

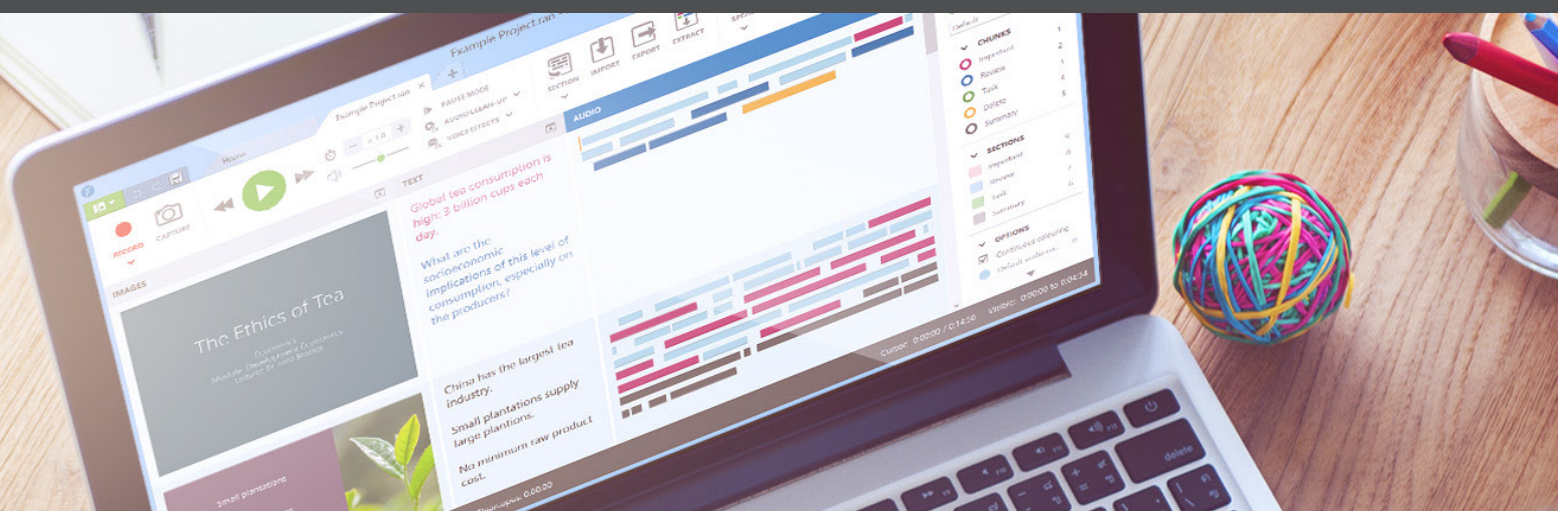


Sonocent Audio Notetaker

A Simple Guide to The Software

Contents:

- 1- What's so great about Sonocent?
- 3- The Audio Notetaker workspace explained
- 4- How to create excellent notes with Sonocent
- 5- Introducing the Sonocent Recorder app



So what's so great about Sonocent?

Admit it, note taking is just too hard. There is simply too much to do at once.

It's like trying to read a book with someone else turning the pages. You are forced to go at their pace, and you don't have a chance to stop to take notes.

But with **Sonocent Audio Notetaker**, you can take detailed, super-useful notes completely independently, by recording, marking up the important bits, and adding slides and reference material alongside.



Never miss a thing again

Say goodbye to chasing down information that you missed because the speaker was talking too quickly. Capture every word in lectures, meetings or Skype calls.



Concentrate on understanding, not on note taking

Without the pressure of frantically scribbling notes down, you can actually think about what you are hearing, make connections with what you already know, and consider how that knowledge could be applied for work or study.



Better notes, better outcomes

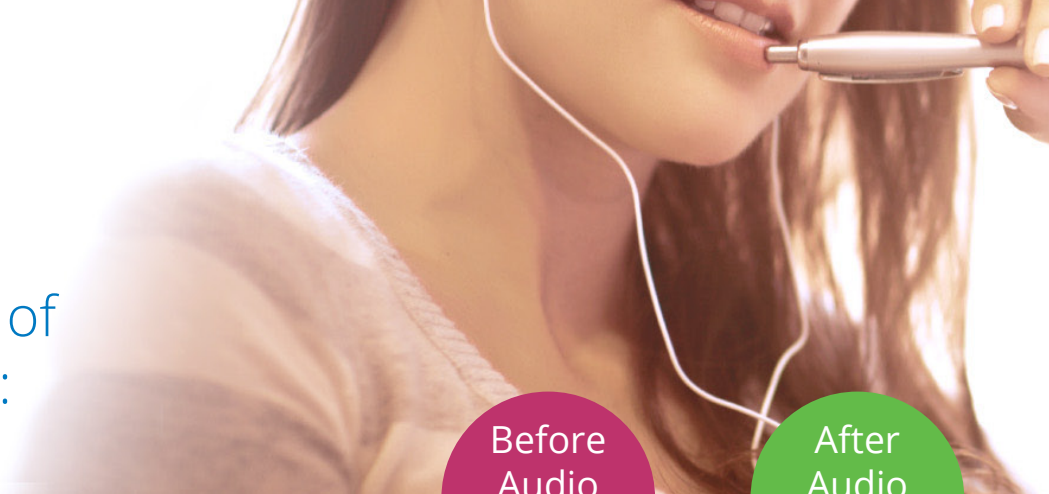
With our software you can take the best notes of your life! Get ready for recordings, text notes, images from the whiteboard, slides, and reference material -- all saved in the one file and instantly accessible whenever you need it.



