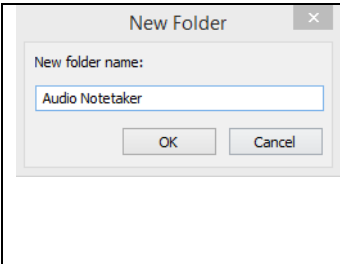


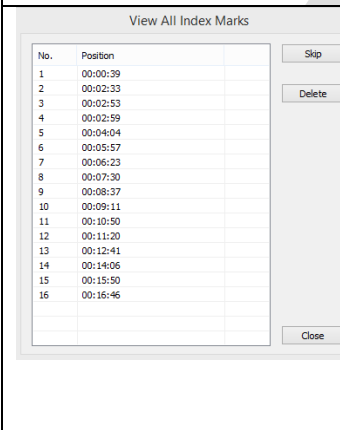


Editing Index Marks in Olympus Sonority to Sync with your PowerPoint Slides in Audio Notetaker

V Preparation before importing audio Files

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|---|---|---|
|  | <p>1. Create a Folder called Audio Notetaker</p> | <p>Right click on Download Tray and select New Folder. Call this Folder Audio Notetaker.</p> |
|  | <p>2. Make the File a Priority</p> | <p>Make this File a Priority by clicking on the priority exclamation icon on the Playback bar or by ticking the Priority box in Properties. This means you can highlight and organise those lectures that have notes in Audio Notetaker.</p> |
|  | <p>3. Copy and Paste your Lecture</p> | <p>Copy your Lecture via the Copy icon on your toolbar or the keyboard shortcut Ctrl+C. Paste it into your Audio Notetaker Folder with the Paste icon on your toolbar or the keyboard shortcut Ctrl+V.</p> <p>This means your original lecture remains in your module folder. This file can then be used with your Index Mark Notebook to navigate to your key points and important information.</p> |
|  | <p>4. Delete Non Slide Change Index Marks</p> | <p>Using your Index Mark notebook edit out any index marks that are not slide changes. To do this go to View all index Marks on the main toolbar. Working your way from the bottom (so the numbers don't change) delete ALL the index mark numbers that are not representing slide changes. Click Close.</p> <p>This is the lecture that is imported into Audio Notetaker and will sync with your imported PowerPoint Slides. The file destination for this audio file is Olympus > Message > DL Tray > Audio Notetaker.</p> |