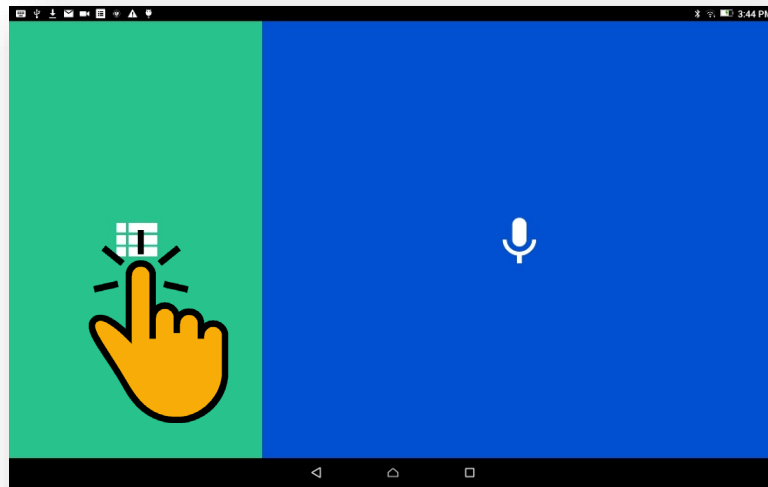# *Editing Audio Recordings – from Project Management Window*
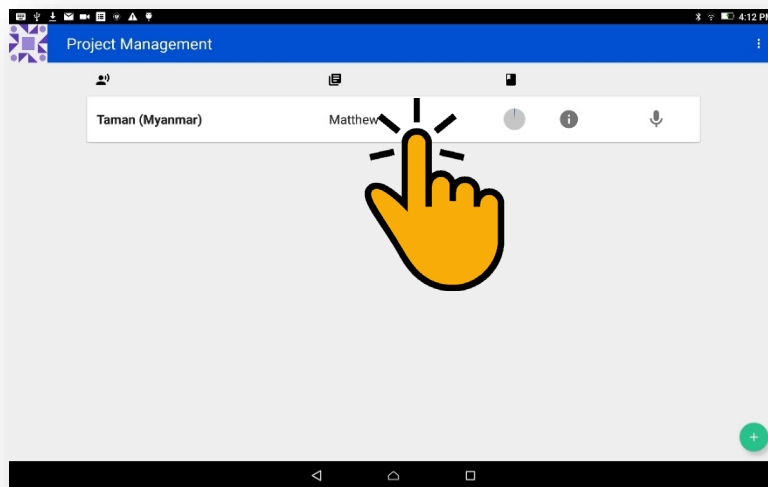
1

On the home screen, tap in the green section (Project Management).
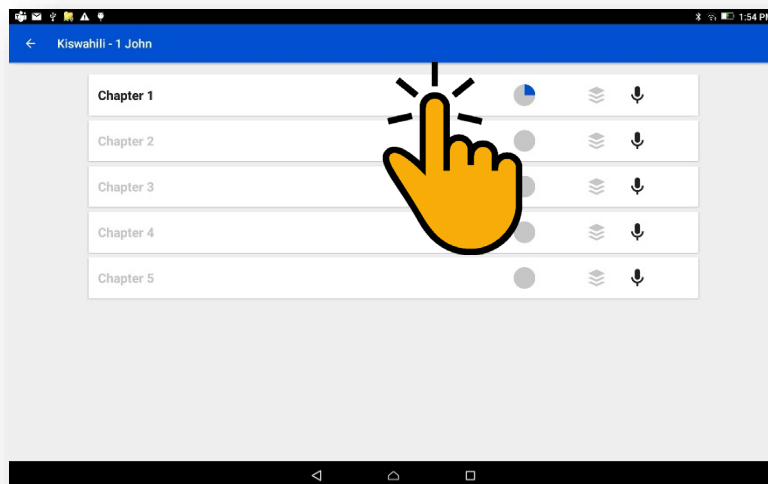

