



Seniors Building Social History Networks in Charlotte County

How to Transfer Sound from a Voice Recorder to the Computer

Upload files from your voice recorder to any computer with the help of a USB cable.

Step 1 - Insert the USB cable into the USB port on the side of the voice recorder. The exact location of the port will vary, depending on what voice recorder you are using.

Step 2 - Connect the opposite end of the USB cable to one of the USB ports on the computer system.

Step 3 - Power on the voice recorder. In a moment, the computer will state that it has detected a new, removable device.

Step 4 - Click "Start" and "Computer" (or "My Computer"), and then double-click the removable device icon. A window will appear with all the recorded audio files.

Step 5 - Click and drag the audio files from the recorder onto the computer. It does not matter where you save the files to on the system; put them on the desktop for easy access or create a new folder to hold all audio files. Then, close out the open voice recorder window. Right-click the icon and choose "Eject." When the icon disappears, it is safe to disconnect the voice recorder from the computer.