

NCH Software

RecordPad Sound Recorder

This user guide has been created for use with
RecordPad Sound Recorder Version 9.xx

Technical Support

If you have difficulties using RecordPad Sound Recorder please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date RecordPad Sound Recorder Online Technical Support at

www.nch.com.au/recordpad/support.html.

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to RecordPad Sound Recorder, or suggestions for other related software that you might need, please post it on our Suggestions page at

www.nch.com.au/suggestions/index.html.

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

RecordPad Sound Recorder

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NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.

Search

Search our website for products matching any keywords you type.

See more of our software

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About RecordPad Professional Sound Recorder

RecordPad is an advanced sound recording application.

Using the RecordPad Professional Sound Recorder you can:

- Record voice messages or announcements.
- Automatically use a preselected file length, name and volume.
- Export files to a local folder in wav, mp3, aiff and flac format.
- Record files in the background while running other programs.
- Control recording from the command line.

System Requirements

- Windows XP/Vista/7/8/10
- Pentium 300 or higher CPU
- 32MB or higher RAM
- Sound Card

Recording Controls

Below are the main function buttons in RecordPad. These buttons are all shown by default, but the View menu may be used to hide the buttons you don't want to be shown.

Play (Space bar)

Plays the last recording.

Record (F5)

Click this button to start a new recording, or continue a paused recording.

Pause (F6)

Click this when you want to pause a recording and continue it later. To continue recording after pausing the file, click the record button again.

Retake Recording/Replay (Home)

Select this option to restart your current recording, or play from the beginning of the file currently being played.

Stop/Save (F7)

Click this to finish and save your current recording in the recordings list.

Options (Ctrl+O)

Click this to open the [Options window](#).

Recordings (Ctrl+L)

Click this button to open the recordings window, and browse through, upload, or modify your recordings. For more details, please refer to the [Find and Play Recordings](#) section of this help manual.

Delete(Ctrl+D)

Click this button to delete the last recording made. After clicking this, the last recorded file will not appear in the Recordings Window.

Buy Online

Click this to purchase a RecordPad software license and registration. For more details, please refer to [Register Software](#).

Help (F1)

To view the help documentation for RecordPad, click the Help menu and select Help Contents.

Hash Field Reference

The following fields can be used in File Name Format. *Note that in order for all filenames to be unique, you must include either %autonumber% or %SS% in your File Name Format.*

- %autonumber% - auto increase number
- %YYYY% - current year
- %MM% - current month
- %DD% - current day of the month
- %HH% - current hour
- %MIN% - current minute
- %SS% - current second

Note: that the file name format should not contain any other string or characters after %autonumber%.

Command Line Options

You can easily control RecordPad from command line. The usage of command line is as below:

recordpad [command] [options]

COMMAND:

-record [format] [format settings]

Start recording. The output file will be put in the output folder as set in the current settings. If "prompt for file name" is enabled, you will be prompted for a file name before recording begins; otherwise, a filename will be automatically generated based on the current settings.

Format Options:

- wav: record in wav format
- mp3: record in mp3 format
- aif/aiff: record in aiff format
- flac: record in flac format

Format Settings Options:

If you don't specify each of the format settings, RecordPad will use the current format settings to record the file.

Wav file: -s <sfreq> -m <nchans> -b <bitrate>

where:

- -s <sfreq>: sampling frequency of output file(Hz)
- -m <nchans>: number of channels
- -b <bitrate>: set the bitrate in bits

Bitrate Encoding (CBR) mp3 file: -cbr -b <bitrate> [-h] -m <mode> [-p]

where:

- -b <bitrate>: set the bitrate 8/16/24 etc
- -h: higher quality, but a little slower
- -m <mode>: (s)tereo, (j)oint, (f)orce or (m)ono (default j)
- -p: error protection

Bitrate Encoding (VBR) mp3 file: -vbr -b <minbitrate> -B <maxbitrate> -q <n> -m <mode> [-p]

where:

