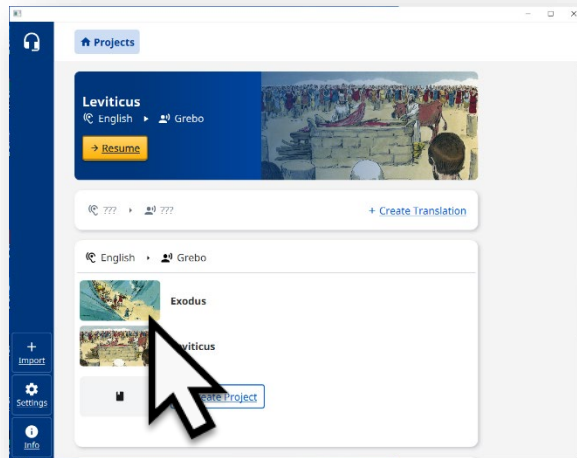# Record Project – by Chapter

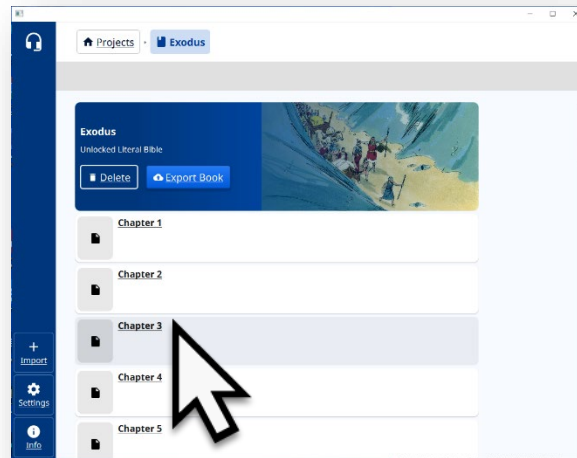**1**

Open project.

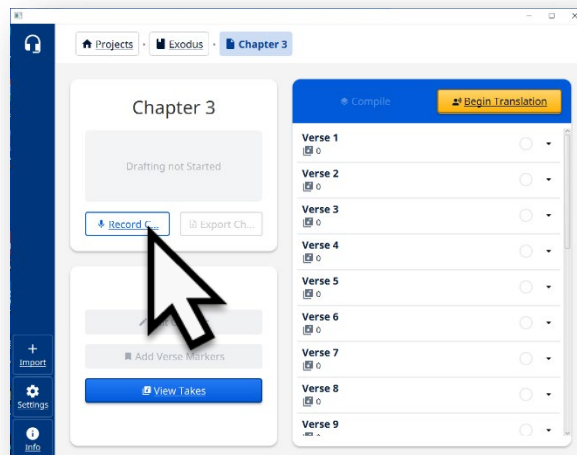Click on the book name.

2

Choose chapter.

Click on Chapter #.

3

Begin translation.

Click on the Record button to open the recording window.

4

Read the source text.

Click on the text icon to see and read the source text.

Use the scroll bar to navigate through the entire text.

5

Click on the microphone to begin recording.

NOTE: the text will hide during recording.

6

Speak.

Say the translation.

Speak clearly into the microphone.
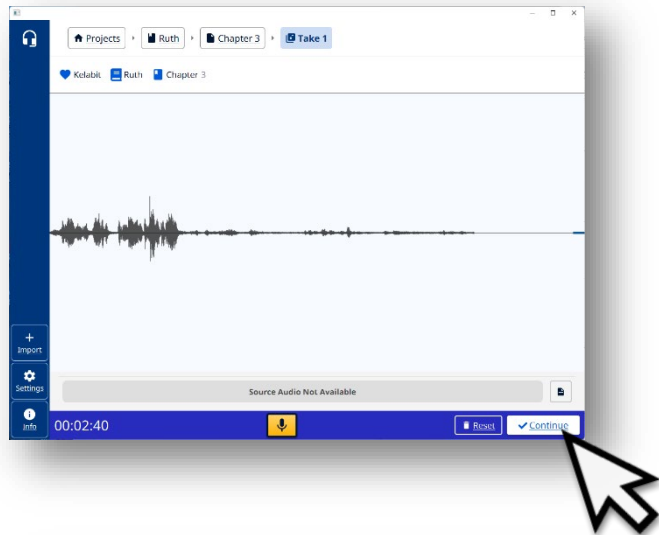
7

Stop recording.

