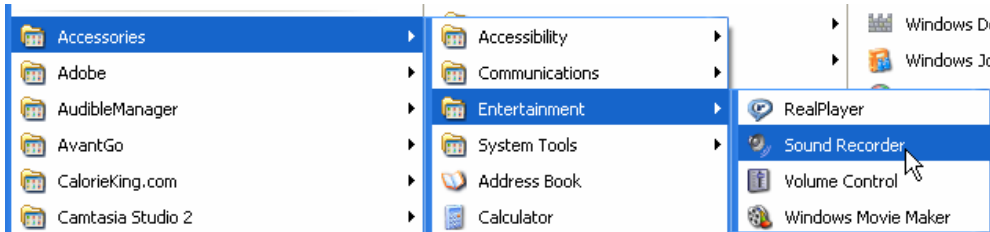


How to Record Audio Files and Attach them to an Object in SMART Notebook

These directions are for Windows computers (not Macs). You must have a microphone plugged in to your computer to complete this process. (Many laptops have built in microphones.)

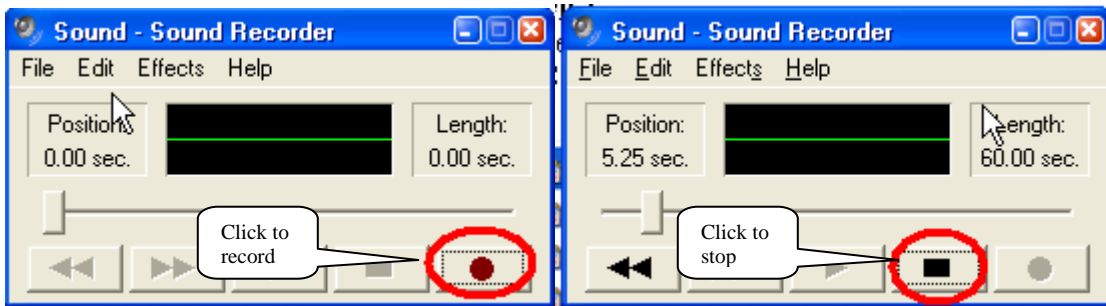
Step 1:

Open the Sound recorder by going to Start > All Programs > Accessories > Entertainment > Sound Recorder.

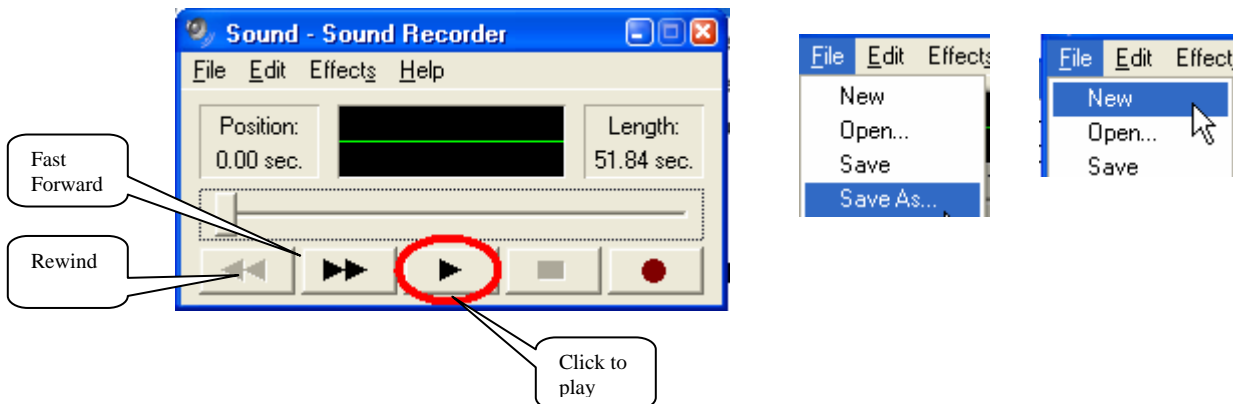


Step 2:

Begin recording your message by clicking on the button with the red dot. To stop, click on the button with the black square.



To listen to your recording, click on the button with the arrow. If you like your recording, save it by clicking on File > Save As. If you want to start over, click on File > New.

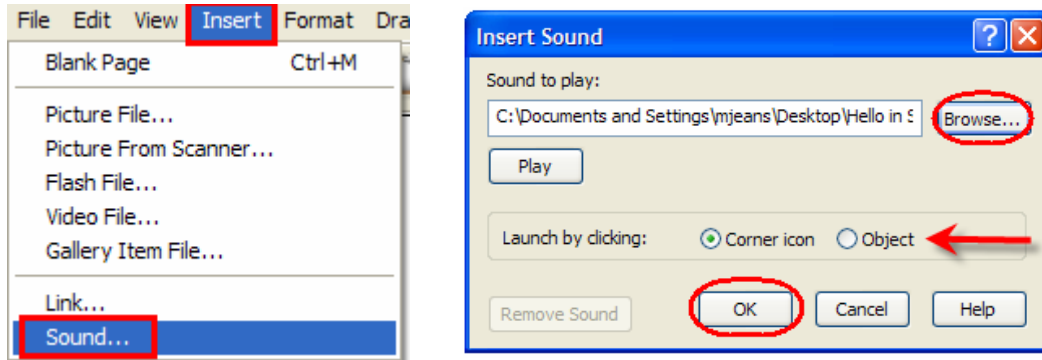


Step 3:

Once you have your audio recorded, you can insert it into your SMART Notebook software. There are two ways you can do this.