- -b <minbitrate>: specify minimum allowed bitrate
- -B <maxbitrate>: specify maximum allowed bitrate
- -q <n>: quality setting for VBR. default n=4, 0 = high quality, bigger files. 9 = smaller files
- -m <mode>: (s)tereo, (j)oint, (f)orce or (m)ono (default j)
- -p: error protection

Aiff file: -s <sfreq> -m <nchans>

where:

- -s <sfreq>: sampling frequency of output file(Hz)
- -m <nchans>: number of channels

Flac file: -s <sfreq> -m <nchans> -c <compression>

where:

- -s <sfreq>: sampling frequency of output file(Hz)
- -m <nchans>: number of channels
- -c <compression>: compression rate from 0 to 8

-recordfile <filepath> [format settings]

Start recording to a specific file. Please refer to the above section on how to set format settings.

-pause

Pause recording.

-stop

Stop recording (if recording) or Stop playback (if playing).

-play

Playback current recording (must first execute the -stop command).

-done

Finish recording the current file.

-restart

Restart recording.

-resume

Resume recording after it has been paused.

-outdir <dirpath>

Set the output folder to which RecordPad exports files.

-exit

Exit RecordPad.

OPTIONS:

-show

Show RecordPad when it is running. This is the default setting.

-hide

Hide RecordPad when it is running.

-exitifstop

Exit RecordPad if recording is stopped.

-ms <milliseconds>

Save the current recording file and exit RecordPad automatically after specified number of milliseconds.

Keyboard Shortcuts

The following list shows shortcuts for the most common tasks used in RecordPad.

Main Window

- Play **Space**
- Record **F5**
- Pause **F6**
- Retake Recording/Replay **Home**
- Stop & Mark Done **F7**
- Delete Last Recording **Ctrl+D**
- Open Recordings Window **Ctrl+L**
- Access Program Options **Ctrl+O**
- Open Help Documentation **F1**
- Exit (Turn Off) RecordPad **Alt+F4**

Find & Play Recordings

- Play **F9**
- Edit Audio **Ctrl+E**
- Save As **Ctrl+S**
- Send to Email Now **Ctrl+N**
- Burn Files to CD-ROM **Ctrl+B**
- Compress and Back Up Files **Ctrl+G**
- Convert Sound File Format **Ctrl+M**
- Transcribe with Express Scribe **Ctrl+T**
- Reveal in Finder **Ctrl+R**
- Delete **Ctrl+Delete**
- Select All **Ctrl+A**
- Rename **F2**
- Update Now (Rescan for new recordings) **F5**
- Close Find & Play Window **Esc**

Player

- Play/Pause **Space**
- Go to Start **Home**
- Go to End **End**
- Rewind **Left**
- Forward **Right**
- Close **Esc**

Options

Open the Options Dialog Box by using the menu File -> Options .

- Record
- Output
- Transmit
- General
- Hot-Keys
- Schedule

Register Software

A purchased software license and registration is required for using RecordPad after the trial period expires.

You should be able to test all the features of RecordPad during the trial period. Thereafter, you must purchase a software license (registration). This is easiest to do online at www.nch.com.au/recordpad/register

Once you have purchased and activated your RecordPad license, enter the registration code you receive in your email into the Register RecordPad window, found from the File menu.

Enter your RecordPad Registration Code exactly as it appears. Please note, the code is case sensitive - if you enter it incorrectly, the registration code will not be accepted. We recommend you copy and paste the code into the registration window.

If your registration code is not accepted...

1. Check you have entered the registration code exactly as it appears in the email that was sent to you.
2. If the license was purchased for an older version of RecordPad, you may need to purchase an upgrade license at www.nch.com.au/upgrade.

For more information, please visit the link <http://www.nch.com.au/support/reg.html>.

