

## Adding Sound to your Notebook Files



This is a multi-step process that has a very engaging and motivating outcome! You need a program to make recordings, an mp3 encoder and a microphone.

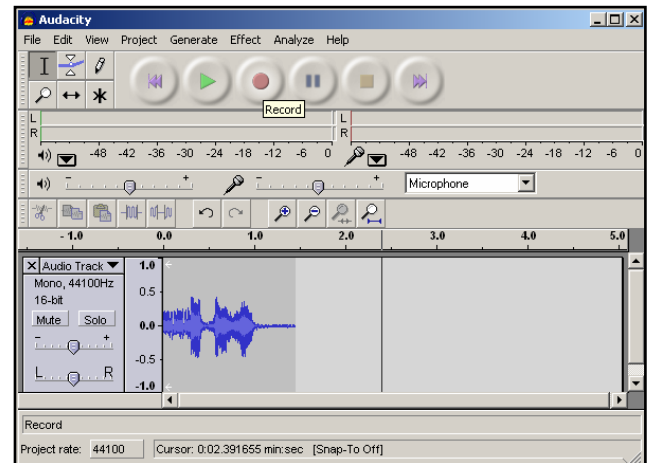
Download Audacity open source software

(<http://audacity.sourceforge.net/download/windows>) and the LAME mp3 encoder software. Pay attention to where you download – you'll need to find this file later. Track down a microphone and you're ready to go!

### Step 1 – Record the audio


Open Audacity (Start, Programs, Audacity) and make your recording.

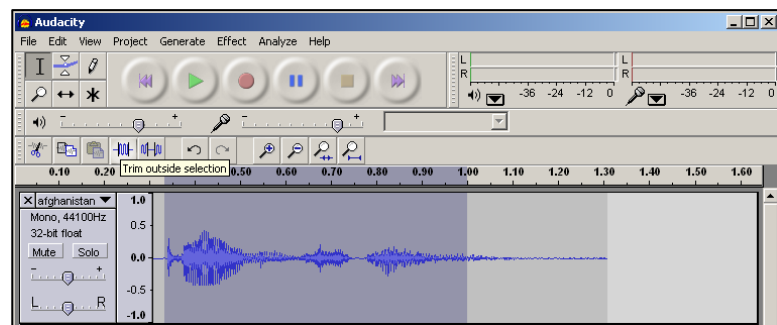
1. Click the record button,  speak into the microphone, and then click the stop button. 



### Step 2 – Edit the audio

Next you need to determine the audio section to be included in the final export. (For example, there might be dead noise or static before you started talking that is not wanted for the final audio.)

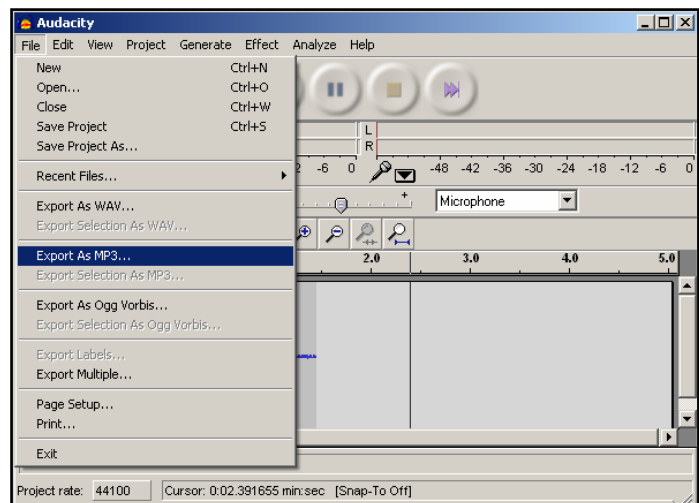
1. Click the play button to listen to the recorded audio.
2. Then click and drag in the audio track over the waveform, selecting the portion of the audio for your final recording. *Hint: Use the waveform display to visually see where the talking begins, pauses and ends.*
3. Once the desired section is selected, use the trim away tool to trim the selection. 



