

## Purpose

Use this procedure to edit the narration (audio) associated with a slide and to increase or decrease the volume of the narration.

## Trigger

Perform this procedure when edit the narration (audio) associated with a slide and to increase or decrease the volume of the narration.

## Prerequisites

- There must be narration associated with the file.
- There must be sound associated with at least one of the slides in the Presentation.

## Menu Path

Use the following menu path to begin this transaction:

- N/A

## Transaction Code

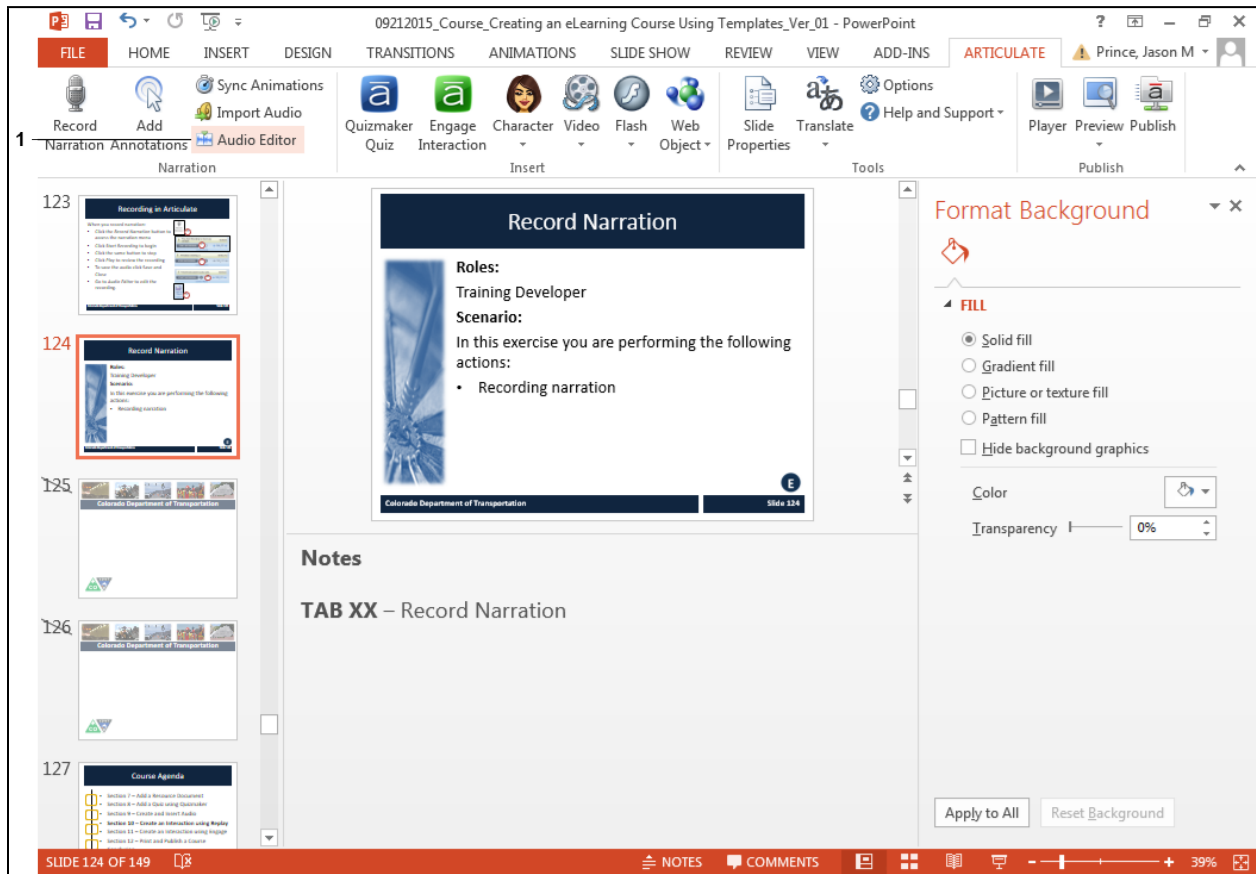
Articulate

## Helpful Hints

- Click the **Preview** button once you are done to listen to the narration associated with the file.
- Depending on the course, it is best to insert at least one second of silence before and after the narration.
- Always expand the file to at least 300% to 400% to make it easier to see the details of the narration.
- At the end of the narration instead of using the **Silence** button, you can drag the selector between slides to add additional silence.
- To change the sound level of all of the file use **ctrl+a** to select all the files and select the **Volume** Button to adjust the sound of the file.
- The length of the slide is adjusted automatically when you save the changes.

