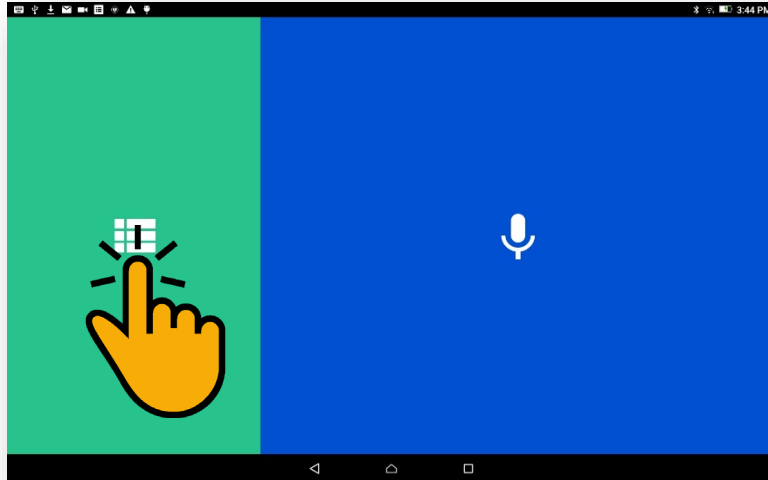


## Create Chapter Recordings

To complete a book and put all recordings together in the chapter and book you will need to combine the recordings together. This process is called 'stitching.'

# 1

On the home screen, tap in the blue section (Project Manager).

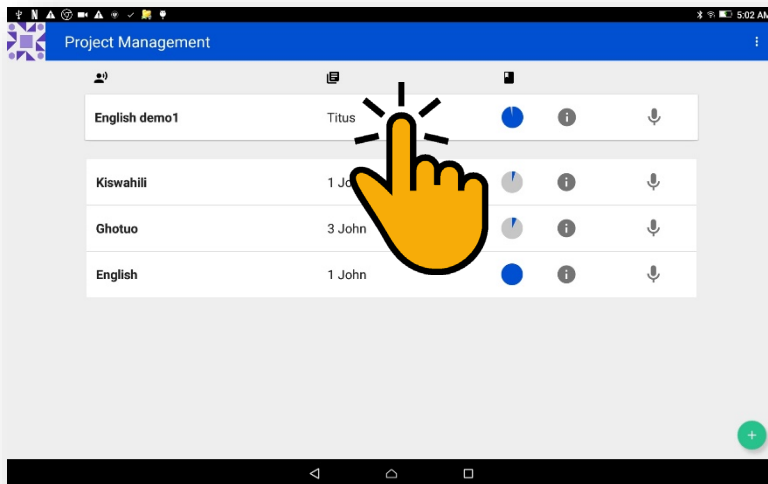


# 2

Tap to open a completed project.



Notice full blue circle.



# 3

Tap to open a chapter.

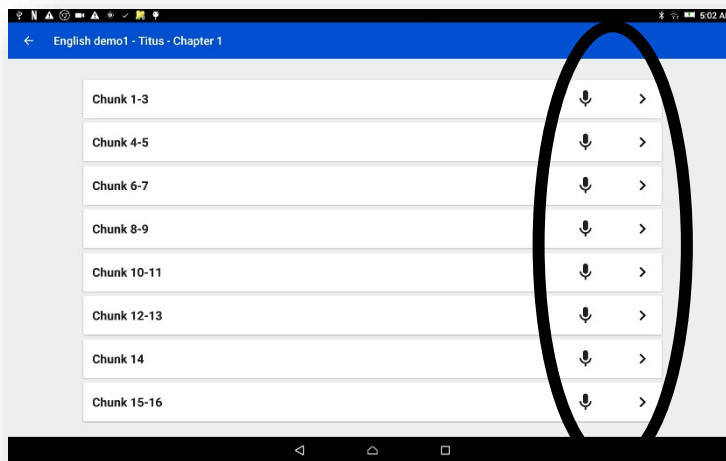
Notice full blue circle.