Click on the pause ⏸ to stop recording.
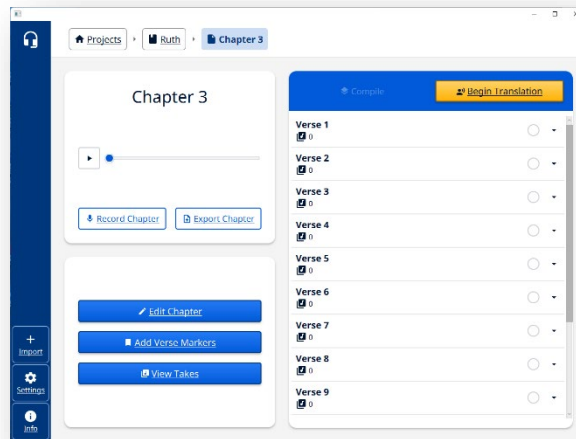

8

Click continue.

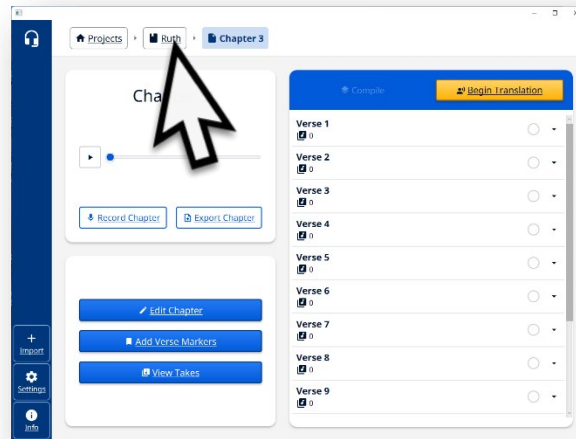Click the Continue button when done with translating the chapter.

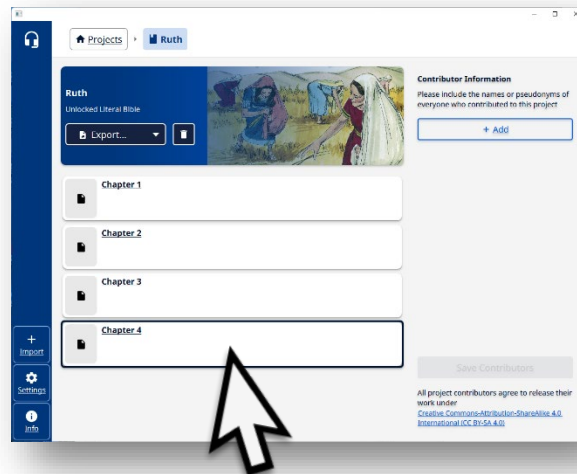# 9

Chapter recorded.

10

Record next chapter.

Click on the book name to return to the list of chapters.

11

Click on the next chapter bar.

Click on Chapter #.
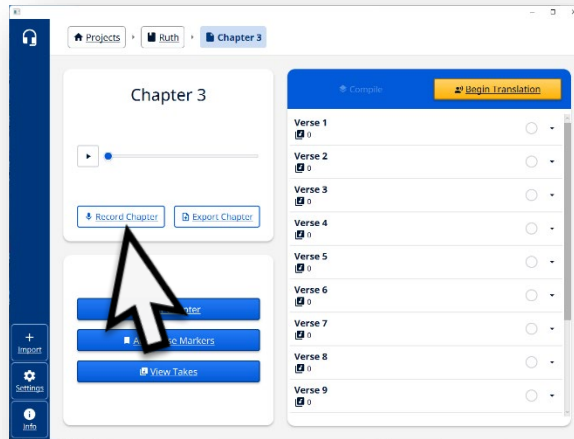

Repeat steps 3-9 until all chapters have been recorded.

