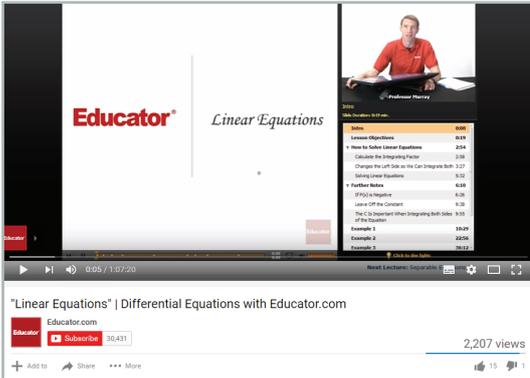




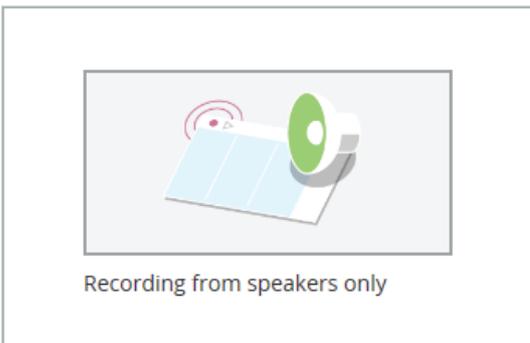
# Making notes on videos and webinars



## 1- Find your video

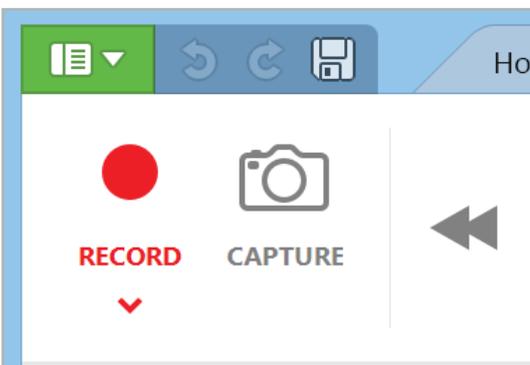
Search for a video that you'd like to make notes on.

TED.com and YouTube are great places for educational tutorials, lessons and seminars. You could also take notes on webinars, online tutorials and Lecture Capture output using this method.



## 2- Create a new Audio Notetaker project

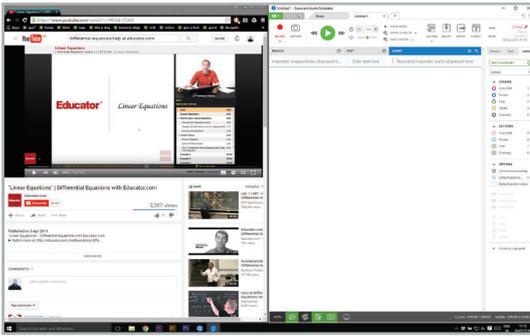
Open Audio Notetaker and select '**Recording from speakers only**' from the **Home Tab**.



## 3- Open the Screen Capture tool

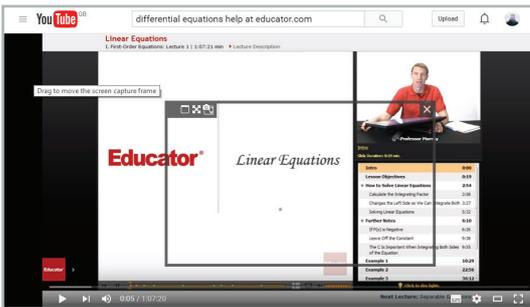
Click on the **Capture** icon found on the left of the toolbar. This will open up a box with which we can capture image stills from our video.





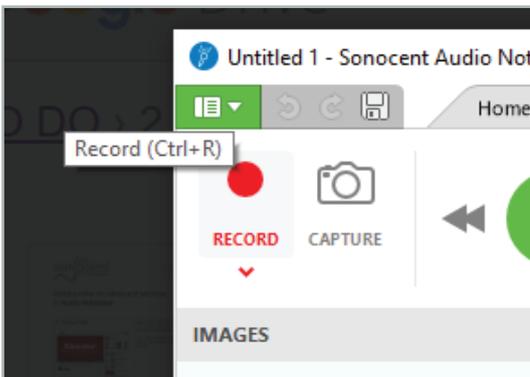
## 4- Display YouTube and Audio Notetaker side by side

For this task we want to view two windows side by side, one for YouTube and one for Audio Notetaker. To do this, click on your YouTube page. Then hold down the **Windows key** and press the **left arrow key** to snap the window to the left half of the screen. Then select your Audio Notetaker window and repeat using the **right arrow key**.



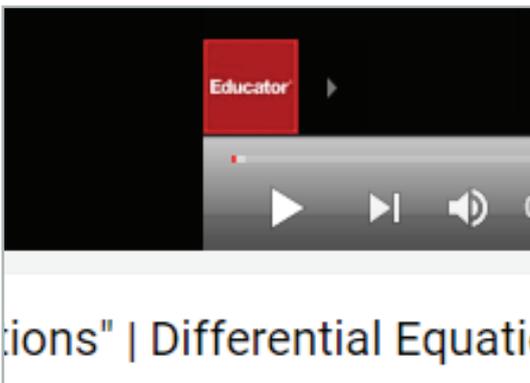
## 5- Resize the Screen Capture box

Resize and position the Screen Capture box so it fits over your YouTube video.



