

How to move a sound from one IntelliPics Studio 3® document to another

In IPS3, toolbar buttons, page buttons, floating pictures, and the page background can have sounds attached. These may be imported sounds or recorded sounds. If you have a document with a recorded sound, there is no direct way to export the sound to use in another document. However, there is a way to move the sound by storing a button in the User Library.

Background information

If you look at the **Page Properties** on any page in an activity with several sounds, you will see under the **Sound** tab a list of all the sounds in that document. If there is one highlighted, that will be the sound played for the current page. Other sounds in the list might be currently attached to page buttons, movable graphics, or toolbar buttons. **Control+click** one of these items, look under its **Sound** tab, and you will see the same list of sounds, but a different sound will be highlighted. More than one item can share a sound, so long as that sound is highlighted in the **Sound** tab window for both items. So the goal is to get the sound into that sound list, because then it will be available to any item in the document.

The User Library

One of the most powerful and least-used features of IntelliPics Studio 3® and the other two applications that make up Classroom Suite is the **User Library**. Both toolbars and individual toolbar buttons can be added to this library, and then added to a different document.

Toolbars and individual buttons can be shared even between different applications, but they will behave a little differently in each application.

The important implication in moving sounds from one IPS3 document to another is that only toolbars and toolbar buttons can go into and out of the library. You cannot put a page button in, nor a page graphic, and certainly there is no way to put a page sound into the library. However, since all sounds are in the **Sound** tab list, you can make a new toolbar button, highlight the sound that is serving as the page sound, and then put that button into the library.

Once the button is in the **User Library**, you can open the document where you want to use the sound, or make a new document, and then add the button or an entire toolbar of buttons from the library.

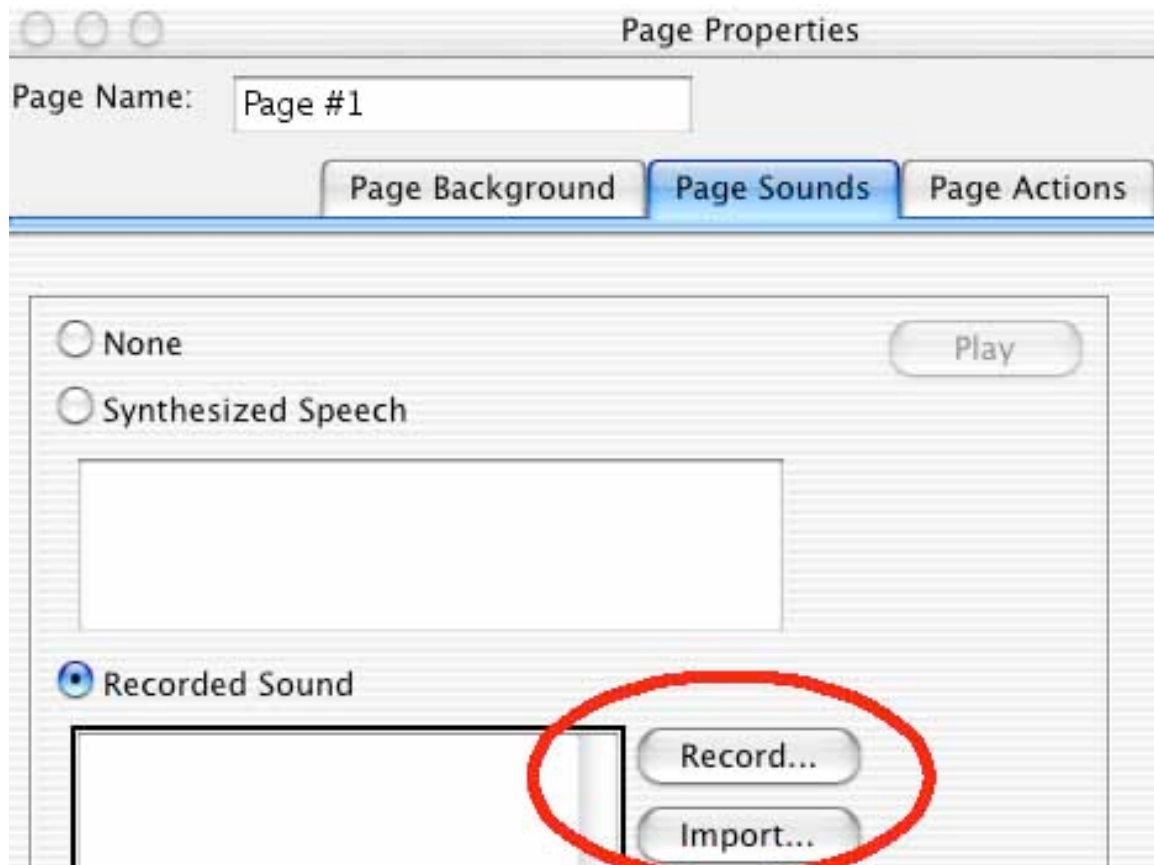
Save as an activity immediately after adding the button or toolbar. Once the activity reopens, you should see the toolbar/button sounds in the list.

From there, you can highlight any sound from any item in the new document. For example, you could make a new page button, access its **Properties**, go under the **Sound** tab, highlight the sound you just added, and then play the sound from the page button. Similarly, you could highlight the sound in the **Sound** window for the page, and use it for a page sound. If you did not really need a toolbar button with that sound, you could delete that added toolbar as soon as you attached the sound or sounds to some other page item.

Follow these steps to put a toolbar of sound buttons into the User Library, and then retrieve it to use in another IntelliPics Studio 3® document.

