



# Inspiration: Adding Audio & Video Content

## Introduction

Adding media to Inspiration webs can be a great way to share resource, introduce new material, provide instruction, support, examples and let student share their learning.

## Before We Begin: Acquiring Media

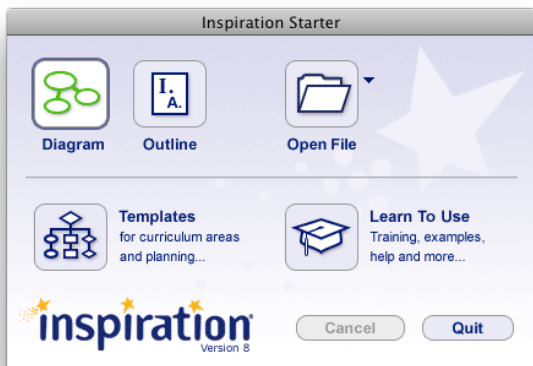
Before we can add media we will need to find the clips we need and save them in a place where we can find them.

- **Audio:** A great resource for audio clips is <http://findsounds.com> You can save any sound clip by holding **Control** while clicking on the link to that sound. In the menu that appears, click on **Download Linked File As...** (in Safari) or **Save Link As...** (in Firefox.) Rename and save the sound in a folder where you will be able to find it. This saves time and helps you locate sounds since they often come with file names that are less than memorable.
- **Video:** TeacherTube, digital content hosts such as Learn360 and Discovery. You can also find a variety of free media at <http://creativecommons.org>

Once you have saved your media in a folder on your computer you are ready to add it to your Inspiration file.

## Adding Media

1. Open the **Inspiration** program. If it's not in your computer's Dock, check the **Applications** folder on your hard drive.
2. You will be asked what type of project to create. Click on the **Diagram** button in the top left of the **Inspiration Starter** window. (Or you may open an existing file.)



3. Save your new Inspiration file. Go to the **File** menu, then click **Save**. Put it on your Desktop or Documents folder. When you are done, be sure to copy it to the server for safekeeping.

4. Begin by adding content (your main idea and sub-topics.)
5. Select the icon or bubble that you would like to attach your content to.
6. Type a label the content you will be using – such as “click here to see an example.”
7. Click once on the bubble and make sure it is highlighted – look to see that there are quite squares or “handles” surrounding it.
8. Click on the **Tools** menu in the menubar.
9. Click on **Insert Video or Sound...**
10. Select **Sound File...** or **Video...**
11. Select the file you want to use, then click the **Choose** button.
12. When adding a video, a thumbnail will appear, replacing the bubble. Your caption remains beneath it. For audio files the bubble remains but a sound icon is added.
13. Repeat as desired for any other media you wish to add.
14. To play videos or sounds, click the sound or movie icon that appears over the bubble or thumbnail.

