



Edit Audio in Adobe Presenter

Introduction

The following guide will demonstrate how to edit audio using Adobe Presenter from start to finish. This tutorial assumes that you have properly set up and adjusted an external microphone.

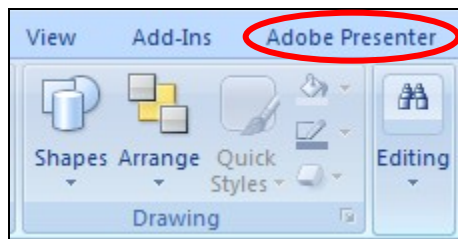
Audio Editor

You can edit the audio in your presentation at any time after initially recording your audio. Using Audio Editor, you can listen to an audio file, insert silence, adjust volume, and change a number of other options including adding additional narration and removing extraneous words (umm's and ahh's ...).

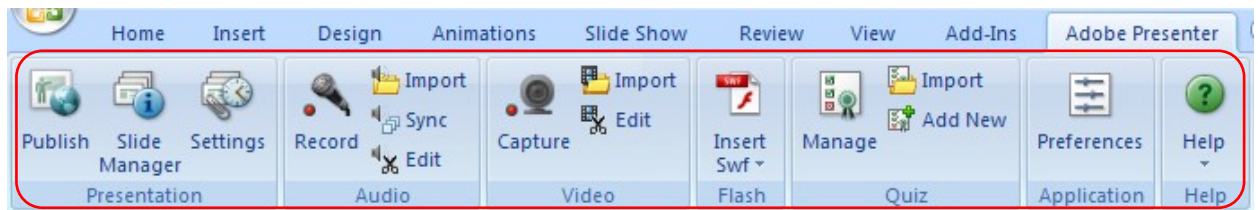
Remove Extraneous Audio

You can edit the audio in your presentation at any time. You can easily remove umm's, ahh's, long pauses ext. using the Adobe Presenter Audio Editor.

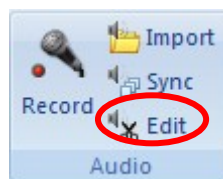
Step 1: To begin, open your Power Point 2007 presentation. Click the **Adobe Presenter** tab.



Step 2: Next, the Adobe Presenter menu options will appear.

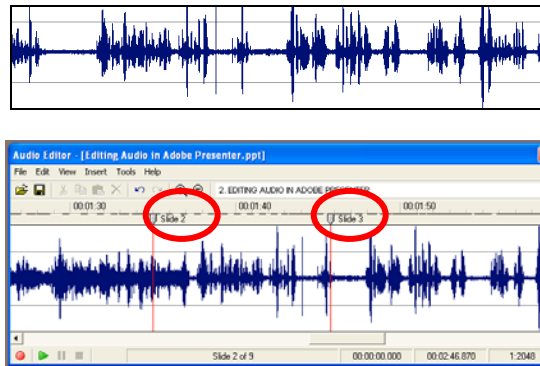


Step 3: Select **Edit** from the Adobe Presenter menu. The Audio Editor page will appear.



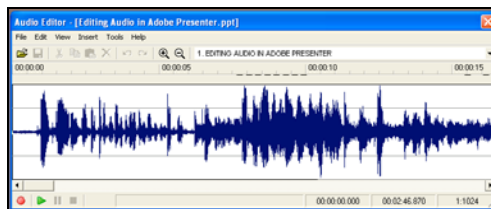
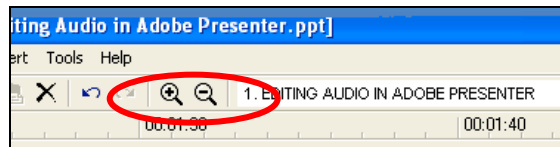
Wave form

Before we get started we would like to introduce you to the **wave form**. The wave form is a visual representation of the highs and lows of your recorded narration.

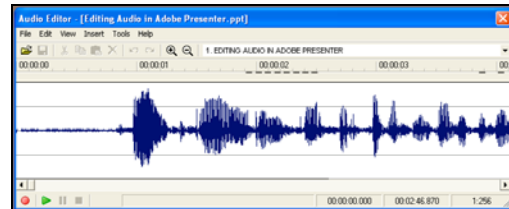


Markers exist to highlight the beginning of each slide.

Step 4: Using the **Zoom +** tool, zoom in on the wave form.

