

1. Turn on Power Button on Microphone.
2. Start-All Programs-Accessories-Entertainment-Sound Recorder
3. File-Properties
4. Click on Convert Now
5. This will give you Sound Selection Window
6. Choose CD Quality on drop down list.
7. Click OK 2 Times
8. Turn on microphone, press the RED record button, speak into microphone, press stop when finished.
9. File-Save As, save audio file into the correct project folder.
10. Each time you do File-New, you will need to re-set the CD Quality in Sound Selection Window again.

