

SPEAKER: One, capture. How to take live recordings and import audio files.

Sonocent Audio Notetaker provides an interactive workspace, where you can capture, organize, and communicate information and ideas as speech, text, and images. Whether you're taking notes from a presentation, meeting, or interview, brainstorming and planning, or composing written work, we think that the smartest way to use our software is to follow four simple steps-- Capture, Annotate, Review, and Engage.

The first step is to capture, which is most easily done by recording. There are lots of things you may wish to record and many different options for recording them. We recommend that you use our software to take live recordings of lectures, meetings, classroom activities, brainstorm sessions, and interviews. That way, you can quickly annotate your audio as you record, which will give you a head start when you come to work with your projects later.

Start by opening a blank Audio Notetaker project from the Home tab and press Record. Instead of displaying audio as a timeline or as a wave form, Sonocent displays each phrase of speech as a colored chunk in the Audio pane, with spaces in between. These chunks each contain a single phrase. You'll find that this makes it easy to navigate, annotate, and organize your audio.

When you are recording, you should break up your audio into sections-- which are like paragraphs. To do this, use the Sections button, or press Enter on your keyboard while your cursor is in the Audio pane.

Alternatively, record on your mobile device. Sonocent Recorder is our free companion app for recording and annotating. Use it to capture and annotate high quality recordings. You can open these files in Audio Notetaker to work with your recording later.

You may want to record something that is playing on your computer. For example, a video. To record an online presentation, click the Recording from Speakers Only option on the Home tab. You can also capture stills from videos as you record with the Image Capture tool.

You can record what is playing on your computer and what is being picked up through your computer's microphone by selecting Recording from Mic and Speakers. The software displays each input separately, which means you can easily differentiate who is speaking. Remember

that you can also change how you record from within a project, using the Record dropdown menu.

Finally, you can also import audio into Audio Notetaker from the Home tab. Import files saved to your computer or files transferred from another device, such as a digital recorder. We offer special support for various models of digital recorders.

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 add meaning to your projects by making annotations while recording.