

SPEAKER: 3, Review. Polishing, editing, summarizing and transcribing. After you've captured your information and annotated it, you should review it. This is the point where you will refine your ideas by transcribing or summarizing a recording, as part of the note-taking or writing process. It's also an opportunity to think about your project more deeply.

To get started, open your saved project on the Home tab either by finding it on your computer using the View All projects tab, or searching for projects by keyword. You may also want to open a file created using our free Sonocent Recorder companion app. With the audio clean-up tools, you can improve the quality of your recording by reducing hisses, keyboard clicks, and background noise. The software will automatically adjust the volume of your recording so that you can hear it clearly, regardless of what device you originally recorded on.

The review stage is another chance to listen to the parts of the recording that you have highlighted and to make further edits, developing your ideas, ensuring that you have all of the content you will need for your final piece of work, and typing up your notes. The software makes this easy. You can navigate through your recordings quickly by clicking on chunks with your cursor or skipping from chunk to chunk using the arrow keys on your keyboard.

[KEYBOARD CLICKS]

You can hit the spacebar to stop and start playback. You can color and add sections as you did when capturing your live recording. You may also want to select chunks and drag them and drop them to reorganize your audio. You can split chunks in two, or merge two adjacent chunks. And delete anything you don't need.

When taking written summaries of your audio or full transcriptions, use the playback controls to slow down the speed of playback, or pause automatically after every good-sized chunk. This will make the review process even easier. Alternatively, if you would prefer not to write, you can record yourself speaking a summary of the information even directly into the same section.

Finally, you can also add additional text into the reference pane.

[KEYBOARD CLICKS]

This is normally hidden by default, but you can use the pane controls to show or hide

individual panes.

[KEYBOARD CLICKS]

The reference pane is the place to add additional useful information. That could be links to useful web resources, passages from a book, hyperlinks to documents on your computer, or text copied from the image pane using the copy text from slides button. You can listen back to text you've copied over or any other text notes in your project using the speak options.

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 engage with your project and the ideas you've developed by combining information from multiple projects, exporting projects into other devices, and sharing them with others.