A. Create a sample activity with some sounds.

1. With Classroom Suite running, click **New** and open a blank IntelliPics Studio 3® document.
2. **Control-click** the page and add a sound under the **Sound** tab. Add a new page, and add a different page sound to it. Make one of the sounds some recorded speech.



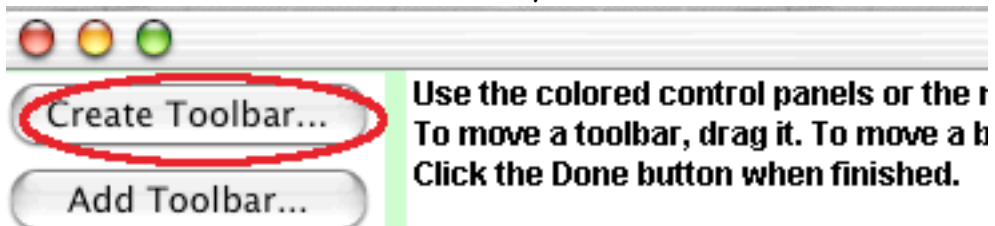
3. Make several page buttons, and add sounds to the buttons. Also add the **Play Sound** action.



You have created a typical example document, which might have sounds on several pages, and some sounds in page buttons. The goal is to transfer these to a different IPS3 document, so that these sounds, which might include some recorded speech, will be available in another activity.

B. Transfer these sounds to the User Library

1. Sounds attached to page buttons and to the page itself cannot be moved directly into another document. Therefore, create a toolbar in which to park the sounds. Go to the **Edit** menu, choose **Custom Toolbars and Buttons**, and choose **Create Toolbar...**



2. Name the toolbar Example Sounds. Name the button with the name of one of your sounds. Open the button **Properties**. Under **Actions**, add the action **Play Sound**.



Under **Sound**, highlight the sound with the same name as the button.

3. In the blue **Selected Button** dialog, click the **Copy** icon and then click **Paste** to duplicate the button. Rename the new button with the name of another sound.



Under its **Sound** tab, highlight the sound with the same name as the button.

4. Repeat this step for the other two sounds, creating buttons to hold these sounds, too..

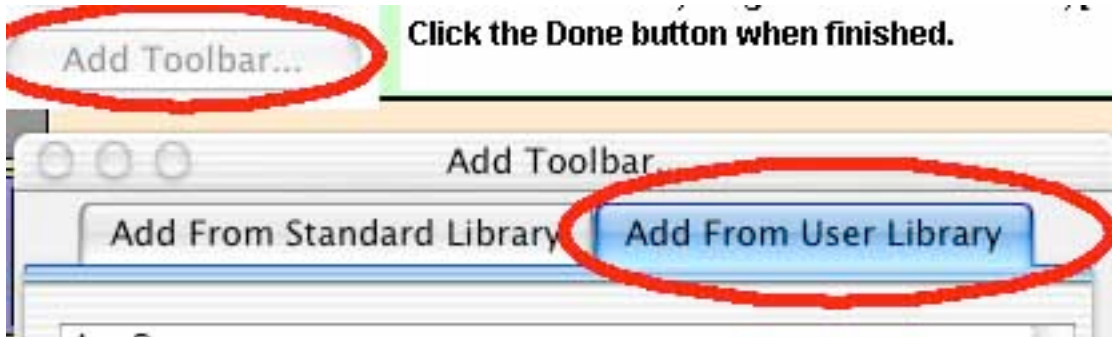
You now have a toolbar with buttons holding each of the sounds from your sample activity. This can be moved into the User Library.

5. On the yellow **Selected Toolbar** dialog for your toolbar, click **Save to Library**. The **User Library** dialog will open, listing the buttons you have just added. Click **Okay**.



C. Retrieving sound buttons from the User Library

1. Open a **New IPS3** document. Under **Edit**, choose **Custom Toolbars and Buttons**. Choose **Add Toolbar**, and click the tab for **Add From User Library**. You will see a list of any toolbars you have added, including the Example Sounds.



2. Highlight Example Sounds, and click **Okay**. Click **Done** to close the **Custom Toolbars** editing window. Your Example Sounds toolbar will appear at the top of the page. **Immediately Save as Activity**.

When the activity reopens after the save, you can begin using the toolbar. If you wanted to have an activity where students access the sounds from the toolbar, you might simply move the toolbar into whatever position you favor, and/or change the appearance of the buttons. But you can also use this toolbar as a temporary feature to help you get the sounds into either pages or page buttons.

3. **Control-click** the page, and under the **Sound** tab, highlight one of the sounds. Notice that you see all the toolbar sounds listed.

4. Create a **Page Button**, add the **Play Sound** action, and under the **Sound** tab, highlight another sound.

5. Let's pretend that you only needed these two sounds from the added toolbar. Go up to **Edit/Custom Toolbars and Buttons** again. Highlight any button on Example Sounds, to select this toolbar. On the yellow toolbar dialog for Example Sounds, click the **trashcan** to delete the toolbar. Click **Done**.

6. **Save as activity**, calling this Example Sounds activity. When the activity reopens, you should hear the sound you chose for the page sound. Click the page button, and you should hear the sound you designated for the page button.

7. Now **control-click** the page and look at the list under the **Sound** tab. Notice that only the two sounds (for the page and page button) are listed. The other two sounds disappeared when you saved. Once you deleted the Example Sounds toolbar, those two sounds were no longer connected to anything. As soon as you saved, they disappeared.