

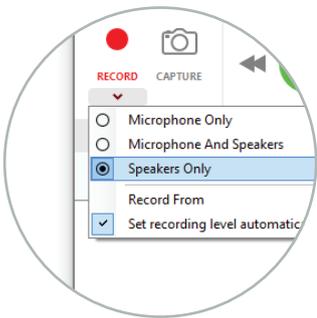


Making notes on videos and webinars

Sonocent Audio Notetaker for Windows has dedicated recording options which allow students to record and annotate audio output from their computer; either on its own or with microphone recording as well.

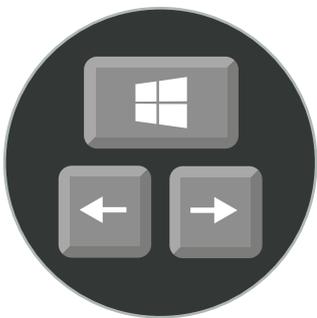
This is really useful for recording the audio from online videos and presentations (e.g. YouTube, TED, iTunes-u, VLE & lecture capture streams), as well as interactive online sessions such as webinars and remote tutorials using VOIP systems (e.g. Skype).

Students can use these recording options in conjunction with the **Screen Capture** feature, to enrich their projects with still images from streaming content.



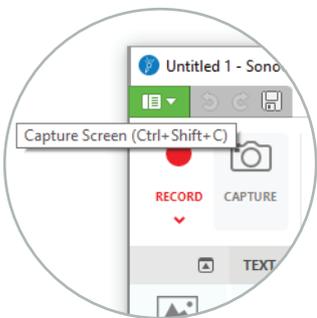
1- Select a Recording option in Audio Notetaker

The **Home Tab** in Audio Notetaker for Windows gives you quick access the different recording modes. Click **New Project** on the left hand side and pick the option you need. This creates a new project file with the correct options selected. Alternatively, clicking on the down arrow below the **Record** button in an open **Project** will bring up the **Recording Options** menu. In this example, we will capture audio from an online video, so we select **Speakers Only**. (You would select **Microphone And Speakers** option to capture audio from both sides of a VOIP call or interactive webinar).



2- Display Audio Notetaker and your video window side-by-side

For this task you will want to view Audio Notetaker and your video window side-by-side. Open your video (you may need to press pause to stop the video from auto-playing), 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**.



3- Set up Screen Capture

Click on the **Capture** icon found on the left of the **Tool Bar**. The **Screen Capture window frame** appears. You can resize and position this window so it fits over your video:

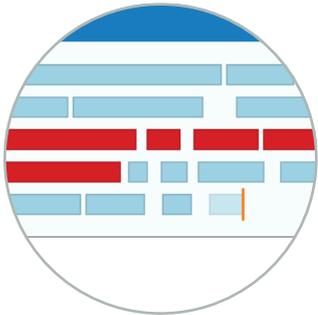
- Move your mouse cursor to the top left of the **Capture Frame** until a four-headed arrow appears, then drag into position.
- Move your mouse cursor to any edge or corner of the **Capture Frame** until a double-headed arrow appears, then drag to resize as needed.





4- Start recording

With your windows aligned side-by-side and the Screen Capture frame in position, you are ready to start recording. Hit the **Record** button on the Audio Notetaker **Tool Bar**.



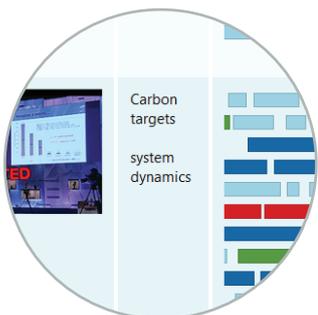
5- Press Play on your video

You can now press **Play** on your video. Once the audio in the video begins, you will see **Audio Chunks** appearing in the **Audio Pane** of Audio Notetaker. Click into the **Audio Pane** and use keyboard shortcuts to highlight the **Audio Chunks** with your **Colour Key**, just as you would when recording live in a lecture.



6- Capture video stills

With the **Audio Pane** active in Audio Notetaker, simply press **Enter** every time you want to capture an image from your video, such as a picture of the speaker or a PowerPoint slide. Alternatively, click on the camera icon on the **Capture Frame**. Your image will appear in the **Image Pane**. A new **Section** is created for each captured image, and audio recording will continue in the corresponding **Section** of the **Audio Pane**.



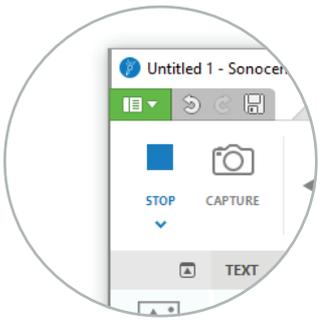
7- Make notes on your video

If you want to make text notes whilst the video is playing, simply start typing with the **Audio Pane** active – your cursor will automatically jump to the **Text Pane**. Press **Enter** to return to the **Audio Pane**. Pressing **Enter** again will capture another image and create a new **Section**.

If you want to remain in the **Text Pane**, prefix your usual shortcut keys with the **Ctrl** button:

- **Ctrl + Enter** will capture an image and you can continue typing in the new Section
- **Ctrl + number keys 1 - 5** will apply highlighting to your **Audio Chunks**





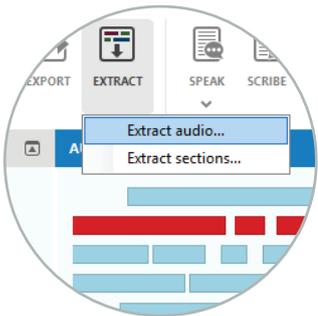
8- Stop recording & save a link to your video

At the end of your video, press the **Stop** button to end the audio recording. You can also close the Screen Capture window if you have finished capturing images. Before you close your video window, you may want to copy the website address (URL) from your internet browser and paste it into the **Reference Pane** of the first Section on your Audio Notetaker **Project**. This will let you quickly access the original video at a later stage, for example if you need to reference it in an assignment.



9- Enter metadata and Save

Add metadata Tags to your Audio Notetaker **Project**, so you can easily retrieve your notes at a later date. The **Title** could be the name of the video, the **Topic** could be 'TEDTalk' or 'Research' and you could also include the speaker's name. Then **Save** your Project.



10- Engage with & repurpose captured content

You can come back to your saved **Project** at any time to review and revise from the content. For example, you might want to play back your recording in **Pause Mode** to transcribe portions of the audio into text. You could create your own written or audio summaries of the content – this is a really effective revision strategy. Using the **Extract** function you could even pull out specific **Audio Chunks** or **Sections** you've highlighted using your **Colour Key** to a separate Project which you'll use for revision or essay composition. This feature allows you to collate audio from multiple **Projects**, so you could combine snippets from your video with related audio from your lecture recordings.