# 4

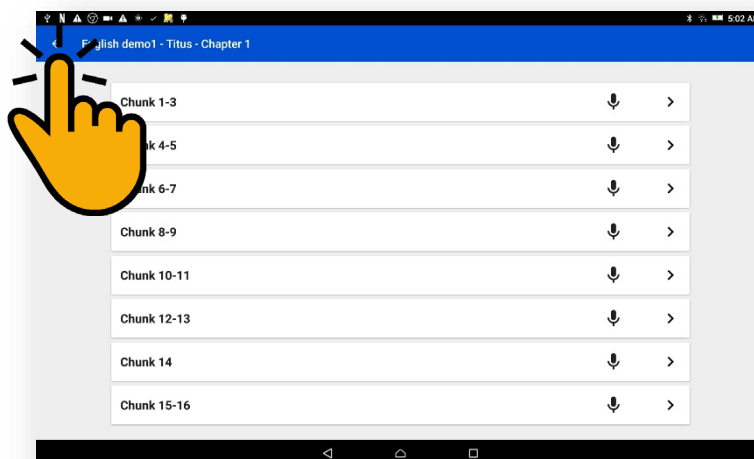
Check to make sure there is only 1 recording for each chunk or verse.

**NOTE:** if there is no number next to the microphone, there is only 1 take per verse/chunk.



# 5

Tap on the back arrow ← on the top blue bar to return to the chapter listing.

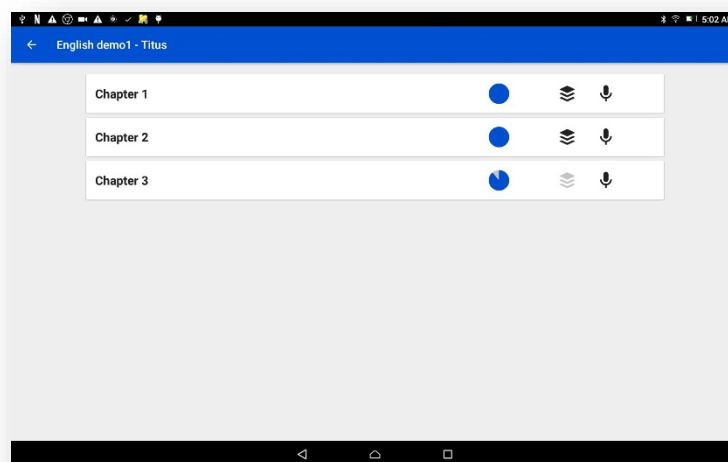


# 6

Tap on the stack of paper icon to stitch the chapter into one file.

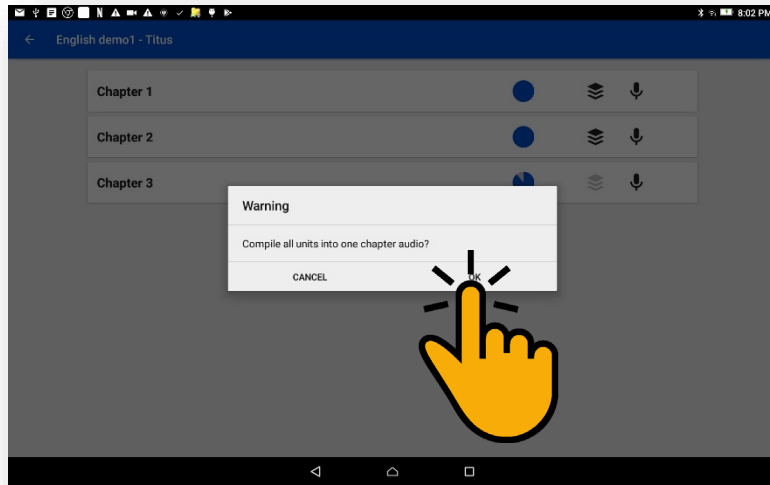


Chapters with a gray colored stack of paper icon is not ready to be finished. See page 5 for help.



