# 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.’**

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| **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 is not ready to be finished.  See page 5 for help. |

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| **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.

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| **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. |

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| **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.**

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| **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. |

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| **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. |