2

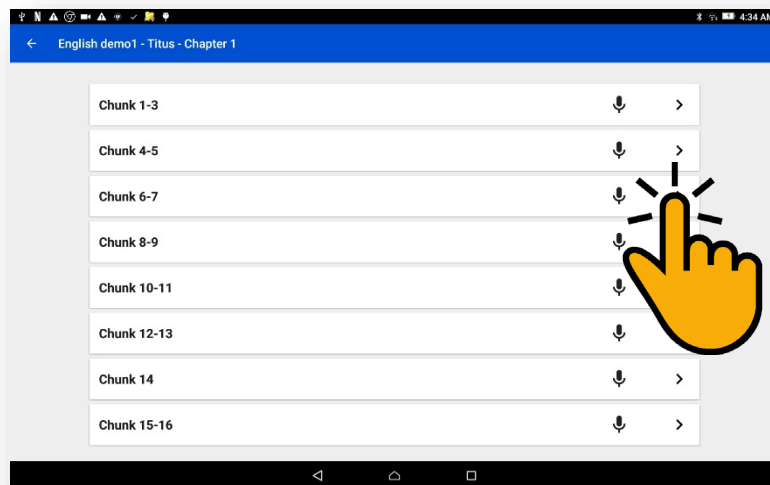Tap to open a project.
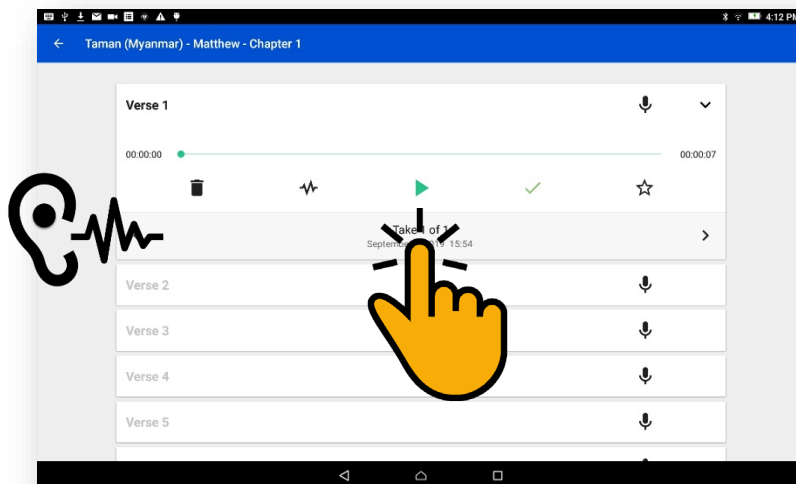

3

Tap to open a chapter.

4

Tap the **>** to open the Chunk recordings menu.
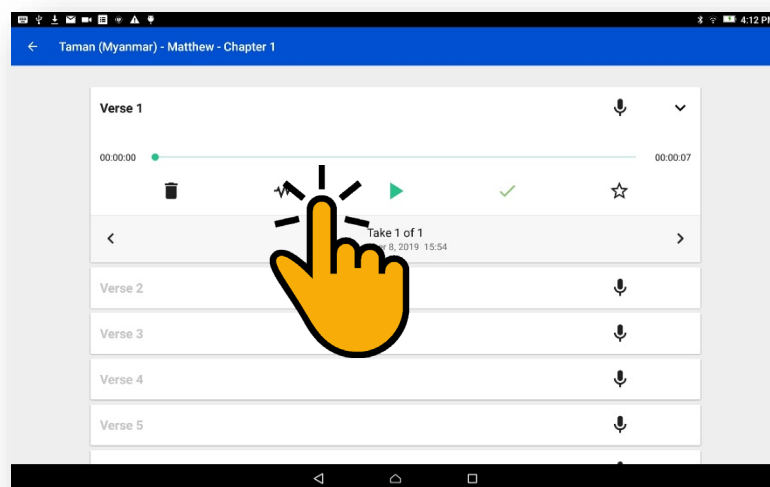

5

Tap the green triangle to listen to the recording. ▶
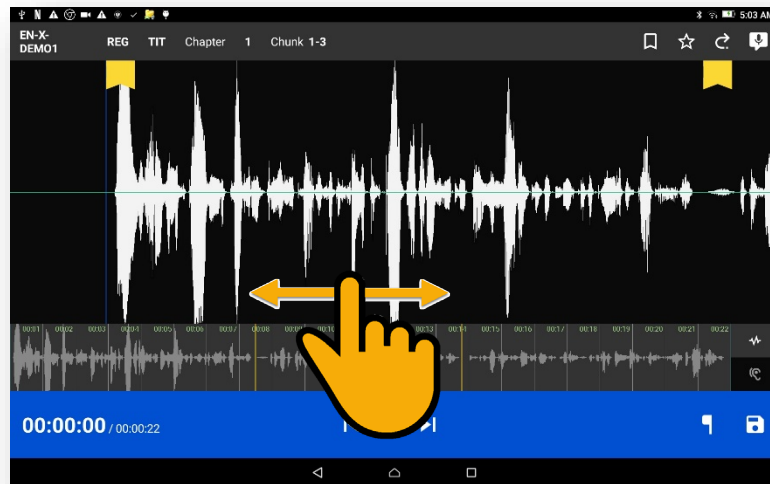

