**Configuring your microphone in Windows XP.**

Open the Control Panels or Settings window on your computer. The Control Panels are accessible from the Start menu.
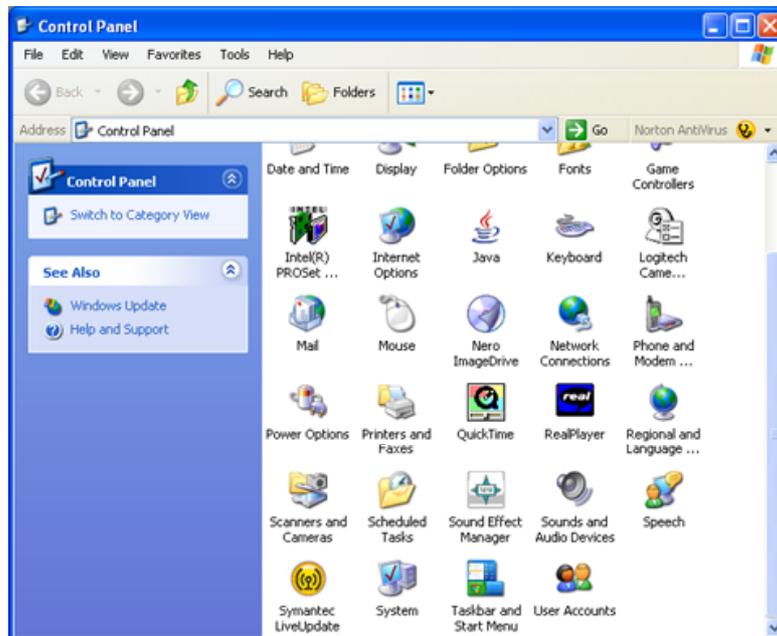


Select the **Audio** tab and check that the correct microphone hardware is selected in the **Sound Recording** drop-down menu. You may use an Internal Microphone built into your computer or an external microphone connected to an input jack on your computer. In the example below I have selected the Realtek AC97 hardware on my computer at home.
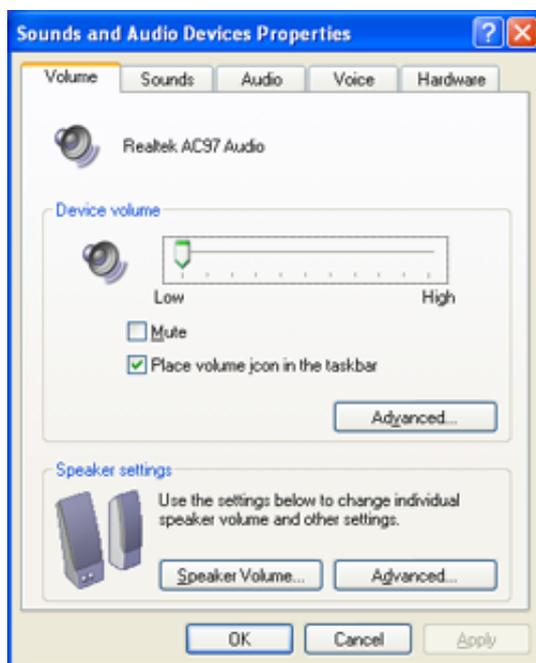


It is best to use an external microphone that is connected to your computer. Your computer or laptop may have a built-in microphone. The sound quality of the built-in microphones is not always good.

External microphones usually provide a higher quality recording. Of course you may record your audio on a different device such as a voice recorder, an MP3 player with voice-recording capability or even an audio cassette recorder. You will need to transfer the recording to your computer using the appropriate connecting cables. These could include a supplied USB cable or an audio lead such as a mini-jack or RCA cable.