

# Lectora<sup>®</sup>

**Lectora Audio Editor Information Center**

# Welcome to the Lectora Audio Editor Information Center

The Audio Editor Information Center was designed so that you can quickly find the information you need and continue working on editing audio for your titles.

The Information Center is divided into the following main sections. Click a topic in the Contents to get started.

- [Getting Started](#)  
View important information that you should know before using the Audio Editor
- [Saving editing changes](#)  
Explains how to save your changes while using the Audio Editor.
- [Using the controls](#)  
Provides information about using the controls for controlling the audio playback.
- [Zooming](#)  
Describes how to zoom the audio playback.
- [Creating new audio](#)  
Provides details about creating new audio within the Audio Editor.
- [Opening an existing audio](#)  
Explains how to open and edit an existing audio file.
- [Converting audio](#)  
Describes how to convert audio into other supported formats.
- [Trimming audio](#)  
Explains how to trim unnecessary portions of the audio.
- [Cutting, copying, and pasting](#)  
Provides information about using the clipboard to edit the audio.
- [Undoing and redoing](#)  
Explains how to undo and redo commands sequences.
- [Adding and managing events](#)  
Describes how to add and use events to trigger actions within the audio.
- [Fading](#)  
Provides details about fading the audio.
- [Adjusting the volume](#)  
Explains how to increase or decrease the volume in the audio.
- [Inserting silence](#)  
Describes how to cut the audio within the playback.

## Getting started





Familiarize yourself with these general tasks to get the most out of the Audio Editor.

- [Starting the Audio Editor](#)
- [Touring the interface](#)
- [Configuring the Audio Editor](#)
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- [Getting Help](#)
- [Exiting the Audio Editor](#)

## Starting the Audio Editor

The Audio Editor starts when you edit an audio object.

To start the Audio Editor within the Publisher, do one of the following:

- In the Title Explorer, double-click the  audio graphic, then click the  **Edit** graphic in the **Audio** group on the **Properties** ribbon.
- In the Title Explorer, right-click the  audio graphic and select **Edit**.
- In the Title Explorer, select the audio and type **Shift + Enter**.
- In the work area, double-click the audio and click the  **Edit** graphic in the **Audio** group on the **Properties** ribbon.
- In the work area, right-click the audio and select **Edit**.
- In the work area, select the audio and type **Shift + Enter**.

The Audio Editor opens.

## Touring the interface

Here's a top-down look at the Audio Editor interface:

### Quick-access toolbar

Contains icons representing common tasks you perform most often, such as saving your work and undoing or redoing the last program request. You can customize the contents of the toolbar or show it below the ribbon.

### File ribbon

Contains commands for file management, such as **New**, **Save**, and **Close**.

### Home ribbon

Contains the main editing commands, such as **Trimming to Selection**, **Fade In**, **Fade Out**, and **Adjust Volume**.

### Minimize the Ribbon

Toggles between minimizing and maximizing the ribbon area.

### **Help menu**

Contains menu items to open the Information Center and view the About window. The About window displays the program's version number, copyright and copyright year, and a link to additional information.

### **Work area**

Shows the timeline of the current audio , including the level depths of the audio as it plays from left to right.

### **Zoom slider**

Contains a slider for zooming the audio within the current timeline.

### **Timeline scroller**

Contains a horizontal scroller for navigating along the timeline.

### **Selection, duration, and position information**

Contains timing position information, including the start and end selection position, the selected duration, the cursor position, and the total duration.

### **Play controls**

Contains the main audio controls, such as Stop, Play, Rewind, Forward, and Record.


### **Setup**

Click this to configure the Audio Editor.

## **Configuring the Audio Editor**


Configure the Audio Editor by select the appropriate microphone that you have attached to your computer.

To select the microphone:





1. Click the  Setup graphic in the lower-right corner. The Device Settings window opens.
2. In the Audio device pull-down list, select the appropriate microphone.
3. Click **OK**.

## **Customizing the quick-access toolbar**

Load the quick-access toolbar with your most-used commands to save time and frustration. The quick-access toolbar is the area of the title bar in the top-left corner of the Audio Editor workspace window. The toolbar contains handy default options to save, undo, and redo, along with the ability to add and remove options of your choice. You can also move the toolbar below the ribbon, if desired.


Click the appropriate graphic on the toolbar to execute the corresponding command. For example, to quickly save your title, click the Save  graphic.

The following commands are loaded by default:

<b>Command</b>	<b>Description</b>
 Window Management	Provides commands to manage the workspace window, such as moving, sizing, minimizing and maximizing.
 Save	Saves your current title
 Undo	Select this to undo your unsaved changes one-at-a-time.
 Redo	Select this to redo your unsaved changes one-at-a-time.