Option 1: Open your SMART Notebook file. To insert the audio into the notebook file, click on Insert > Sound.

Click Browse and locate your sound file. Decide whether you want to launch the sound by clicking on the object or the corner icon and click OK.



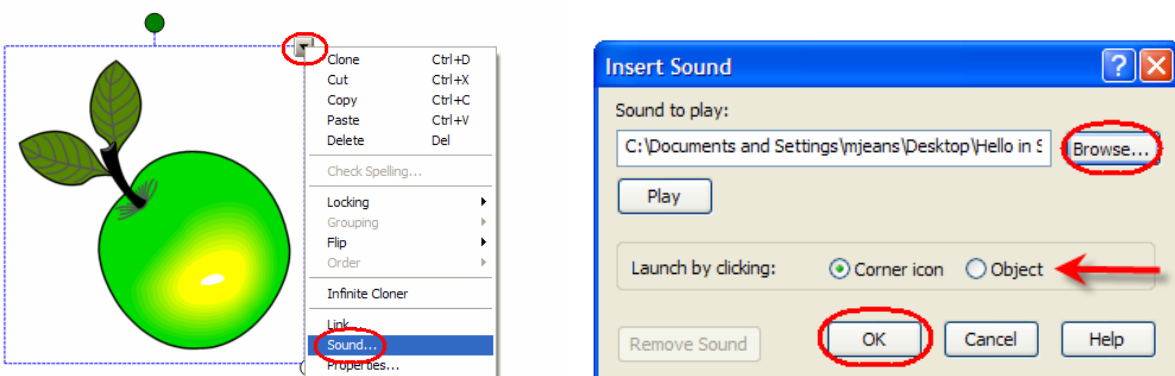
The sound is now inserted into your page. Notice the file name is what appears as the text.



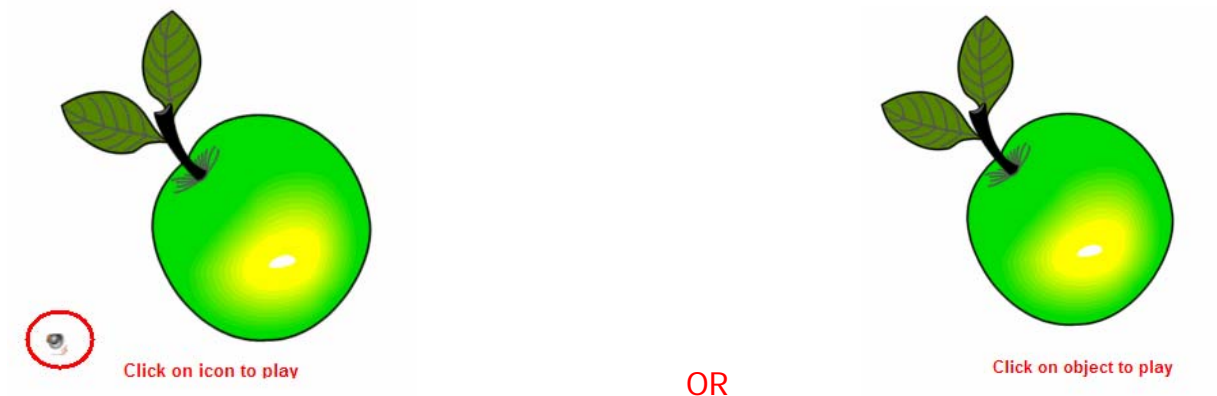
Option 2: You may want to attach your audio to a particular object such as a graphic, shape, etc.

Click on the object you would like to attach a sound to. You will notice an arrow appears in the top right corner of the object. Click on the arrow and select sound.

Click Browse and locate your sound file. Decide whether you want to launch the sound by clicking on the object or the corner icon and click OK.



You can now play the sound by either clicking on the object or the sound icon (depending on what choice you made.)



If you plan to create and insert audio files often, I highly recommend using Audacity to give you editing controls. Generally, Audacity is the best free software option for creating and editing basic audio files. Here's why:

- It's free.
- It's relatively easy to use, with good support documents.
- It's available for the PC and the Mac.
- It can do a lot of things such as cut, copy, splice, and mix sounds together.

It can be downloaded for free at <http://audacity.sourceforge.net/>