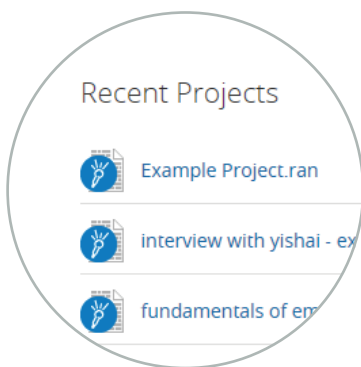
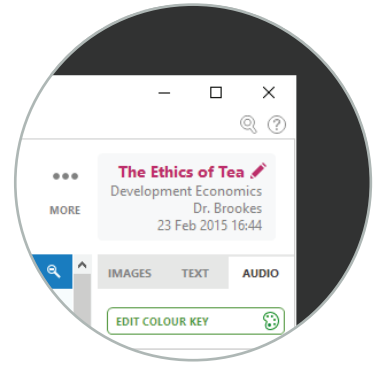




# The File Manager

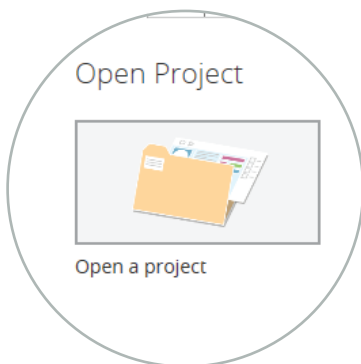
The Audio Notetaker File Manager is designed to help you easily retrieve your Audio Notetaker project files for review and editing. Adding tags to your project files in Audio Notetaker and on the Sonocent Recorder app helps you to keep your files organised, and easily retrieve them via the File Manager.

To open, browse or search for a file, go to Open Project from the Audio Notetaker Home Tab. From here you have 4 options:



## 1- Recent Projects

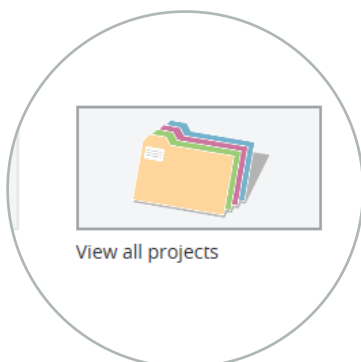
Displays your 10 most recently opened projects - simply double click to open



## 2- Open a Project

Navigate directly to a file when you know the location. Opens your Audio Notetaker recording folder in Windows Explorer (the folder location is Documents/Audio Notetaker Recordings unless you've manually changed it).

**To open a Project double click on it** (or right-click and choose open). From here you can navigate in Windows Explorer to find files elsewhere on your computer.



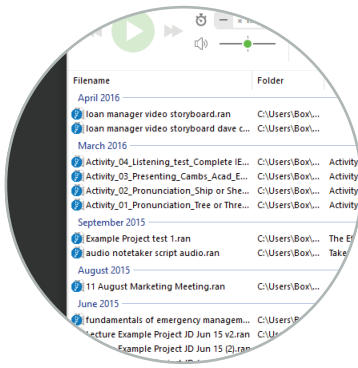
## 3- View All Projects

Opens the All Projects Tab where you can browse all your Audio Notetaker project files at once.

You can sort your project files by:

- **Filename**
- **Folder**
- **Title**
- **Topic**
- **Speaker**
- **Recorded (date)**
- **Modified (date)**





### 3- View All Projects cont.







The File Manager restricts searches to the places we would expect to find audio files and Audio Notetaker project files.

By default we search

- Folders which you have already used from within Audio Notetaker
- The default file copy location (Documents/Audio Notetaker)
- A Dropbox folder (if present)

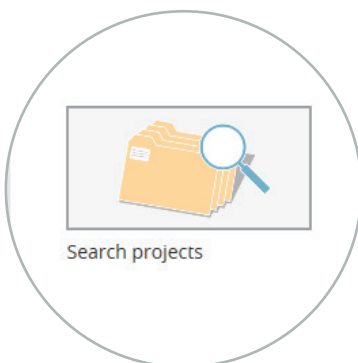
You can manage which folders are included in the search list via App Menu > Manage > Select Search Folders or by pressing F6. (See the video: Customise your search options using the Audio Notetaker File Manager) **To open a Project double click on it** (or right-click and choose open).

From the toolbar you can:

-  Rename the file.
-  Delete the file.
-  Open the file location in a standard Explorer.
-  Refresh the file list.
-  Open the search tab from Find in Files.
-  Open the Portable device manager to transfer files from Sonocent Recorder app or your digital recorder.

You can select multiple files, right-click and choose Open to open each file in a separate Project Tab.

You can select multiple files, right-click and choose Append to create a new project file containing all of the selected files combined, in date order. This could be useful if, for example, you wanted to combine a series of lecture recordings on the same topic into a single file.



### 4- Search projects

Here you can search for text in all of your Audio Notetaker projects, including accessible text in any slides you have imported. If necessary, you can restrict your search by other tags - topic or speaker.

Double click on any of the search results to open the Audio Notetaker Project at that section.

## Video Guides

You will find video guides on the Audio Notetaker File Manager on YouTube at <https://www.youtube.com/audionotetaker/playlists>, under the playlist 'How to videos':