Google Authorization Process on Windows XP and Vista

Extra steps are required to give RecordPad authorization to upload to Google Drive and/or YouTube when running on Windows XP or Windows Vista:

1. Click **Authorize...** in the **Authorization** dialog.
2. In the web page that opens, sign in to your Google account, if required.
3. Confirm that you authorize RecordPad to access the requested features.
4. Copy the **Authorization Code** provided by Google and paste it in the **Authorization confirm** dialog in RecordPad.
5. Click **Ready** to confirm that authorization is complete.

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A party who intends to seek arbitration must first send to the other, by certified mail, a written Notice of Dispute ("Notice"). The Notice to NCH should be addressed to:

Legal Department
NCH Software, Inc.
6120 Greenwood Plaza Blvd, Ste 120
Greenwood Village CO, 80111
USA

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A. The arbitration will be governed by the Commercial Arbitration Rules and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. The AAA Rules are available online at adr.org, by calling the AAA at 1-800-778-7879, or by writing to the Notice Address. The arbitrator is bound by the terms of this Agreement. All issues are for the arbitrator to decide, including issues relating to the scope and enforceability of the arbitration provision. Unless NCH and you agree otherwise, any arbitration hearings will take place in Greenwood Village Colorado. If your claim is for \$10,000 or less, we agree that you may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing, or by an in-person hearing as established by the AAA Rules. If your claim exceeds \$10,000, the right to a hearing will be determined by the AAA Rules. Regardless of the manner in which the arbitration is conducted, the arbitrator shall issue a reasoned written decision. NCH will pay all AAA filing, administration, and arbitrator fees for any arbitration initiated in accordance with the notice requirements above. If, however, the arbitrator finds that either the substance of your claim or the relief sought in the Demand is frivolous or brought for an improper purpose then the payment of all such fees will be governed by the AAA Rules. In such case, you agree to reimburse NCH for all monies previously disbursed by it that are otherwise your obligation to pay under the AAA Rules. In addition, if you initiate an arbitration in which you seek more than \$75,000 in damages, the payment of these fees will be governed by the AAA rules.

B. The arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. **YOU AND NCH AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR ITS INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING.** Further, unless both you and NCH agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. If this specific provision is found to be unenforceable, then the entirety of this arbitration provision shall be null and void.

C. Notwithstanding any provision in this Agreement to the contrary, we agree that if NCH makes any future change to this arbitration provision (other than a change to the Notice Address) you may reject any such change by sending us written notice within 30 days of the change to the Arbitration Notice Address provided above. By rejecting any future change, you are agreeing that you will arbitrate any dispute between us in accordance with the language of this provision.

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General - Find and Play Recordings

Find and Play Recordings

Open the Find and Play Recordings dialog box from the Find & Play menu item, or pressing the Find & Play Toolbar button.

All recordings in the specified recording folder will be listed.

Playing a Recording

To play a recording select it and press F9. When the Play Control Box opens you can move back and forward within the recording using the left and right arrow keys. To pause playback press the spacebar. To stop and go to the beginning press Esc. To move to the beginning press Home. To move to the end press End. To go back to the list of recordings press Enter.

Save As

This will save the selected recording to a different position in a local or networked folder.

To save the recorded file on your hard drive, select the recording and click the "Save" button. Enter the file name and click OK.

Deleting a Recording

To delete recordings, select them and click on the Delete button. You can select more than one recording by holding down the Shift key while selecting.

Send a recording

This option will allow you to send a recording through email.

Upload a recording

This option will allow you to upload your recordings to different cloud services including Google Drive, One Drive, and Dropbox.

Edit Audio

This will open the selected recording in WavePad: A full featured professional sound editor for Windows. When editing audio files you can cut, copy and paste parts of recordings and, if required, add effects like echo, amplification and noise reduction. WavePad works as a wav editor or mp3 editor but it also supports a number of other file formats including vox, gsm, real audio, au, aif, flac, ogg and more.

WavePad is designed to be a very easy and intuitive to use for audio editing. Within minutes you will be able to open or record a file and edit it. But if you take time to explore the other features you will find many powerful tools for editing audio designed with the professional sound engineer in mind. WavePad comes in two versions a free basic version and a masters edition, both with a full-featured trial period.

