Using "Audio Recorder"

1. Check to see that the USB headphone/mic is connected to the keyboard (upper left-hand corner). If it's already connected, skip to step 2. If you have to connect the USB headphone/mic, check that it is selected (*Plantronics* Headphone/Mic) under System Preferences:
   - Click on the apple in the upper left-hand corner of the screen.
   - Select "System Preferences.
   - Select "Sound"
   - Under "Output," select *Plantronics*
   - Under "Input," select *Plantronics*
   - Close "System Preferences"

2. Open *Audio Recorder*. If the mic is working, you'll see the sound level indicator light up. If you don't plan on using an audio cd as you record, skip to step 4.

3. Insert your cd. If it doesn't open automatically, open *ITunes*. You can play your cd in *ITunes* as you record in *Audio Recorder*.

4. To begin recording, click "record." If you want to save several phrases as one file, click "pause" in between phrases. Once you are done, click "stop." In the save window, name your file (you might use your name followed by a number or word). When you click "save," you sound file will be saved in the "Audio Recorder" folder, within the computer's "Documents" folder. To record another file, click "record"; be sure to save it with a different name.

5. Once you are done, copy your files from the "Audio Recorder" folder to your folder on the portable hard-drive:
   - Connect the portable hard-drive to a Fire-Wire port on the back of the computer.
   - Two icons will appear on the desktop. Double-click on the "Client" icon, then on the "Phonetics" folder.
   - Drag you file from the "Audio Recorder" folder to your folder on the portable hard-drive.
   - IMPORTANT! Before disconnecting the portable hard-drive, be sure to drag either the "Client" or "Server" into the Trash.

6. As a last step, you may want to delete you files from the "Audio Recorder" folder and from the *ITunes* library. (To delete files from the ITunes library, select the file, then select "Cut" under the "Edit" menu.)