



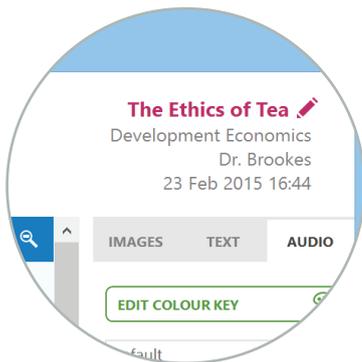
Preparing for a lecture

Preparation can be an important first step in getting the most out of your lectures and lessons.



1- Import slides from the Home Tab

Lecture slides are often made available in advance and this is a great opportunity to prepare your project before the lecture. You can import your slides (these can be PDF or PowerPoint) via the Home Tab, just click 'Import slides' and navigate to where they're saved on your computer.



2- Add your tags

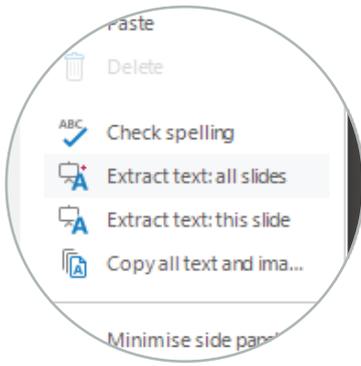
Next, enter some tags. These will help you to organise your projects and easily find them at a later date. Audio Notetaker automatically titles the project to correspond with the information on the first slide (you can change this or amend it if it's not quite correct). The Topic tag will likely be the name of the module, and the Speaker tag the name of the lecturer. Once the project is saved, these tags will be available to select from the dropdown menu for any future projects. When prepping in advance, you can set the Date tag as the date the lecture will take place.



3- Show the Reference Pane

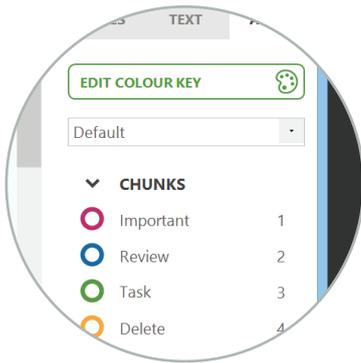
By default, there are three panes visible – Images, Text and Audio. However, there is an option to display a fourth, the Reference Pane, by clicking its icon at the bottom left of the screen.





4- Extract text: all slides

You can then extract the text from the lecture slides into either the Reference or Text Panes. First, make sure you've adjusted the Pane background colour and any font preferences so that the extracted information will be automatically formatted to suit your preferred learning environment. Click within the Reference or Text Pane and within the right hand Side Bar click 'Extract text: from all slides'.



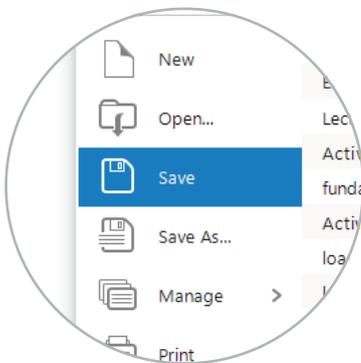
5- Create your custom colour key

The default colour keys are great for getting started, but you might want to look at creating more specific colour keys, depending on what you want to achieve. Prepping before your lecture means you can create a custom colour key to help analyse and label audio chunks and sections suitable for the topic. It's worth thinking about what type of information might be useful to highlight during the lecture and what information you might want to extract and isolate when you come to review the information later.



6- Use your Colour Key to highlight information from your slides

Highlighting text or changing the font size is a good way to help focus on important information or things that need further clarification. For example, highlighting a section of text with the 'Don't Understand' colour from your colour key will serve as a visual reminder to pay special attention to that section during the lecture.



7- Save your project

Once you've saved the project you'll be all set for your lecture. The project will automatically be given the title that's been entered in the tags, or you can change this. On the day of the lecture, you'll find the quickest way to reopen the project is via 'Recent Projects' on the Home Tab. You're now ready to hit Record!