Make smart use of videos and podcasts

There's so much valuable educational material online these days. And with Audio Notetaker, you can capture the audio from YouTube videos, TED Talks, podcasts, and more, inserting screengrabs alongside the recording.

We asked **1419** Sonocent users whether they agreed with each of these statements:



Before Audio Notetaker

After Audio Notetaker

"My notes were organized and easy to find"

32%

91%

"My notes were clear and easy to read"

29%

89%

"My notes captured all of the important points"

26%

90%

"I could find the important points in my notes"

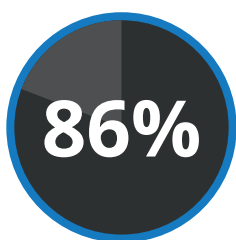
28%

86%

"I found it easy and worthwhile to make notes"

24%

86%



86% of users surveyed said it was "easy and worthwhile" to take notes with Sonocent



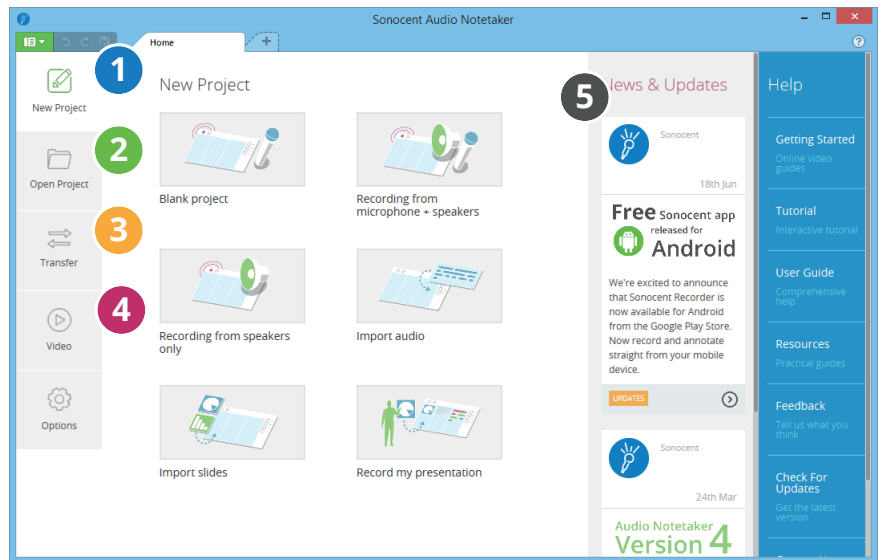
"I honestly don't know how I would have coped without it. It's incredibly easy and efficient to use."

Rose Boutflower, Sonocent user

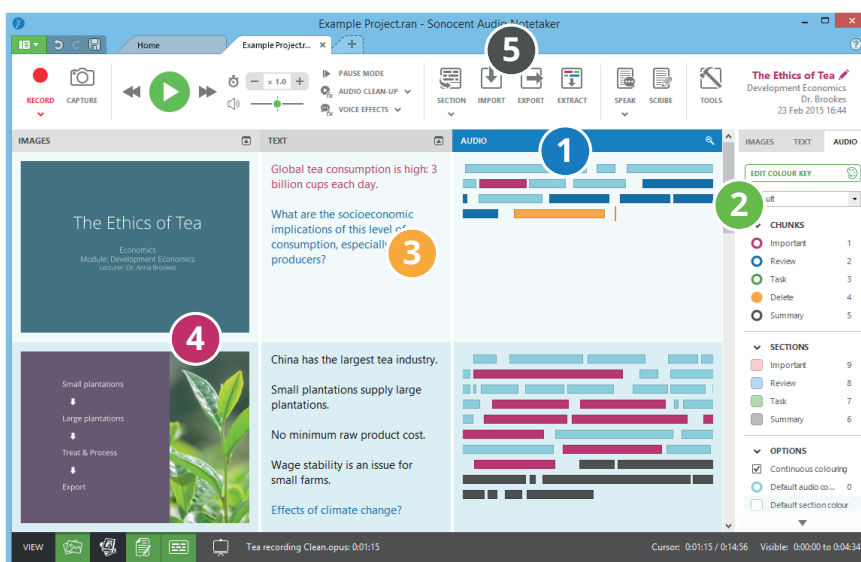
Up and running? Here's what you can do with the workspace

