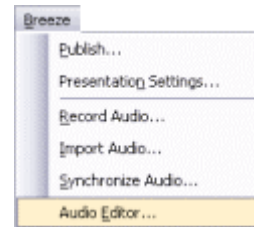


## Editing Audio

If you are anything like me, then chances are you have made loads of mistakes in recording your audio! Fortunately for us, Breeze Presenter has an audio editor built into it, to make life much easier.

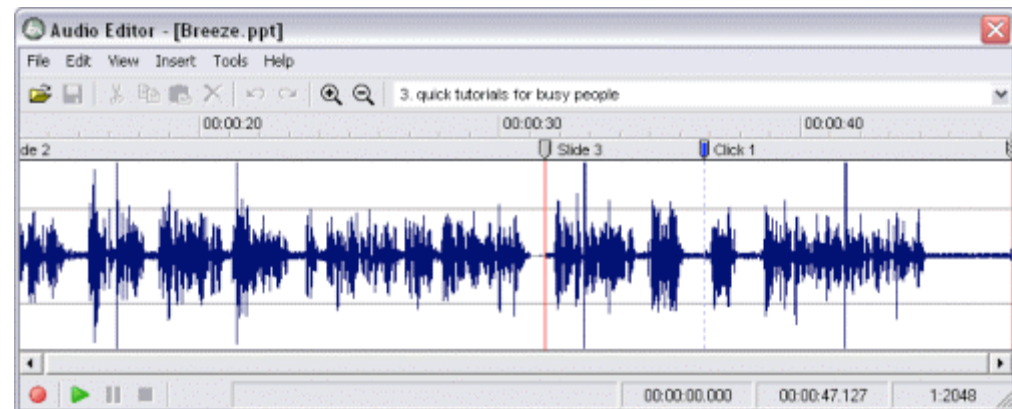
From the Breeze menu, select 'Audio Editor...'



The 'Audio Editor' dialog box will open.

At the top of the dialog box are the menus and toolbars.

Dominating the screen is the audio timeline.



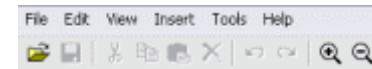
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This timeline shows in wave format your audio track and the location of the beginning of each slide and any animations you have on each slide.

It may be difficult to analyse the wave, due to its size.

To examine the wave in more detail, click the 'Zoom In' button.



To zoom out, click the 'Zoom Out' button.

Click the play button to re-play the audio track.



The playhead will advance through the audio track.

To stop playback, click the 'Stop' button.

To pause playback, click the 'Pause' button.

To start playback from the beginning of the wave again, click the mouse at the beginning of the wave to locate the playhead, and then click the 'Play' button.

Using the audio editor, there are a number of things you can do, but you will probably want to insert areas of silence, remove audio, record additional audio and reposition markers. We'll look at these in turn.

- **Inserting Silence**

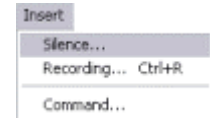
When you made your recording, the microphone picked up everything that was happening surrounding it. Even with a high quality microphone, there will be background noises you wish to remove in areas where you are not speaking, or remove instances of your intake of breath prior to speaking. To do this, you can 'insert silence'.

**TIP** – *if your microphone is of quite a low quality, then this can be counter-productive, as the areas of silence may be greatly different from*

You may wish to insert a period of silence into your presentation that adds time into your presentation.

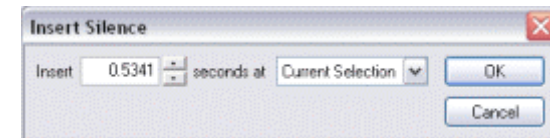
# An Introduction to Macromedia® Breeze™ Presenter

Once you have found where you wish to insert the silence, from the 'Insert' menu select 'Silence...'



The 'Insert Silence' dialog box will open, allowing you to specify how long you wish the silence to be.

Click the 'Up' or 'Down' buttons to increase or decrease the length.



You can insert a silence at the cursor point, at the beginning of the slide or at the end of the slide.

Select the option you wish from the dropdown list.

Once you have made your changes, click 'OK'.

Your new area of silence is included.

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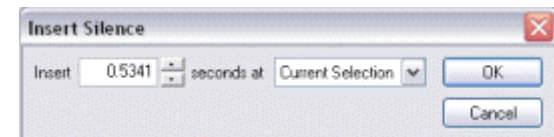
You may wish to include a silence that overwrites a portion of your audio.

Select the portion of audio in the audio wave you wish to overwrite.

From the 'Insert' menu, select 'Silence...'



The 'Insert Silence' dialog box will open, with the duration of the highlighted audio filled in.



