

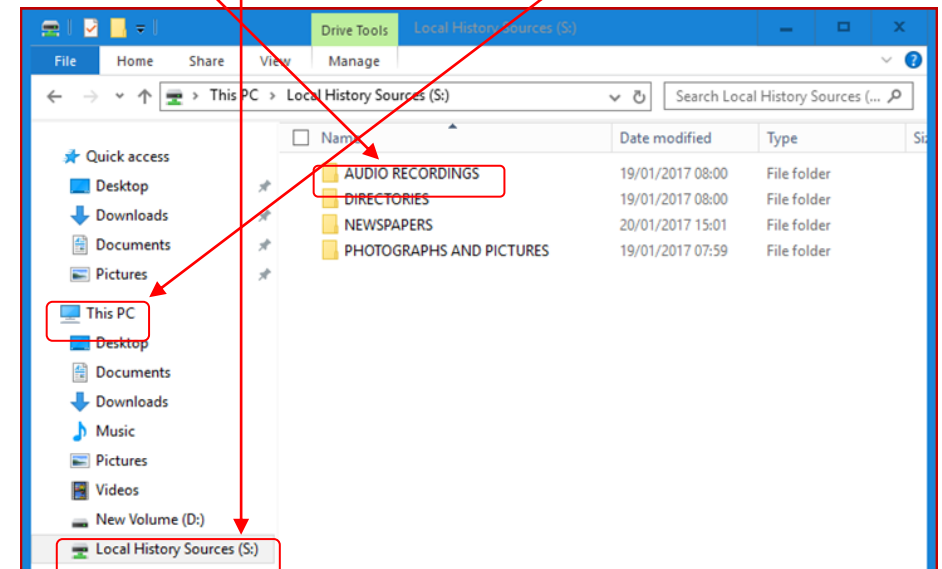
Help With...

LISTENING TO WSCC AUDIO RECORDINGS

This helpsheet will show you how to listen to audio files held by West Sussex County Council Library Service and West Sussex Record Office.

1. Introduction

To log onto the audio files from the welcome screen, double-click on the **Documents** icon on the desktop. Then choose **This PC** followed by **Local History Sources**. From the menu shown double-click **Audio Recordings**.

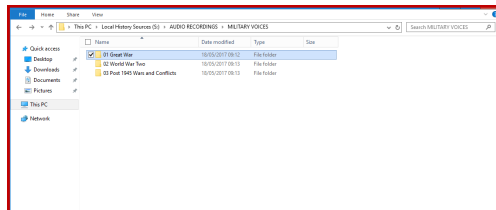
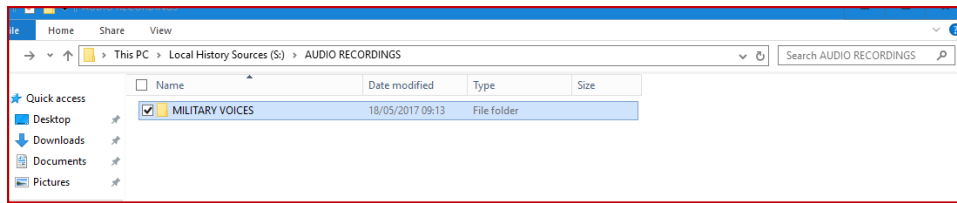


Other ways we can help you find the information you need:

- **Ask a Librarian** www.westsussex.gov.uk/askalibrarian
- **Local Clubs & Societies** www.westsussex.gov.uk/localclubs
- **Family History** www.westsussex.gov.uk/familyhistory