Convert Sound File

Converts the audio file(s) to a different format using Switch. Switch audio file converter is very easy to use. With the selected files added into Switch, select the format you want to use, and then click the convert button. Switch supports converting to wav (PCM, ADPCM+, aLaw+, uLaw+, and others), mp3, au, aif/aiff, gsm, vox, raw, ogg, flac, .rss, .amr+ and more.

Transcribe

Allow simple and easy dictation of files using Express Scribe. This computer transcriber application features variable speed wave playback, foot pedal operation, file management and more.

Burn to CD-ROM

The selected files will be imported into Express Burn. Express Burn is also the fastest CD/DVD writing program in the world using proprietary optimizing systems. It will also create an index file which it will begin burning immediately to a data CD.

Folder Tab

By default, Find and Play lists only recordings in the local record folder.

You can change the default folder for holding your audio files or you can change the alternative folder to suit your needs.

If you want to play files over your local area network, install this program on the other computer and point it to the folder that the Find and Play Window is referencing.

View Filter Tab

The View Filter Tab allows searching and filtering on what is displayed in the list view.

You can search or filter what is shown by the text in each column, by the duration of the audio or by the date of the recording.

Speech Search Tab

On the 'Speech Search' tab you can choose to search for keywords in the recordings. You must select an installed Speech Recognition engine (eg. Dragon Naturally Speaking, IBM Via Voice). Microsoft supplies a free 'Speech Command and Control' engine (filename actcnc.exe) and this can be located using an internet search engine. Please note any speech engine used must support Context Free Grammars. You can also optionally select a trained speaker for the engine.

If multiple times are found on your speech search clicking on the file will provide a list of the "key found at" times. Speech searching places a bookmark to hold the place in the audio when multiple times are found so you can jump to the keyword.

Play Options Tab

Set the sound device you use to play your audio file, also set 'Variable Speed Slow' and 'Variable Speed Fast' to vary the speed of playback.

Clicking 'Update Now (Rescan for new recordings)' will add or remove any recordings that have been made or deleted since the last update.

Options - Options ~ Record

Recording

Record Device

If you have more than one sound card installed, use this list to select the card you want to use for recording.

Input Channel

Use this pull down list to select the input channel for recording. The recommended setting is "Microphone" or "Mic-In". If you have problems using the mic-in setting, select Windows Record Mixer and open the Windows Record Mixer to manually adjust settings.

Record Volume

Adjust the recording volume using this fader. When the level is set correctly, the level display on the Main Window will just touch into the red when recording.

If you have selected Windows Record Mixer, you can click on the button "Open Windows Record Mixer" for manual mixer settings.

Voice Activate Level

This controls voice activated recording. The default settings is -18dB. If recording starts too early, increase the setting to up to -10dB to reduce sensitivity. If recording does not start or words are chopped off at the end, reduce the level to -20dB to increase sensitivity. A slider will appear on the main window when this feature is enabled. With this control you can adjust the level before you begin recording, and visualize when then audio being recorded will trigger voice activate. You can also enable and disable this feature by right-clicking on the volume meter on the main window. Note: You should adjust the Record Volume Level first. Voice Activate problems are often due to incorrect record level settings.

Untick this option if you don't want to use voice activate recording.

Pause RecordPad after Second(s)

When Voice Activate Level is enabled, you can specify how many seconds to wait before RecordPad comes into waiting status.

Create New File when Timeout occurs

When RecordPad is paused when the above time is reached, if this option is checked, the current file will be saved and a new file will be started.

Maximum Recording Time

Enable Checking

Enable this option if you want to place a limit on the length a recording can reach. You can select the maximum length in the Window to the right.

Time Reached.

Select "stop recording" to just close and save your recording when the maximum recording time has been reached.

Select "create new recording and continue" to generate a new recording when the first recording has finished.

Launch recordings window when you stop recording

Check this box to display the Find and Play Recordings dialog every time you stop recording, where all recordings are listed and more options for working with the file are displayed. See the [Find and Play Recordings](#) topic for more information on the dialog.

