

## 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:

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

- 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.
- 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.



- Whilst indexing, **also mark your notes**. Use a tally or a symbol to help marry up the indexes to your notes later.
- 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**.
- Place the microphone facing the lecturer and place **on top of something soft** to muffle any vibrations.
- DVR recordings can be imported into Sonocent Audio Notetaker making for easy organisation of your notes and recordings.