

## American University | [watch?v=FIV7vXicpfk](https://www.youtube.com/watch?v=FIV7vXicpfk)

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NARRATOR: 2. Annotate-- how to quickly add meaning to your projects. The second step, when working with Sonocent Audio Note Taker is to annotate your recording. This is where you add layers of meaning to your project by using color, text, images, presentation slides, and PDF documents. The speed and simplicity of making annotations with the software means it's easy to do this while you record, although you can come back and do it afterward, too.

Here's how it works. First, coloring. You know those times when you hear something that you know you will want to go back to, but don't have time to write down. With our software, you can quickly highlight these phrases as you record. Press the color you want to mark. Or, alternatively, use the shortcuts 1 to 5 on your keyboard. Press the same color again or zero to return to the default color.

To label what those colors mean, you can select a color template. Use the dropdown to select one of the preset templates or create your own. You can change the background color of your sections, too. Just press the Color button or key in the numbers six to nine.

Next, adding text. Click in the text pane to begin typing. Write as much or as little as you want. Remember, you can always come back to your recording to add more comprehensive notes later. Conveniently, you can type notes in the Text pane while your cursor is in the Audio pane, too. Just start typing and the cursor will hop over. Press Enter to return back to the Audio pane.

Remember that you can only use the quick keyboard shortcuts for coloring and adding new sections when your cursor is in the Audio pane. Using the Import menu, you can add images, presentation slides, and PDF documents alongside your audio and text notes into the Image pane. You can also Copy and Paste images. Once you're done annotating, make sure to add information about your project so that you can quickly find it afterwards.

Remember that you can also access many of these features from your mobile device with our free companion app, Sonocent Recorder. To dig deeper into what you can do with our software, click the Resources link in the Help bar or visit our website. Next, learn how to review your project as part of the process of developing your ideas, creating brilliant notes and composing written work.