## Procedure

### PowerPoint

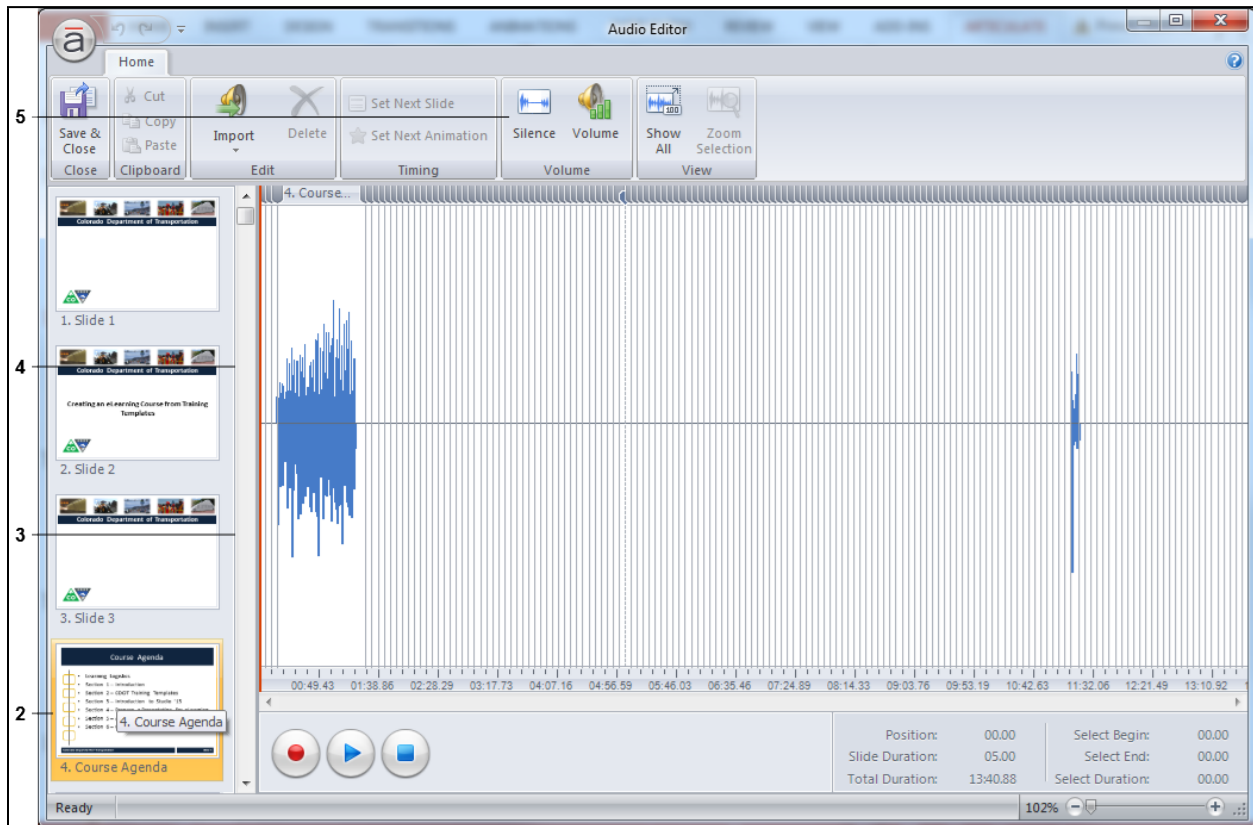


1. Click **Audio Editor** button . The *Audio Editor* screen displays.

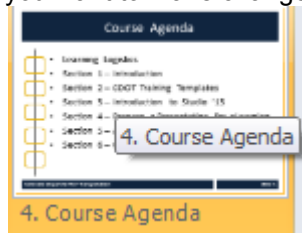


In this work instruction we are going to work on changing the recording for Slide Four of the presentation. The first step of the process is to select the slide. The slides are located on the left side of the screen.