**See "Editing Chapter Projects using ocenaudio"
document for instructions on how to edit the recording.**

Optional: Record same chapter again.
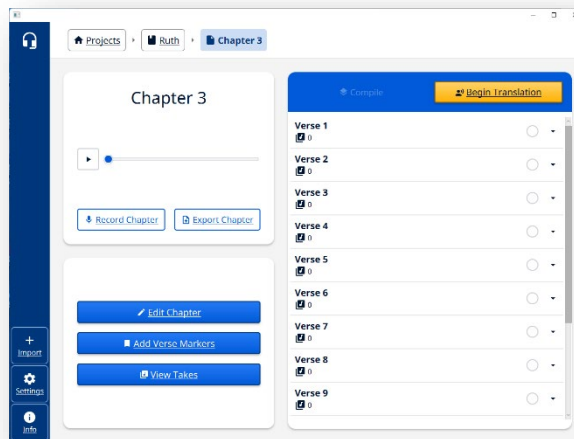
1

Click the Record Chapter button to choose to record the chapter again.

Repeat Steps 4-9 to record the chapter.

2

Click on View Takes button to view recordings of same chapter.
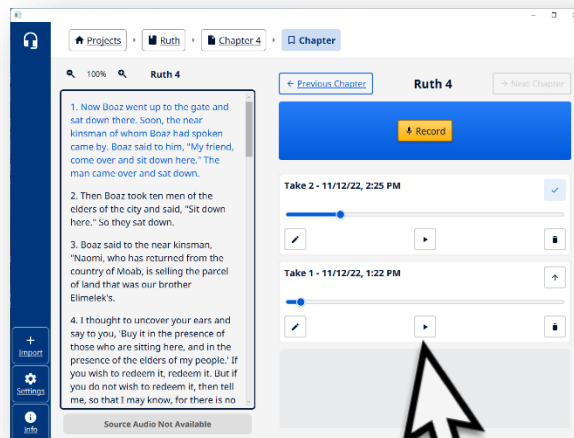

3

Listen to the takes.
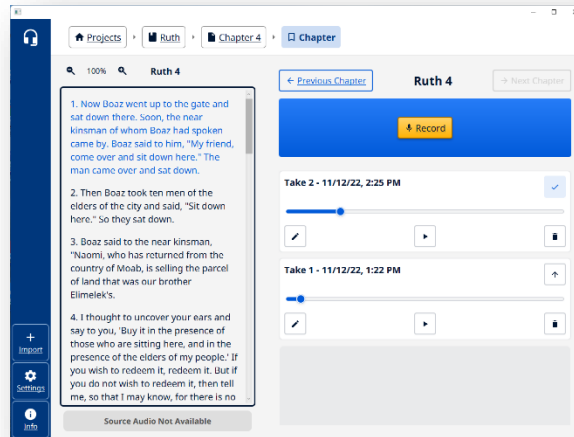
Click the play icon to listen to a take.

Decide which is best.

4

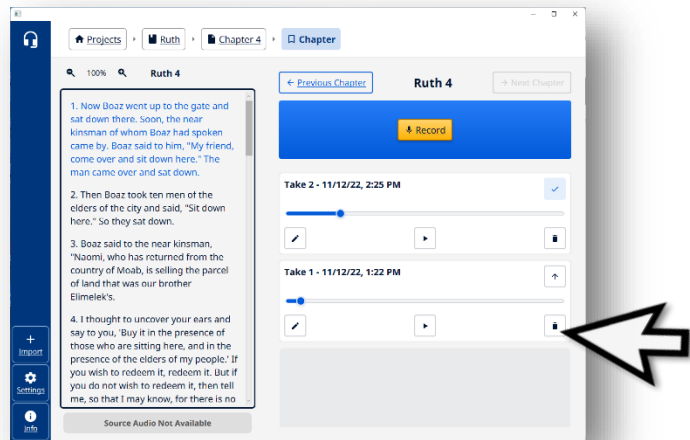## Choose the best recording.

