

## SOUND STUDIO: Macs

- Click on the "*Sound Studio*" icon at the bottom of the screen's desktop, or select "*Go*" at the top of the screen and click "*Applications*." Search for "*Sound Studio 3*," click on it and open "*Sound Studio*."
- The best method available to record is the *Logitech headset* provided by at each station. Make sure that the *Logitech headset* is selected by going to '*Sound Studio*'s top menu, selecting '*Preferences*' and choosing the Logitech USB headset for both "*input*" and "*output*."

### Record

- After "*Sound Studio*" screen opens, you can start recording immediately. To start recording you need to click with the mouse cursor on the red-dotted "*Record*" button.
- If you wish/are required to record long clips you can do so without starting over. You just need to select "*Pause*" when you feel the need to stop. When you are ready to resume recording, just press "*Pause*" or "*Record*" again. (This can be done as many times as you want.)
- Once you have recorded enough, or wish to playback your recording, press *Stop* and then the *Play* button.
- When you are ready playback or save your recording press the "*Stop*" button. (Even when you press the "*Stop*" button you can continue recording on the same track. To do so, you need to press "*Record*" again, and it will continue recording where you previously stopped it.)

### Save

- To save your recording, go to "*File*", up in the selections on top, and select "*Save As*."
- Name your file and choose "*Desktop*" or your "*USB drive*" as the destination for your file . Under "*File Format*," near the bottom of the screen, scroll down and select "*MP3 Audio*" to have it in a compatible, compressed format. Now, press "*Save*." (If for any reason, you cannot save the file as an .mp3 file, save it as a .wav file.)