



Sound Exhibits - Recording

Shows how to record directly into a portfolio.

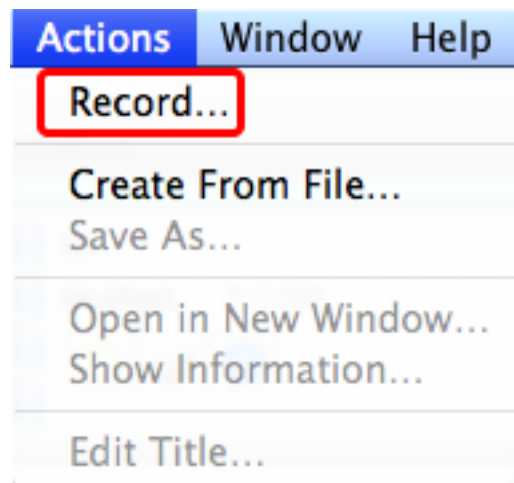
Related Lessons: Reading Exhibits, Sound Exhibits - Drag and Drop.

Open any profile with a Sound Exhibit and click it once to select it.



You'll see the blue focus outline.

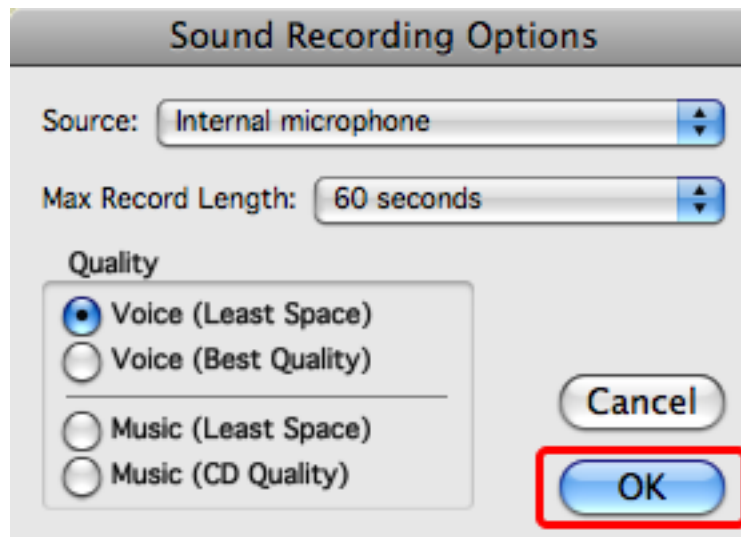
Open the Actions menu and choose Record...



Tip: You can skip the Actions menu if you double-click the Sound Exhibit.

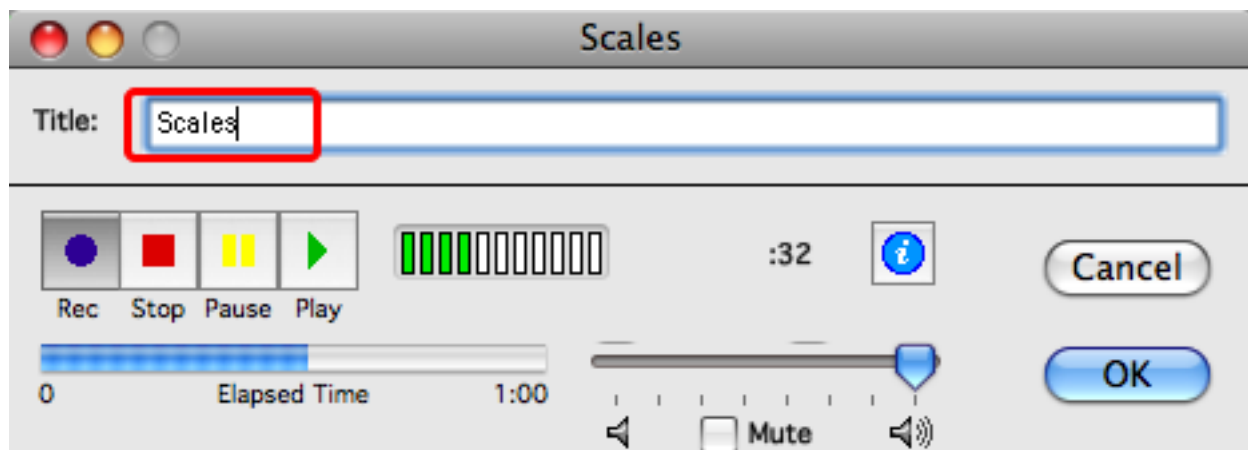


Set the Sound Recording Options and click OK.