## Audio Editor



2. Click the slide you want to make changes to in the presentation. In this example, **Slide**



**Four Course Agenda** was selected.



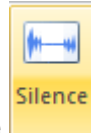
In the screenshot above you can see the audiogram (visual representation of a sound file) for the Slide Four is compressed. Selecting the slide increase the size of the Audiogram making it easier to edit as you can see in the screenshot found in step three of this process. The gridlines at the bottom of the graph now display the seconds.

3. The whole slide is selected based on the blue color. Left click the area just in front of where the slide begins. to deselect the whole slide.



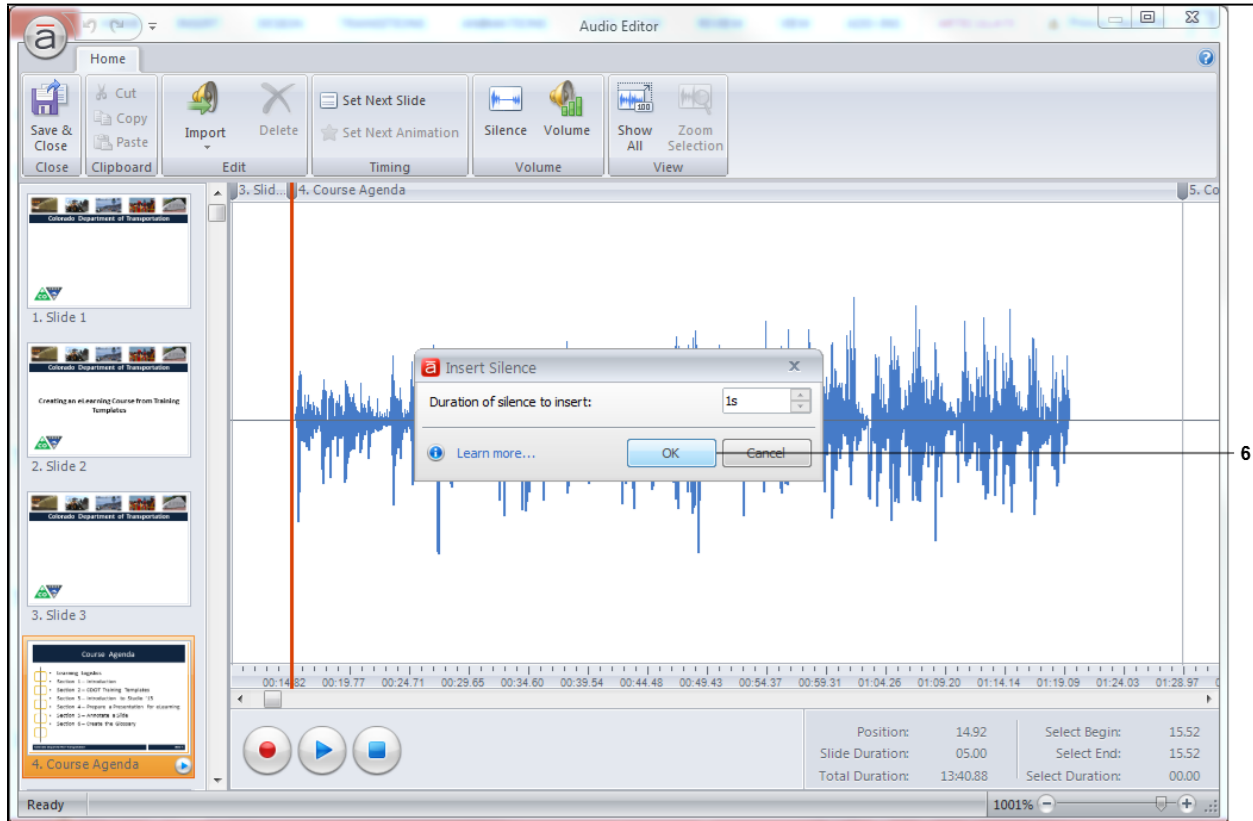
In the audiogram above, you can see there is very little time in front of the recording. This should be at least one second for each slide.

4. The whole audiogram for the slide is not longer selected, but if you add time at this point it would be inserted a break in the audio file instead of inserting silence before. To go to the beginning of the slide you need to left click on the **Gray Line** located to left of selected are as indicated by the red line. Left click on the **Gray Line**.



