A Brief Guide to Using Synote

Synote is a web based application that allows you to create synchronised bookmarks or 'Synmarks' that can contain notes and tags synchronised with audio or video recordings, transcripts and slides/images and can be used to find and replay parts of the recordings.

While other software may allow you to bookmark, search, link to, or tag the WHOLE of a web based audio or video recording, ONLY SYNOTE allows you to easily find, or associate your notes or resources with, PART of that recording. As an analogy, you would clearly find a text book difficult to use if it had no contents page, index or page numbers!

We hope you enjoy using Synote and look forward to receiving any comments on your experience and ideas and suggestions for how it can be improved

Please email these to me, Mike Wald at mw@ecs.soton.ac.uk

Many thanks
Mike and the SYNOTE team

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1. Getting Started with Synote

We suggest setting 'Highlighting is Off' and 'Mine only is On' when creating Synmarks to speed up processing. We also suggest pressing F11 to hide the menu bar and provide the maximum display area in the browser.

Go to: www.synote.org

1.1 Home Page:

Click on 'Log In' button to sign in.

Home   Recordings   Users   Groups   Guide   Log In   Register
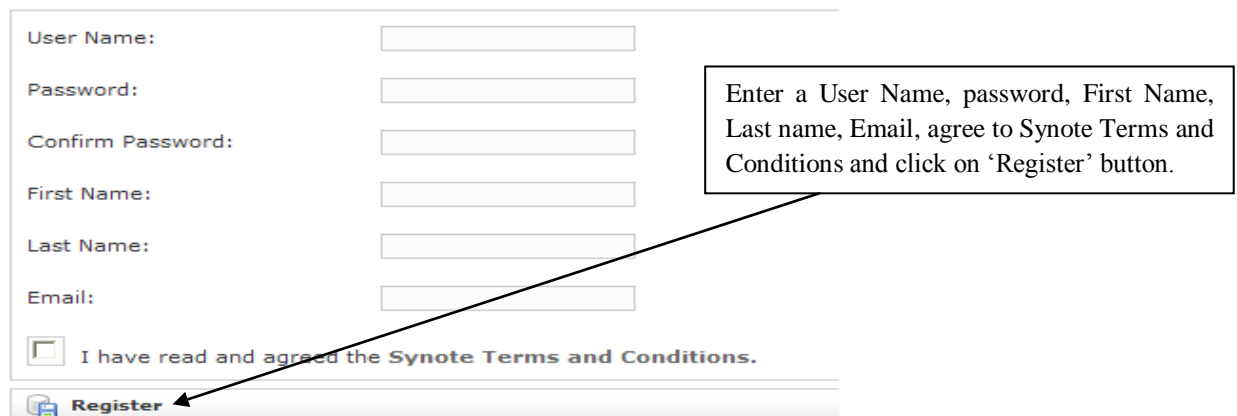
synote

Search   Search Help

Click on 'Home' to return to Synote Home Page, 'Recordings' to see the Multimedia Recording list, and 'Guide' to view Synote guide."

Create an account if you do not have a user name.

1.2 Register User Page:

Register User

User Name:

Password:

Confirm Password:

First Name:

Last Name:

Email:

Enter a User Name, password, First Name, Last name, Email, agree to Synote Terms and Conditions and click on 'Register' button.

☐ I have read and agreed the Synote Terms and Conditions.

Register

1.3 Log In Page:

Login User

Enter User Name and Password and then click on 'Login' button.

User Name:

Password:

Login

2. Recording Page

Home   Recordings   Users   Groups   Guide

Select 'Recordings' button.

syNote

Select 'Create Recording' to create new recordings.

