**To Record Your Tour:**



1. **Click the record tour button.**
2. **Click the red record button and the mic button (make sure that they both turn bold)**
3. **Begin speaking and recording your tour**
4. **When you are finished recording, click the “X”**
5. **Click the “save” icon**
6. **Name your file “your tour with sound” (for example: Germany Tour with Sound”**
7. **Right click on the finished tour and choose ‘save place as’ and then save it to your network folder**