- Left click on **Silence**. The *Insert Silence* screen displays. The default for the screen is 1 second, but can be increased by selecting the **Up** and **Down** arrows.

### Audio Editor

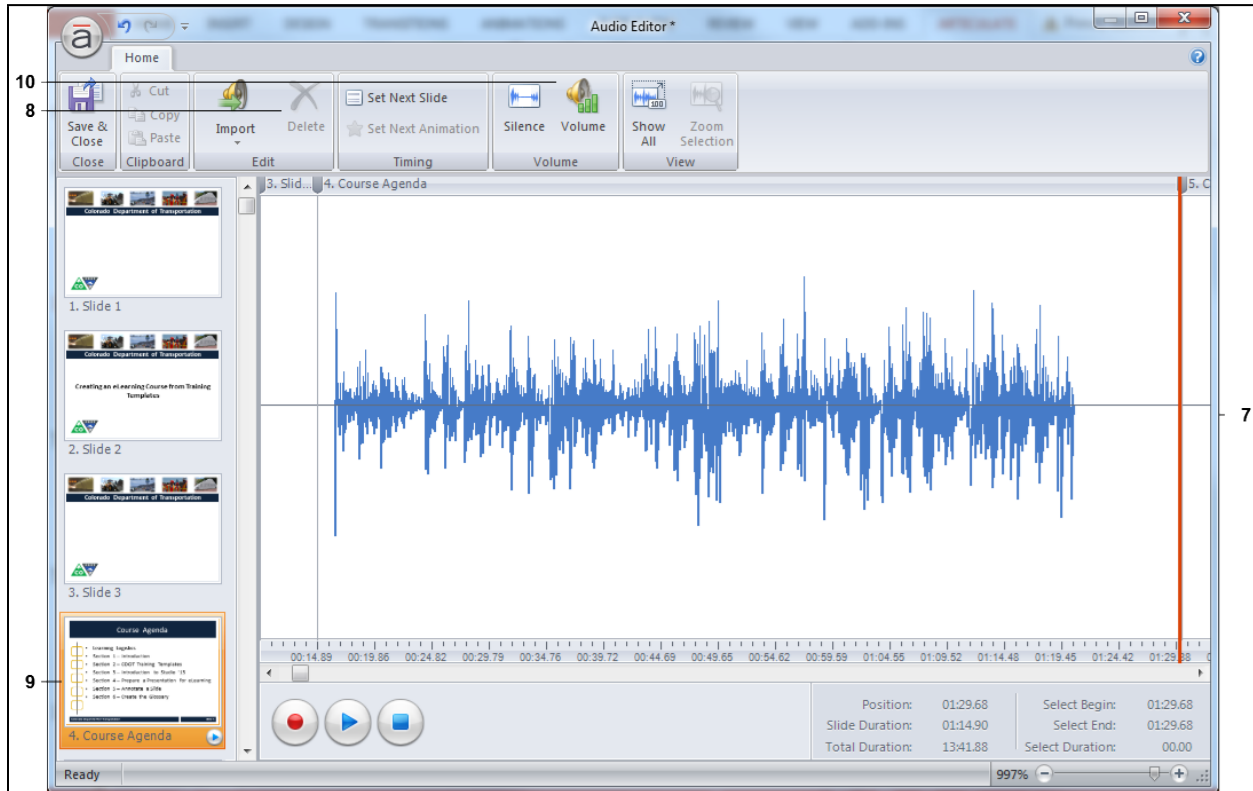


- Click **OK** button. The *Insert Silence* screen closes and the screen updates with the blank area in front of the audiogram representing one second of silence.



Now take a look at the area to far right of the audiogram. There is too much silence probably because the person who recorded the narration was too slow in hitting the stop button when they were recording. This can be fixed easily by deleting this segment of the file. We can save time by leaving a second of silence at the end of the file instead of deleting it.

## Audio Editor



7. Left click and drag the **Redline** to be within one second of the end of the audiogram as shown in blue. The area you selected is highlights in blue.



8. Click **Delete** to remove the selected section of the recording. The screen updates.



The audio file is now ready. This process should be completed for each slide with audio within your presentation. Now lets look at changing the volume of the slide. You can increase or decrease the volume of the slide, or by using ctrl+A change the volume of the entire presentation.

