

NCI Technologies presents:

Microsoft® Office OneNote® 2003 Training

Audio and video notes



Course contents

- Overview: Audio and video in OneNote
- Lesson 1: Recording notes

Each lesson includes a list of suggested tasks and a set of test questions.

Overview: Audio and video in OneNote



Have you ever wanted to keep a recording of a meeting, conference call, lecture, or demonstration, and simultaneously take written notes?

With OneNote you can make audio and video recordings and keep them in one place with your textual notes.

Course goals

- Record audio and video notes.
- Find and play back audio and video notes.

Lesson 1

Recording notes

Recording notes

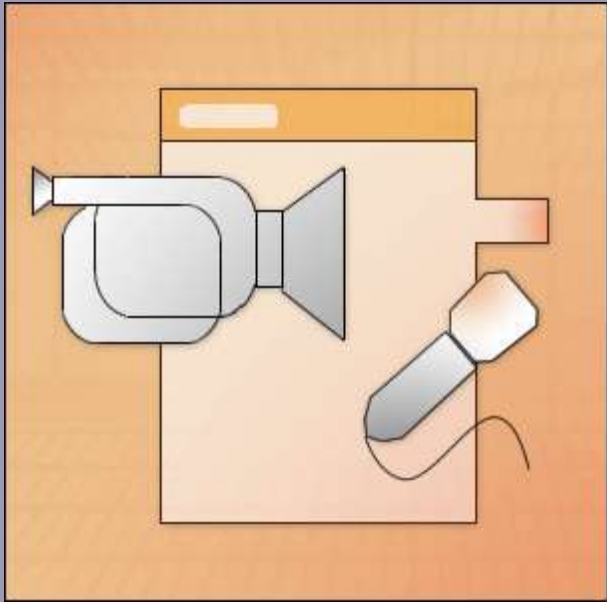


Audio and video notes are recordings that you make while using OneNote.

You can take textual notes at the same time you record, and all the notes will be accessible from your OneNote page.

You can record sound or video in most situations. By recording a lecture, for instance, you can focus on taking down specific notes.

Before you start: Requirements



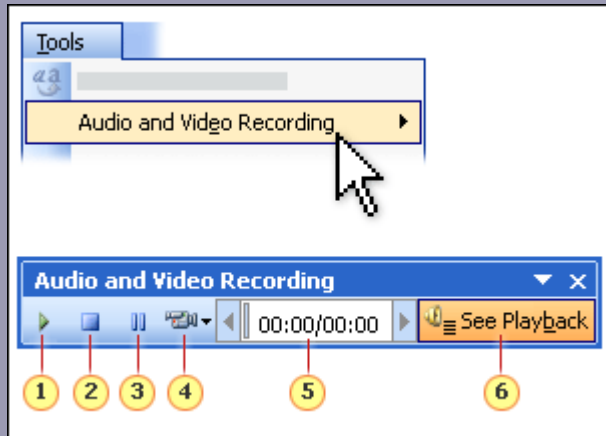
You'll need a microphone and a camera.

Audio and video notes are designed to supplement your note taking, not for flawless studio-quality recording.

The limitations of clear recording are the quality and position of your microphone or camera and the amount of background noise.

It's a good idea to test the recording device in a particular environment first.

How to record notes



Use the **Audio and Video Recording** command on the **Tools** menu to start recording. The toolbar also opens.

1. **Play** button.

2. **Stop** button.

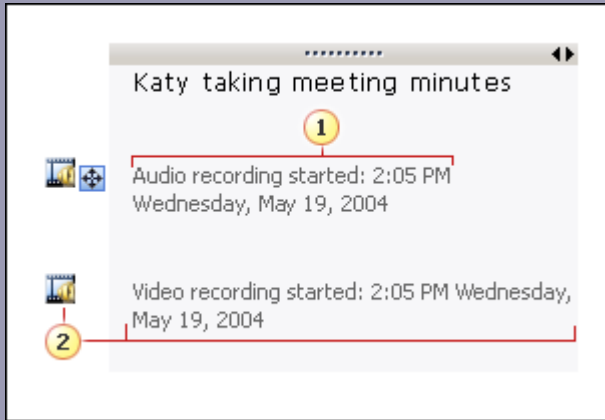
3. **Pause** button.