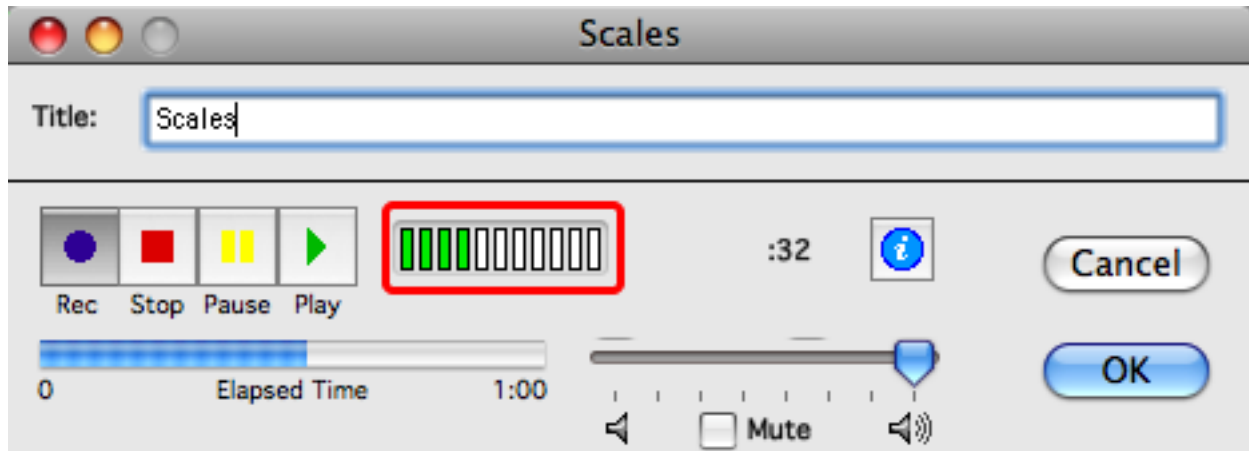
Tip: Most of the time, you can leave them at these default settings.

Enter a title.



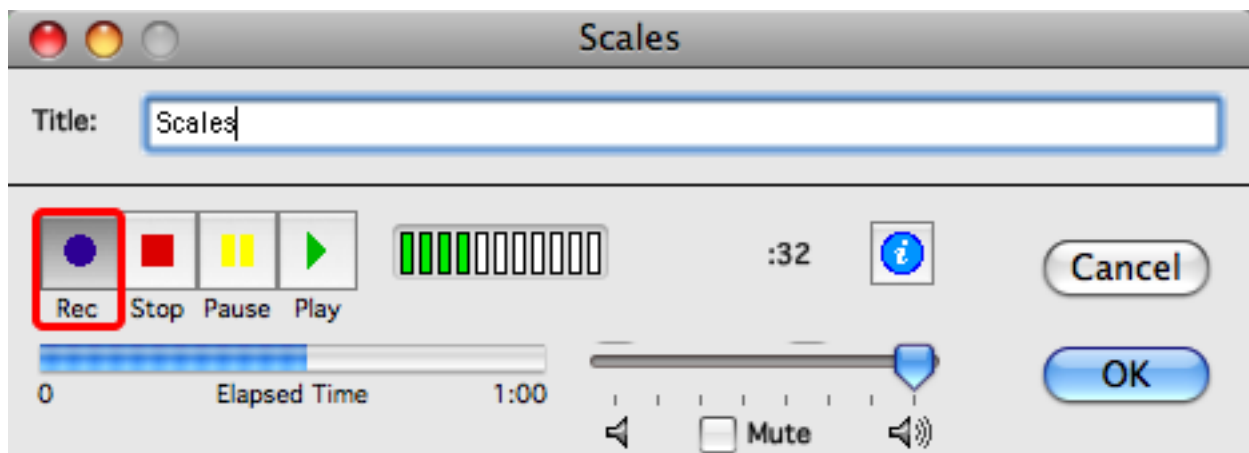


Test the sound level; green is good; red is too loud.



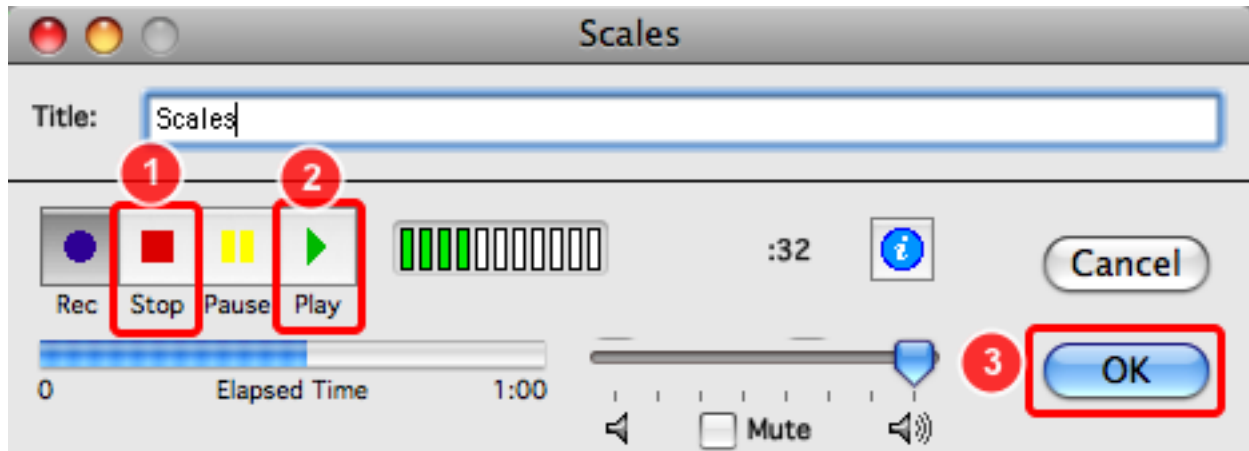
Tips: If no color appears on the audio meter, check to be sure the computer sound panel is NOT on Mute; check to be sure the microphone is on, and that you are speaking into it. If it is external, be sure it is plugged in. If the meter is red, move back from the mic.

Click Rec and speak, sing...





Check the recording: click Stop, then click Play. If it's good, click OK to save it.



Tip: If you like it, click OK. If not, prepare to do it again, and click Rec.

Click the Sound Exhibit to listen to the recording.



To play from the sound panel, click the white border (red below) surrounding the ear.