Create Recording

Recording List

Id	Title	Owner	Public Permission	Your Permission		
422	My first recording	test	READ	WRITE	Replay	Print
427	my second recording	test	PRIVATE	WRITE	Replay	Print
487	Test Recording	test			Replay	Print
502	test recording with firefox	test			Replay	Print
517	test recoding with Safari	test	ANNOTATE	WRITE	Replay	Print
538	Mac Test 1	test	ANNOTATE	WRITE	Replay	Print
1	Synote Guide	mike	ANNOTATE	ANNOTATE	Replay	Print
65	INFO1016 CECIL Compiler Demo	mike	ANNOTATE	ANNOTATE	Replay	Print
68	INFO1016 CECIL Run Demo	mike	ANNOTATE	ANNOTATE	Replay	Print
71	INFO1016 Processor Cooking Analogy	mike	ANNOTATE	ANNOTATE	Replay	Print

1 2 3 4 5 Next

Select 'Replay' to view the recordings.

Click on Recording's name to view detail information.

Select 'Print' to print the transcript, Synmarks and slides.

3. Multimedia Page:

'Find' function of the browser can be used to search the transcript or Synmarks.

Top bar is for easy navigation.

Play the recording and the current words will be shown in yellow in the transcript.

Size of the four panels can be changed by moving their edges.

Selecting a Synmark, transcript word or slide/image moves the recording to the corresponding time.

Toggling Autoscroll can ensure current selection stays visible in panel or allow user to scroll manually.

3.1 Create Synmark:

A Synmark can have a Title, a note that can contain valid HTML code, tags separated by comma and an ID of the next Synmarked part of the recording to jump to if 'Chain is On'. The start time is the time in the recording corresponding to when the Synmark was created and is automatically entered. If some text in the transcript is selected to create a Synmark then the corresponding start and end times are entered automatically and the selected text is highlighted if 'Highlight is On' is selected in transcript panel. If times are edited manually then remember to use a colon between the minutes and seconds.

Selecting 'Create' opens the Synmark Window for typing.

3.2 Synmark Panel:

Information in the columns can be sorted and columns can be shown or hidden.

The width and position of columns can be changed by dragging.

Created Synmark can be selected later to Edit or Delete. The Synmark panel can be refreshed to show Synmarks recently added by others.

'Full View is On' shows all of the content of the Synmark rather than just one line.

The Synmarks can be played as a chain when they have 'Next' value.

'Mine only is On' shows only the logged in user's Synmarks in the panel.

3.3 Multimedia Panel:

Controls on Media Player can be used to Play, Pause, Stop the media and control the volume.

Select the buttons to Play, Pause, Stop and Rewind the recording by approximately 5 second. Keyboard access keys can also be used (see Accessibility Page).

Size of the Media Player can be changed.

3.4 Presentation Panel:

Enter the URL of the image to view as a slide, start time to synchronize with the multimedia and the position of the slide.

Panels can be closed and reopened.

Select 'Create' button to create new slide, 'Edit' button to edit the URL, position or time of the slide image or select a slide and click 'Delete' to remove it.

3.5 Transcript Panel:

Select 'Highlight My Synmarks' to highlight in green the parts of the transcript Synmarked by you. Select 'Highlight All Synmarks' to highlight in green the parts of the transcript Synmarked by any user. Select 'Highlight Synmarks is Off' to turn off the green highlighting of the Synmarked parts of the transcript.

Select the 'Edit' button to enter Edit Transcript Mode. Select 'Refresh' button to reload the transcript from the server.

3.5.1 Transcript Editing Guide:

Transcript

Back Next Finish Help Exit *Status: Step 1/3 Welcome*

Welcome to transcript editing wizard.

You can upload a new transcript file (.txt or .srt) or click "Next" button to continue.

[_____] [Browse...]

[submit]

Autoscroll is On Highlight Synmarks Off ▾   Refresh Edit

> Click 'Next' to type the transcript yourself from scratch or edit the previous transcript.

> If you have a text or .srt file of the transcript, click on 'Choose File' button, select the file from your desktop and click 'Submit' button. Remember to make sure that the file is not blank and is in the correct format.

> Click on 'Back' to return to previous step, 'Next' to go to next step, 'Finish' to save and exit the Transcript Editing wizard, 'Exit' to exit the wizard without saving the changes and 'Help' to read the guide to Transcript Editing.

> Click on a sync point and change the sync time according to the current time of the media player.

