Creator 2
Re-Recording Audio in Creator

When making changes to the text in Alchemy courses, you will want to consider whether or not you should re-record the available voice over. Additionally, you may wish to consider whether you want a combination of Alchemy and locally-recorded voice overs, or if it is better to re-record the entire session.

Reminder: Voice Overs are recorded separately for each slide

Editing an Alchemy Course – Re-Recording Audio

A. Import the desired Alchemy content (see page 1 for instructions)
B. Save the PowerPoint file (no spaces in the file name)
C. From the Alchemy Creator tab, click on Slide Properties
D. Click on either the Microphone or Speaker icon to re-record the voice over
   - **Microphone Icon: In-House PowerPoint Option**
     - The in-house option can be used to completely re-record the voice over, or to remove portions from the beginning or end of the original Alchemy recording
   - **Speaker Icon: 3rd Party Software**
     - Record and save voice over files as needed in the 3rd party software
     - Open the PowerPoint and click on the Speaker icon to import the file
E. Save the file

- OR -

3rd-Party Voice Over Software