

Instructions for Individual ReRec Audio Recording

The following steps will allow for you to complete an individual audio recording in ReRec and save in the proper location for you to email to your professor. **PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING!**

Step 1: Double-click the “ReRec” icon on the desktop to open program.

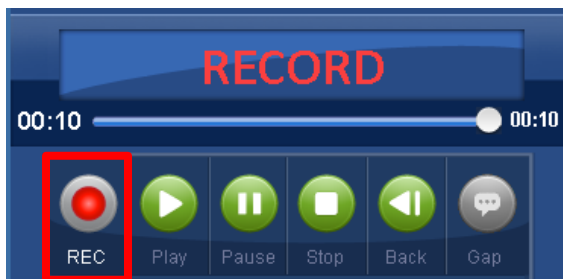


The window below will appear.

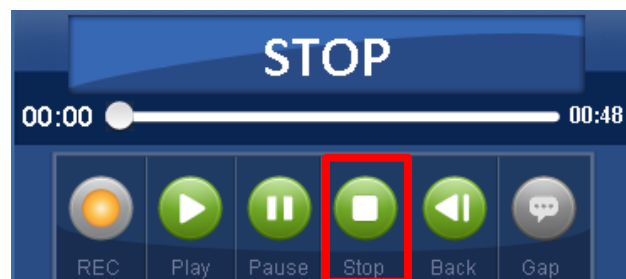


Now, locate the headset, which is attached to the computer, and put it on. Make sure the earphones are secured around your ears and the microphone is adjusted closely to your mouth to ensure a clear recording.

Step 2: Audio Recording



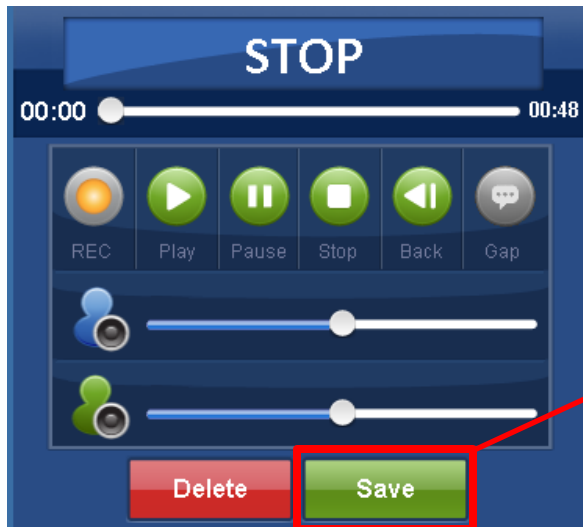
Step 2.1: Click on the “REC” button to begin audio recording. Speak into the microphone clearly!



Step 2.2: Once you have completed your recording, click on the “Stop” button to end your recording.

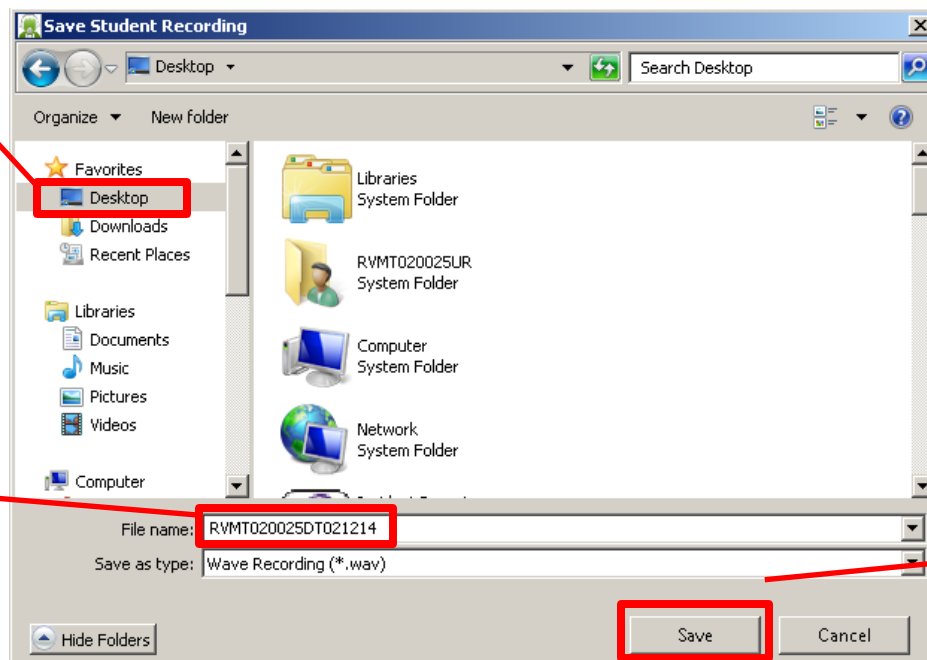
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Step 3: Save the Recording



Step 3.1: Click on the "Save" button to save your audio recording.

The window below will appear.



Step 3.2: Select "Desktop" to easily locate your saved recording.

Step 3.3: Next to "File name" delete the default computer number and type your name.

Step 3.4: Click on the "Save" button to finalize.

You will now be able to access your audio recording from the desktop and submit it to your professor.

EXIT the ReLANpro ReRec Recorder by simply closing out the program.