# Slide 1

# Sonocent Audio Notetaker: more than just a digital note taking tool

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# Slide 2 Jim Sprialis

#  Slide 3 Session Outline

* A quick recap of the Sonocent workspace
* Preparing for a lecture
* Effectively reviewing spoken information
* Creating study guides (from series of lectures)
* Generating written text for assignments – the scribing options
* Creating audio books
* Lecture capture recordings and videos
* Scribble support in the App

# Slide 4 A quick recap of the Sonocent workspace

# Slide 5 Tip 1 - Preparing for a lecture

•Review the Presentation information prior to the lecture

1. Import slides

2. Perform ‘Extract Text’ feature into the Reference pane

3. Utilise ‘Speak’ feature for textto speech support

•Additional tip

•Utilise ‘Copy all text and images’

to paste into a Word document

# Slide 6 Tip 2 – Purposeful Highlighting

•Edit or Create a colour key aligned to content type

•Re-phrase the criteria

•Reduce the criteria list

# Slide 7 Tip 3 – Create linked text

Enter key words or short phrases to create synchronized audio links

# Slide 8 Tip 4 – Create compilation Study Guides

Use the Extract feature to collate summaries from different projects

By audio

By section

Additional tip: type a short phrase on the first line of the text pane. This will be the title track name of an audio playlist.

# Slide 9 Tip 5 – Generating written text

•Option 1 – manual transcription

1. Adjust playback speed

2. Activate Pause mode

Keyboard shortcuts - critical for efficiency

With focus in other Panes:

Ctrl Space Play/Stop playing

Ctrl . Play/Stop playing Ctrl Alt Space Play/Stop playing F12 Insert Section Break

Ctrl Enter Insert Section Break

Ctrl F12 Remove Section Break

Ctrl \ Skip Backwards to Previous Chunk

Ctrl / Skip Forwards to Next Chunk

•Option 2 – Dragon transcription

1.Annotate audio in colour highlights (during lecture or while listening to a recording for first time)

2.Use Scribe tool to transcribe by colour or by section

3.Alternatively, open Dragon and use ‘Echo Read’ method

Important: Use Audio Replace tool to utilise a high quality audio recording for transcription.

# Slide 10 Tip 6 – Voice Notes

Record your reflections, understandings , reminders, draft sentences

The use of voice notes can address the impact of working memory on written composition.

#  Slide 11 Tip 7 – Create audio books from text

1. Import Slides option

2. Select PDF document

3. Extract text: all slides

4. Speak > send all Speech to Audio Pane

5. Annotate with colour highlights

6. Extract highlighted audio

7. Export summary playlist

# Slide 12 Tip 8 – Working with video

Engaging in the note taking process with recorded lectures or videos

#  Slide 13 Tip 9 – Scribble feature

Available in Android and iOS app – Sonocent Recorder & Sonocent Link

DRAW

ANNOTATE PHOTOS

TAG PHOTOS

# Slide 14 Thank you for taking the time to attend

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