

Recording Audio

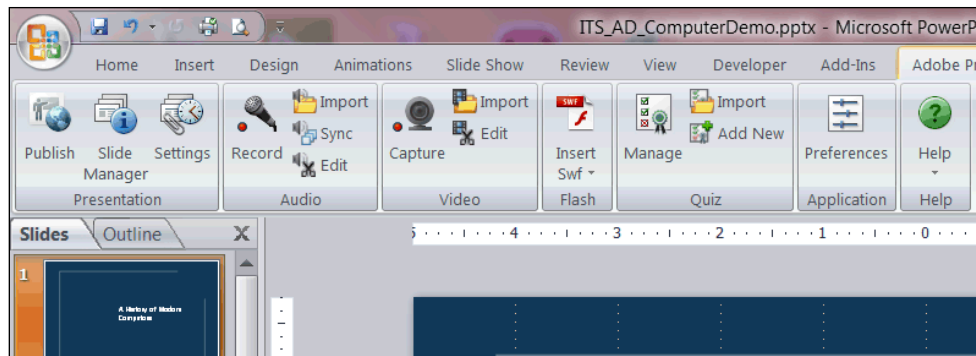
Concept

Adobe Presenter enables you to record audio using a line-in or built-in microphone. The audio-recording window allows you to view each slide as audio is recorded for it. It is a best practice to use the Notes section of the PowerPoint application to compose a script prior to composing audio tracks. This topic will explain how to record audio and use the script feature.

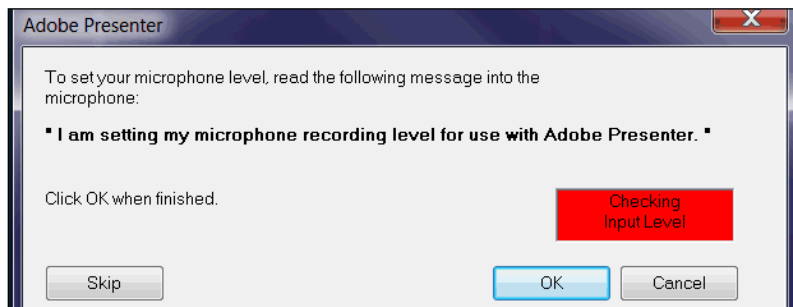
Procedure

Begin by activating your computer's built-in microphone or plugging in a microphone or headset with an attached microphone.

Open your PowerPoint presentation.




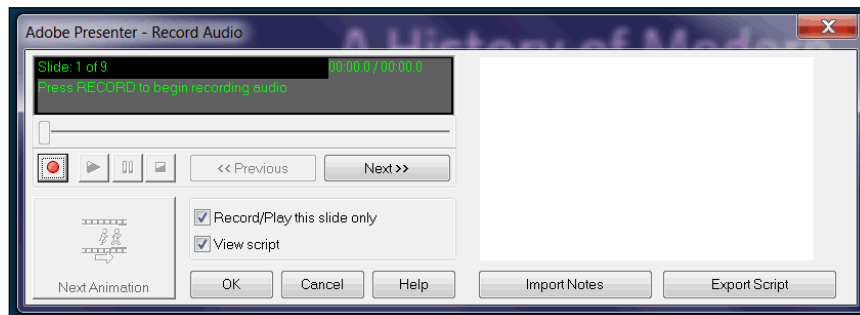
Step	Action
1.	Activate the Adobe Presenter tab. Click the Record button.





