file size, you may want to record at a lower quality level to make the file smaller.

To view and adjust the setting, follow these steps:

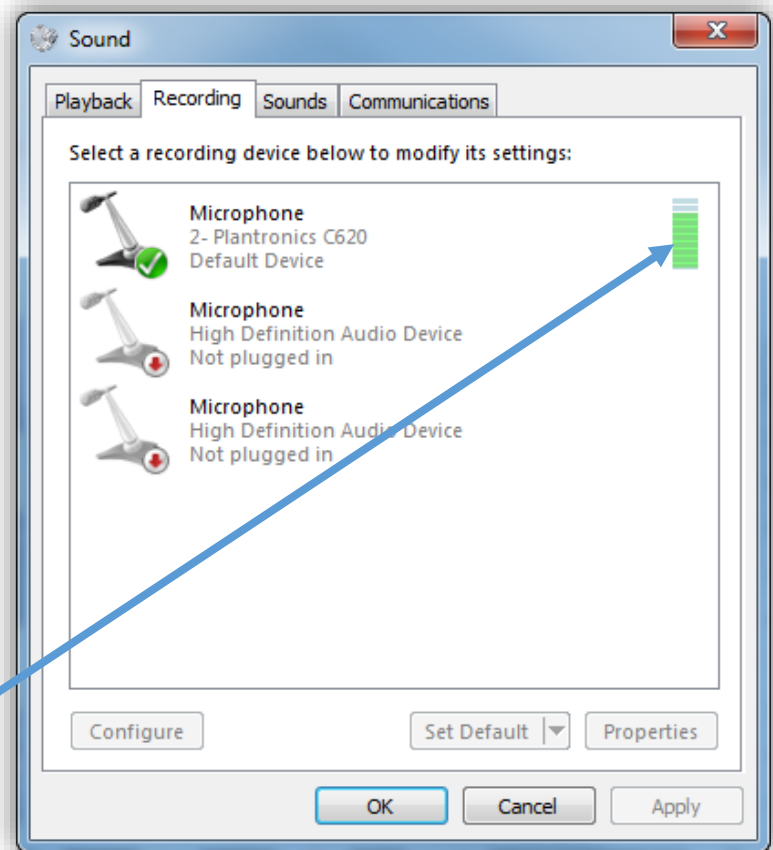
1. Click the Start button  on the bottom left-hand side of your computer screen, and then select **Control Panel**.
2. Select **Hardware and Sound > Sound**.

3. Select the **Recording** tab. The green check mark indicates the device to use for your recording.

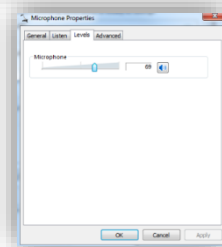
Note the green bars going up and down as you speak, indicating the volume level.

Position yourself close to the microphone as you speak to avoid the presence of background noises. Speak in a comfortable tone and volume and note where the volume is indicated with the green bars.

An ideal level is indicated when the green bars peak at about 80% of maximum. NOTE: If your audio levels are below or above the 80% peak, you should adjust your audio levels.



4. To adjust the audio level, click on **Properties > Levels**, slide the bar to a higher level, and then test microphone again. Repeat until an optimal level is reached.



- Once your sound is at the desired level, click **OK**, then click the **x** in the upper-right hand corner to close the **Hardware and Sound > Sound** and control panel boxes.

To adjust the sound recording quality:

- Perform **steps 1 through 3** as stated above.
- Click on the **Microphone Default Device**, which is indicated with a check mark.
- Click on the **Properties** button, then select the **Advanced** tab.
- From the dropdown menu, select **channel, 16 bit, 16000Hz (Tape Recorder Quality)**.
- Click **OK**.