6

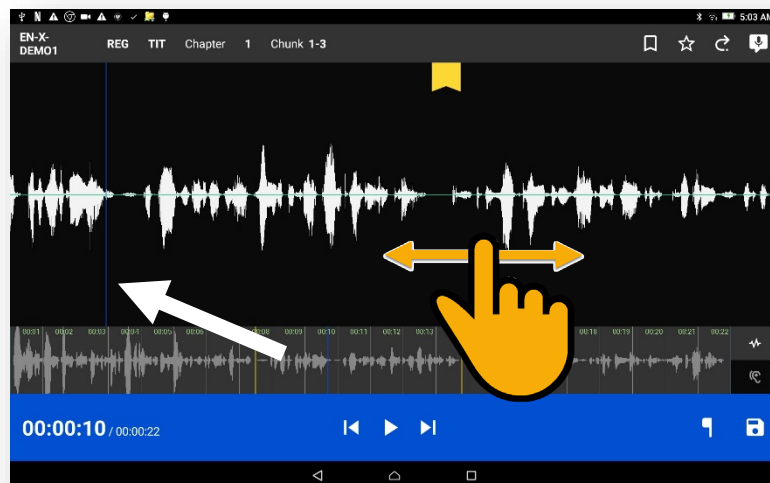To edit – tap the wave icon. ∿

7

Find the part of the audio
that needs to be
removed.

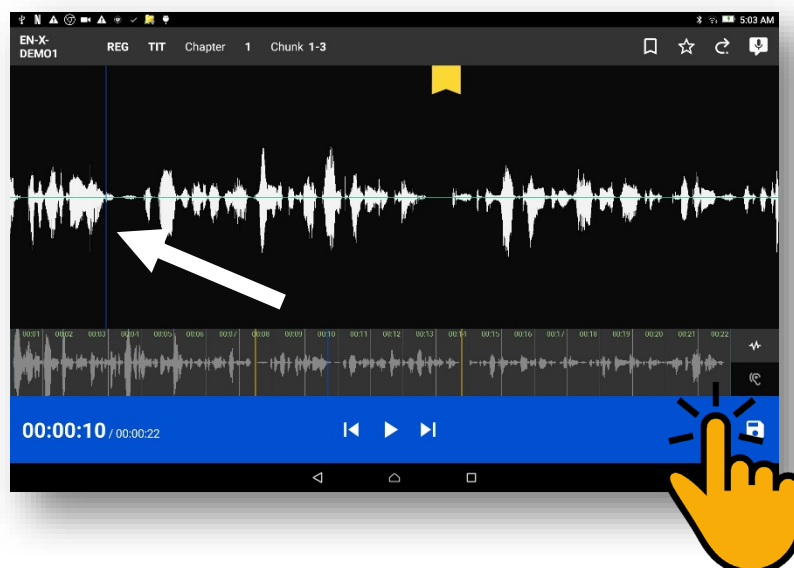Swipe to move the audio
clip along the time line.

8

Place the audio at the
thin blue line for the
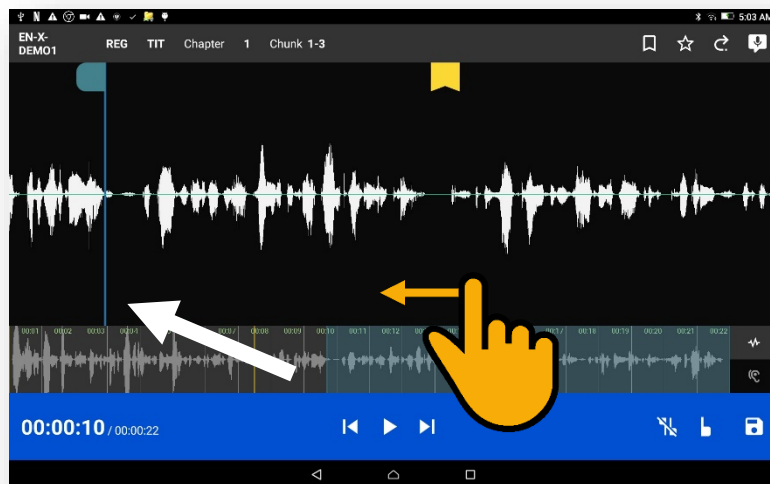beginning of the
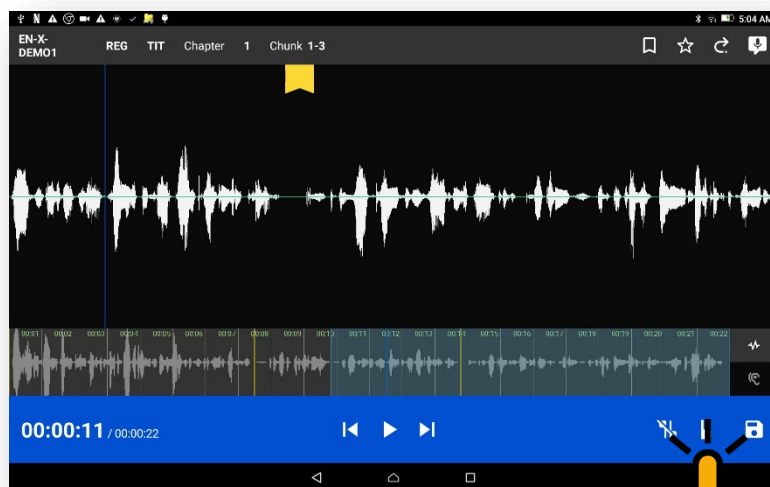recording to be removed.

