

Recording Audio

One of the most useful elements of Breeze is the ability to add and edit audio for your presentations.

In a Breeze presentation, it is the audio that acts as the controller for the length of time each slide is displayed on the screen.

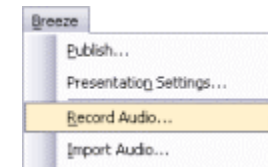
For people with additional support needs, adding audio can be a useful feature for your presentation. It also allows more information to be included in your presentation, rather than having to rely on only that which is contained in the slides.

To add audio to a presentation, you will either need to have pre-recorded audio files, or have access to a microphone with which to record. Best results are achieved using a USB microphone.

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To record audio for your presentation, select 'Record Audio...' from the Breeze menu.



The 'Set Microphone Recording Level' dialog box will open.

You will be prompted to read the phrase 'I am setting my microphone recording level for use with Macromedia Breeze'.



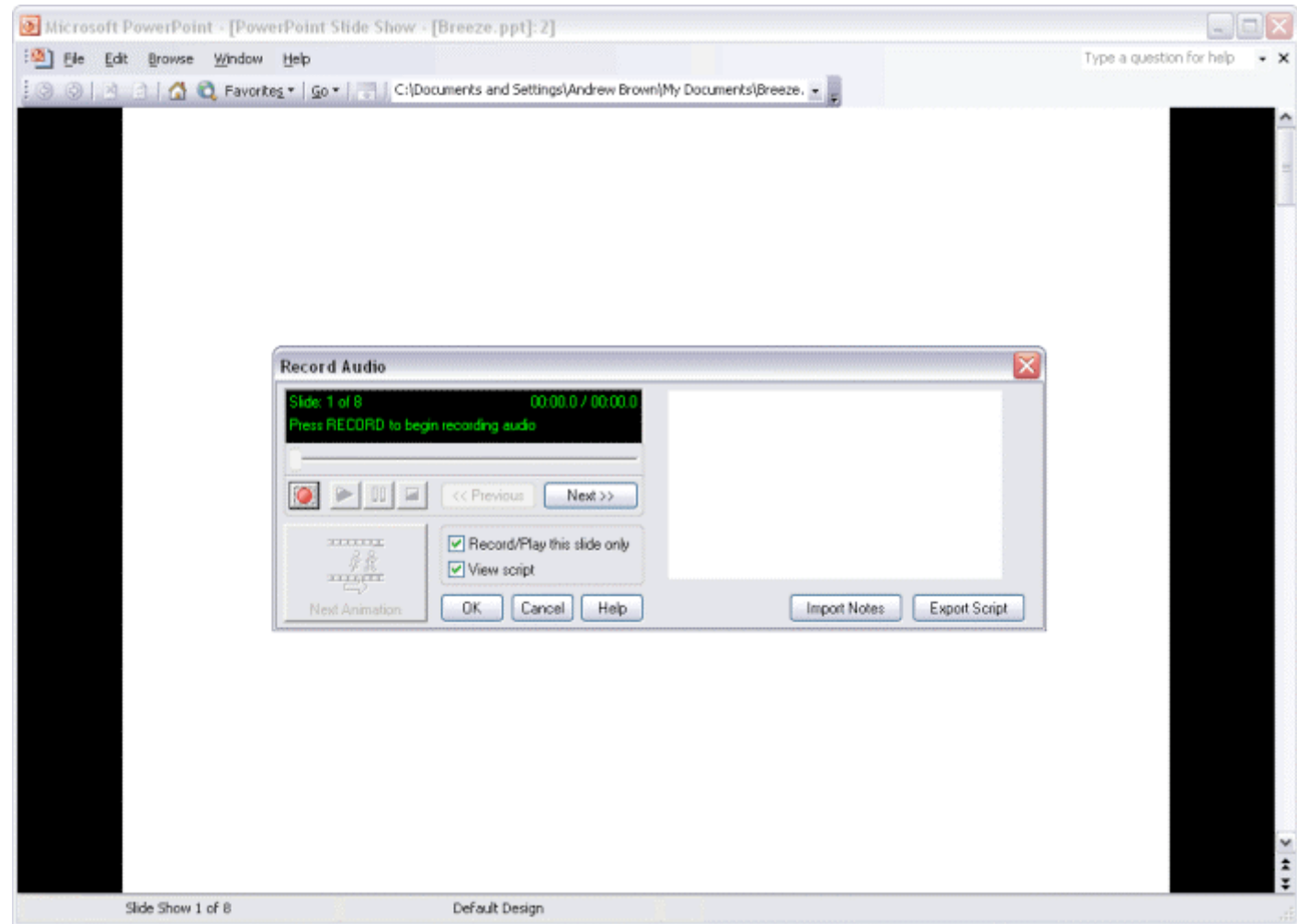
Once the recording level has been adjusted, click 'OK' to exit this dialog box.