Transcript

Back Next Finish Help Exit *Status: Step 2/3 Transcript editing*

🌑This is a test document to show how a text file can be uploaded for transcript editing.🌑

Change Text Append Text Auto Sync

Autoscroll is On Highlight Synmarks Off ▾   Refresh Edit

> The text of the uploaded text file will be present in the Transcript editing window with two sync points, one at the beginning and the other in the end.

Transcript

Back Next Finish Help Exit *Status: Step 2/3 Transcript editing*

🌑Digital audio test🌑🌑This recording uses radio quality 22 kHz, 16 bit mono - 2.5 Mb/min🌑🌑This recording uses a custom quality 16 kHz, 16 bit mono -1.8 Mb/min🌑🌑This recording uses phone quality 11 kHz, 16 bit mono - 1.3 Mb/min🌑🌑This recording uses lowest quality 11 kHz, 8 bit mono - 0.4 Mb/min🌑

Change Text Append Text Auto Sync

Autoscroll is On Highlight Synmarks Off ▾   Refresh Edit

> The text of the uploaded XML file will be present in the Transcript editing window with all the sync points as written in the XML document.

Transcript

Back Next Finish Help Exit *Status: Step 2/3 Transcript editing*

This is a test document to show how a text file can be uploaded for transcript editing.

Single click here to insert a new synpoint

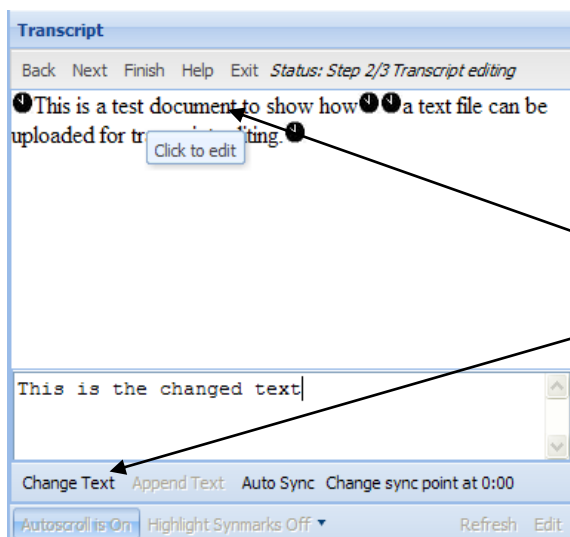Change Text Append Text Auto Sync Change sync point at 0:00

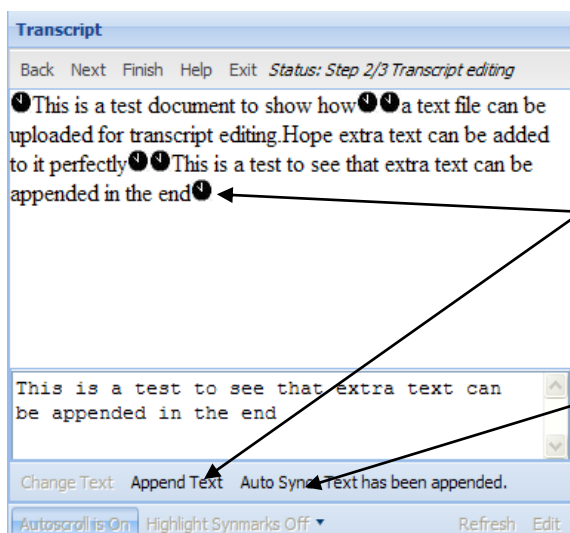Autoscroll is On Highlight Synmarks Off ▼ Refresh Edit
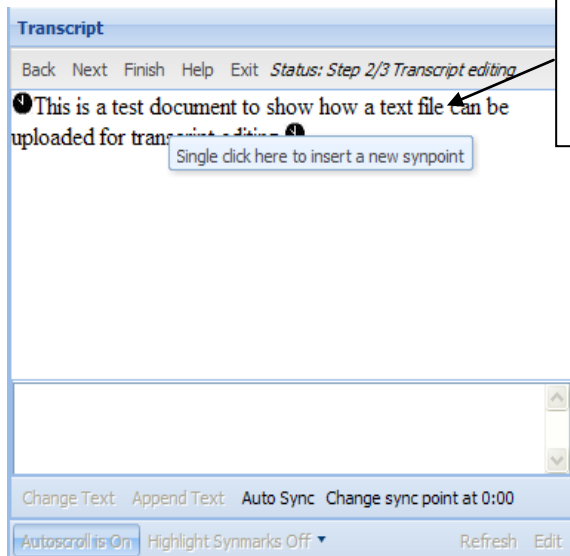
Click on the space between two words and single click to put a new sync points. The time of the sync points will be same as the time of the multimedia, so pause the multimedia at the right time for correct synchronization.