Click on the up arrow of the best recording so that it is at the top of the list of takes.

5

Delete very poor recordings.

Click on the trash can icon to delete a take.

6

Go to other chapter recordings.

Click on the Previous Chapter or Next Chapter buttons to move from chapter to chapter.
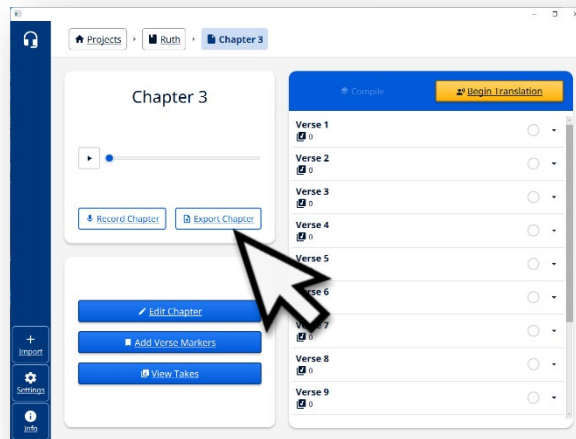
Optional: Export chapter.

1

Click the Export Chapter button.
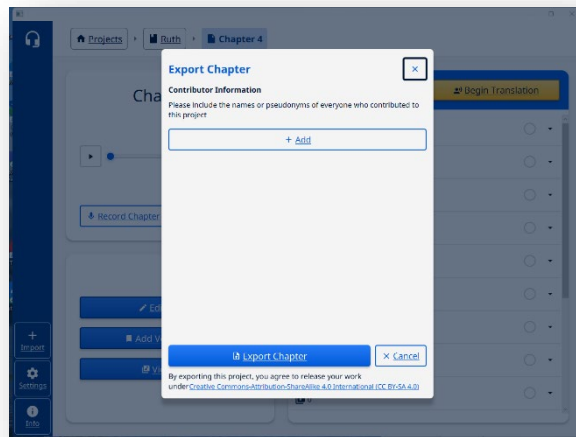
The Export Chapter window opens.

2

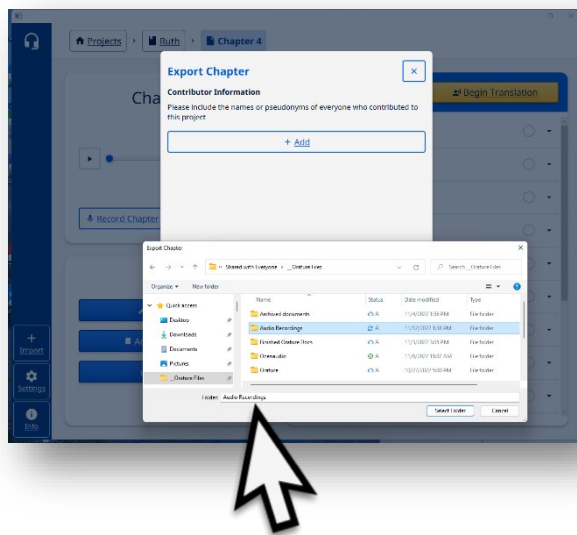Choose to add contributor names or click the Export Chapter button.

See the Add Contributors instructions.

3

Choose a folder where to save the chapter recording.
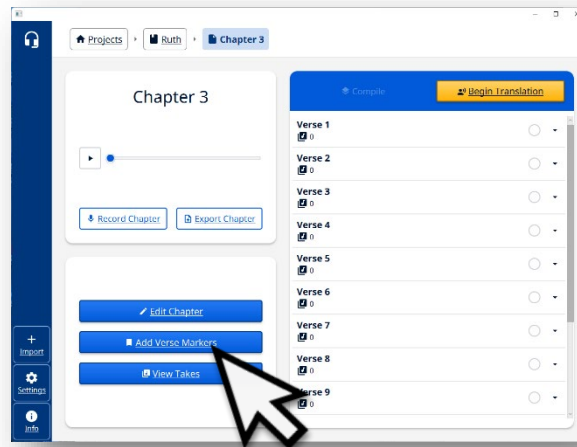
Click the Select button.