4. **Record** button. (This button may show with either an audio or video image.)

5. **Audio gauge**.

6. **See Playback** button.

What a note looks like



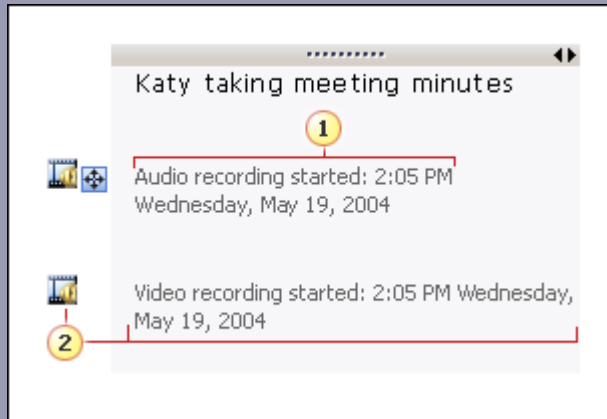
OneNote inserts the current date and time when you start recording a note.

To play a recorded note:

1. Point to the note's time and date stamp; the recording symbol appears to the left of the stamp.
2. Click the symbol to play the note (or click the **Play** button on the **Audio and Video Recording** toolbar).

(Continued on next slide.)

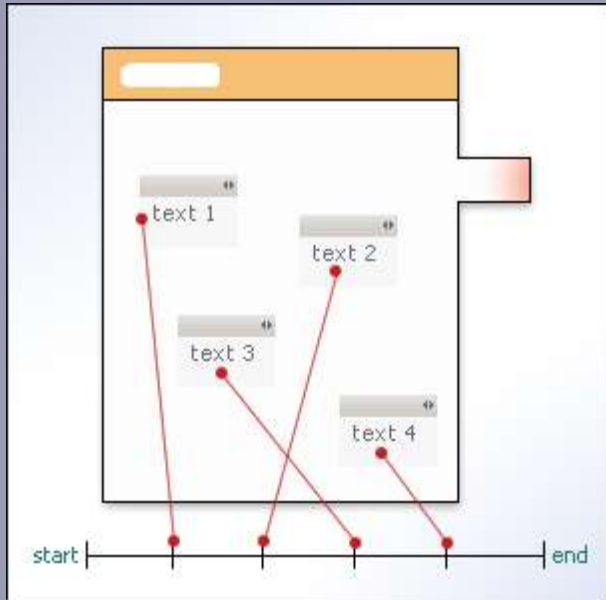
What a note looks like, cont'd.



After you have started recording, OneNote inserts some text onto your page to indicate the time and date that the recording started. You can have several recordings on one page, both video and audio.

You can delete a recorded note by clicking the **Delete Recording** button on the **Audio and Video Recording** toolbar. All recordings on that page will be deleted.

How recordings and text are related

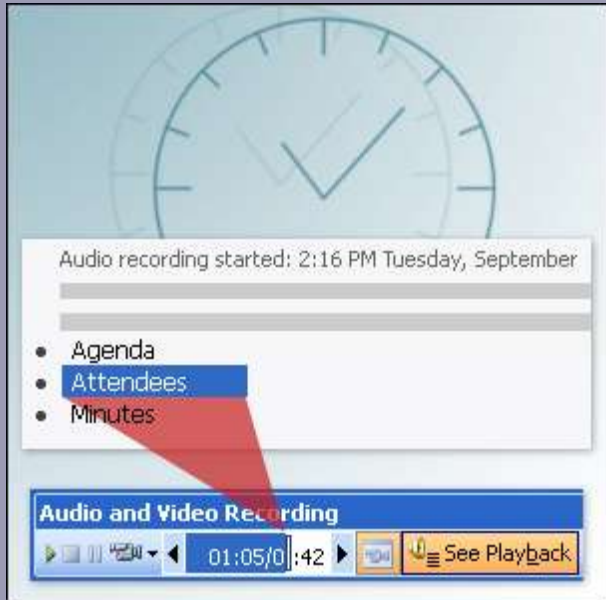


The recording timeline is tied to the order in which the text notes were written.

