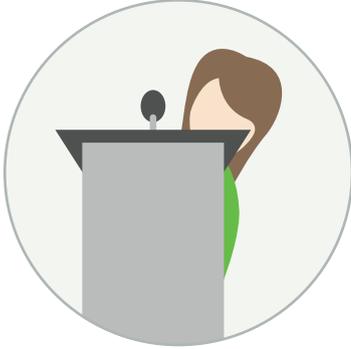




Practising presentations



1- Preparation is key!

For many people, presenting is a nerve-wracking and daunting experience but it can also be exciting and rewarding with the right preparation and practise. Audio Notetaker is a fantastic tool for honing your delivery and highlighting any areas that need attention. Take a deep breath and remember it's not the end of the world if you don't deliver it perfectly – these things take time and practise!



2- Import slides and write your script

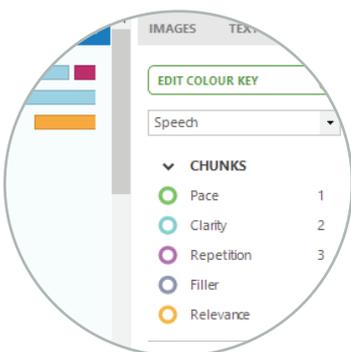
Import your PowerPoint slides into a blank Audio Notetaker project and write your script in the **Text Pane**. A good start would be to use the **Extract text: all slides** function.

If you have your script already written then copy and paste this text into the first section and use the **Push Text** feature to break the text up so it matches the relevant slides.



3- Record yourself section-by-section

Make sure **Microphone Only** is selected from the **Record** dropdown menu and record yourself practising what you intend to say for each slide. You may want to stop recording after each section, moving on to the next only when you're completely happy with it. Alternatively you can record a dry run of your presentation from start to finish.



4- Listen back and colour code

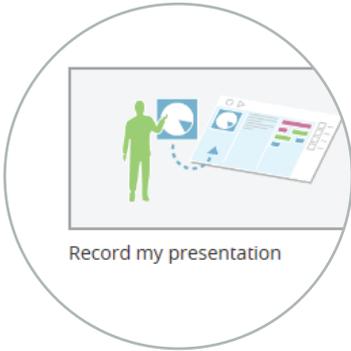
Create a custom colour key to assess your recording. Highlight audio chunks where you have gone off topic, mumbled or talked too quickly or too slowly.





5- Check your timing

If you need to stick to a specific time limit for your presentation, you can use the **Display Timecode** button at the top of the Audio Pane to see how much audio you have recorded for each section, and how long you have spoken in total.



6- Record My Presentation feature

When you're feeling confident enough to practise your presentation without your script use the **Record my Presentation** feature found on the Home tab. Alternatively you can select **Tools** and **Presentation Capture**. This will allow you to practise your delivery with just the slides to guide you. It will display two options:

1- Capture slides from PowerPoint. Use this option if your Presentation contains transitions. Audio Notetaker will automatically start recording into a new document when it detects a running PowerPoint presentation. A new section will be created for each slide displayed. Press **Enter** to move on to the next slide.

2- Display slides using Audio Notetaker. Audio Notetaker will display the slides in the active document in full-screen mode, recording audio into a new document containing a section for each slide. Press **Enter** to move on to the next slide.

A black screen appears when you've come to the end of your Presentation. Press **Enter** again to return to Audio Notetaker where your practise delivery will be synced up to the slides. Again, you can use the colour Key to highlight any areas that need attention.



7- Watch in Full Screen mode

When you've completed each section and you're happy with each recording you can watch your entire presentation in **Full Screen** mode found on the bottom left. It shows your slides alongside your script which should, in theory, match up to the audio. This way you can make sure you've said everything you intended to and haven't missed anything out.



8- Export to video

Finally, you could **Export Audio and Images as Video**. This replicates the presentation experience, with your slides shown Full Screen and without your script displayed. It also means you can watch your presentation on a portable device.