# 7

Tap on OK to accept the action of making the chapter into a single file.



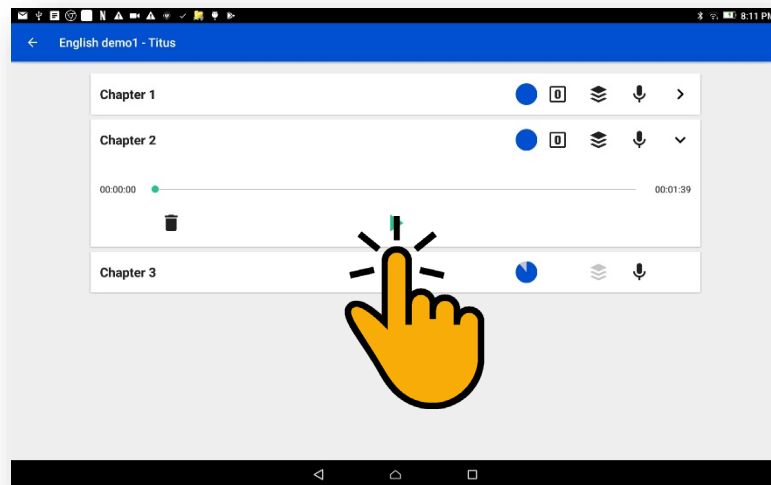
## Repeat 3 - 7 For every chapter

For the chapters with a gray colored stack of paper – see the help section on page 5.

# 8

Tap on the right arrow to open the Take Bar for the chapter.

Tap on the green play icon to listen to a complete chapter.

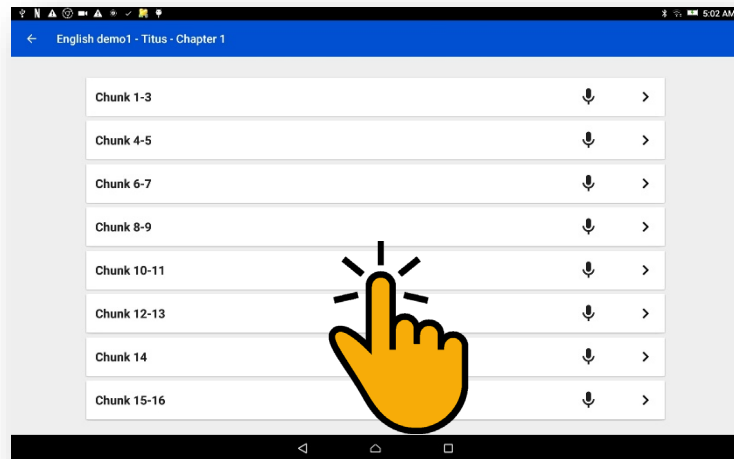


9



Does the recording need editing?

Then go to the verse/chunk and make the necessary edits.

