



notetalker^{edit}

User Guide

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1. Installation

You will receive a redemption code with your purchase of Notetalker Edit. If you have purchased the bundle of Notetalker App and Notetalker Edit you will receive one redemption code which can be used for both the App and Edit program.

App installation

For Android Apps go to Google Playstore and download the NotetalkerCV App. Once installed the App will ask for your redemption code.

For iOS Apps go to the App store, press Featured and scroll down to the end. Click Redeem. Enter your Apple ID password. You will be prompted to enter your redemption code.

Notetalker Edit installation

Go to www.notetalker.com website and click on the Download Notetalker Edit button in the top right hand corner of the Home page. Choose Windows or Mac.

Follow the instructions or refer to the installation guide for Windows or Mac.

2. Notetalker control panel

Main Control panel



Notetalker Edit Upper control panel is divided into two areas

- Main control panel located at the top centre of the screen. The left hand menu enables you to open, save, delete and export files. The centre menu contains the audio playback controls and bookmark addition button, and the right hand side contains the volume control for playback.

Audio Bar



- Audio bar which shows the audio recording, total recording time, time elapsed during playback, and bookmark flags indicating where you have placed bookmarks. Hover over the bookmark to see bookmark name, and click on bookmark flag to move to Bookmark area in main screen.

Lower Control Panel



The Lower Control panel has two areas:-

- The left hand side lower menu is a text editor control panel with buttons for font, Capital letters, Bold, italics, text size, highlighting and shading the bookmark area.

- b) The right hand side lower menu is an image editor which allows you to add, magnify or reduce size of image, delete, or rotate images.

All buttons on the control panel have a tooltip explanation of their function when you hover the cursor on top of them.

3. Uploading files to your PC

Android Apps

For Android you can export files to Dropbox and Google Drive. If you do not have Dropbox or Google Drive accounts these can be set up very simply by typing them into your browser and following the instructions to download and set up. Dropbox and Google Drive sync with folders on your PC to enable you to access your Notetalker folders and files. Once you have created a file in the App you can open it and export to Dropbox or Google on the Play screen.

Apple Apps

For Apple devices you can export files to Dropbox and iCloud in a similar way to Android Apps. Dropbox and iCloud accounts are very easy to install and set up on your PC.

4. Opening files

Click on the Open Folder button to select the files you wish to open. Select the recording file and it will open on the screen complete with photographs and bookmarks.

5. Playback

Start playback by pressing the playback button on the left centre of the main control panel. You can now add text, add bookmarks, even if you have no bookmarks in the original recording, add images or photographs and upload PowerPoint slides. See 9. Adding PowerPoint slides below.

6. Adding Bookmarks

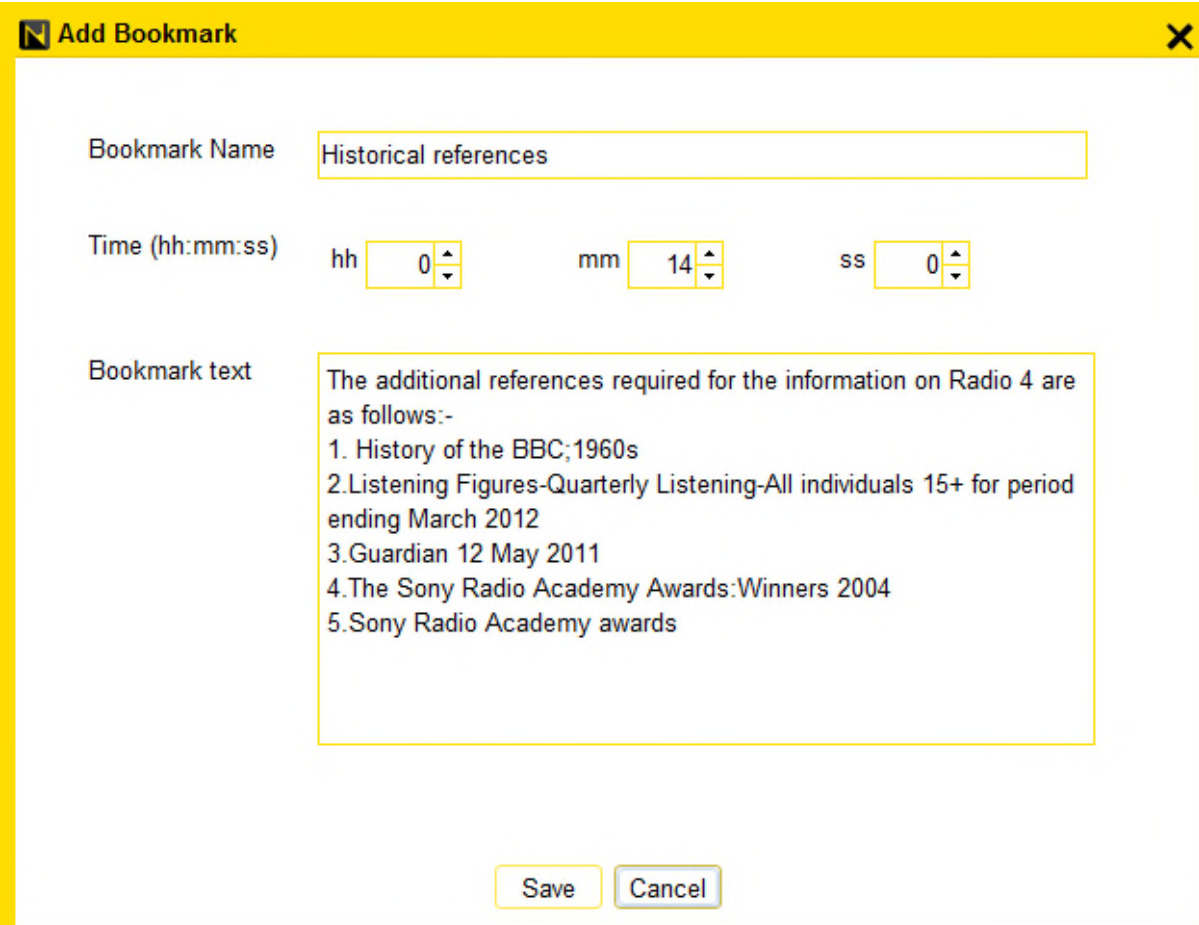
Click on the Add Bookmark button on the right centre of the main control panel. A pop-window will appear as shown below.