Add Verse Markers

1

Click the Add Verse Markers button.

The Add Verse Markers window opens.

Add Verse Markers Window
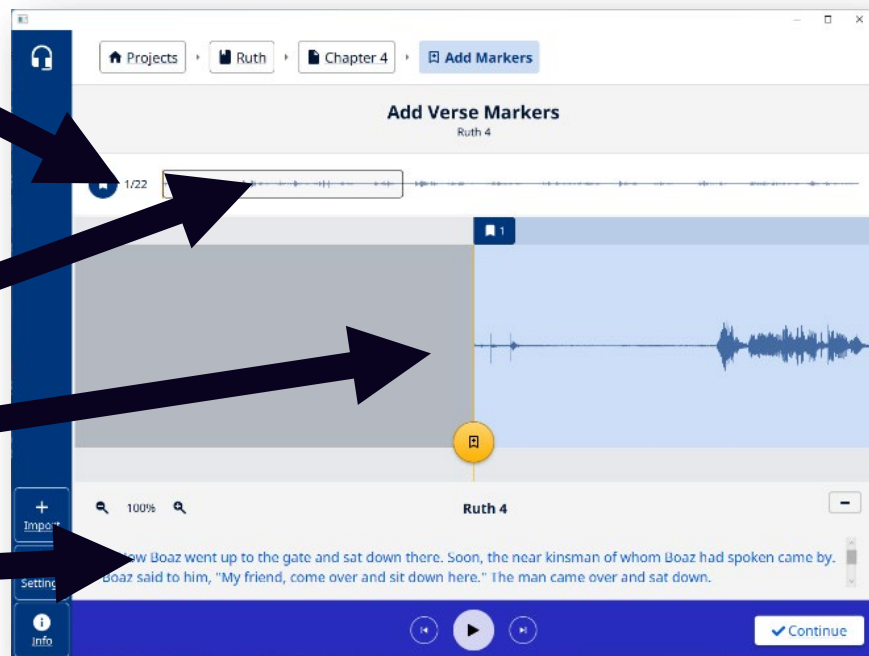
Number of Verses in chapter.

Full Audio sound waves.

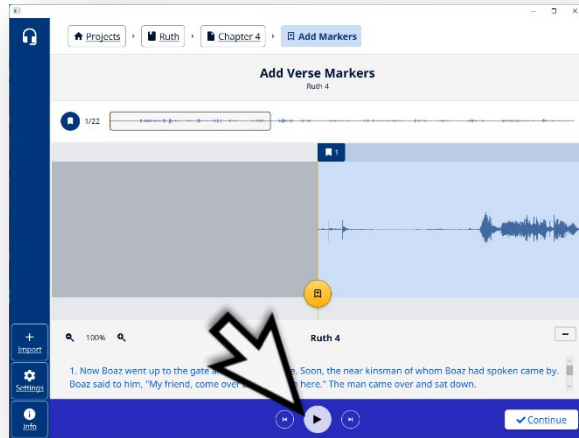**Partial Audio sound waves.**

Source Text

Note: the first verse is already marked.

2

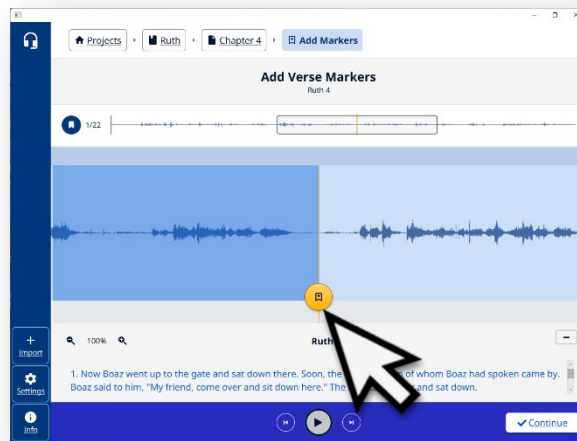Play the chapter recording.