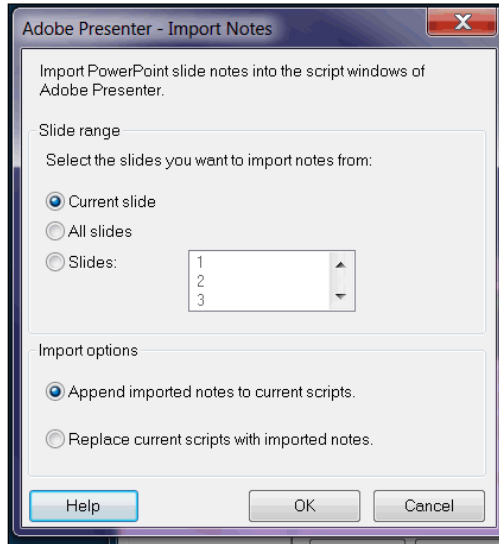
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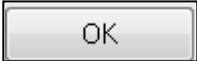

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Step	Action
2.	<p>A window appears.</p> <p>You are prompted to read a sentence so that Presenter can calibrate your microphone's input volume.</p> <p>Read the sentence aloud. When the red box turns green and displays "Input Level OK," click the OK button.</p> 



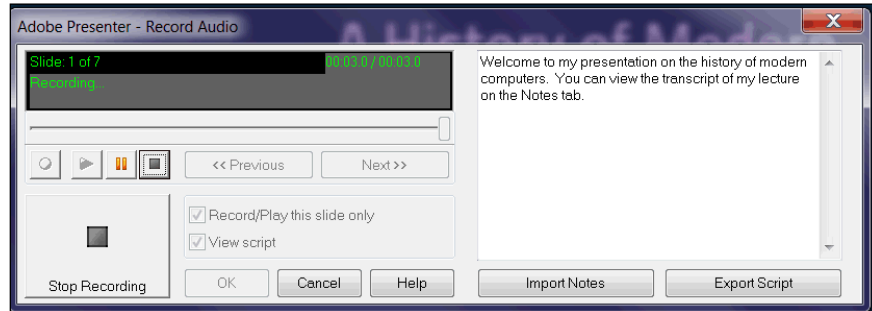
Step	Action
3.	<p>The Record Audio window appears.</p> <p>Audio recordings are attached to the slide that appears behind the Record Audio window.</p> <p>To change the slide onto which you are recording, use the <<Previous and Next>> buttons to navigate to the desired slide.</p> 
4.	<p>The Record Audio window includes a field into which a script can be placed. You can type directly into this field or import text from the Notes field of the presentation. It is a best practice to use notes or script when recording audio.</p>
5.	<p>To import text from the Notes field, click the Import Notes button.</p> 





Step	Action
6.	<p>The Import Notes window appears. You are prompted to select the slides from which notes should be imported. You can select to import notes from just the current slide, all slides, or selected slides. You can also choose to append the notes to whatever text is currently occupying the script fields, or to replace any text in the script with the imported notes.</p> <p>When you have accepted the default selections or made your own selections, click the OK button.</p> <div style="text-align: center;">  </div>
7.	<p>If you write your script in the script field of the Record Audio wizard, it can be exported to your PowerPoint Notes.</p> <p>Click the Export Script button to export the script to the Notes field.</p> <div style="text-align: center;">  </div>
8.	<p>The Export Scripts window appears. You are prompted to select scripts to export. Your choices are the script currently displayed, all scripts, or selected scripts. You are also given the option to append the scripts to existing PowerPoint notes, or to replace the notes with the script.</p> <p>When you have accepted the default selections or made your own selections, click the OK button.</p> <div style="text-align: center;">  </div>
9.	<p>To begin recording, click the Record button.</p> <div style="text-align: center;">  </div>

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Step	Action
10.	The audio display will show "Recording..." after the Record button has been clicked. Begin speaking.
11.	To stop recording, click the Stop Recording button.
12.	You can play back your audio by clicking the Play button. If you are dissatisfied with the sound of your track, you can record it again by clicking the Record button. 
13.	To continue recording on the next slide, click the Next >> button. 
14.	When you are finished recording, click the OK button. You can return to the Record Audio window at any time to record additional tracks or to replace existing tracks. 
15.	Remember to click the Save button from time to time while working with your presentation. 
16.	This completes the process of recording audio in an Adobe Presenter presentation. End of Procedure.