Insert a name and time where you want the bookmark to appear.

You can then add the text you want to show in the bookmark.

Then save the bookmark. The text will then appear in the bookmark area on the main screen and a bookmark flag will be inserted in the audio bar with the Bookmark name.

You can edit the name and text in the Bookmark area by clicking on the Edit icon in the top right hand corner of the Bookmark you wish to edit.



Add Bookmark ✕

Bookmark Name

Time (hh:mm:ss) hh mm ss

Bookmark text

7. Using text editor

Font CAPS Bold Italics Reduce Text size Increase Text size Highlight Text Colour Background



The text editor allows you to change the text presentation in the Bookmark area.

Buttons from left to right and their function

Font- choose your preferred font

Caps Lock- Upper or lower case text

Bold- Bold text

Italics- italicise your text

Reduce text size

Increase text size

Highlight text-6 different colours to highlight your text

Highlight Bookmark area -6 different colours to shade the Bookmark area

8. Using image editor

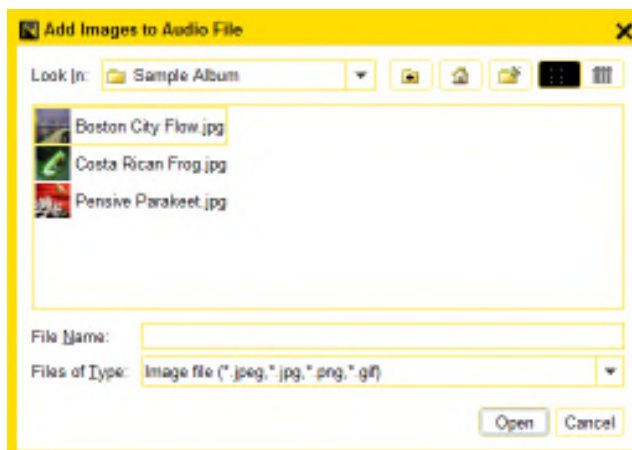
Add Image Magnify Image Delete Image Rotate Image



Add Image Reduce Image Delete Image Rotate Image



Images can be added in two ways. Using the image editor click on the "+" button which will open a pop up box, select your image or photograph and press open. The image will be added in the first empty Bookmark image area.



To add an image to a particular bookmark, hover the cursor over the Bookmark Image area you wish to add it to and right click the cursor. Click on Add Image and a pop-up box will appear. Find the image folder and select the image you wish to add then Click Open. The image will be placed in the Bookmark image area.

To move an image from one Bookmark area to another first click on the image you wish to move.

Then place the cursor over the Bookmark image area you wish to move the image to. Right click cursor and then click Drop Image. The image will be placed in the new location.

To enlarge an image to view the image in more detail double click on the image you wish to enlarge. The image will appear in a pop-up box on your screen. While this image is enlarged you will not be able to edit the text in the Bookmark.

To magnify an image and continue editing click on the Magnify image button in the Image editor and the screen will increase the image area size and reduce the text area size. You can continue adding or editing text in the text area.

To change back to the standard screen click on the Reduce image size button.

To rotate image click on image and then click on rotate image button in image editor. The image will rotate 90 degrees clockwise each time this button is pressed.

To reduce image size click on the Reduce image size button and the Image area will return to normal size so you can continue adding text notes.

9. Adding PowerPoint slides

PowerPoint slides can be added to the Image area of the Bookmark. First you will need to open your PowerPoint presentation and save the presentation as images or JPEG files.

To do this Open PowerPoint presentation, Click on File, Export, Change File Type, Save as JPEG Interchange Format.

The presentation will then be saved as individual slides which you can add to Notetalker in exactly the same way as you add photographs.

10. Save

Click on save file will save your recording in the same folder you have opened it from.

11. Export

Export allows you to save your file with a different name in a different folder. Type the name you wish to use and then select the folder location then click save.

12. Delete

Delete file will delete the file.

13. Print

To print your notes click on the Print button and choose your printer. The Bookmark notes will be printed on the selected printer.

Brought to you by



Craven House The Lansbury Estate 102 Lower Guildford Road Woking Surrey GU21 2EP

www.notetalker.com

info@notetalker.com

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