9

Tap the flag

10

Swipe to the left until the end of the part to cut out is on the blue line.
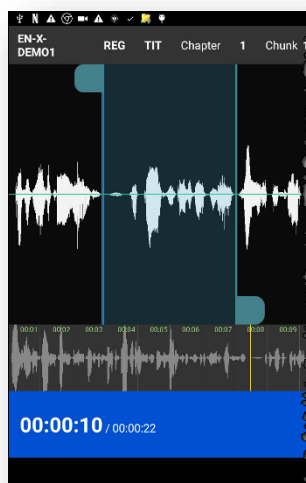

11

Tap the flag.

12
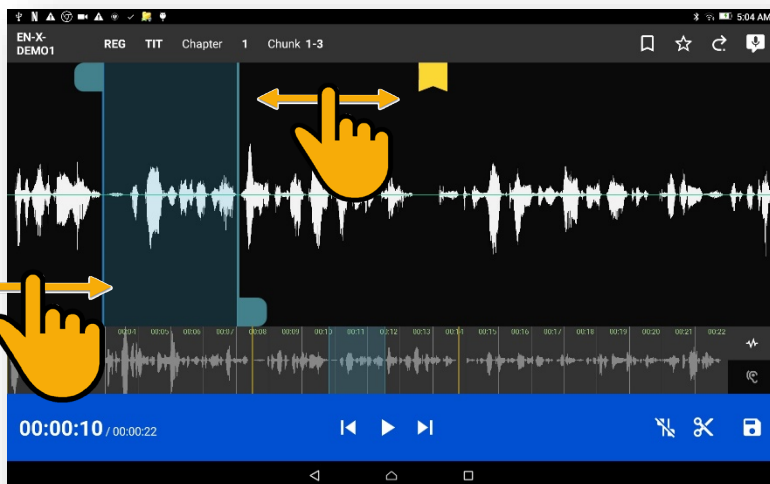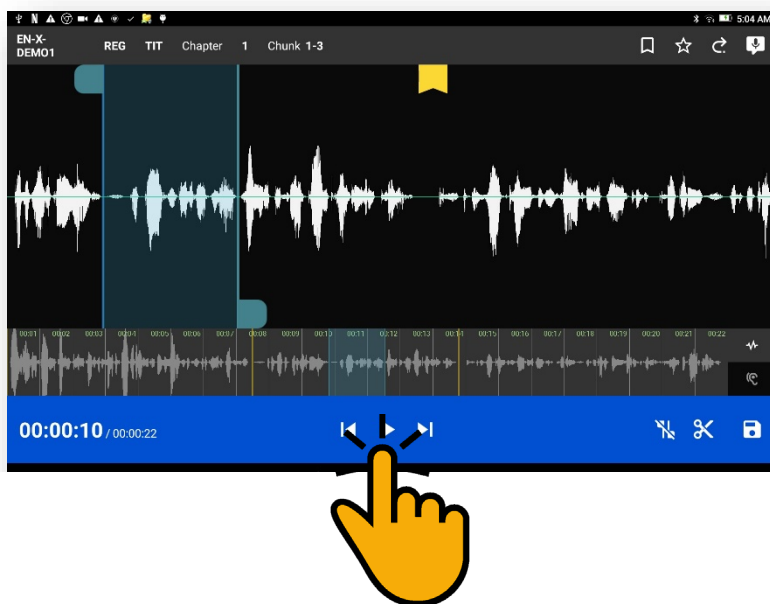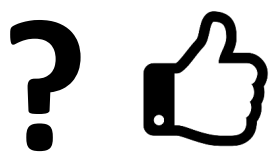
Check edit choice.

