

## How to Record onto Your Computer from your Mini-disc Recorder

### WHAT YOU NEED

- G Connector cable (a black cable with an identical single silver jack on each end)—will come with mini-disc recorder
- G Mini-disc recorder
- G A mini-disc that contains the recorded interview
- G A computer with the Cool-Edit program, which you will record onto
  - \*note: all co-lab computers in our department should have Cool-Edit on them
  - \*note: after recording on a collab computer, you should burn the sound file that you create onto a CD or save the interview in your H-Drive

### WHAT TO DO

1. Connect your mini-disc recorder to the computer and get it ready to play your interview
  - a) Use a connector cable (the black cable with both ends an identical single silver jack)
    - plug one end into your minidisc recorder, in the headphone/REMOTE jack
    - plug the other end into your computer, in the LINE IN (pink) jack
  - b) When the mini-disc recorder is connected, advance to the track where your interview is located so that you are ready to play the interview (you may want to test that it is playing okay by plugging in the earphones and listening)
2. On your computer, make sure the “line in” volume is on (if not, nothing will record):
  - Start menu
  - Accessories
  - Entertainment
  - Volume Control

\*If the MUTE box is checked under “Line In,” uncheck it; volume should be set somewhere in the middle
3. On your computer, get the Cool-Edit program up and running:
  - Start menu
  - All Programs
  - Cool-Edit 2000

4. When you are ready to begin recording, press the , button on the menu located to the bottom left of the screen
  - a) A box will come up, and you should set the program to the following levels:
    - 22050** Sample Rate
    - Mono** Channel
    - 16-bit** Resolution
  - b) Once you set these levels and press “OKAY,” the program will begin recording, but you should immediately pause it (press ~) so that you can get the mini-disc recording going
  
5.
  - a) Press the | ~ (play) button on the minidisk recorder and begin playing your interview
  - b) Simultaneously, Press the ~ (pause) button again on Cool-Edit so that the program begins recording

The computer will now recording a wave sound file in real time. If you don't want to listen to this, turn your speakers off—it will still record
  
6. When recording is completed, save the file with a name of your choice  
\*On a co-lab computer you should save it in your H-Drive so that it does not clutter our C-drive
  
7. To listen to your recording on the computer:  
on the Cool-Edit Program, press play (| ) and/or scroll through the interview on the sine-wave chart.  
-OR-  
on the Transcriber program, pull up the sound file and listen to it there (see the guide “How to Use Transcriber”)