

## VideoNotes Installation and How-to-Use Guide

### Pre-requisites:

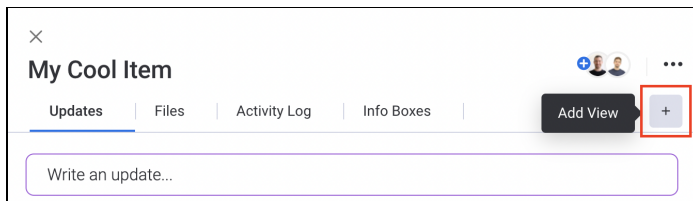
- None

### Installation:

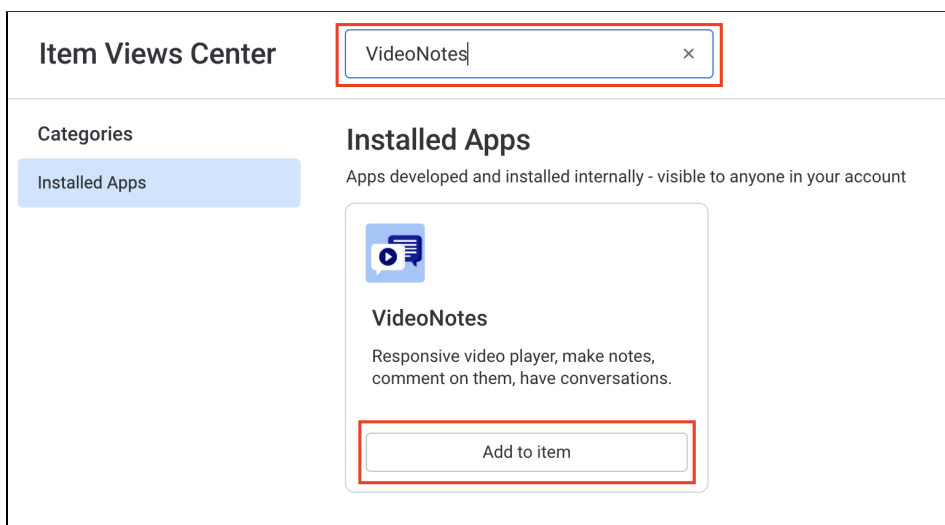
- Please follow Monday.com installation guide:  
<https://support.monday.com/hc/en-us/articles/360014664060-The-monday-apps-marketplace>

### How to use:

- Enter an item on your board.
- At the tabs bar, right below the item title - click the “+” button.

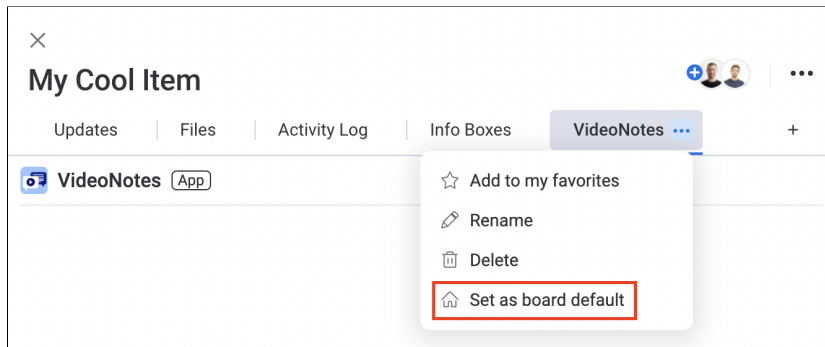


- At the Item Views Center pop-up's search box - type “VideoNotes” and then click “Add to item” to add “VideoNotes” to your item’s tabs b



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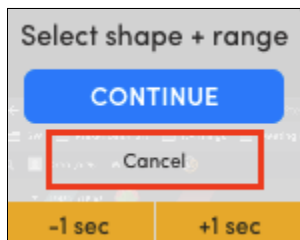
- Don't forget to set VideoNotes as the board default!



- Now that you have successfully added VideoNotes to your board - you can start to utilize VideoNotes' unique features after adding videos to your items:
  - Add a new comment to the video at a specific moment by clicking on the "+ NEW" button at the top left corner.



