

Simmons College  
GSLIS  
LIS 433  
Recorder tips and file conversion tips...  
Allen Smith, February 2007

Recorder:

You get 41 minutes in stereo, 4 hours and 21 minutes in SP mode, 11 hours 36 minutes in LP mode. Set it to record in SP mode.

Be certain that the SENS (microphone sensitivity) is set at either H or M, not L (p. 52 in the manual).

Be certain that DIRECTIONAL is on (top left on the recorder).

Swivel the microphone in the direction you want to record.

Make your recording.

- 1] Hook up the recorder with the USB wire.
- 2] Windows will register the external device.
- 3] Call up *Digital Voice Editor* [The following way to find it was provided by Hagar]

In case anyone comes to ask you, they are under the Start menu > All Programs > Media Tools > Digital Voice Editor 2.

- 4] Bottom left quadrant will register the file(s) on the recorder.
- 5] Using the upper right quadrant, find the location (memory stick?)
- 6] Drag the recorder file to that location in the lower right quadrant.
- 7] Click on the just dragged file in the lower right quadrant.
- 8] On the top menu, click on PC.
- 9] Click on Convert File Format
- 10] Go to "Save in:" and enter the place you want to save it, most likely the same place you moved the file to in the first place.
- 11] The move to "Save as type:"
- 12] Click on the triangle.
- 13] Click on "WAV files[autoconversion] [\*.wav]"
- 14] Click on "Convert" (upper right)
- 15] After converted, rename the original .dvh file and your .wav file to something useful.
- 15] Transfer the .wav file to a CD and label it.
- 16] That's all it takes.