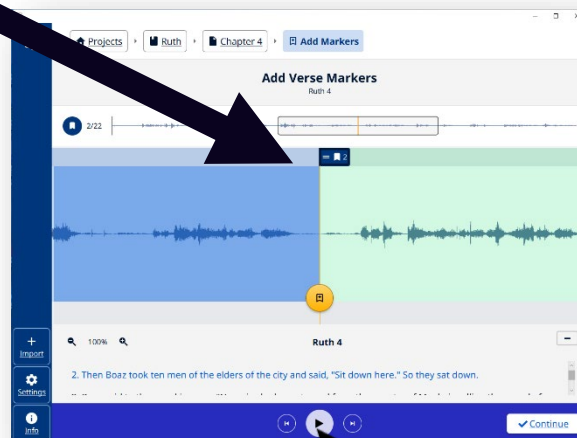Click on the Play button.

3

Click the orange circle to mark the beginning of a verse.

A verse tag shows below the full audio bar.

4

Click the play button to continue marking verses.

Changes as Verse Markers are added

Number of Verses marked/number of verses in chapter.
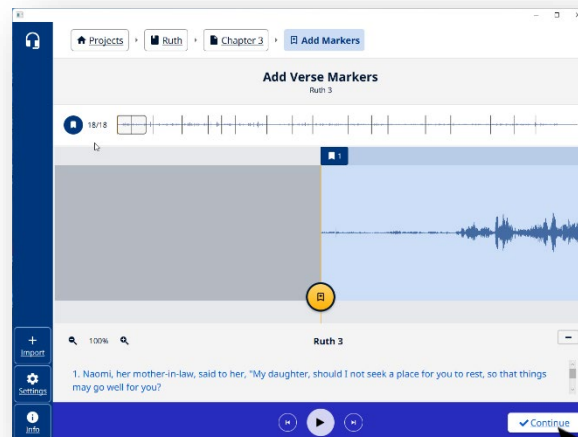
A vertical line marks verse.

Source Text changes to match verse marker.

Navigate from verse start to verse start.

Add Verse Markers
Ruth 3

14/18

≡ 🔖 14

Ruth 3

14. So she lay at his feet until the morning. But she rose up before anyone could recognize another person. For ...az had said, "Let it not be known that the woman came to the threshing floor."

100%

✓ Continue

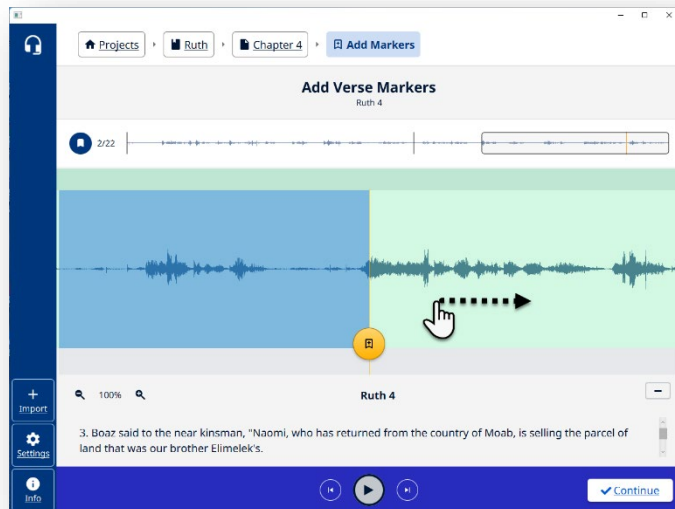| **5**	Add Verse Markers Ruth 3 18/18 🔖1 Ruth 3 1. Naomi, her mother-in-law, said to her, "My daughter, should I not seek a place for you to rest, so that things may go well for you?" ✓ Continue
Click Continue when all verses are marked.	

There are two ways to change the position of the verse marker:

1

Click-hold-drag the audio file to be positioned correctly.

This is used mostly when the start of the verse was 'missed' – before the verse marker was set.

2

Click-hold-drag the verse marker to be positioned correctly.