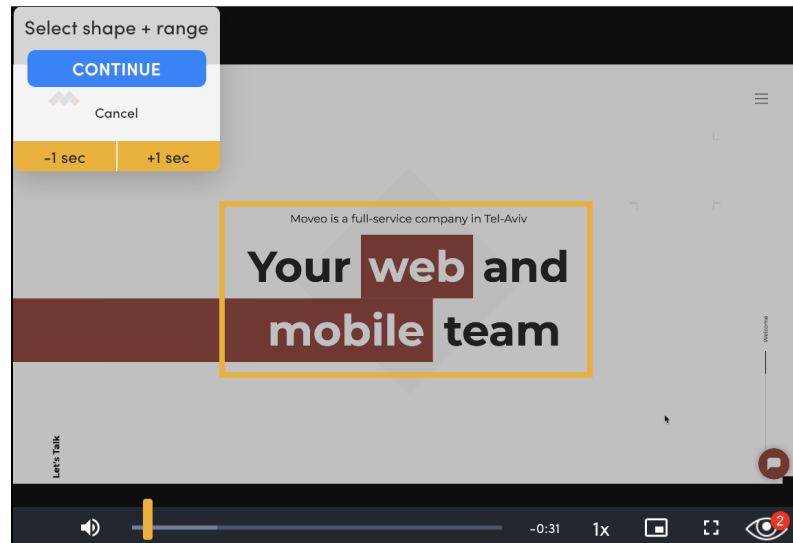
- Not sure? You can reverse this action by clicking on the "cancel" button.



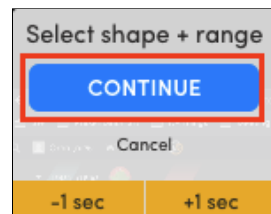
- Change the timing of the comment by using the "-1 sec" and "+1 sec" buttons.



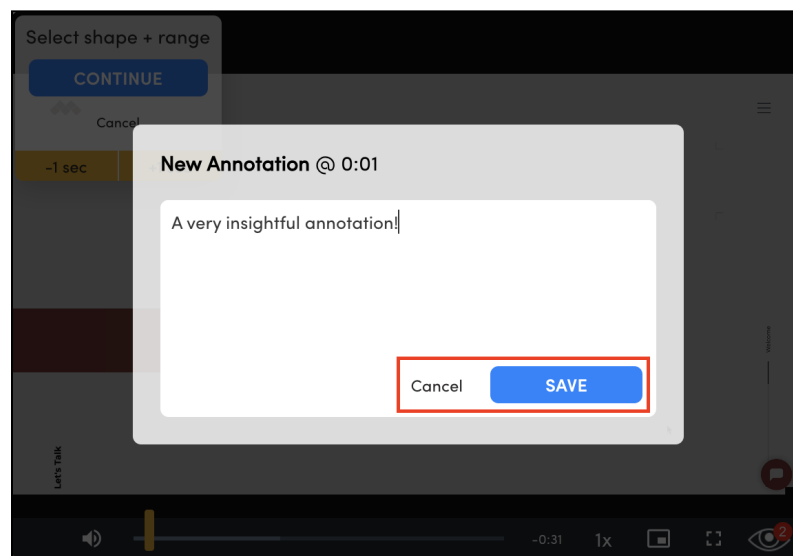
- Mark the relevant segment you would like to highlight by using the yellow square.