Note: The sync points can only be added at a space between two words not at the end of the line and so resizing the panel width can be useful in this case.

Transcript

Back Next Finish Help Exit *Status: Step 2/3 Transcript editing*

This is a test document to show how a text file can be uploaded for transcript editing.

Click to edit

This is the changed text

Change Text Append Text Auto Sync Change sync point at 0:00

Autoscroll is On Highlight Synmarks Off ▼ Refresh Edit

You can select the text and single click on it to change it. After changing the text click on 'Change Text' button and the text will be changed.

Transcript

Back Next Finish Help Exit *Status: Step 2/3 Transcript editing*

This is a test document to show how a text file can be uploaded for transcript editing.Hope extra text can be added to it perfectly This is a test to see that extra text can be appended in the end

This is a test to see that extra text can be appended in the end

Change Text Append Text Auto Sync Text has been appended.

Autoscroll is On Highlight Synmarks Off ▼ Refresh Edit

Write new text in the editing panel at the bottom and click on 'Append Text' button to append some text at the end of the transcript and the new sync time will be automatically added according to the media player time.

Clicking on 'Auto Sync' button will remove the old sync points and new sync points will be added at regular intervals depending on the size of multimedia and transcript. This will only very approximately synchronise the transcript with the recording.

Transcript

Back Next Finish Help Exit *Status: Step 2/3 Transcript editing*
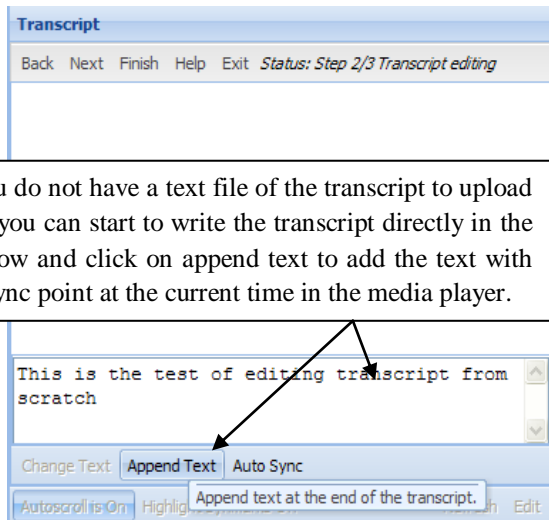
If you do not have a text file of the transcript to upload then you can start to write the transcript directly in the window and click on append text to add the text with the sync point at the current time in the media player.

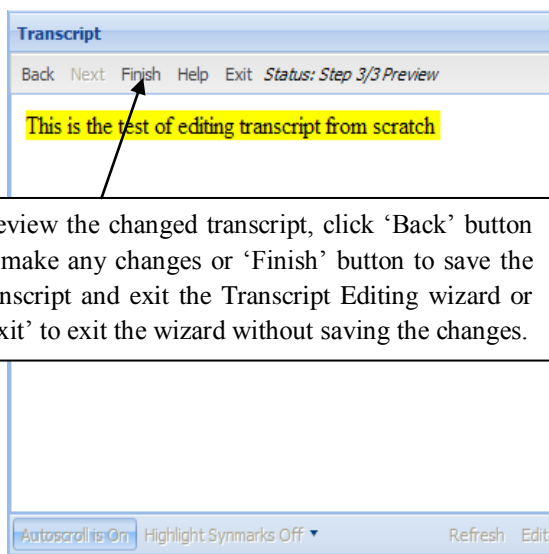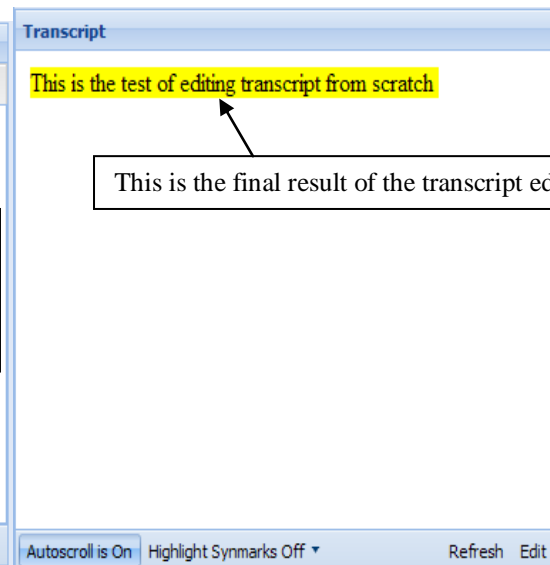This is the test of editing transcript from scratch