13

Listen.

?
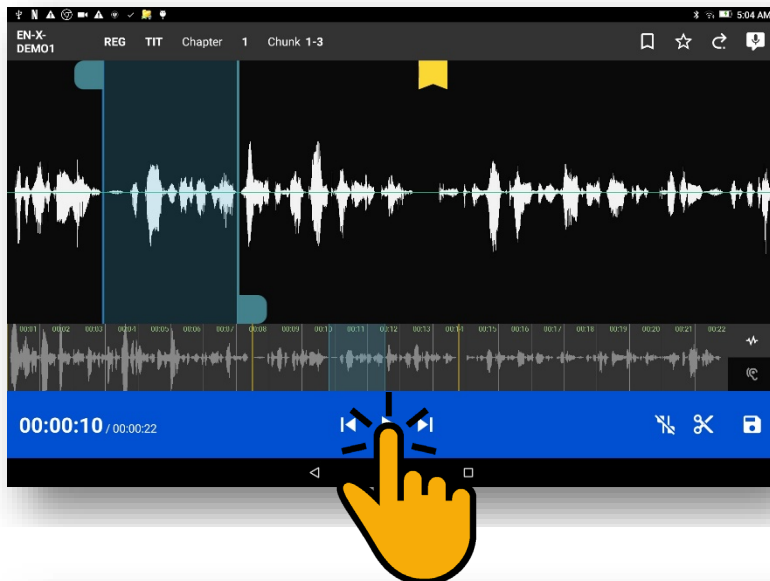
14

Slide blue flags to a
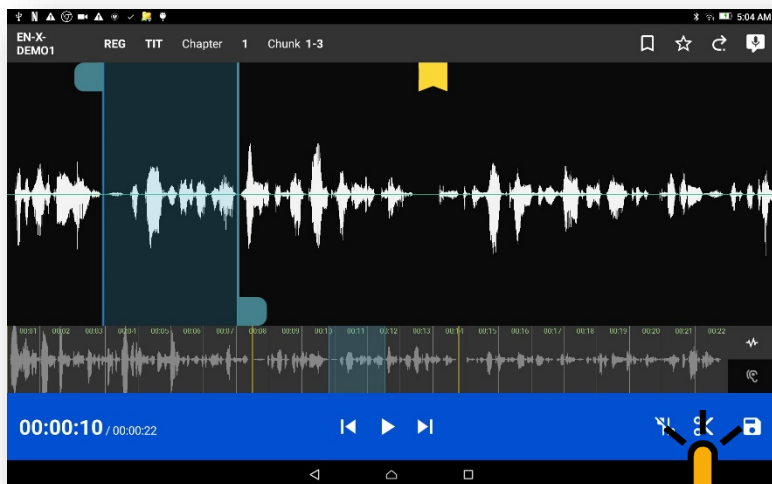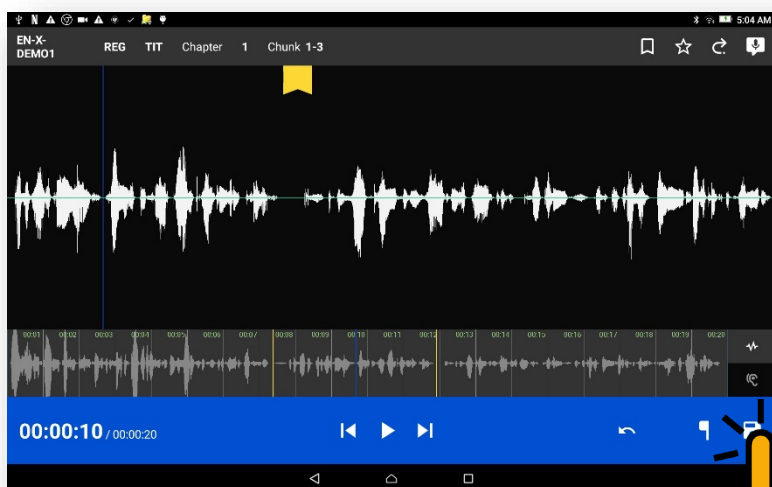better choice.

15

Listen.

? 👍

16

Tap the
scissors.

✂

17

Save the file.

Returned back to Project
Manager