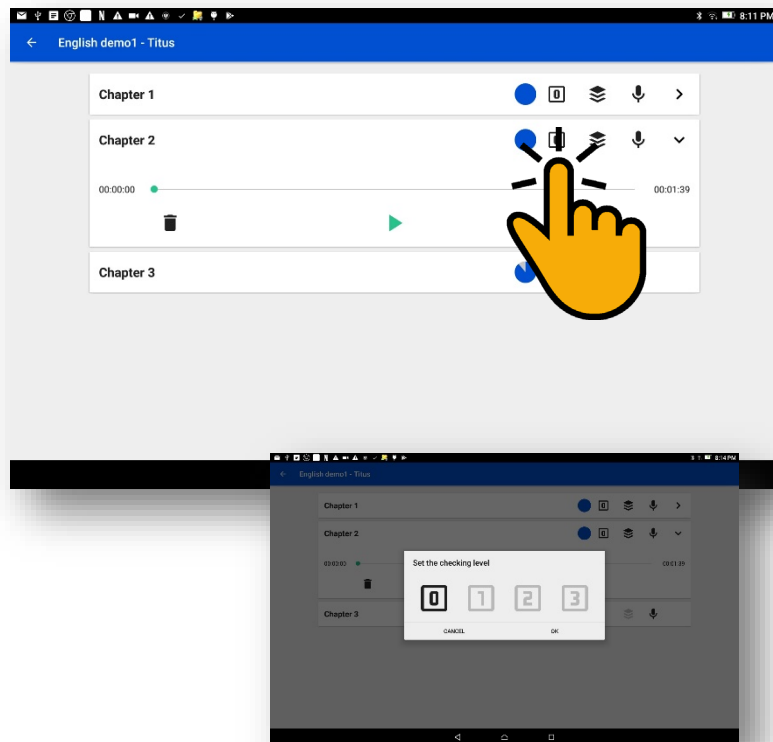


9



Is the recoding good?

Then tap on the number box to set a level of checking on the audio file.

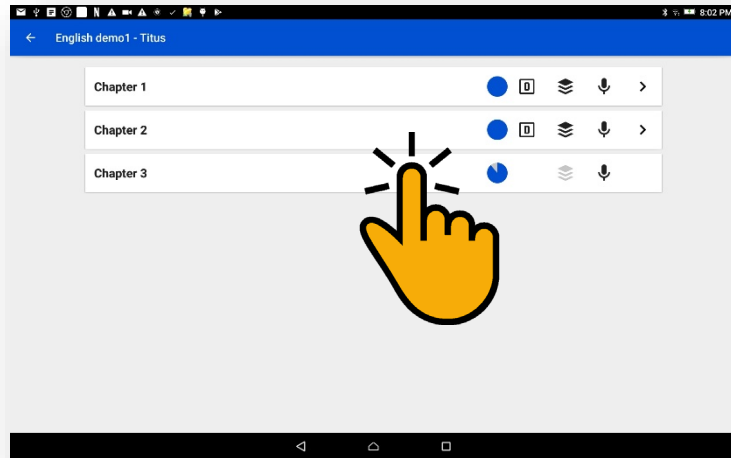


## What to do about an incomplete chapter.

# 1

Tap on the chapter bar with the gray colored stack of paper.

Did you notice the partial blue circle? That indicates an incomplete chapter.

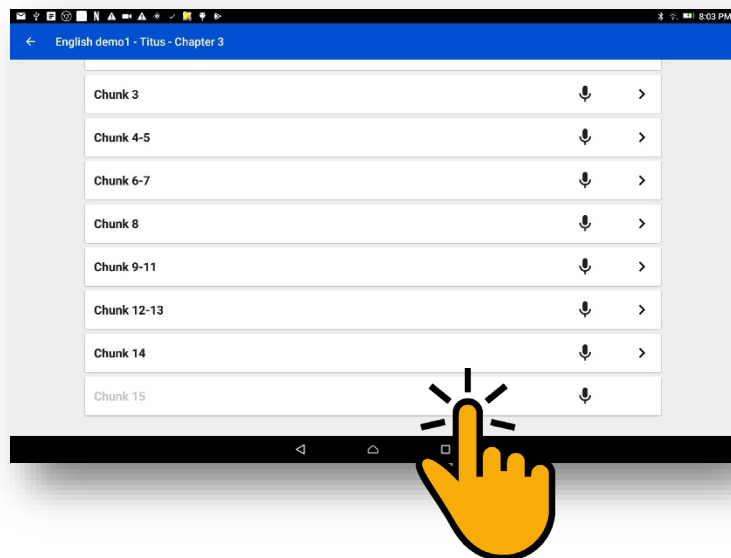


# 2

Find the verse or chunk that does not have a recording.

### HINTS:

- There is no arrow next to the microphone.
- The verse/chunk number is in gray.



# 3

Record the verse or chunk.

Once the verse or chunk is done, then the chapter is ready to be combined into one audio file.

Tap the ← at the top to return to the chapter listing.



# 4

Tap the black stack of paper to stitch the chapter.

**NOTE:** Chapters with the number in a box icon are the chapters that have been stitched.