### Step 3 – Exporting the audio

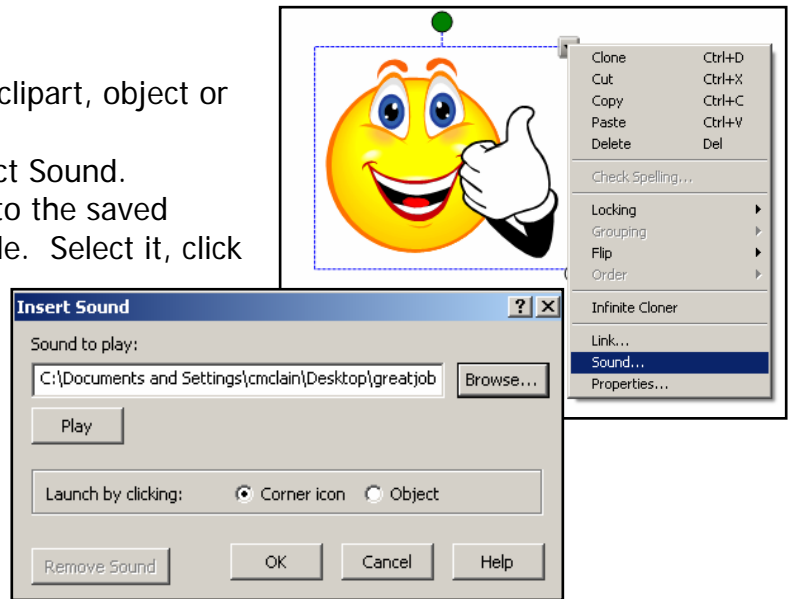
Export your recording as an mp3. (The first time you export, you will need to point to the **lame\_enc.dll** file, so make note where the LAME encoder download was saved!)

1. Go to File, Export as MP3, navigate to a saved location, name the audio file and save it.
2. There will be an Edit the ID3 tags for the MP3 file window that opens. I just click OK without putting any information in the boxes.
3. Your finalize audio will now be saved.



### Step 4 – Inserting in Notebook

1. Back in Notebook, insert a piece of clipart, object or text.
2. Click the drop down menu and select Sound.
3. Using the Browse button, navigate to the saved location of your mp3 audio sound file. Select it, click Open, then determine where the link will actually be – a corner icon or the entire object.
4. Click OK and play your sound!

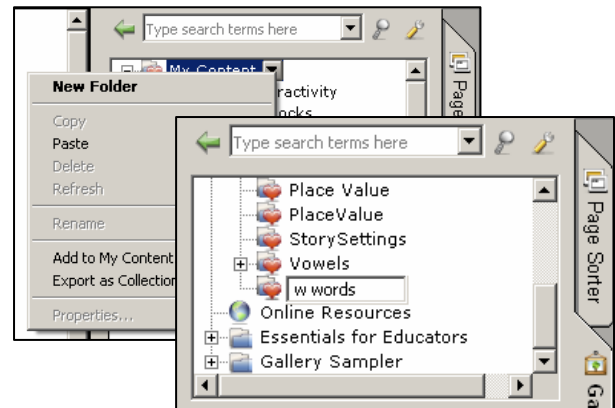


### Want to save your audio files?

Once you've added audio to images, text or clipart, you can save them to your My Content for future use. Here's what to do:

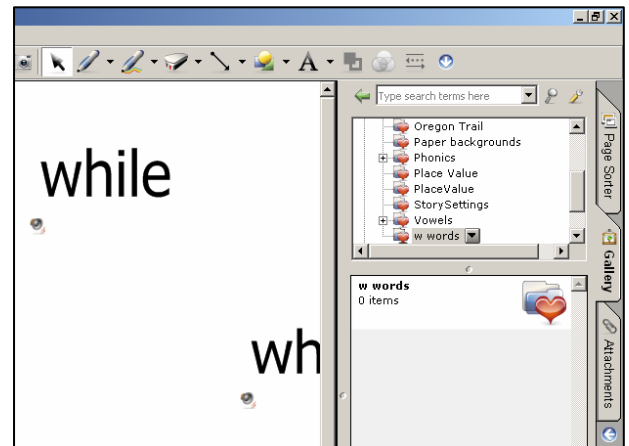
#### Step 1:

Make a folder in your My Content.



#### Step 2:

With your new folder selected, click, hold and drag the images (with audio already associated with them) into the content area. At first it almost acts like it won't actually drop the word, but once you release your mouse click, the word will appear in your My Content.



**That's it!** Now you can select your words from SMART Notebook's Gallery for many activities – sorting, categorizing, practicing sight words, listening to directions, naming of objects, etc. The list is endless!