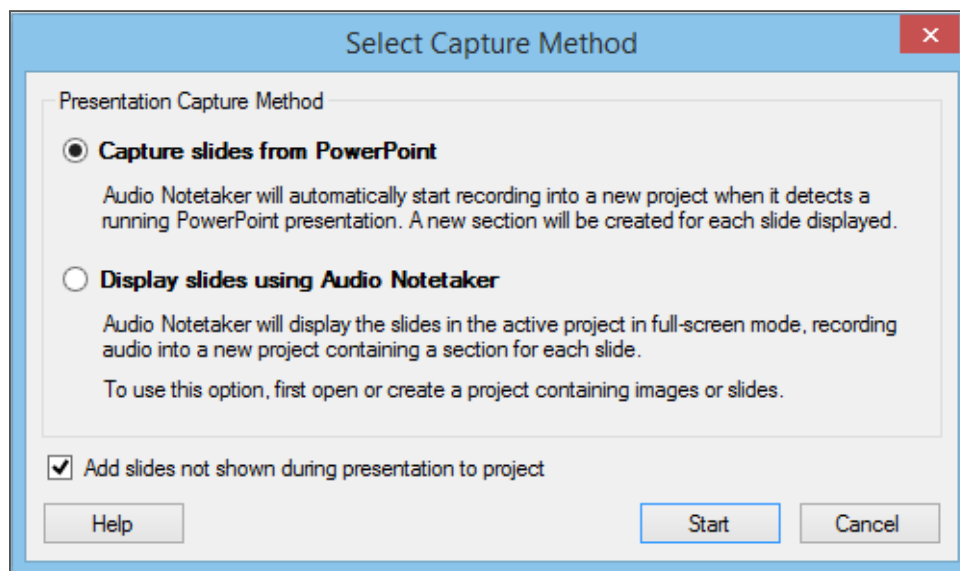# Using Audio Notetaker to practice presentations **(Windows only)**

The majority of students will need to write and give presentations throughout their course while it is also an important skill in the workplace. Audio Notetaker aids rehearsing and preparing for presentations. Using the colour highlighting tools, you can highlight the parts of your delivery that you need to work on.

Rehearsing a PowerPoint presentation

Create a new project from the Home Tab by selecting **"Record my presentation".** This creates a new project and starts the Presentation Capture tool. Alternatively, you can start Presentation Capture in an existing project by clicking **"Tools".**

Choose **Display Slides Using PowerPoint.**

N.B. The Add Slides checkbox at the bottom will include any slides that are shown for less than 3 seconds. Not selecting this will mean they are left out should you wish to skip over any.

Click **Start.**

Open your PowerPoint presentation. When you are ready to start practicing your presentation start a slide show and speak into the microphone. At the end of your presentation close the slide show.
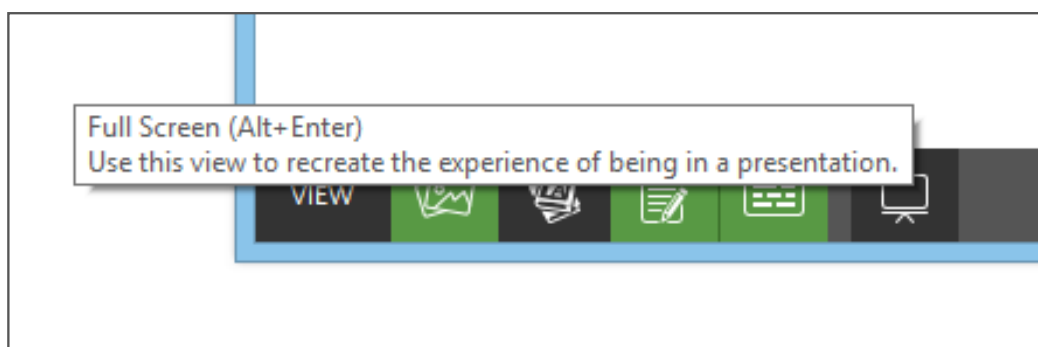
Return to Audio Notetaker and click **Finish** to end your presentation capture. You can now review your presentation within Audio Notetaker and use the colour key template to analyse and note any points within your recording. You may find the **Oral Feedback** colour key useful for reviewing your presentation.

Audio Notetaker will now add the slides from your slideshow to the Image Pane and align the recording of your presentation to each slide.

Review your presentation as though you were the audience

Choose **Full Screen** mode.

Press play and Audio Notetaker will run through the presentation matching the audio to the slides.

Engage with your captured presentation

Once you are happy with your presentation, you can use Audio Notetaker to share your materials or create supporting materials for your presentation.

1. Create speaking notes by adding talking points to the Text Pane and then create a print out of your notes and slides.

2. Use **"Export > Audio and Text as Video ..."** to share your presentation as a video

3. If you use Dragon NaturallySpeaking speech recognition then you can use the **Scribe** tool to add a transcript of your presentation to your Audio Notetaker file.