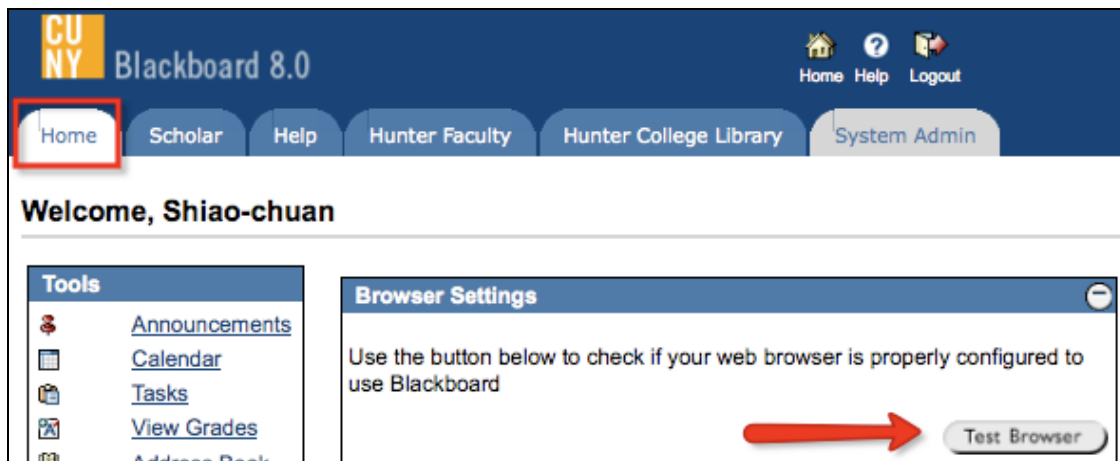# Preparing to Use the Wimba Voice Tools

Voice Tools, made by a company called Wimba, is a suite of tools that allows you to use audio recordings within Blackboard to present content and communicate with your students. The **Voice Tools** suite includes **Voice Announcements**, **Voice Authoring**, **Voice Presentation**, **Voice Email**, **Voice Board**, **Voice Direct**, and **Wimba Podcaster**. This document guides you in configuring your Internet browser appropriately for using **Wimba Voice Tools**.

1. To use **Voice Tools**, you need to have the Java runtime environment plug-in installed on your computer. It is likely that you already have it, but you can check by clicking on the **Test Browser** button on your Blackboard home page. If you do not have the Java plug-in, the tester will point you to the website where you can download it. This <u>video tutorial</u> will guide you through the process of using the **Test Browser** tool.
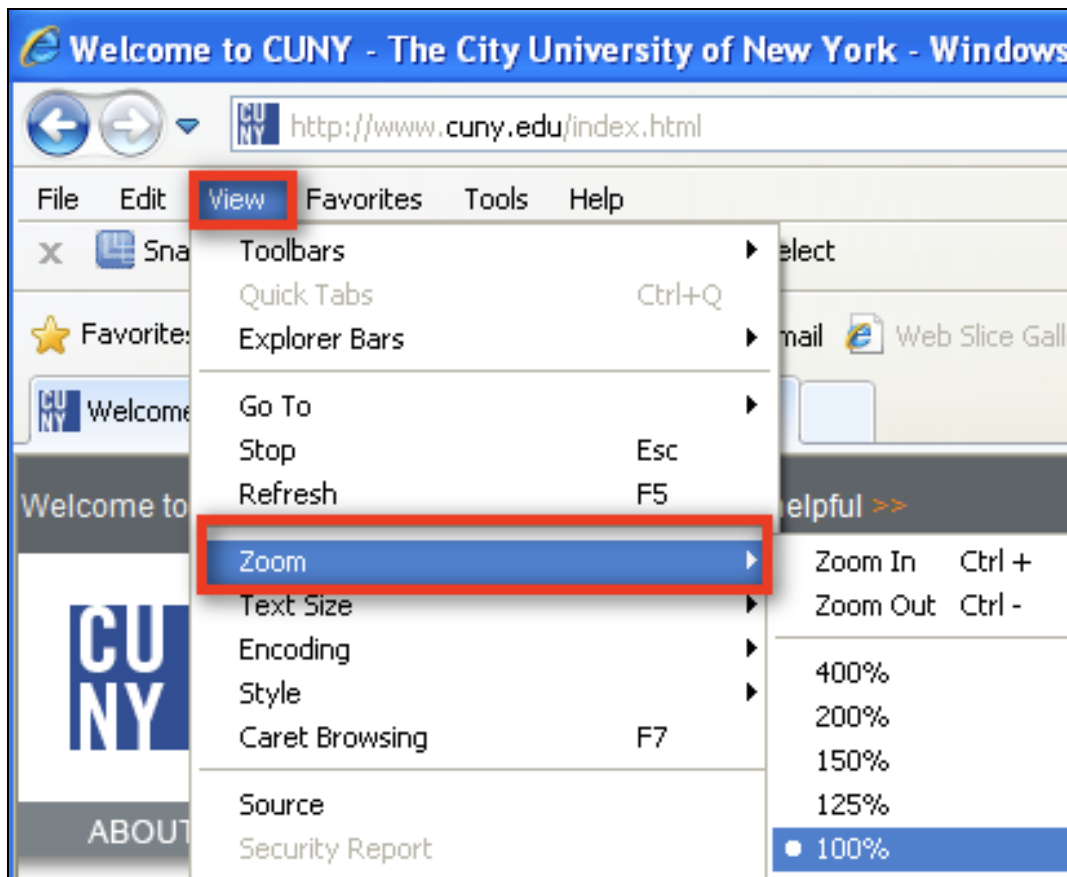

