Objects and Sounds

1. In Activinspire make sure your sound recorder is set to save to disk. To do this:
   a. Click on "File" in the top right of the screen
   b. Click on "settings"
   c. In the menu on the left side, click "recordings"
   d. Choose "save to disk" in the menu on the right of sound recordings and press "done"
2. Open the sound recorder by going to "tools" then "more tools" and clicking on "Sound recorder"
3. Press the red record button and speak. When finished, click on the black stop button.
4. This opens up a box to save your file. Save it somewhere where will you be able to locate it. **Make sure you name and type .wav at the end of the name.**
5. Right click on the picture or text you would like to add the sound file to. Choose "Insert link to file"
6. Find the sound file your just created, click it, and click "open"
7. When the next window comes up, choose "Store file in flipchart" in the middle of the page and press "OK"