

The audio file

Your voice recording



In normal mode, your voice is recorded along with the file that you have opened – just like Karaoke!

How to use Voice Insert



Click **Voice Insert** and the text will appear in the top left of the player window



1 Press **PLAY** to listen to the audio file – press it again to **PAUSE** if you need to think before speaking.

2 Press **SPEAK** to record your answer for as long as you wish!

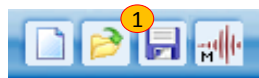
3 Repeat steps 1 and 2 until complete and then press **STOP**



Your recordings will now have been inserted into the original audio file and you can save both as one single MP3 file.

How to save your work

1 Click the save icon and decide where you want to save your work and what you want to call it.



To save everything (your voice, the original file, bookmarks, instructions, subtitles, instructions etc..) then select the Sanako MFF format from the "Save as type:" option. To save just the audio then you can select any of the other formats (such as MP3, WAV and WMA).

Do you want to know more? Take a look at our free online resources.

- <http://www.sanako.com/en-gb/>
- [@SanakoUK](https://twitter.com/SanakoUK)
- [/SanakoUK](https://www.youtube.com/SanakoUK)
- <http://www.sanako.com/en-gb/blog/>
- <http://thelanguagepoint.com>



Study Student

Reference Card

V2.0.161013

The bottom right of your screen

Double click on the Study Student icon to launch the player.



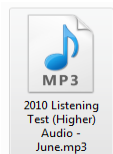
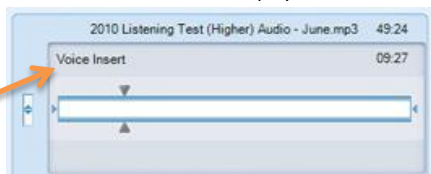
Getting started

Study Student Interface – The Basics



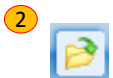
- 1 **PLAY / PAUSE** – Click once to start playback of an audio or video file. The icon changes to a PAUSE symbol and you can click to pause playback.
- 2 **SPEAK** – Click once to start recording your voice. The icon changes to a PAUSE symbol and you can click to pause recording.
- 3 **STOP** – Once you start playing back a file or recording your voice the icon changes to a blue symbol and you can click to end and the pointer goes back to 00:00
- 4 **VOLUME** – Click and drag the slider left and right to change the volume
- 5 **MIC MUTE** – Click once to stop hearing your own voice – the icon changes to
- 6 **PLAYBACK POSITION** – Click and drag to move to any desired playback location.
- 7 **PLAYBACK TIME** – shows the present playback location in minutes and seconds

The playback window

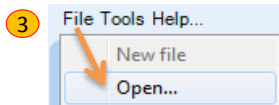


1 Drag & Drop a file to the player window

How to open an audio or video file



2 Click the **Open File** icon and browse for a file



3 Click the **File** and **Open** options from the top menu.

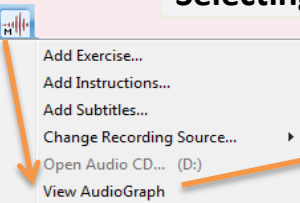


4 2010 Listening Test (Higher) Audio - June.mp3

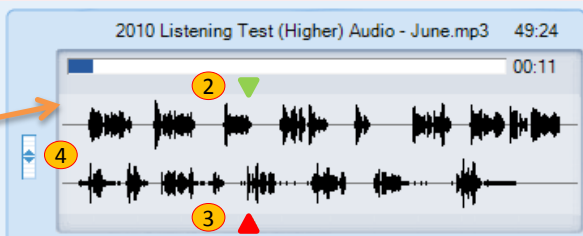
My files Playlist

If your teacher has added any files to the **Playlist** window then simply **double-click** on the file to open it.

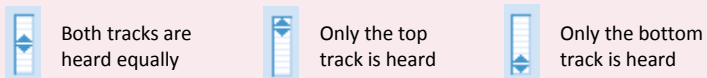
Selecting and using the AudioGraph



1 Click the **Mode** icon and then **View AudioGraph**



- 2 The top graph shows the audio for the program file that has been opened.
- 3 The bottom graph shows the audio that has been recorded by the student.
- 4 Balance between the two graphs during playback – click and drag to adjust



Click **RECAP** to listen to the last audio section again.

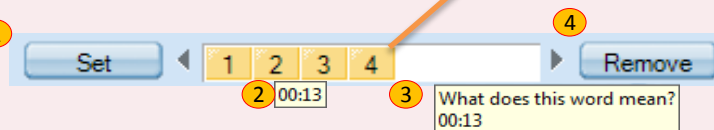
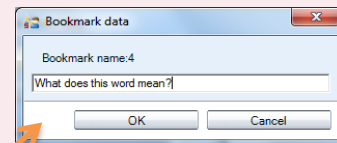


Clicking **RECAP** more than once "jumps" back to subsequent audio sections of the top track.

Using Bookmarks for instant access

Bookmarks can be added whilst in playback, recording or simply dragging the playback position pointers.

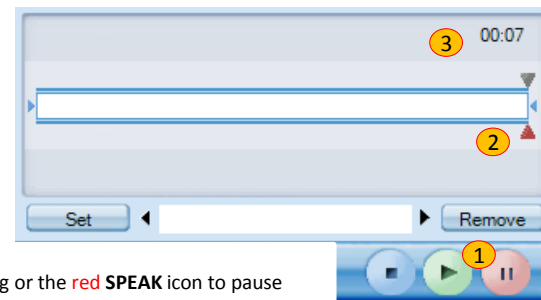
- 1 Click the **Set** icon to add a bookmark. Subsequent clicks add further bookmarks in numerical order
- 2 Hold your mouse over any bookmark to see the playback time that it will take you to. Click the bookmark to go to that point in time.
- 3 Right click on a bookmark to enter a description
- 4 Click the **Remove** icon followed by a bookmark to delete that bookmark



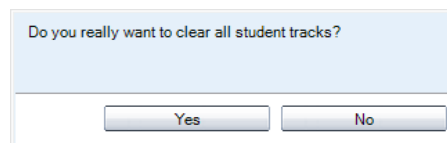
How to record your voice

To record your own voice * -

- 1 press the **red SPEAK** icon and talk
- 2 the bottom triangle will turn **red** and **flash**
- 3 the **counter** will increase in real time – second by second.
- 4 Press the **blue STOP** icon to end recording or the **red SPEAK** icon to pause recording.



If you want to **remove all your recordings and start again** then you can right click on the bottom triangle and answer Yes to the prompt shown below.



* Please remember to position your headset microphone correctly and to project your voice whilst speaking to ensure high quality recordings.