Options - Options ~ Output

Output Format

Use the Output Format menu to select the file format you want to save a record in (wav, mp3, aif, or flac).

You can adjust the compression level or bitrate for the file by clicking the "format settings" button. Note that if you are unfamiliar with different wav and mp3 formats you may want to leave RecordPad on the default file format settings.

RecordPad always record AIFF files in 44100 Hz sample rate and stereo mode. You can then use Switch Audio Converter (which can be downloaded from nch.com.au/switch) to convert to the desired format settings you want.

Destination Folder

This option lets you select the folder to which RecordPad exports files. To use this option, either type in the folder where you want to save RecordPad files, or use the browse button on the right to locate the folder.

Output File Name

Select the "Prompt for file name before starting recording" option if you want to select a different name for each file recorded.

Click "View Sample" to view a sample file name using current settings.

Select the "use this file name format" when you want to define the file name before you start recording. See the [Hash Field Reference](#) section for more information on automatic file names.

Click "Reset Auto Number to 0" to reset auto number to 0.

Options - Options ~ Transmit

Send recordings by email

If this option is selected, RecordPad will send all recordings to the specified email address as an attachment to an email. This can be useful if you want to listen to recordings remotely.

By default RecordPad uses MAPI to send emails using your MAPI email software (e.g., Outlook, Eudora, etc.). Check that your version of email software supports MAPI and set it to be the default MAPI client.

If you have problems using MAPI, RecordPad can also send emails directly using your ISP's SMTP server. Open "Email Send Settings" and select the "Use SMTP to send email directly to server" option and enter the name of your ISP's SMTP server (e.g., smtp.yourisp.com).

For more information, please refer to [Problems sending Emails using MAPI and SMTP](#).

Upload recordings via internet using FTP

If you have a FTP server or a website (with FTP access), select this option to make RecordPad upload all recordings to your server. This can be useful for backup purposes or to make the recordings available on the internet (either public or private depending on your FTP server setup).

You must enter the ftp server (e.g., ftp.yourdomain.com), your username, password and the exact full folder into which you want the files uploaded (e.g., /home/yoursite/www/recordings).

If you have any problems with the FTP setup, we strongly recommend you attempt to login manually with FTP software (e.g., WS_FTP, CuteFTP) to double check you have the correct full path to the upload folder.

For more information, please refer to [Problems when connecting to an FTP server](#).

Mirror all recordings to this folder

If you have a backup drive or want to backup all recordings over the network, you can use this option. Note that recordings are only transferred after recording and compression is complete.

Run external .exe

This is an advanced option to allow IT professionals add other transmit features to RecordPad. For example to use a proprietary codec or to insert the file in a database.

If this option is ticked, after RecordPad has completed recording the file, it will run the specified .exe program. The program is usually a command-line program. The name of the file can be sent as an argument using %s which RecordPad replaces with the full path to the file.

Remember to include the full path to your .exe (enclose it in "") and to enclose the %s in inverted commas too. An example might be "C:\Program Files\MyProgram\myexe" -myoptions "%s".

Prompting

In the Prompting section, you can select whether recordings are automatically sent upon completion, or if you would like RecordPad to verify that you would like to send the recording first.

Other

Do not send when length is equal to or less than (seconds)

To prevent sending short recordings that are unusable, enter a cutoff length in seconds into the edit box.

Options - Options ~ General

Tone

With these options you can choose to have a tone play when RecordPad starts or stops.

Click the top box to play a tone when the recording starts, and the middle box to play a tone when it stops.

In some environments you are required to play a tone while recording. To do this, tick the box "Sound record tone every (secs)" and enter the number of seconds between tones in the edit box.

Startup

Run RecordPad when computer starts

Click this box to have RecordPad automatically open when the computer starts up.

Start recording automatically when RecordPad runs

Click this box to have RecordPad automatically start recording whenever it runs.