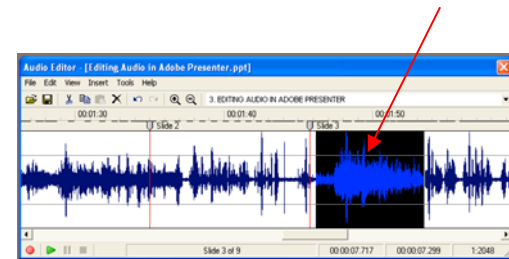
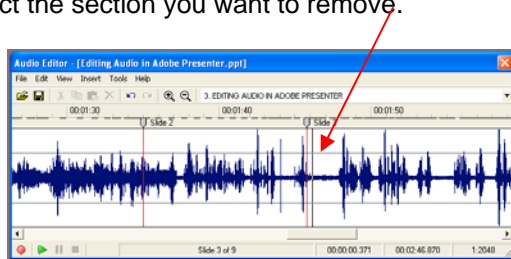


Original view



x2 Zoom view (2 clicks)

Step 5: To remove a section of the audio click hold and drag in the **Audio Editor** window and select the section you want to remove.

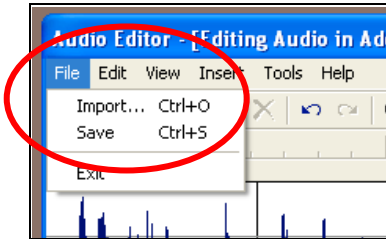


Step 6: Use the **Delete** key on the keypad above the arrow keys to delete the selection.

Note: The delete key on the key board will not work to delete the audio.

Step 7: Continue Editing as needed.

Step 8: From the *File* drop-down menu select **Save** to save your changes. This will automatically update the PPC file.



Be sure to **Save** both **PPC** and **PPT** files in a folder titled “**Power Points.**”

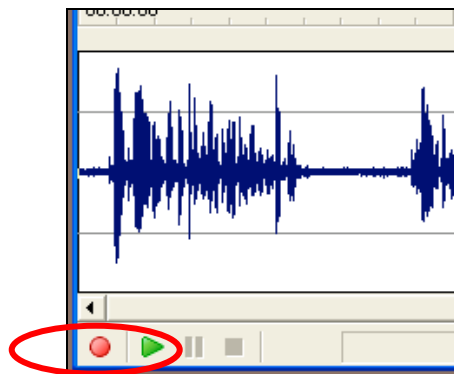
Step 9: Close the window.

Insert Audio

You can add additional narration to any part of a Presenter presentation. This feature is particularly useful.

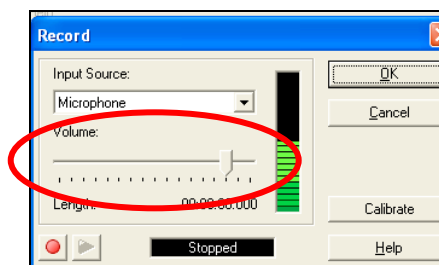
Step 1: Click inside the Wave form where you would like to add narration.

Step 2: Click the **Record** button. The **Record** page will appear.

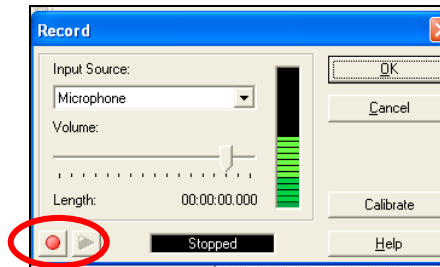


Step 3: Adjust the volume using the **Volume Slider**.

Note: The goal is to match the height of the existing Wave form.

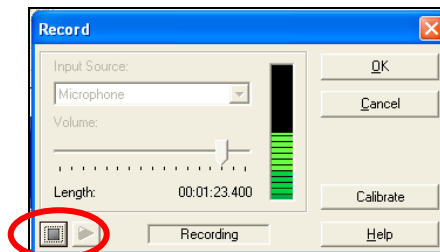


Step 4: Click the **Record** button.



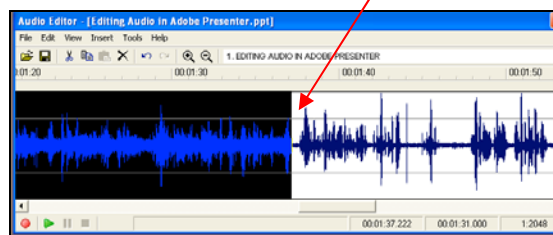
Step 4: Record narration to be inserted.

Step 8: Click the **Stop** button to stop recording.



Step 9: Click **OK** when you have finished inserting your audio.

Step 10: Listen to the inserted material by pressing the spacebar.



Note: You can listen to any section of the wave form by highlighting it and pressing the spacebar.

Step 11: From the **File** drop-down menu, select **Save** to save the inserted narration.

Congratulations you have finished!

Conclusion

We hope this guide, *Edit Audio in Adobe Presenter* was helpful.

For more information about online course development, please visit the TLITC or contact us via email at tlitc@bhcc.mass.edu.