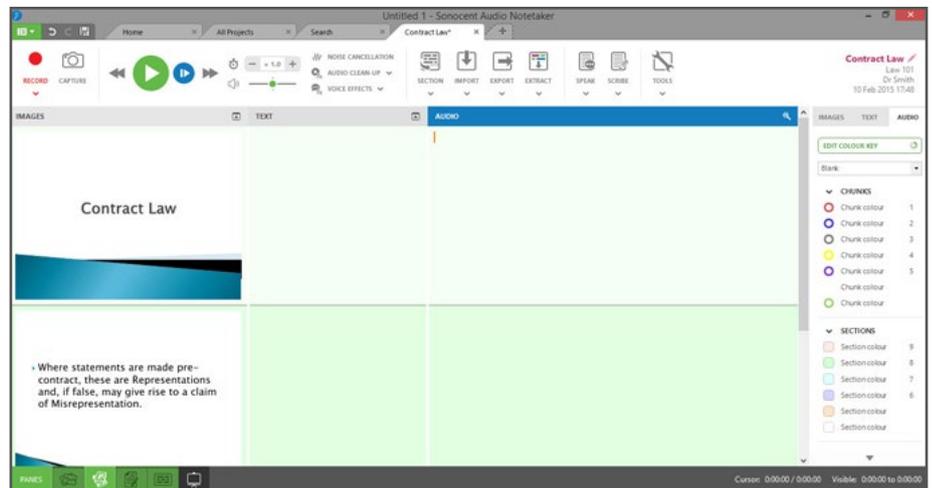


Using Audio Notetaker to record and annotate in lectures

Students who struggle with taking notes in lectures and teaching sessions can use Audio Notetaker for Live Recording and annotating to create better notes.

To do so first create a new project in Audio Notetaker by selecting Blank Project from the Home Tab.

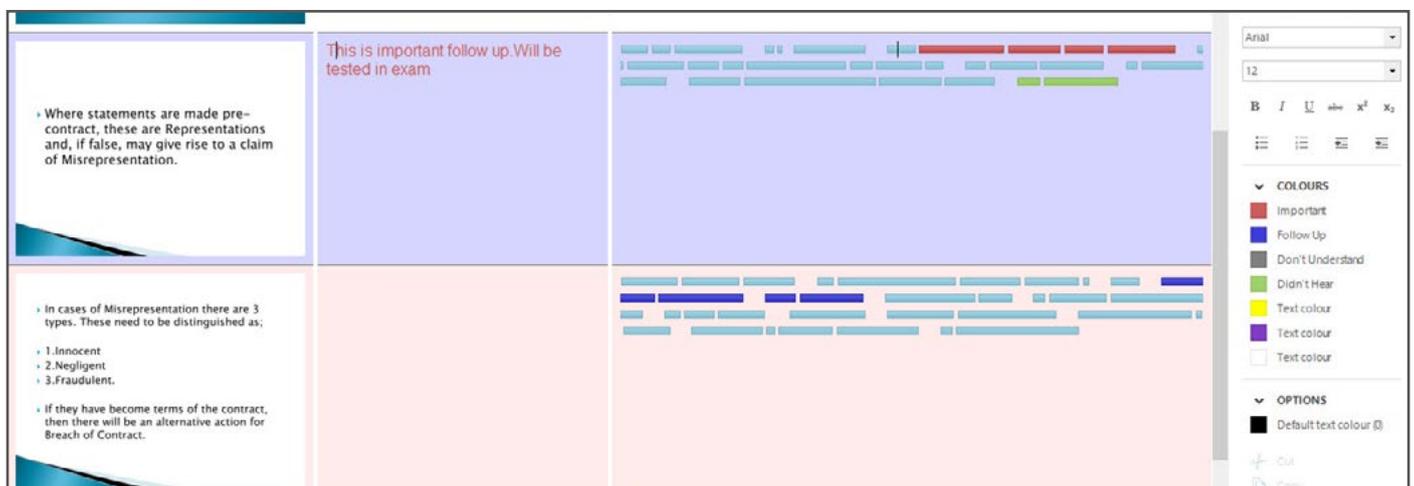
Use Import Slides to add the slides from the lecture as images. Each slide will appear in a section in the Image Pane. Slides in PowerPoint or PDF format can be imported. To start the Live Recording, click the Record button [shortcut key Ctrl-R] to start recording.



As the lecturer changes slides, add a section break into the recording via the Section Break Button [shortcut key Ctrl-Enter] into the recording; this means that audio then appears next to the relevant slides. A section of audio can be compared to a paragraph of text. Add notes into the Text Pane during the lecture. Use the formatting tools in the Side Panel to format text. Text can also be coloured as you type using the colour bank in the Side Panel.

Annotate the audio recording with colour in real-time

Colour-marking of audio can be triggered by using short-cut keys whilst typing. Press 1 when the cursor is in the Audio Pane (Ctrl-1 elsewhere) and the colour of the audio changes to the top colour in the Audio Pane. Use different colours with the labels which are shown in the colour key template in the right-hand Side Panel. You can move around the audio using the arrow keys. You can even cut, copy and paste audio segments using standard short-cut keys. Start typing to add notes into the Text Pane.



Note-taking from online lectures

If a lecture is delivered online then all of the annotation tools can still be used. Audio Notetaker can record the audio of a lecture whilst the Screen Capture tools can be used to capture images from the webinar. Start a new project by selecting "Recording From Speakers Only" from the Home Tab. Then select the Capture tool with the camera icon in the new project. Position the capture window over the area you want to capture, for example the part of the browser where the online lecture is going to appear.



Once the lecture starts click the record button to start recording the audio output from your computer. Every time you create a new section an image from the Screen Capture window will be placed in the new section of the Image Pane. If you wish to record a tutorial session or discussion then you can use the recording setting "Mic and Audio Output" to record both sides of the conversation.