Low Disc Space Warning

Warn when hard drive space is low (below MB)

RecordPad will warn you when your hard drive space is running low. Enter a number into the edit field, in megabytes, when you would like to be notified of low disk space.

Options - Options ~ Hot-Keys

To open System-Wide Hot-Keys Settings use the menu Options -> Hot-Key.

When you are working with RecordPad open in the foreground, you can control recording using the Standard Recording Buttons.

You can also assign hot-keys that can be used to control recording while you are working in other application with RecordPad in the background. To do this, use the Hot-Keys tab of Options. Click Add, press the key that you want to use (including Alt or Ctrl if required) then select the command.

To change an existing hot key, select the hot key and click "Change...".

To delete an existing hot key, select the hot key and click "Delete...".

Note: Hot key assignments override the standard key assignments.

Options - Options ~ Schedule

To schedule recordings ahead of the time you can use RecordPad's schedule feature.

You can see the list of scheduled recordings by choosing the **Schedule** tab under Options.

To add a scheduled recording, just click on the **Add...** button. You can then select one of the available schedule types including **One time**, **Daily**, or **Weekly**. For a one time schedule you will need to also select the start and the end dates. You will need to select the start and end time of the scheduled recording. Daily recordings will take place every day of the week at the specified time, and weekly recordings will be scheduled on the days selected at the bottom of the window.

You can also use the **Active** checkbox on the top of the dialog to activate and deactivate the scheduled recordings whenever you do or do not need them.

Scheduled recordings can also be modified by selecting them from the list and clicking on the **Edit...** button.

In order to record when the user is logged off, you can use the **Record even if the user is not logged in** option. After checking the box, RecordPad will prompt you with a dialog to enter your account details. The details will be used to run RecordPad. Please note that enabling this option will result in your recording **taking place in the background**. Therefore, once this option is enabled you will not be able to interact with RecordPad.

Screen References - Backup Audio

The "Backup Audio" dialog can be used make a backup copy of an audio recording to a recordable CD or a selected drive or folder.

Note: Other data associated with the audio will not be backed-up with the audio.

Compress and Copy Selected Files to

Select where to backup the audio:

- **CD (using Express Burn)**

The compressed audio will be recorded to a CD, as data files, using Express Burn. If Express Burn is not already installed on your machine, it will be automatically downloaded and installed for you.

- **A shared network or local folder**

The compressed audio file will be copied to the selected drive or folder.

Audio Compression

Select the file format and codec for compressing the audio.

Screen References - Custom Resolution

This dialog allows you to set up the resolution for your video during saving. To set a custom resolution, click the Save button on the toolbar and select the Disc: Make Data Disc, Computer/Data, Portable Device, Image Sequence, or Stereoscopic 3D options. From the Resolution drop menu, select Custom.

In the Custom Resolution dialog that opens, input the width and height in pixels and click OK. If **Keep aspect ratio** checkbox is available, you can check it to retain the same aspect ratio when changing the width or height.

Screen References - Custom Frame Rate

This dialog allows you to set up the frame rate (number of frames per second) for your video. To set a custom frame rate, click the Save button on the toolbar and select either of the Disc: Make Data Disc, Computer/Data, Portable Device, or Stereoscopic 3D options. From the Frame Rate drop menu, select Custom.

In the Custom Frame Rate dialog that opens, input the frame rate and click OK.

Screen References - Detected Format

This dialog shows you the detected format of the video sequence during the saving process.

To detect the format of your video, click the Export Video button on the Home tab bar and select either of the following options: Video File, 3D Video File, Portable Video, Lossless Video, Blu-ray Movie Disc, Blu-ray Data Disc, DVD Movie Disc, DVD Data Disc, Image Sequence, YouTube, Flickr, Dropbox, Google Drive, OneDrive, or Vimeo.

Click the Detect button next to the Preset field. Detect will adjust the video output resolution format based on your monitor screen size.

If you want to use a different format you can select the format from the Preset drop-down list.

Click OK to use the selected format as the output format.