You can add and remove commands from the quick-access toolbar. For example, if you are creating several audio files, you can add the Open graphic.

To add and remove commands:


1. Click the drop-down list  graphic located at the end of the quick-access toolbar and enable and disable commands or select **More Commands** to add more commands. The Options window opens.
2. Select options in the **Choose commands from** drop-down list to populate the **Commands** box.
3. To add a command to the quick-access toolbar , select the command from the **Commands** list and click **Add**. The command you selected is added to the box on the right.
4. To remove a command from the quick-access toolbar , select the command from the box on the right and click **Remove**. The command you selected is removed from the box on the right. The default commands can be removed, if desired.
5. If you need to restore your changes, click **Reset**.
6. When you are finished adding and removing commands, click **OK**.

The quick-access toolbar is updated with your changes.

You can move the quick-access toolbar below the ribbon, if desired.

To move it below the ribbon,click the drop-down list  graphic located at the end of the quick-access toolbar and select **Show Below the Ribbon**. The bar is moved below the ribbon. To move the toolbar back, click the drop-down list  graphic and select **Show Above the Ribbon**.

You can also move the quick-access toolbar using a control on the quick-access toolbar options window. Here's how:

1. Click the drop-down list  graphic located at the end of the quick-access toolbar and select **More Commands**. The Options window opens.
2. Enable the **Show Quick Access Toolbar below the Ribbon** check box to show the toolbar below the ribbon. Disable the check box to show the toolbar above

the ribbon.



3. Click **OK**.

## Accessing Help

This Information Center is a browser-based system that provides Help topics of the tasks you can complete using Lectora tools. To access the Help, click the Help button where available. You can also select Contents from the Help menu within Lectora or any of the Suite tools.

The Help menu item corresponds with clicking the toolbar graphic or typing the F1 key.

## Navigating the Information Center

To navigate the Information Center, click  to the left of the section name to expand the section. Click the title of the topic to display the topic. Click  to collapse a section.

Click the **Search** tab to enter words or phrases to quickly find topics. Topics containing the search words or phrases appear in the navigation pane. Click the title of the topic to display the topic.



To improve your search, use quotation marks around a phrase, such as "Group Object". Only those topics containing all words in the phrase are displayed.

## Exiting the Audio Editor

Exit the Audio Editor when you are done editing audio and return to developing the title.

To exit the Audio Editor, click **Close** from the **File** ribbon.

## Saving editing changes

After making changes, you can save an audio file within the Audio Editor.





To save an audio file, click **Open** or type **Ctrl +S**.

Continue editing the audio file, open another audio file, or close the Audio Editor.

## Using the audio controls

Use the audio controls to control the playing of the audio.

Use the controls as follows:

-  Stops the audio while in either playback or record mode.
-  Rewinds the playback of the audio.
-  Fast-forwards the playback of the audio.
-  Plays the audio. This button is replaced by the Pause button when the playback is paused.



Pauses the playback of the audio. This button is replaced by the Play button when the playback is playing.



Records new audio.

## Zooming

If you are working with a long audio file, you can zoom in on portions of the audio display.


To zoom the audio, use the slider located under the work area.

When the audio portion is zoomed in, the work area will automatically scroll during playback to keep the current position within the audio displayed at all times.

## Creating new audio

You can create a new audio file within the Audio Editor. When you select to create a new audio file, the Audio Editor will immediately begin recording.

To create a new audio file:

1. Save the current audio file.
2. From the **File** ribbon, click **New** or type **Ctrl + N**. The Recording window opens and the Audio Editor starts recording the new audio.
3. When you are finished recording, click the  Stop button.
4. Save the new recording.

The new audio file is created and loaded into the Audio Editor.

## Opening an existing audio

You can open an existing audio file within the Audio Editor.

To open an existing audio file:

1. Save the current audio file.
2. From the **File** ribbon, click **Open** or type **Ctrl + O**. Navigate and select the existing audio file.

The audio file is loaded into the Audio Editor. Edit it as necessary.

## Converting audio

Converting audio to reduce the required file space. This might be handy when transferring titles that contain several large audio files.

You can convert to the following file types:

- Flash file (.flv)
- Windows media audio (.wma, .asf)

- Wave (.wav)
- MP3 (.mp3)

To convert an audio file:


1. Save the audio file.
2. From the **File** ribbon, click **Save As**. The Save Audio File window opens.
3. Use the **Save as type** drop-down list to select the appropriate file type.
4. Click **Save**.