Audio and video notes are time-stamped and "tied" to text notes that were taken at the time of the recording. You can click a text note and jump to that part of the recording.

Tying text and recordings together is useful when you play back your recorded note. As the recording is played back, the accompanying text notes are highlighted in sequence.

How to play back a recording

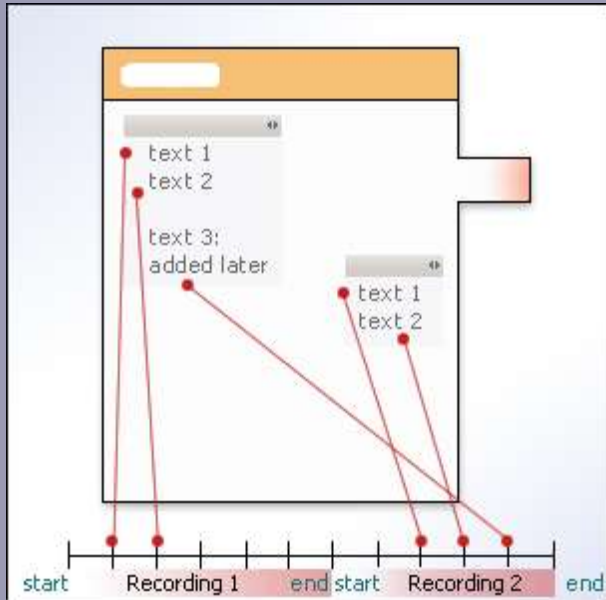


The **Audio gauge** shows the playback. The text notes taken at that moment of the recording are highlighted in blue.

To play back a recording, click the recording symbol to the left of the note's date and time, or click anywhere in the text notes and then click **Play**.

The **Audio gauge** on the **Audio and Video Recording** toolbar shows where in the recording you are. You can also click the gauge to jump to any part of the recording.

Multiple recordings on a page



If you have made two recordings on a page, the page will show two pieces of "recording started" text, but the Audio gauge will appear to have one long recording, though in fact two separate files will be created.

Multiple recordings on a page link together, so the timeline shows the length of all the recordings combined.

Playback continues from file to file, switching between playing video and audio as needed.

Suggestions for practice

1. Record an audio note.
2. Record a video note.
3. Play recorded notes.
4. Play from the middle of a recording.
5. Find the location of recorded files
6. Delete recordings.

[Online practice](#) (requires OneNote 2003 Service Pack 1)

Test 1, question 1

What does the See Playback button do? (Pick one answer.)

1. Plays back a recorded video note.
2. Highlights text that was written as the recording was made.
3. Converts an all-audio (.wma) file to a video (.wmv) file.

Test 1, question 1: Answer

Highlights text that was written as the recording was made.

By selecting the **See Playback** button before you click **Play**, you can follow the timeline of text along with a recording playback.

Test 1, question 2

You want to get to the section of your recording that's related to a text note; what's the best way to do this? (Pick one answer.)

1. Click the text note and the **Audio gauge** will jump to that part of the recording.
2. Play the recording from the start until you get to the right bit.
3. Use the forward arrow on the **Audio gauge** until you're in the right area.

Test 1, question 2: Answer

Click the text note and the **Audio gauge** will jump to that part of the recording.

Audio and video notes are "tied" to text notes that were taken at the time of the recording. Tying text and recordings together is useful when you play back your recorded note.

Test 1, question 3

If you're recording a two-part lecture, how do you ensure that the second audio or video note starts at the end of the first? (Pick one answer.)

1. Just go to the same page and start recording again.
2. Play the first audio or video note, and then start recording when it finishes.
3. You can't have two recorded notes on one page.

Test 1, question 3: Answer

Just go to the same page and start recording again.

The second recording note will follow on from the first, though the second recording will still be a separate file from the first recording.