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The screen will alter to show the slide show viewer, with the 'Record Audio' dialog box to the front.

TIP - you can move this dialog box around the screen by dragging its title bar so that you can see your slide!

If you have used the 'Notes' function of PowerPoint, place a check in the checkbox next to 'view script'.



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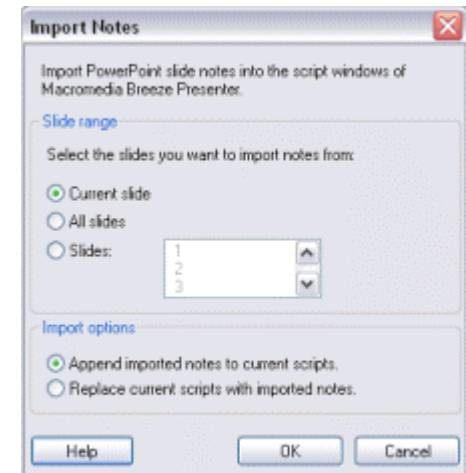
The dialog box will change to display an area for notes that accompany your slides.

This is an incredibly useful function, as it makes your recording far simpler! If you haven't entered text in the notes section of the PowerPoint slide, then you can type directly into window, or 'import notes' from the notes pane in PowerPoint.

To import your notes, click the 'Import Notes' button.

The 'Import Notes' dialog box will open, giving you three choices as to what you wish to import. You can either import notes for the current slide, notes for all the slides or notes for particular slides.

Select the option you wish to use.

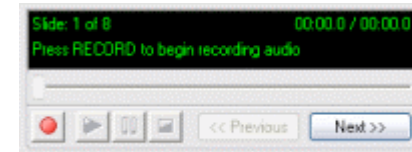


If you have already typed something in the text area, then you can choose to append your notes, or replace what is already there.

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Select the option you wish to use.

To record audio, click the 'Record' button.



If you have any animations on your slides, the 'Next Animation' button will light.

Click this button to move on to the next animation on your slide as you speak.

To pause the recording at any point, click the 'Pause' button.



TIP – ANIMATIONS. *In your initial PowerPoint presentation, you may have used the 'With Previous' or 'After Previous' handlers for your animations. As Breeze converts your PowerPoint presentation into a '.swf' file, it has difficulty interpreting these handlers as Flash animations. It is best (where possible) to use the 'On Click' event handler in PowerPoint, as you can then best control the timing of the animation.*

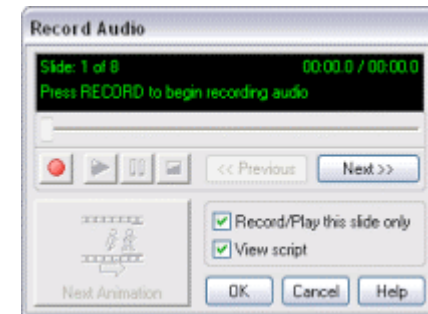
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Don't worry about making any mistakes with your audio! You can edit them out later.

To stop recording, click the 'Stop' button.

By default, Breeze presenter is set to record one slide at a time.

Should you wish to, you can un-check the box next to 'Record/Play this slide only' and record your entire presentation in one go!



Once you have finished recording, click 'OK' to close the dialog box and the slide show viewer

Your screen will return to the default PowerPoint screen.