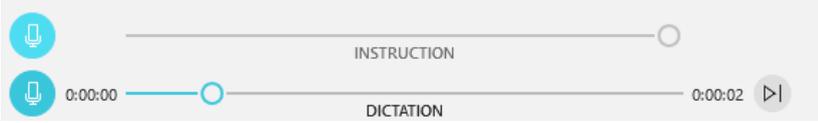
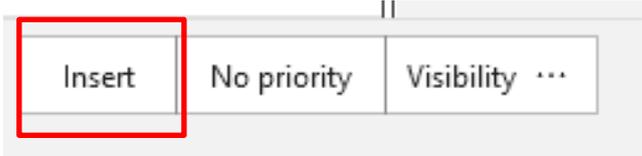
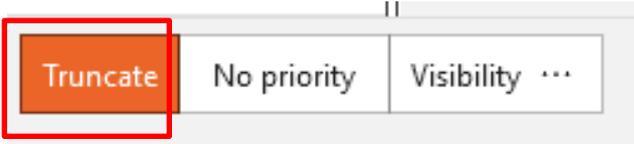


Insert	
<p>To insert audio into your dictation or instruction, first move the playbar to where you want to insert the audio.</p>	
<p>Ensure that the button in the bottom-left says 'Insert'. This will be set to Insert by default.</p>	
<p>Click the Microphone icon next to the relevant bar that you want to record against.</p>	
<p>Click to Pause the audio recording as you usually would.</p>	
<p>This method will retain all audio that came after where you placed the playbar and just insert your new audio.</p>	

Overwrite	
<p>To Overwrite audio in your dictation or instruction, first move the playbar to where you want to overwrite from.</p>	
<p>Click the insert button in the bottom-left to change this to 'Truncate'.</p>	
<p>Click the Microphone icon next to the relevant bar that you want to record against.</p>	
<p>Click to Pause the audio recording as you usually would.</p>	
<p>This method will delete all audio after where you placed the playbar and just replace it with your new audio.</p>	