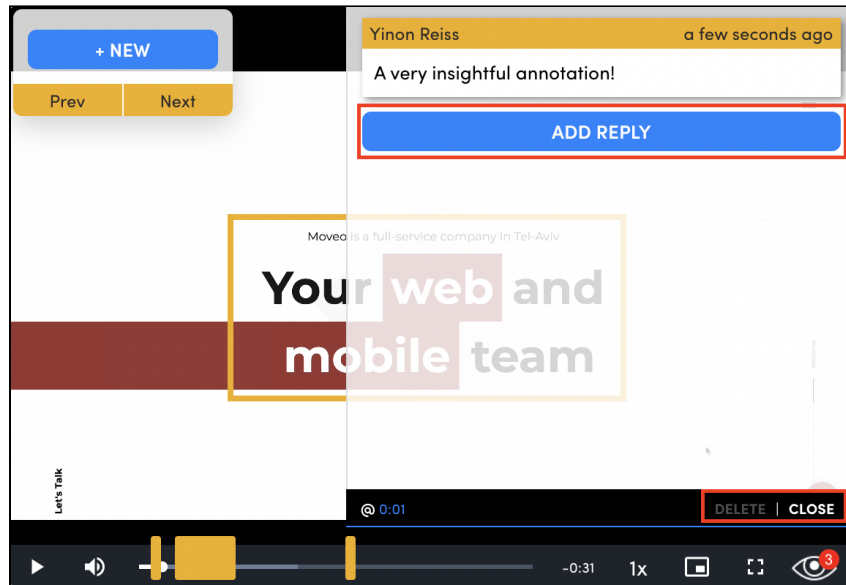
- Click on the “Continue” button to leave an annotation.



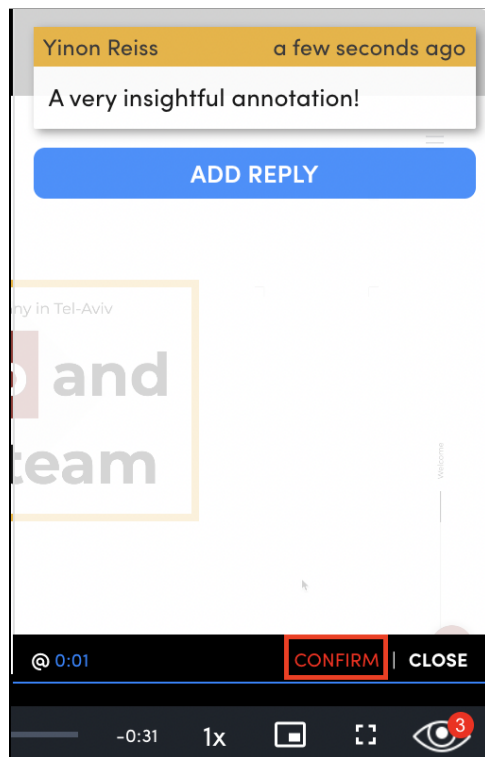
- Insert your annotation to the text box and click either “Save” or “Cancel”.



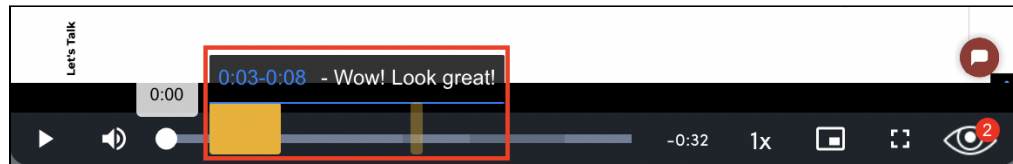
- After clicking “Save”, a panel with your annotation will appear on the right-hand side of the video container. You can add a reply, close the panel or delete your annotation by clicking on the appropriate button.



- If you choose to delete your annotation, please make sure to click on the “CONFIRM” button (right where the “DELETE” button used to be).

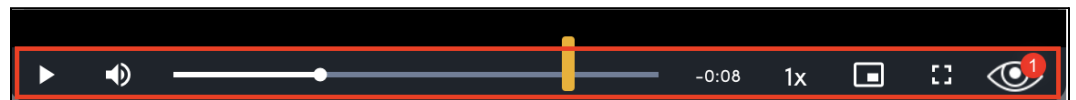


- You can view existing annotations by hovering over the yellow mark on the video progress bar.



If you like to view the complete annotation and reply to it - click on the mark, and the same panel from before will open. However, please notice that you can't delete an annotation that someone else left!

- Use the video control bar buttons to perform the following actions:
  - Play / pause
  - Mute (to change the video volume - hover over the speaker icon)
  - Navigate through the video
  - Change the video Play speed
  - Enter picture in picture mode
  - Enter/exit full-screen mode
  - Hide/reveal all VideoNotes buttons and marks



- That's it! You are now a certified VideoNotes user. Good luck!