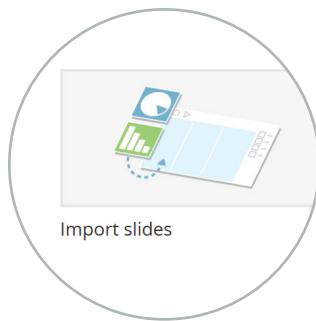


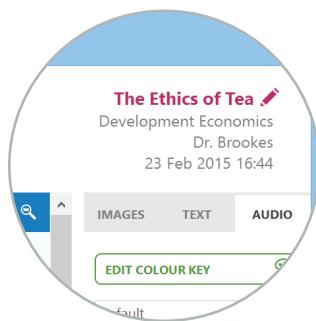


Creating audio study resources



1- Import your PDF document from the Home Tab

Download a PDF document, such as a journal, to your computer. Bear in mind that the document has to be in an accessible PDF format (a digital document, not a scanned image). You can then import it into Sonocent Audio Notetaker via the Import Slides option on the Home Tab.



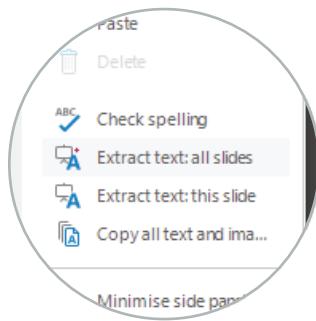
2- Add your tags

Next, enter some tags. These will help you to organise and retrieve your journal and provide details for referencing. 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 Title could be the name of the article and the Topic could be the name of the journal along with the volume and issue number. The author's name could be entered under Speaker.



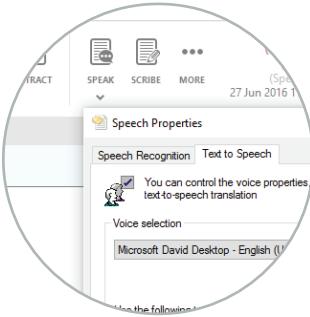
3- Show the Reference Pane

By default, a Project displays three panes – Images, Text and Audio. However, there is an option to display a fourth, the Reference Pane. Click its icon, at the bottom left of the screen, to make it visible.



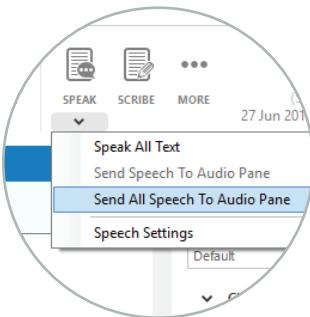
4- Extract Text: All slides

Into this Reference Pane we can extract the text from the PDF document. First, make sure you've chosen your preferred Pane background colour and selected your favourite font from Themes (found in Settings), as this will ensure the extracted information is automatically formatted to suit your preferred learning environment. With the Reference Pane active, scroll down the options on the side-pane (over on the right of the screen) and select 'Extract text: from all slides'. This option is also available in the Text Pane.



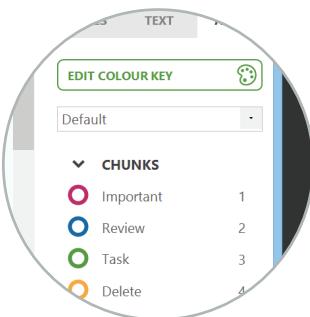
5- Choose your Voice and Speed in Speech Settings

You can access Speech Settings via the drop-down menu under the Speak option. Here, you can choose from Microsoft's inbuilt voices and, if you have Text-to-speech software installed, you'll find all your usual voices available. You might also want to adjust the speed setting to suit your personal preference.



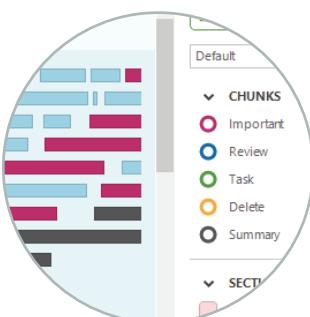
6- Send All Speech to Audio Pane

Also to be found in the drop-down menu is Send All Speech to Audio Pane. This will send all the text-to-speech audio straight to the Audio Pane. If you just want the current section's text rather than every section then use the other option, Send Speech to Audio Pane.



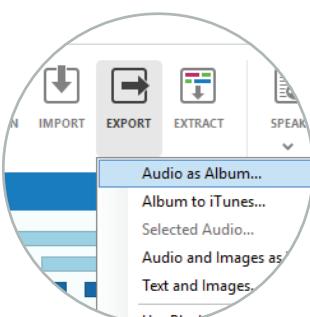
7- Create your colour key

It might then be beneficial to create a specific Colour Key to analyse and organise your research. This might be to compare and contrast information or to highlight key sections to use in an essay.



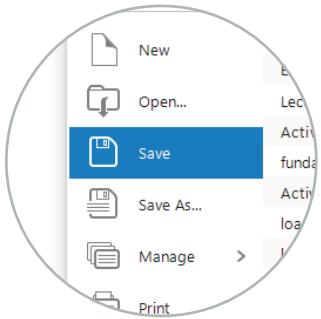
8-Listen back to your audio and use your Colour Key to highlight information

Listen back to the audio (you can use Spacebar to Play/Stop) and highlight your journal text or audio chunks using the keyboard number shortcuts to trigger a colour.



9- Export your audio

Your audio resource could then be exported to enable you to listen to it on a portable device. Click Export and from the drop-down list choose either Album to iTunes (for iPhone users) or Audio as Album. You can also export the Audio and Image Pane as a video, allowing you to listen back to the audio and view the original PDF pages.



10- Save your project

Save then close your project with the knowledge you can return to key points in the text simply by searching for keywords. You can use the highlighted audio chunks and Audio Noteaker's Extract feature to create new projects focussing on the key points for a piece of research. Or copy and paste text from the Reference Pane to the Text Pane to use as quotes, as you build an assignment inside Audio Notetaker.