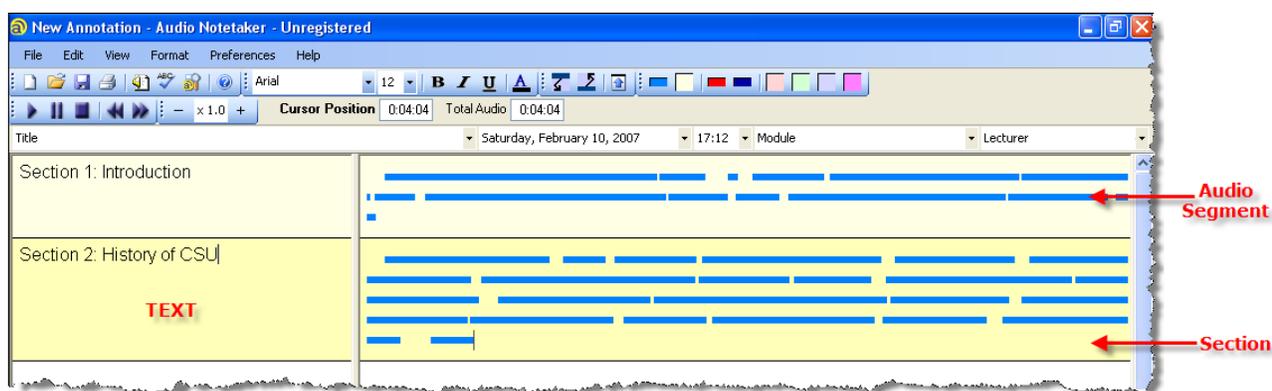


Quick Start Guide

Audio Notetaker

Overview

- Audio Notetaker is a program to help you navigate, annotate, and organize digital recordings. This program may be useful for students with dyslexia or other learning disabilities who prefer to have both an audio and a visual component to their note-taking.



To Use

How it is organized: How to open an audio file using Audio Notetaker

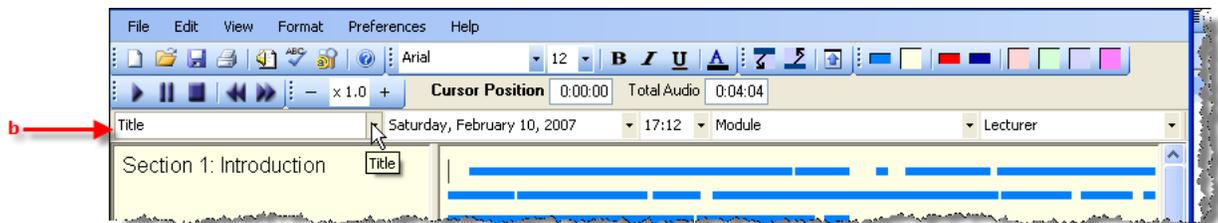
- Insert digital recorder into USB port on computer



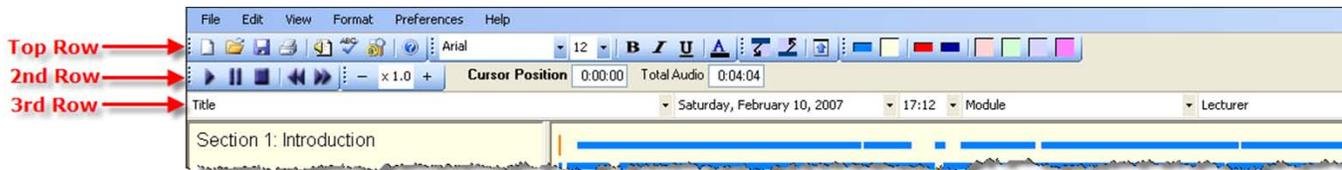
- Open Audio Notetaker on desktop
- Click on "Import Audio Files" button (a) in top row toolbar (Hot Key: Ctrl + K).



- Locate digital recorder in "My Computer" and double-click on desired audio file. If you import a new audio file when you already have one or more open, this will be appended to the bottom of the current file(s). Each audio file is shown as a new section.
- Once you have imported an audio file, the date and time the file was recorded will appear in the meta data fields (b) above the Audio and Text Panels. You can add a Title, Module and Lecturer to the meta data in the file.



Basic Features



- Basic features: Top Row Toolbar



- Import Audio Files

- Font, size, style, and color



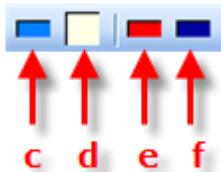
- Insert a Section Break  (Hot Key: F12)

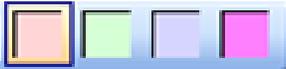
- Sections are displayed with an alternating background shade and can be used to highlight important points or a change in topic.

