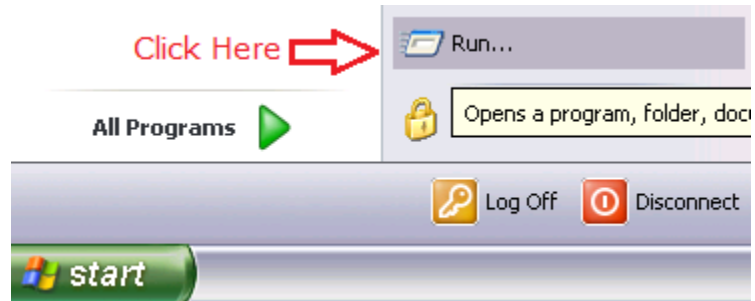


How to Record an audio file on Windows XP

1. Click on the start button on the bottom left of your screen.

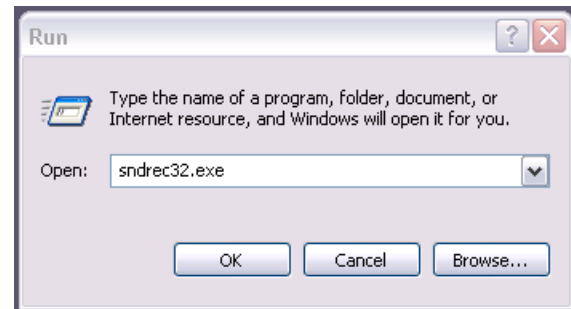


2. After clicking on Start, Click on "Run"



3. When the program Launches, type in the following command without quotes and hit "Ok"

"sndrec32.exe"



4. Your computer will then display the following program where you can record audio and save it to your computer.



5. Once you are done recording, click "File", "Save As" and it will prompt you to save the file to your desktop. Save it somewhere you can remember.
6. Once the file is saved on your computer, click on "Choose file" on the FAST website page that is asking for the file and then browse to its location to attach it to the form on the webpage.