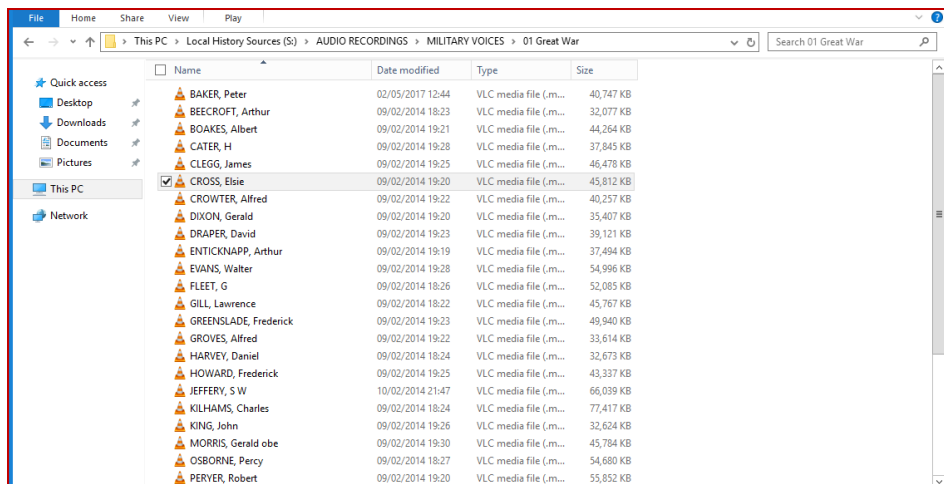
This guide has been produced by West Sussex County Council Library Service © 2020

2. Next double-click the selection of audio recordings that that you wish to search, for instance, **Military Voices**. To browse a particular section within that selection, for example **Great War**, double-click on the title.

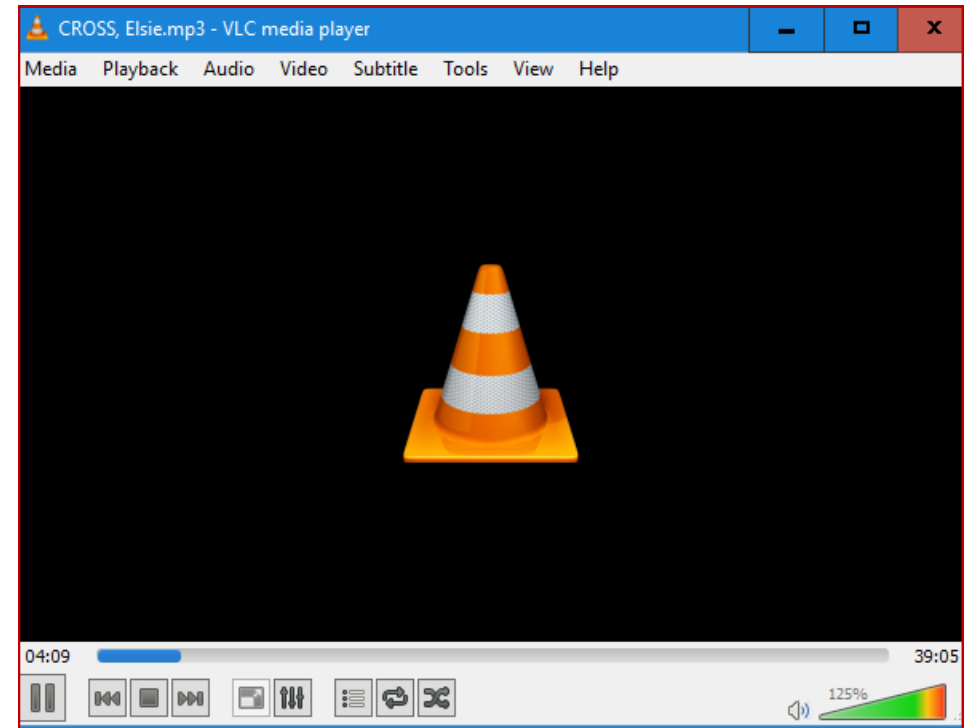


3. To listen to a particular audio recording, double-click on the name of the person, for example **Elsie Cross**.

Before you select the recording, make sure you have plugged your headphones in on the left side of the computer monitor.



4. The audio recording will open in a pop up window. Click once on the 'pause' icon to stop and start the recording. To control the volume, click and drag your mouse across the volume control icon at the bottom right of the window. When you have finished listening, click on the red 'X' to close the window.



5. Copyright

Please note that West Sussex County Council Library Service created these files and owns the copyright. You are welcome to save, and print, whole files, or extracts, for private research or teaching, including multiple copies. You must contact us to request permission before publishing or sharing them online, in print, talks or exhibitions as we shall require a specific credit line, and/or a link and may charge a fee if for commercial use. For permission or further information, please email the Enquiries Team: enquiriesteam@westsussex.gov.uk