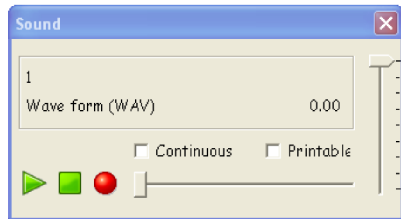
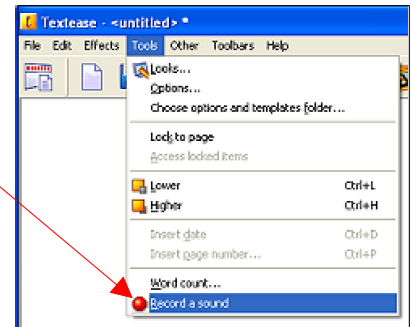


Sounds, such as a voice speaking or an instrument playing, can be recorded directly into any Textease document. (A microphone will need to be connected to your computer.)

1. Click on 'Tools' on the menu bar then click on 'Record a sound'.

The 'Sound' window will open and a sound button will be placed on the page.



Sound Window



Sound button

2. Click on the 'Record' button  to begin recording.
3. Click on the 'Stop' button  to end the recording.
4. Click on the 'Play' button  to playback the recording.


If you are not happy with the recording click on the 'Record' button and repeat the above steps. All previous recordings will be overwritten. If you are happy with the recording close the 'Recording' window by clicking on the cross in the top right hand corner.

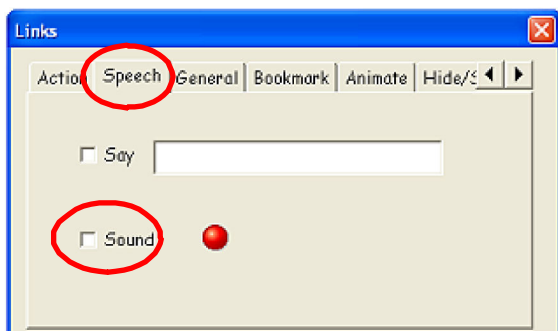
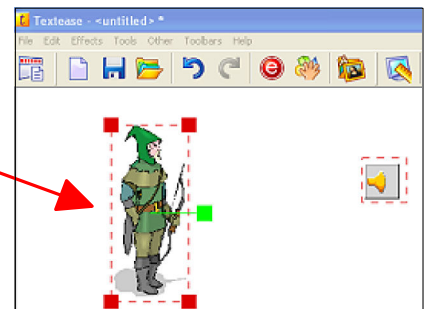
5. Each time the sound button on the screen is clicked on your sound will play.

Voice can also be added to selected images or text on the page.

For this to happen you need to select the image or text before following the instructions above. The sound button will be embedded in the image or text and will not be seen.

How to add a 'ready made' sound to an image

1. Select a sound from the 'Resource Bank' and drag it into your document.
2. Select the object you want to link the sound to (left mouse click), then select the sound (right mouse click). (NB. The object needs to be selected first or the link cannot be made.)
3. Click on the 'Links' button  then click on 'Speech' within the 'Links' window.



4. Click in the box to the left of the word 'Sound' to create the link.

5. Activate the link by first clicking on the page, then clicking on the object itself.