## 6- Start recording

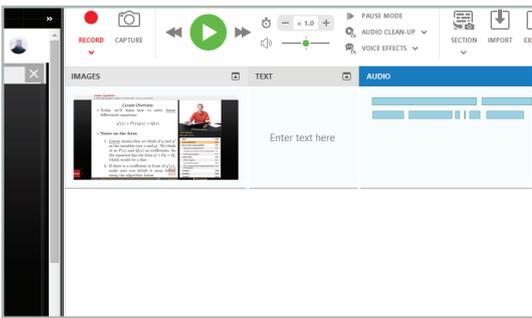
Hit the **Record** button on the Audio Notetaker toolbar.



## 7- Press Play on your video

We can then press **Play** on our YouTube video. Once the audio in the video begins you will see audio chunks appearing in the Audio Pane of Audio Notetaker.



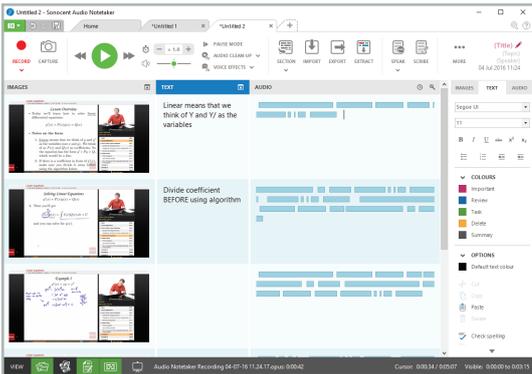


## 8- Capture a video still

Click back to the **Audio Pane** in your Audio Notetaker project to make it active. Press **Enter** every time you want to capture an image from your video, such as a picture of the speaker or a PowerPoint slide change.

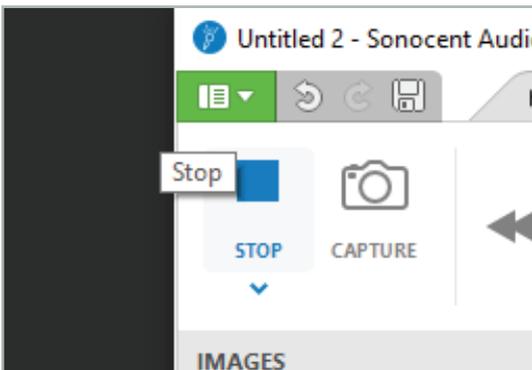


Alternatively, press this icon on the Screen Capture box. This creates an image in our **Image Pane**, which should correspond with the audio.



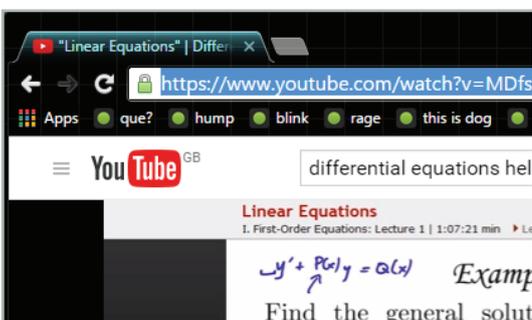
## 9- Make notes on the video

If you want to make notes whilst the video is playing, simply start typing in the Audio Pane and it will jump to the Text Pane. Press Enter to jump back to the Audio Pane. Pressing Enter again will capture another image.



## 10- Stop recording

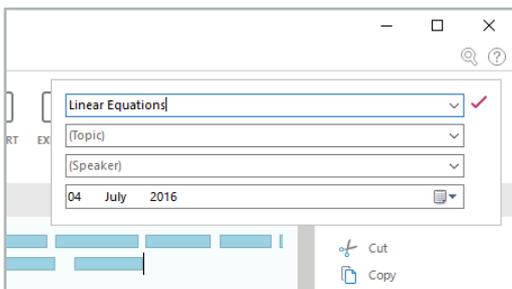
At the end of the video press the **Stop** button to end the audio recording. You can also close down the Screen Capture box if you don't require any more images.



## 12- Copy and paste the video URL

Copy the website address (URL) from your internet browser and paste it into the **Reference Pane** of the first section on your notes file. This means we can quickly access the original video at a later stage.

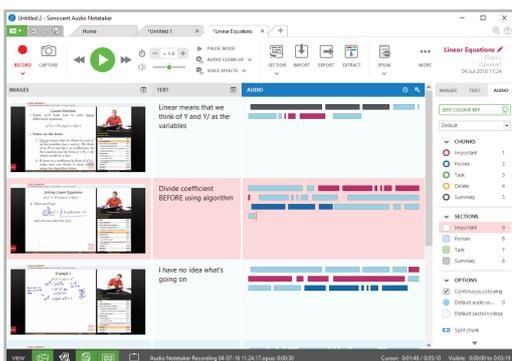




## 13- Enter metadata and save

Fill in the meta-data for your Audio Notetaker project. The title could be the name of the video, the topic could be 'YouTube' or 'Research' and you could also include the speaker's name.

Then **save** your project.



## 14- Make detailed notes

Further notes can be made at any time. You can use the Colour Key to highlight areas to focus on, create Summary sections to break down and analyse information, and use the **Pause Mode** feature if you need to transcribe the audio.

