

## LRC Reference Guide for French

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### LRC Hours:

Monday – Thursday 8 am – 10 pm

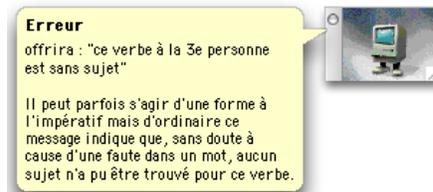
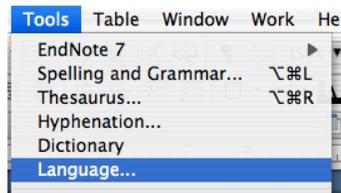
Friday 8 am – 5 pm

Saturday 12 pm – 5 pm

Sunday 12 pm – 10 pm

## Typing in French

In Word, select your document, then go to Tools → Language and select French. This will allow you to check spelling and grammar in French.



For accents on Macintosh:

*Accent grave* (à):

Hold down the **option** key and press **`**.

*Accent aigu* (á)

Hold down the **option** key and press **e**.

*Çédille* (ç)

Hold down the **option** key and press **c**.

*Circonflexe* (ê)

Hold down the **option** key and press **i**.

*Tréma* (ï)

Hold down the **option** key and press **u**.

References for accents are also in the LRC, or ask the lab monitor for help.

## The Virtual Listening Lab

The VLL page can be accessed from the LRC's website. Go to [www.colby.edu/lrc](http://www.colby.edu/lrc) and click on VLL, then select French. All listening activities for your textbook can be accessed from this page.

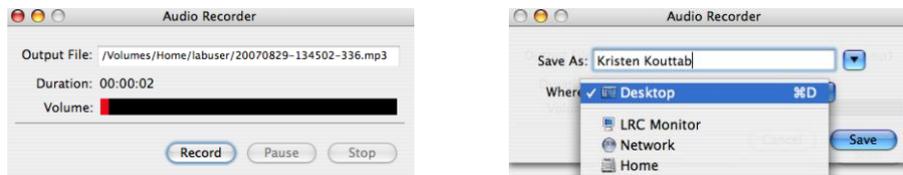
## Recording

To record audio, open **Audio Recorder** from the applications at the bottom of the screen. Audio Recorder is the application with a blue microphone and a black background. Microphones are on the left side of the computer.

Click the blue arrow on **Change the input device** and choose **AK 5370**. Then, click the blue arrow on **Voice setting**, choose Edit Profiles, and then for the Format, choose **MP3**.

Press **Record** to start recording, **Pause** if you wish to pause in between paragraphs or sentences, and **Stop** when you have finished recording.

Pressing Stop will allow you to save your recording as an mp3. Save the file as your **LAST name Test 1** (2, etc.) and choose to save on the **Desktop** from the drop-down menu below.



Double-click your recording on the Desktop to listen to it with iTunes. If you think there is a problem with the microphone or if you can't hear your recording, ask the lab monitor for help.

**Email your recording to your professor and yourself by adding it as an attachment.**

## LRC Resources

Online resources can be accessed from the LRC's webpage. Go to [www.colby.edu/lrc](http://www.colby.edu/lrc) and click on French. In addition to study guides and references, there are also links to French radio and television further down the page.

French dictionaries can be found on the LRC's bookshelf, but cannot be checked out. A selection of French movies on VHS can be borrowed from the LRC.

Video projects can be edited in the LRC and burned to DVD using iMovie and iDVD. You will be shown how to use this application later, and the lab monitor will be available to help and to answer your questions.