2. You also need to allow pop-ups from the site **hunter.wimba.com** and allow applets from **hunter.wimba.com** to access your computer if your browser requests it.
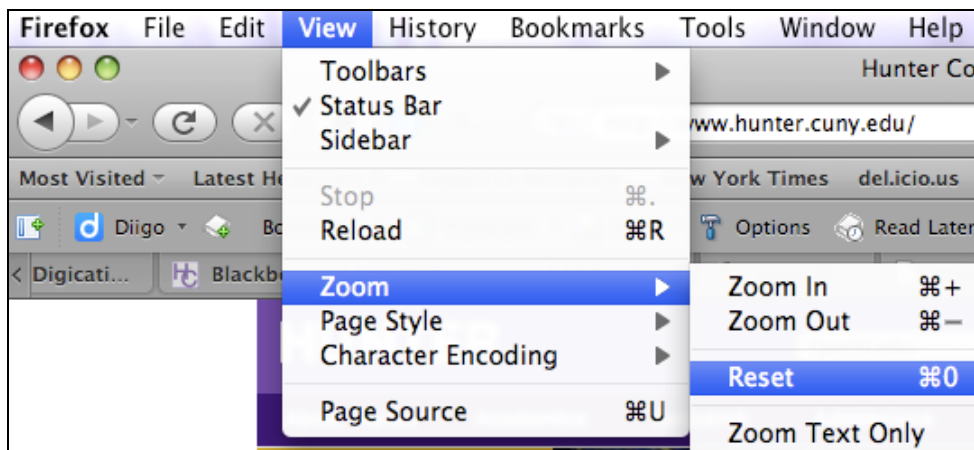
3. Some of the **Voice Tools** functions might not appear if your browser view is enlarged or reduced. If you have a zoomed in or zoomed out view, you need to set it back to its original size. The procedure is different depending on the browser that you are using:
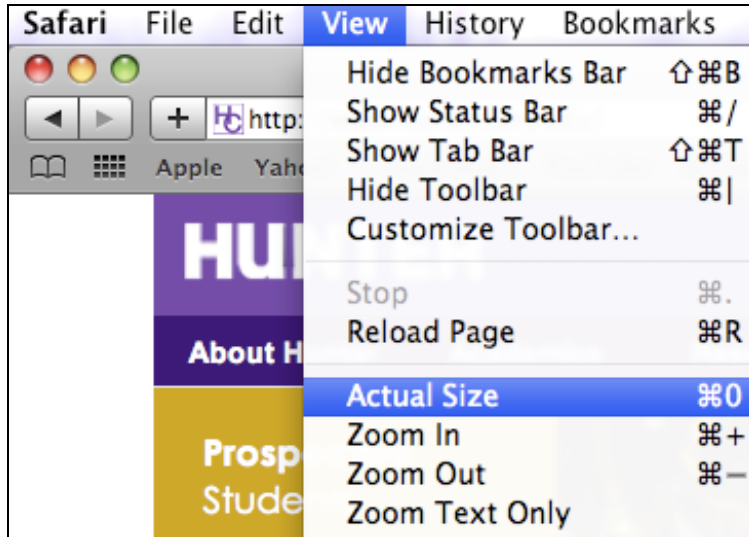
- If you are using Internet Explorer, choose from the **View** menu **Zoom -> 100%**.

- If you are using Firefox, choose from the **View** menu **Zoom -> Reset**. (This screenshot was taken on a Mac but the menu options are identical on a Windows computer.)

- If you are using Safari, choose from the **View** menu **Actual Size**. (If **Actual Size** is not available, then it means that your view is already **Actual Size**).

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the Technology Resource Center (C104 Hunter North) at 212-650-3358.