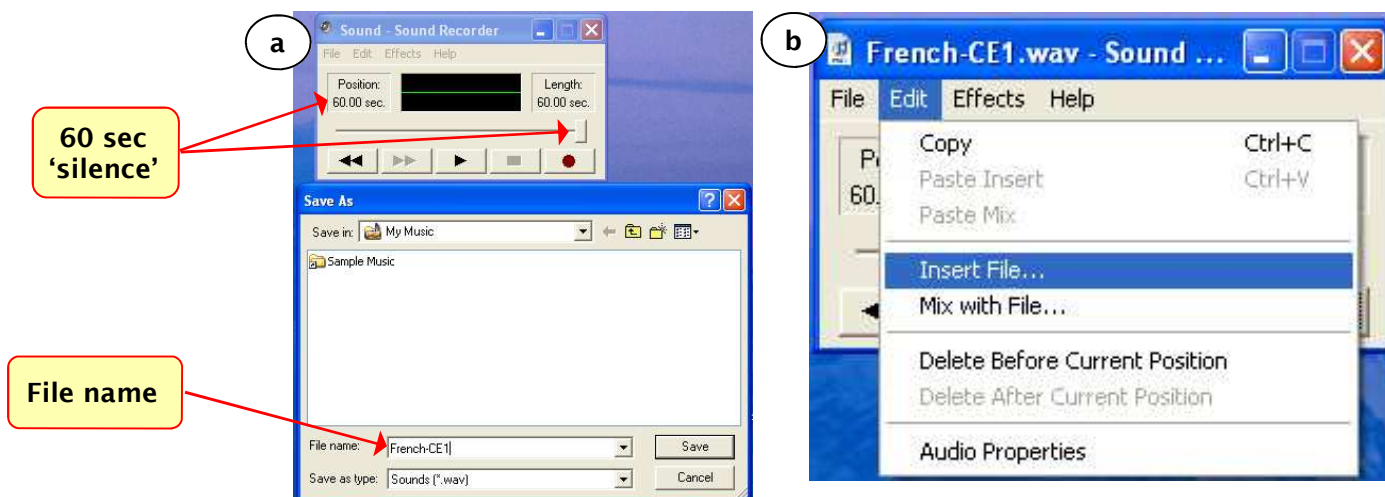


If your broadband connection is not very 'fast', you will want to use your PC's *Sound Recorder* to record your contribution directly on your computer so that you can **upload** the file to *Schoolshape*. However, in *Windows XP*, the *Sound Recorder* has a recording limit set at 60 seconds. If you need to record an extended passage which is longer than one minute, follow these **step-by-step instructions**:

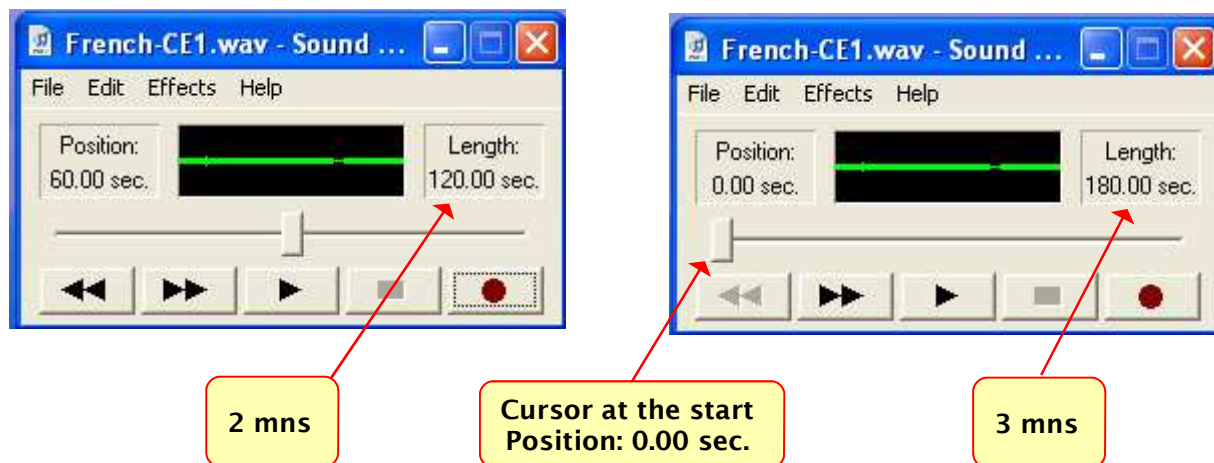
1. **Windows XP:** Go to Start > Programs > Accessories > Entertainment > Sound Recorder and open the Sound Recorder.

*N.B.: If you can't find the Sound Recorder, go to Start > Help and type Sound Recorder to locate it.*

2. (a) Record 60 seconds' worth of silence, and, at the end, go to **File > Save**  
Give it a meaningful name (in this case: **French-CE1**)  
(b) Then go to **Edit > Insert File** and insert the file (e.g.: **French-CE1**) into itself



3. Now, you have 120 seconds of recording time available for your task. Repeat the **Edit > Insert File** process and you can have 180 seconds (**3 mns**) available for your speaking task. Make sure you put the recording cursor at the start (**Position: 0.00 sec.**) before you start your recording.



4. Go back to *Schoolshape* and click on the '**Tools**' button [*Spanner symbol*] of the Recording module. Then Click '**Upload**', locate the file and click Open.