

## Basic Guide to Recording a Session

Double click on the icon to enter the RAPkit.

A box will appear, in 'start a new session' - type the title of your new session, press GO.

1. Set Levels, the using your recording advice set the record levels.
2. When you are ready to start record, press the RECORD button (the red button on the right)
3. When you have finished your recording press the STOP button (the square button)
4. To listen back to your recording, press PLAY (triangle button)

EDITING - hold down the control (ctrl) button and the left button on the mouse then drag the mouse across the audio, you will create a selection. You can then DELETE or CUT and PASTE this section from the audio.

Re-Recording – FILE/CLEAR AUDIO will delete the current audio and let you start the recording again.

If you are happy with the recording, press UPLOAD, fill in the Title & Author sections, press SUBMIT, this will save the file to 'My Documents' on your PC..