

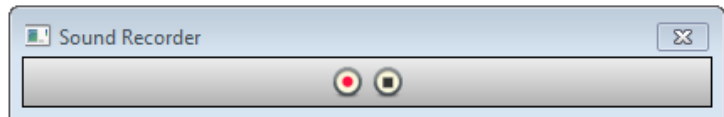
# ACTIVINSPIRE TIPS & TRICKS

## Sound Recorder:

ActivInspire's Sound Recorder enables users to record sound to add to the flipchart. In order to utilize this feature, you must have a microphone attached to the computer.

## Using the Sound Recorder

1. Open ActivInspire
2. Open the flipchart you wish to add sound to **or** open a new flipchart to start from scratch.
3. Click **Tools**.
4. Select **More Tools**
5. Choose **Sound Recorder**.
6. The sound recorder control window opens.
7. Click the **red** record to begin recording.
8. Click the **black** stop button when finished.
9. A sound icon is placed on the current page of the flipchart.
10. To play the sound clip, click on the icon (must be in Blue mode)



## Changing the Settings for the Sound Recorder

1. Click **File**.
2. Select **Settings**.
3. Select **Recordings**
4. From the **Sound Recording** drop down, choose either **Add to Flipchart**, **Save to Disk** or **Both**.
  - a. Add to Flipchart is the default.
  - b. Save to disk will save the file on the computer. A **Save As** window will open so you can choose the location to save and name the file.
  - c. Both will add the file to the flipchart and save it to the computer.