- To insert a section break place the cursor in the correct segment in the audio pane and click the toolbar button or **F12**. This adds a break at the beginning of the segment that the cursor is currently on.

- Remove a Section Break  (Hot Key: Ctrl + F12)
- This deletes the section break above the current location of the cursor. This only works when the cursor is in the first segment of a section.

- Truncate Text Pane  (Hot Key: F9)
- If you have a lot more text than audio in one or more sections, you can temporarily hide all the text that extends beyond the audio using the Truncate Text Pane button. Same button also expands hidden text.
- Returning an Audio Segment to the Default Color (c) (Hot Key: Shift + F10)
- Returning a Section to the Default Color (d) (Hot Key: Ctrl + F10)
- Marking an Audio Segment (e, f) (Hot Keys: Shift + F1, Shift + F2)



- Highlight a Section  (Hot Keys: F1, F2, F3, F4)
- To highlight a section click in that section in either the text or audio pane (if the cursor is not already there) and then click the appropriate color box
- Highlighted sections can be collated and saved to a new file using **File>Save Highlighted Sections As...** This enables you to gather similar sections into one file.

- Basic features: 2nd Row Toolbar

- Play, Pause, Stop, Skip Backwards, Skip Forwards 
- Hot Key for Play/Pause: Ctrl + Alt + Space
- Hot Key for Skip Backwards: Ctrl + "\"
- Hot Key for Skip Forwards: Ctrl + "/"

- Adjusting Rate of Playback 
- Hot Key for reducing speed: Ctrl + "-"
- Hot Key for increasing speed: Ctrl + "="

- Cursor Position Time

Cursor Position 0:00:00

- Total Audio Time

Total Audio 0:04:04

- Basic features: 3rd Row Toolbar
- Title, Date of Recording, Time of Recording, Module, Lecturer

Title Saturday, February 10, 2007 17:12 Module Lecturer

- Adding Notes to Text Panel
- Once you have imported one or more audio files, you can type text into any section on the left hand pane. Use **Tab** and **SHIFT Tab** to move up and down through the text sections.
- You can copy and paste formatted text from rich text documents (e.g. Microsoft Word .doc)
- Saving Text: select **File>Save Text As** to save it directly to a Rich Text (.rtf) file, which can be read by Word and most word processing software.
- Editing Your Recording
- Editing in the audio pane allows you to delete, copy, paste, split and merge audio segments. Editing in both panes allows you to cut, copy and paste whole sections (text and audio together).
- Selecting audio segments: You can use the mouse to select segments by dragging it over the segments you require selected. Alternatively, if the audio pane has focus, you can use SHIFT plus the arrow keys.
- Selecting sections: You can use the mouse to select sections by clicking in the audio pane and dragging it into the text pane. You can also use **SHIFT Page Up\Down** when the audio pane has focus, or **ALT Page Up\Down** from either pane.

Some Common Settings

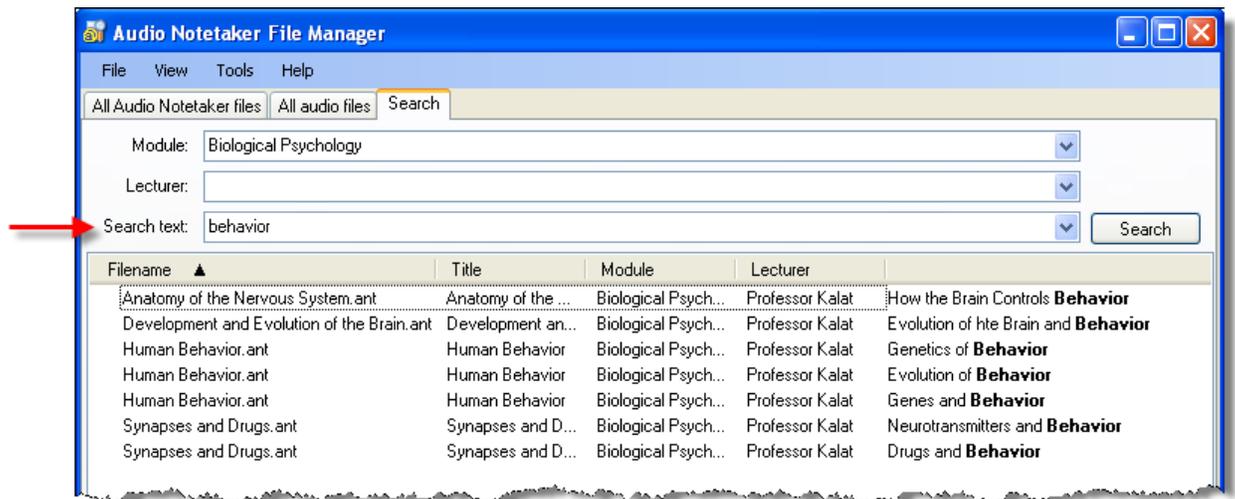
- To customize settings, choose "Preferences" menu
- Set Default Text
- Audio Segment Dimensions
- Set Default Color
- Highlighting and Marking Colors
- Spell Checker