The audio file is converted.

## Trimming audio

Trim the audio to remove unnecessary portions. You must first select the portion to retain before you can trim.

To trim the audio:


1. In the work area, click the starting position of the portion to save.
2. While holding down the left mouse button, drag the cursor either left or right to highlight the portion of the audio that you want to retain.
3. Click  **Trim to Selection**.

The existing audio is replaced by the highlighted portion.

## Cutting, copying and pasting audio


You can cut, copy, and paste portions of an audio file. This allows you to remove unwanted portions, repeat portions, and create an audio file from a portion of existing audio.

To cut a portion of audio:

1. In the work area, use your cursor to click and drag a portion of the audio. The portion is highlighted.
2. Click  **Cut**.

The highlighted portion is removed from the existing audio and saved to the clipboard. The portion can be pasted to a new location within the existing audio or saved as a new audio file.

To copy a portion of audio:

1. In the work area, use your cursor to click and drag a portion of the audio. The portion is highlighted.
2. Click  **Copy**.



The highlighted portion remains in the existing audio and saved to the clipboard. The portion can be pasted to a new location within the existing audio or saved as a new audio file.

To paste a cut or copied portion of audio:


1. In the work area, click within the audio where you want to paste the portion of audio. The location is highlighted.

2. Click  **Paste**.

The cut or copied portion of audio is pasted into the location within the existing audio.

## Undoing and redoing

You can undo and redo command sequences within the Audio Editor.

To undo a command, click  **Undo**. Alternatively, you can click Undo from the Quick Access toolbar.


To redo a command, click  **Redo**.

## Adding and managing events

Events, also known as script commands, set within an audio file can be used within a title to trigger actions while the audio is playing. This is especially useful when synchronized captioning is needed for audio.


You can add events directly from the work area or from the Events window.

To set an event from the work area:

1. Click or move the slider in the timeline where you want to place the event.
2. Click the drop-down list under  **Event** and select **Add Event**. The Insert Event window opens.
3. Use the **Name** field to specify the name of the event and use the **Time** fields to adjust the precise location of the event.
4. Click **OK**.


The event is set and the location is marked on the on the slider with the red marker.

To set an event from the Events window:

1. Click the drop-down list under  **Event** and select **View Event List**. The Events window opens.
2. Click **Add**. The Update Event window opens.
3. Use the **Name** field to specify the name of the event and use the **Time** fields to adjust the precise location of the event.

The event is set and added to the Events window. The location is marked on the slider with the red marker.

## Viewing the events list

To view the list of current events, click the drop-down list under  **Event** and select **View Event List**. The Events window opens. Use this window to manage events.

To edit an event, select it and click the **Edit**. The event details are displayed. Edit the details as necessary.

To remove an event, select it and click **Remove**.



To add a new event, click **Add** to open the Update Event window. Specify the details of the new event and click **OK**.

When you add the audio file into a title, and if events are present within the audio, you can use **Sync Events** in the **Playback Options** group on the **Properties** ribbon to execute specified actions. Using the **Sync Events** option, select the event label from the Synchronize Event window and specify the action that should be executed when the audio has reached the time of the event. For details about synchronizing events, see "Adding actions with audio events" in the *Information Center*.

## Fading

You can fade the audio in or out. Fading in starts from silence and gradually increases the volume to the standard volume of the main portion. Fading out gradually decreases from the standard volume of the main portion to silence.

To fade a portion of the audio:


1. In the work area, click the starting position of the portion to fade.
2. While holding down the left mouse button, drag the cursor either left or right to highlight the portion of the audio that you want to fade.
3. Click either  **Fade In** to fade in the highlighted portion or  **Fade Out** to fade out the highlighted portion.

The audio portion is faded.

## Adjusting the volume

You can adjust the volume of a portion of the audio if necessary.

To adjust the volume:

1. In the work area, click the starting position of the portion to adjust.
2. While holding down the left mouse button, drag the cursor either left or right to highlight the portion of the audio that you want to adjust.
3. Click  **Adjust Volume**.
4. Move the slider to left to decrease the volume or to the right to increase the

volume.


5. Click **OK**.

The volume is adjusted.

## **Inserting silence**

You can insert silence within the audio. Silence completely cuts out the audio.

To insert silence:

1. In the work area, click the starting position of the portion in which to insert silence.
2. While holding down the left mouse button, drag the cursor either left or right to highlight the portion of the audio .
3. Click  **Insert Silence**.

Silence is inserted in the highlighted portion.

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