The Home Tab

- 1 Create new projects and import audio files
- 2 Open existing projects and search for projects by topic, speaker and keyword
- 3 Transfer audio files from the free Sonocent companion app
- 4 Watch getting-started videos to get to grips with the software
- 5 Check out handy tutorials and resources and connect with us on social media



The Project Tab



- 1 Recorded or imported audio is visualized phrase-by-phrase as colored chunks, which you can quickly navigate, edit and organize.
- 2 Color highlight chunks instead of writing things down. Use color to extract audio, images and text into new projects.
- 3 Add notes, summaries and transcriptions.
- 4 Import images, slides and PDF documents.
- 5 Export your project as text documents, music files or videos.

"I love it. It makes things easier, and all my recordings are in one place. I can break the recordings into more manageable pieces and add comments to further my understanding of the material."

Efe Yeboah, Sonocent user

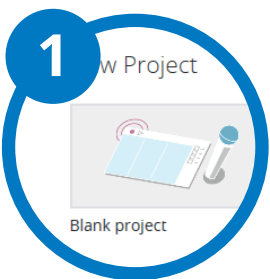
Our surprisingly simple formula for creating excellent notes

The best way to use Sonocent is to **focus on listening**, highlighting key points in color with your mouse or our keyboard shortcuts. Afterwards, **review your project at your own pace**, listening again, and summarizing the information to create your notes.

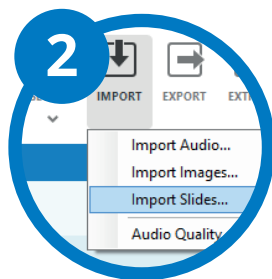
This way, you should already know **much of what you need to know** when you revisit topics to write reports, presentations or assignments.

Here's how it works, step by step:

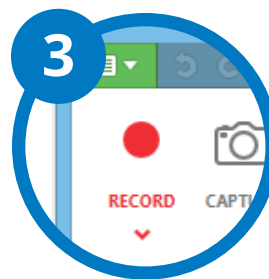
At the time



Open a **blank project** from the Home Tab



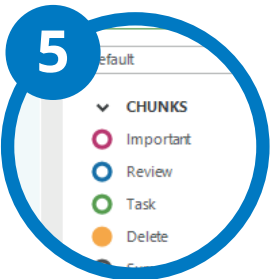
Import the slides if they have been made available



Hit the **record** button



Insert a **section break**. These are like paragraphs. Use them when the speaker moves on to a new slide or topic.



Color highlight audio chunks you will want to revisit

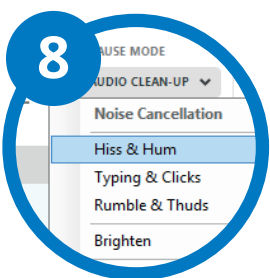


Type in the **Text Pane** to provide some additional context

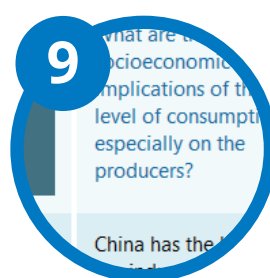


Save your project by Title, Topic and Speaker

Back at your desk



Enhance the quality of your audio with the **Audio Clean-Up** toolkit



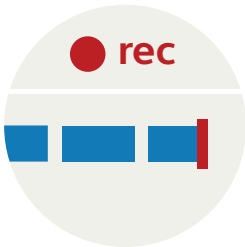





Listen to your recording and **summarize** the information in your own words



Extract highlighted chunks and sections to bring together all your information on a topic



Did you know that we have a free **Sonocent Recorder** companion app? Here's how to use it...

-  **1** Hit **'Record'**
-  **2** **Color highlight** audio chunks when you hear something you want to make a note of, just like you do with Audio Notetaker
-  **3** Break your recording into **sections** with a tap
-  **4** Type short **text notes** alongside your audio, if you think that will be useful
-  **5** Take **pictures** of notes or diagrams
-  **6** When you are back at your computer, **transfer** your file to Audio Notetaker by Wifi, The Cloud, or using a USB cable

Other stuff that you might want to know

How can I become an Audio Notetaker black belt?

From the software's Home Tab, you can find videos, tutorials and other resources for squeezing every drop of ninja goodness from your new software.

What should I do if I have any issues with the software?

In the extraordinarily unlikely event that you have any technical issues, you can find dozens of troubleshooting articles and get in touch with our crack support unit by visiting www.sonocent.com/support.

I love you guys. How can I keep in touch?

To be the first to hear about software updates, prize giveaways and simple hacks for working more productively with Audio Notetaker, follow us on Twitter, Facebook, and YouTube.