

<u>1. Sound format</u>

We recommend to use <u>MP3</u> as sound format. In some cases also WAV might work.

<u>2. Upload a sound</u>

Inside the submenu of **Sounds**

click the button



and a window to

— Sounds

upload sounds from your hard drive will open.

2. Listen to the uploaded sound

Click on the arrow next to the name of the sound.



Once you click on it, a blue speaker icon will show up while the sound is playing.



You can also pause the sound by clicking the same arrow :



3. Erase an uploaded sound

Click on the name of the sound you want to erase and drag it to the right edge of the page.

Then a red line of bins will appear.



Keep dragging the file until the red line with bins transforms to a solid red line. (this often happens when the arrow indicating to play the sound is above the trash can line).



At this moment you can release the button of your mouse and the file drops into the bin. Right after that the following message shows up.

Are you sure you want to delete this sound file?

This action cannot be undone.



If you confirm the **Delete**, then your file will be eliminated.

4. Assign a sound to a page

From the list of uploaded sounds you can allocate one to the current page. You do this by dragging with your mouse the selected sound and dropping it in the middle of the page.

At that moment the background of the page is dark grey.

After the release you will notice that in the top right corner of the page there is a music symbol indicating that the page has a sound



If you want to check which sound is this one, inside the Sound submenu you will see the name of the sound that is allocated to the page

Sounds		
The sound of the page:		
Л	Big-clap.mp3 89.61 KB	

5. Disassociate a sound from a page

In case you do not want a sound on a particular page, click on the **Clear** button





You are ready to include sounds in your story!