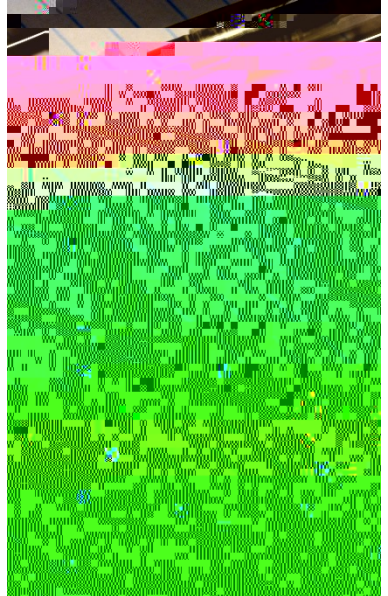


Digital Voice Recorder (DVR)

A digital voice recorder (DVR) is a modern Dictaphone . They usually have a built in speaker and microphone(s). An external microphone can usually be plugged in, which like the Livescribe, offers better quality recording.

DVRs are good if you don't write many notes in lectures, or your handwriting is not that neat.

It is important to remember to index whilst using a DVR, this is done by pressing the indexing button. Indexing regularly (for instance at the start of each new slide) allows you to skip to the relevant point when reviewing your notes.



Here are some tips from students on using your DVR:

- x Backup your recordings regularly, and keep a separate copy on a CD or flash drive.
- x Charge your DVR regularly so it won't run out of charge during a lecture.

- x Utilise your recorder's filing system. Have a file for each module so you can save the lecture to the appropriate module for easy retrieval.

- x Index regularly, for instance, each new slide. This will allow you to access the appropriate section fairly easily. There is usually a limit to the number of indexes in a single recording, this is usually 200, although this varies depending on model.
 - x Whilst indexing, also mark your notes. Use a tally or a symbol to help marry up the indexes to your notes later.

- x Although DVR's typically make better quality recordings than a Livescribe Echo Pen, consider sitting nearer the front of the lecture hall and use an external microphone.

- x Place the microphone facing the lecturer and place on top of something soft to muffle any vibrations.

- x DVR recordings can be imported into Sonocent