

Don't have these options when you right click on the Sound Controls icon in the bottom right corner of your screen?

Try this:

Start – search – mmsys.cpl

In the Sound dialog box, click Recording Tab.

Click Microphone, then click Properties.

In the Microphone Properties dialog box, click the Custom tab.

Make sure the Microphone Boost check box is NOT checked.

Then, click the Levels tab.

Adjust the volume slider to a lower level, and click OK.

Click OK to close the Sound dialog box.

OR

Go to Control Panel.

Select Hardware & Sound (OR Sound and Audio Devices) or (Sound, Speech & Audio Devices)

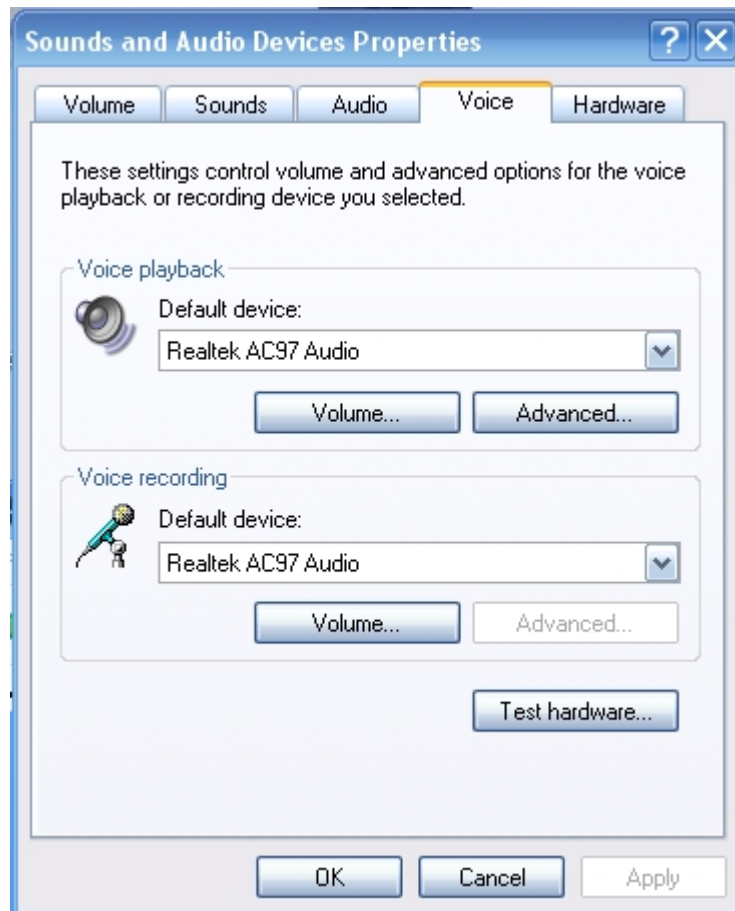
Select Sound

Select Recording Tab

Do You have Win XP?

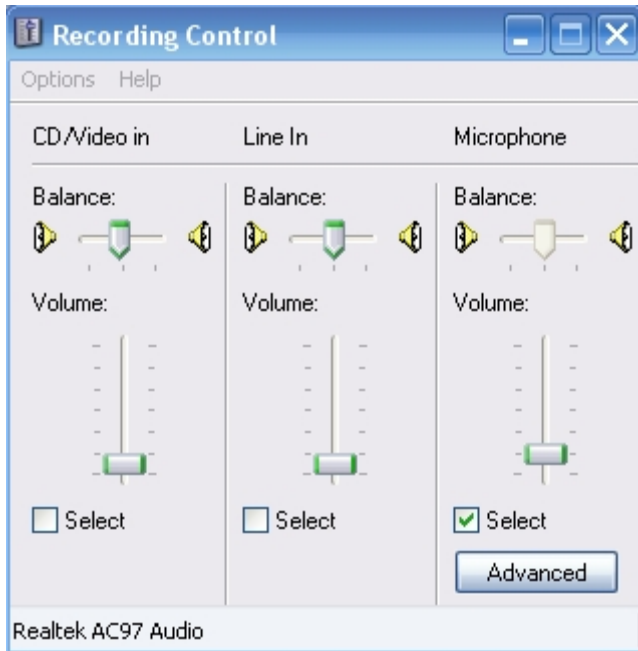
You may be able to find an “Advanced Recording Settings” option when you right click on the Sounds icon in the bottom right corner of your screen.

The "Sounds and Audio Devices Properties" window appears. Select the "Voice" tab:



Then click the "Volume..." button.

The Windows Recording Control utility controls the volume settings for many things on your PC. Scan across the window and look for the Microphone volume control slider.



Move the Microphone slider up or down to increase or decrease your microphone's recording volume.

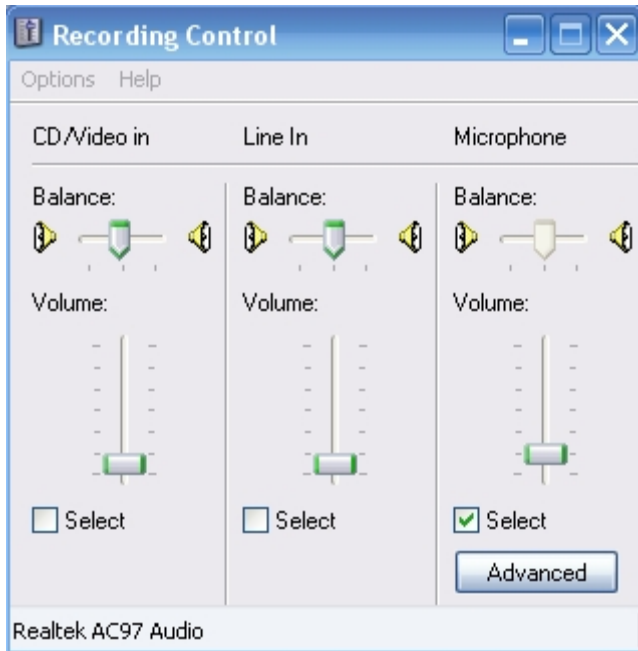
If your Microphone volume control is not showing up in the "Recording Control" window, click Options>Properties, and select the Microphone box in the "Show the following volume controls:" selection list. Click OK.

If your Advanced button is not showing up under your Microphone Volume Control, click the Options>Advanced Controls selection.

If your Sound Level is too Low

If you have increased your volume to the maximum and still are not getting an acceptable sound level in your recording, you may need to turn on the 'Mic Boost' switch in your Windows Recording Control utility.

Click the 'Advanced' button under the Microphone Volume Control (see image below):



and then select the '1 Mic Boost' box (see image below):



If your Sound Level is too High

If the waveforms in the display have been clipped off at the top or bottom, then your volume is too high. Reduce your microphone volume, and re-record some speech. It is better to err on the side of having a lower volume level from a speech recognition perspective - clipped speech sounds distorted. But you also need it to be loud enough such that you can see your speech waveforms in the display (i.e. you should be able to see squiggly lines that correspond to your speech).

Once you are satisfied that the volume is acceptable, try playing the file back by clicking Play .

You may need to adjust the Volume for your speakers. This is located on the Volume tab of the "Sounds and Audio Devices Properties" window. Click the "Speaker Volume..." button on that page, and adjust you speaker volume as needed.