**How to Insert Sound on Promethean ActivInspire**

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**How to use the Sound Recording tool on Promethean Inspire:**

* You can **record your voice on your Promethean board and add it to a Promethean flipchart**
1. **Steps to add a voice recording:**
2. Type something that you would like to record and include on your Promethean flipchart as a speaker icon to click on.
3. **Tools>More Tools>Sound recorder**
4. When you are **ready to record, click on the red circle**. **Finish talking>black square.**



Stop

Record

1. When you finish recording, a small speaker will appear on your flipchart.
* Click on the speaker by clicking on the arrow with your mouse to hear your recording.
* Don’t like it? Drag it to the trash can.
1. Add your text, Cornell Notes and Publisher brochure to your flipchart.
* Insert>Link>File…



* Computer>student number
* Click on your biome text
* Follow the diagram below:



1. **Save your Promethean flipchart!**
* **File> Save As**> Pull down and **click on your number**> **Save**.