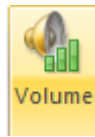


When working with the volume make use of the audiogram. If one of the audiograms for a slide is much taller than another this means it is much louder. If it is much shorter than this means it is too soft. The end result of either will be the volume being inconsistent. Use the following steps to adjust the volume so the volume is consistent. You should make this comparison between all slides. If the entire presentation is too loud or too soft then use ctrl+a to select all slides and use the steps below to increase or decrease the volume.

9. Click the slide you want to make changes to the volume. In this example. **Slide Four**

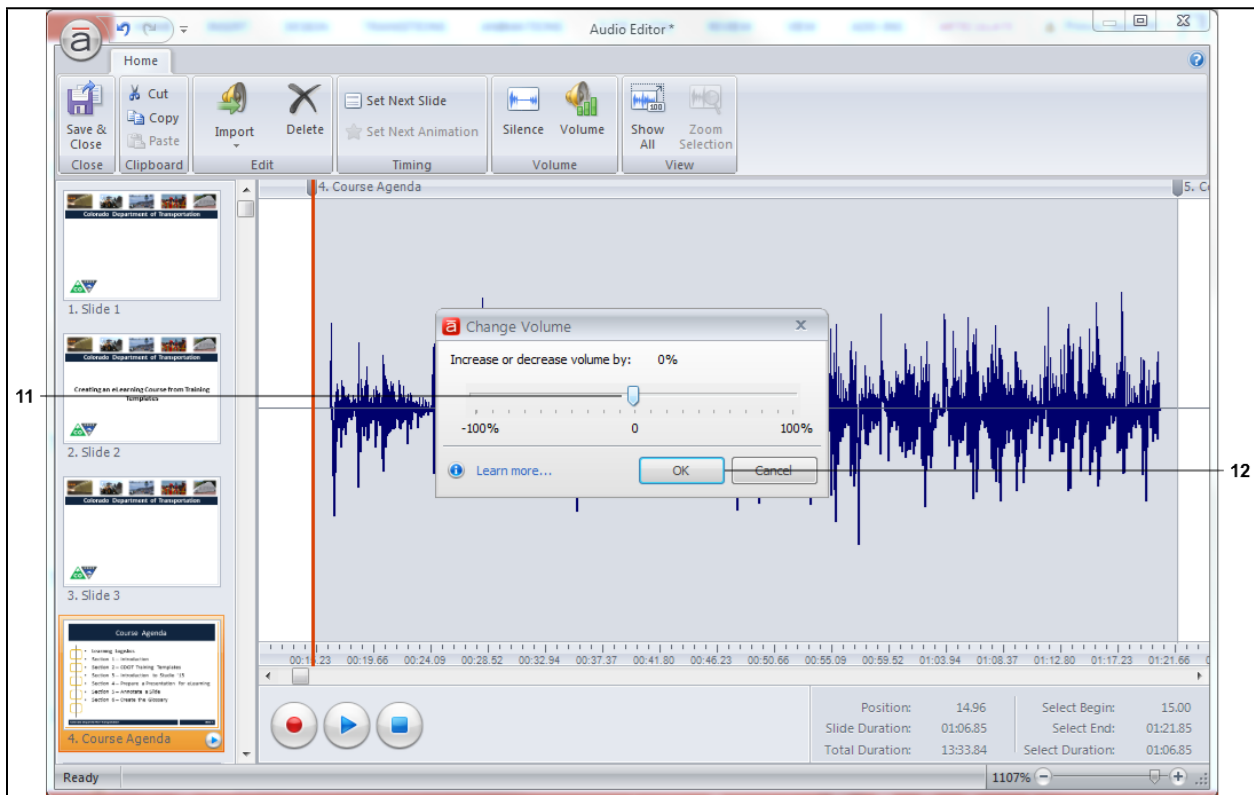


**Course Agenda** 4. Course Agenda was selected. The slide highlights in blue to show it is selected.



**10.** Click **Volume**. The **Change Volume** screen displays.

### Audio Editor



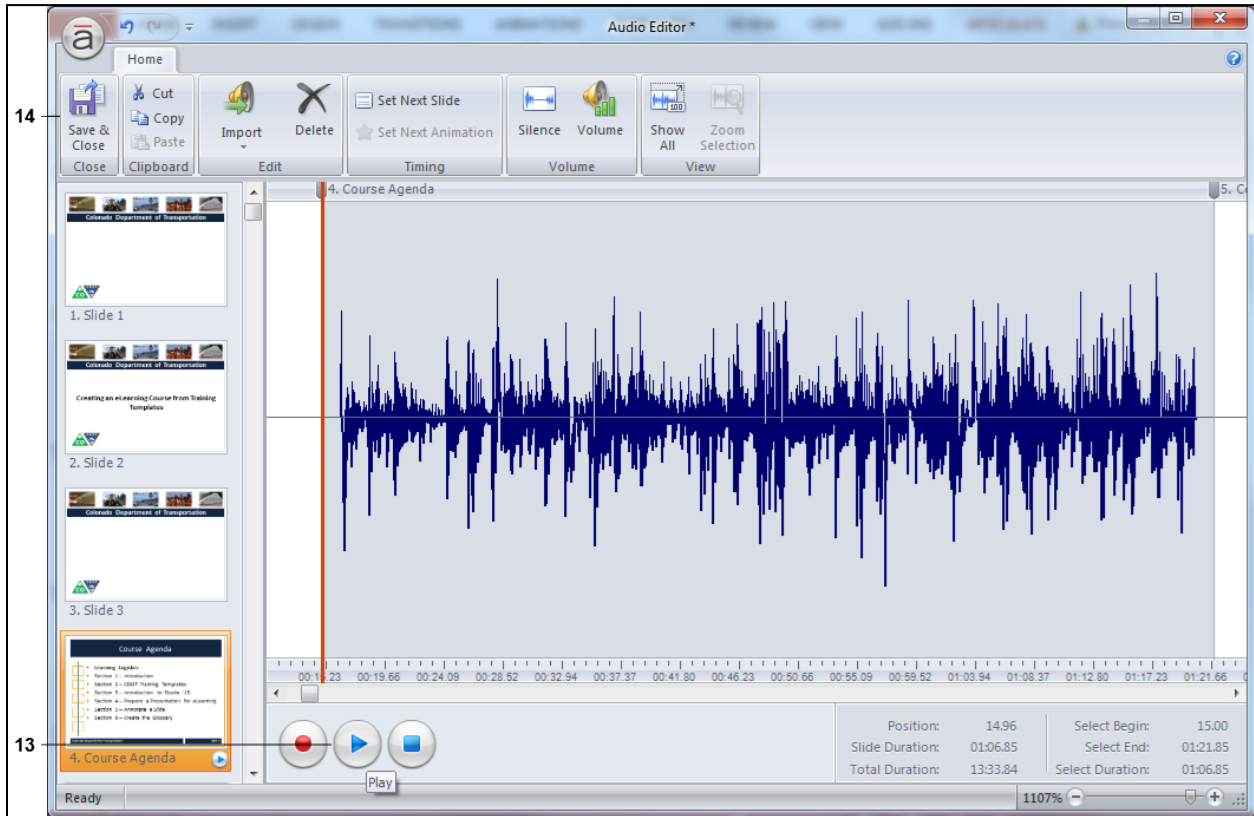
**11.** Click and hold the **selector** to increase or decrease the volume. In this this example, the volume is being increased by 20%.




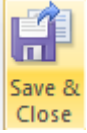
The audiogram increases in size showing that the volume has been increased.

**12.** Click **OK** to save the changes to the volume. The *Change Volume* screen closes.

### Audio Editor



13. Click **Play**  and confirm the volume is where it where you want it to be. Also, be sure to listen to the next slide as well to ensure the volume does not jump.

14. Click **Save and Close** button  to save your changes and return to the Presentation.



To review the changes in the presentation click on the preview. This displays the slide with the audio playing. If there is no volume, check the slide as you are returned to the working prior to the change and not necessary the slide you changed the volume. For example, if I was working in slide 123 and the volume was changed on slide four then I would be returned to slide 123 and the preview would be of slide 123 unless I selected slide four.

## Result

You have edited a narration associated with a slide.

For feedback on this document, please contact [dot\\_SAPSupport@state.co.us](mailto:dot_SAPSupport@state.co.us).