Click 'OK' to insert a silence.

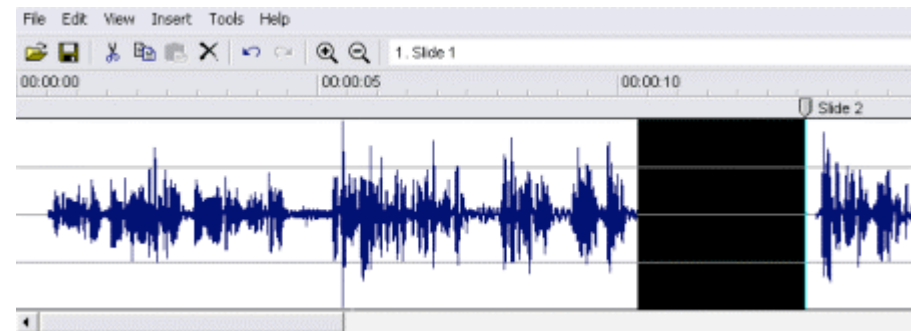
The highlighted audio will be replaced with an area of silence.

**NOTE:** *Unless you deselect the portion of audio or silence, the editor will only re-play selected portion in the timeline.*

- **Removing Audio**

Once you locate a portion of audio that you wish to remove, click and drag the mouse over the portion of audio to highlight it.

You can now click the 'Delete' button from the standard toolbar.



**NOTE:** *Removing portions of audio will reduce the overall length of the audio track, and therefore the length of the presentation. Bear this in mind when removing audio – you may need to insert areas of silence to have your slides displayed on the screen for long enough*

- **Recording Additional Audio**

Chances are you will need to record other portions of audio to put into your presentation.

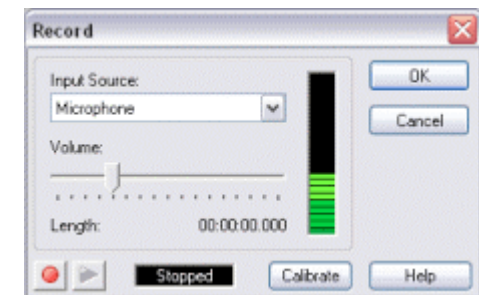
To do this, click the cursor in the timeline to get the correct location to insert the new portion of audio.

Click the 'Record' button.



The 'Record' dialog box will open, allowing you to record a new portion of audio.

Should you need to, you can recalibrate your microphone by clicking the 'Calibrate' button, and reading the portion of text.



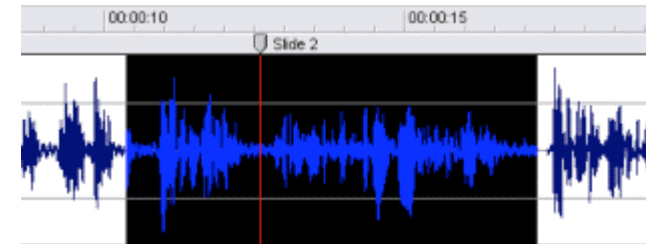
Click the 'Record' button to record your audio.

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Once you have finished, click the 'Stop' button.

With your new audio recorded, close the 'Record' dialog box by clicking the 'OK' button.

You will return to the 'Audio Editor' dialog box, with your new portion of audio inserted in the timeline.

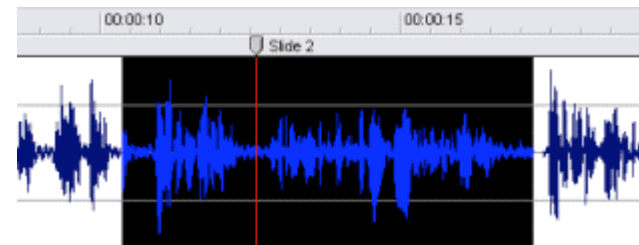


- **Repositioning Markers**

At the top of the audio timeline, the beginning of each slide and any animations are shown.

Repositioning these markers is very easy in the audio editor.

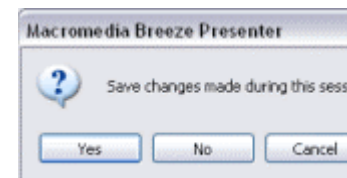
Simply click the marker you wish to move, and drag it to the desired location on the audio timeline.



**TIP** – *for many of your transitions, you may prefer to do this with a visual clue as well as the audio track. For further instructions on how to do this. see the*

To save any changes you have made in the Audio Editor, click the 'Save' button on the standard toolbar.

To close the 'Audio Editor' dialog box, click the 'close' button.



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You will return to the default PowerPoint screen.