

## CONVERSATIONS WITH SKYPE (MACINTOSH)

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Skype is a free software application that allows synchronous typed, voice, and video chat. Communication between computers is free. Calling between a computer and a telephone (SkypeIn and SkypeOut) requires payment of a fee.

Not only can Skype be used to communicate with people all over the world but it can also be used between language students to simulate phone calls and practice informal writing. When at least one of the computers is equipped to record Skype conversations, the entire conversation can be easily recorded for later review or to use as a podcast.

The computers in the Multimedia Language Laboratory are equipped with the Skype application. They are also equipped with software that allows Skype conversations to be recorded.

These instructions demonstrate how to get started on the MMLL's Macs.

**Note: The Skype application is slightly different on Macs and PCs. The recording software on the Lab's computers is completely different. Please use the appropriate instructions.**

*Skype on your own computer: Once you have a Skype account, you can download and use the software on any computer. You can certainly use a microphone (or a webcam with a built-in microphone) and computer speakers; however, it is better to have headphones (or use your MP3 player's earbuds) in order to avoid audio feedback. Recording a Skype conversation requires additional software. There are a number of choices; many are listed on the Skype website. The MMLL uses WireTap Pro for the Mac; it costs \$19.*

### What You Need

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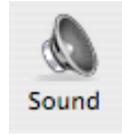
1. You need to use the headset and microphone attached to each Lab Mac. The headset and mic plugs should be plugged into the small, round iMic box; the red plug is for the mic, the black is for the headset.
2. You need a Skype account. If you don't have one (it's free), create an account when the "Create NewAccount" box appears.

## Setting Up for Audio Recording

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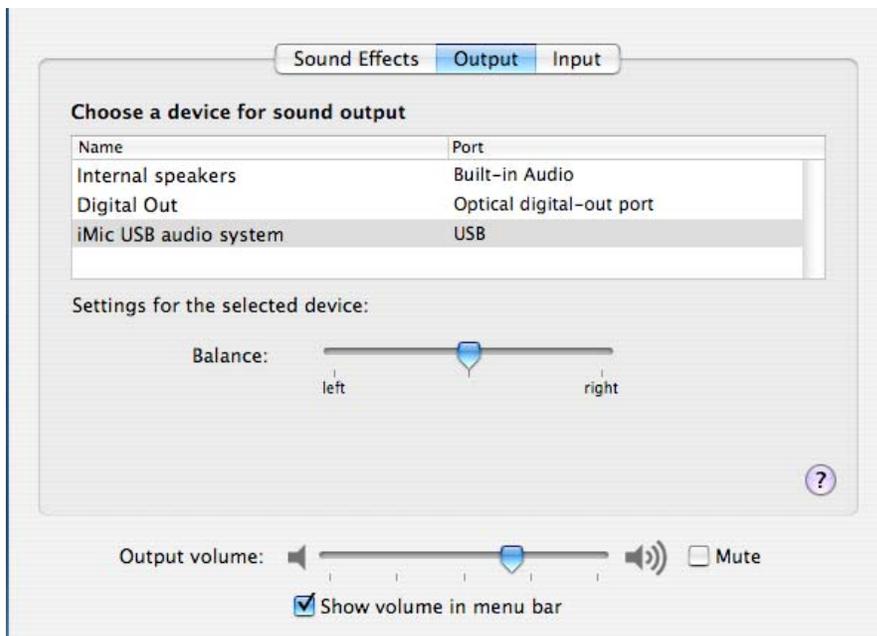


1. Click on the System Preferences icon on the Mac dock.

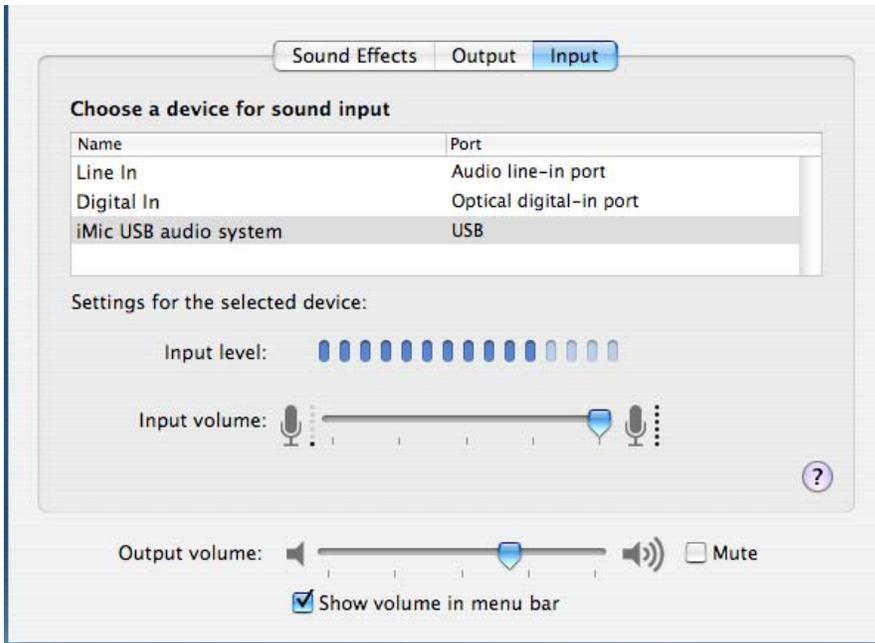


2. Click the Sound icon.

3. Click "Output" and select "iMic USB audio system." Adjust volume with the slider.



- Click "Input" and select "iMic USB audio system."  
You should see flickering blue after "Input level:."



- Close the System Preferences.



- Open WireTap Pro by clicking its icon on the Mac dock.

- Click the icons until you see **Mac Audio & Microphone**. This enables you to record both sides of a Skype conversation.



**Record** **Stop**

## Logging Into Skype

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- Click the Skype icon  on the Mac dock.
- Accept** the Agreement.

3. In the window that opens, choose to **Create a New Account** if you need a Skype name. If you have a Skype account, type your Skype name and Password and click the "Sign in" button.
4. **If you get an update message, click "Skip Version."**
5. **If the "Edit profile" window opens, click "Apply" to exit.**
6. Your contacts list will appear.

## **Making a Call**

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1. If the person you need to call is not already in your contacts list, you need to add his/her Skype name.
  - a. In the Menu Bar, go to Contacts > Add a Contact.
  - b. Enter his/her Skype name.
  - c. Click "Continue".
  - d. When the contact is found, click "OK."
  - e. If you want to call your new contact, you can use the "Call" button in the "Add Contact" screen. **OR**
2. In the contact list, highlight the person you wish to call.
3. Click the "Call" button (green).
4. **DON'T FORGET TO CLICK THE "RECORD" BUTTON OF WIRETAP PRO TO RECORD YOUR CALL.**

**Troubleshooting Tip: If you're having trouble hearing the person you're calling, hang up and try again—or have the other person call you.**

## **Hanging Up**

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To end a call, click the "Hang up" button (red).

## **Saving Your Recorded Call**

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1. Click the "Stop" button on Wiretap Pro.
2. Look for your recording, a file that begins with Wire and ends with .mp3.