Advanced Features or Other things to know about:



- Audio Notetaker File Manager
- See all your Audio Notetaker files at one time and sort them by date or metadata.
- Search the text of your Audio Notetaker files, and bring up the search result in Audio Notetaker at the relevant section



- See which audio files are associated with which Audio Notetaker files.
- Easily locate audio recordings and import them into Audio Notetaker
- Importing PowerPoint slides into Text Panel
- Paste PowerPoint slides from the PowerPoint "slide sorter" view. On pasting, the image/slide is shrunk to fit the available width of the text pane- if this makes it too small to read, simply undo, widen the text pane and paste again

- If all else fails, simply copy the whole window containing the image/text to the clipboard using **Ctrl + Alt + Print Screen**, and then paste that in.
- Helpful websites: <http://audionotetaker.com/howitworks.html> (video demonstration)
- Troubleshooting tips: Help menu → Audio Notetaker Help (Hot Key: F1)



- Hot Keys: see reference sheet below

Program Manufacturer Contact Info

- Accessible Audio Ltd.
- Contact e-mail: support@audionotetaker.com
- <http://audionotetaker.com>
- Cost of the product: \$158.00
(<http://www.dyslexic.com/itemCombination.asp?GroupCode=AudioNotetaker>)

Hot Keys Summary

Standard Shortcuts/ Hot Keys

- Audio Notetaker supports many standard shortcuts, as listed below:
 - **Ctrl C** : Copy
 - **Ctrl V** : Paste
 - **Ctrl X** : Cut
 - **Ctrl N** : New File
 - **Ctrl O** : Open File
 - **Ctrl S** : Save File
 - **Ctrl P** : Print File
 - **Ctrl Z** : Undo
 - **Ctrl Y** : Redo
 - **Ctrl A** : Select All
 - **Ctrl B** : Bold
 - **Ctrl I** : Italic
 - **Ctrl U** : Underline
 - **F1** : Help
 - **F7** : Spell Check
 - **Tab** : Go to Next Text Section
 - **Shift Tab** : Go to Previous Text Section

Audio Playback and Formatting Shortcuts

Generic shortcuts are:

- **Ctrl T** : Split Segment
- **Ctrl M** : Merge Segments
- **Ctrl "-"** : Slow Playback Down
- **Ctrl "="** : Speed Playback Up
- **Ctrl Alt Space** : Play/Pause
- **F12** : Insert Section Break
- **Ctrl F12** : Remove Section Break
- **Ctrl "**" : Skip Backwards to Previous Segment
- **Ctrl "/"** : Skip Forwards to Next Segment
- **Alt Page-Down/Up** : Select Section

These last 6 shortcuts have the generic form shown above, but also have a simplified form for when the audio pane is focused. When working with audio, it is much easier if you place the focus in the audio pane (cursor is orange). Then you can use the simplified playback and formatting shortcuts:

- **Space** : Play/Pause
- **Enter/Return** : Insert Section Break
- **Backspace** : Remove Section Break
- **Left-Arrow** : Skip Backwards to Previous Segment
- **Right-Arrow** : Skip Forwards to Next Segment
- **Shift Page-Down/Up** : Select Section
- **Shift Left/Right-Arrow** : Select Segment

However, if you want to playback and format the audio whilst making text notes (i.e. text pane is focused), you must use the generic shortcuts.

Marking and Highlighting Shortcuts

- **Shift F1** : Mark Segment with Marking Color 1
- **Shift F2** : Mark Segment with Marking Color 2
- **Shift F10** : Return Segment to Default Color
- **Ctrl F1** : Highlight Section with Highlighting Color 1
- **Ctrl F2** : Highlight Section with Highlighting Color 2
- **Ctrl F10** : Return Section to Default Color

Additional colors have shortcuts F3 etc, up to F9

Other Shortcuts

- **Ctrl K** : Import Audio File(s)
- **Ctrl L** : Copy All Text
- **F9** : Truncate/Expand Text Pane
- **Ctrl H** : Push Text
- **Ctrl Left-Mouse-Click** : Paste (Text Pane only)
- **Alt Left-Arrow** : Focus Text Pane
- **Alt Right-Arrow** : Focus Audio Pane

Created by Erin Olander, Assistive Technology Resource Center, April 29, 2008