Change Text Append Text Auto Sync

Append text at the end of the transcript.

Autoscroll is On Highlight Synmarks On Edit

Transcript

Back Next Finish Help Exit *Status: Step 2/3 Transcript editing*

This is the test of editing transcript from scratch
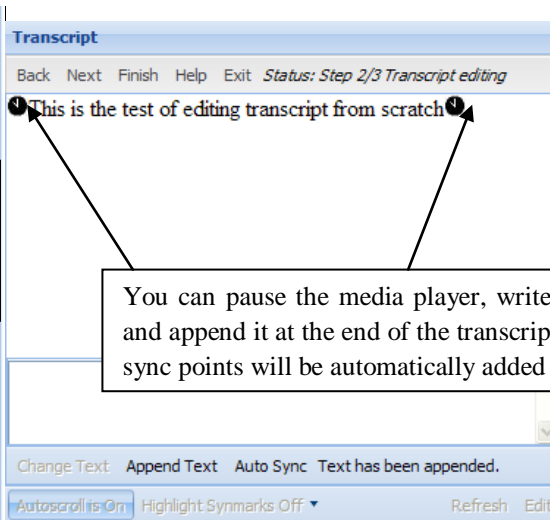
You can pause the media player, write the text and append it at the end of the transcript and the sync points will be automatically added to it.

Change Text Append Text Auto Sync Text has been appended.

Autoscroll is On Highlight Synmarks Off ▾ Refresh Edit

Transcript

Back Next Finish Help Exit *Status: Step 3/3 Preview*

This is the test of editing transcript from scratch

Preview the changed transcript, click 'Back' button to make any changes or 'Finish' button to save the transcript and exit the Transcript Editing wizard or 'Exit' to exit the wizard without saving the changes.

Autoscroll is On Highlight Synmarks Off ▾ Refresh Edit

Transcript

This is the test of editing transcript from scratch

This is the final result of the transcript editing.

Autoscroll is On Highlight Synmarks Off ▾ Refresh Edit

4. Print Preview:

Print Setup

Recording Title:	My first recording ☑	Choose whether you want to print information for the whole time period of the recording or only part of it.
Part of Recording Only:	From: [ ] Type time in seconds (e.g. 80) or minutes and seconds (e.g. 1:20)	
	To: [ ] ☑	Choose whether you want to print information for the whole of the recording within this time period or only the Synmarked parts of it and whose Synmarked parts.
Synmarked Parts Only:	All None	
	test t. ☐	
Transcript:	☑	
Presentation:	☑ Slide Height	Choose whether you want to print the transcript and/or the Presentation Slides/images and/or the Synmarks and whose Synmarks and which information in the Synmarks.
Synmarks:	☑ All None	
	test t. ☑	
Synmark Settings:	All None	

| ID ☑ | Timing ☑ | Title ☑ | Note ☑ | Tags ☑ | Owner ☑ | Next ☑ |

🖼 Preview

Select 'Preview' to view the information and then select your browser's 'Back' button if you want to make any changes, 'Print' to print it, or 'Save As' to save it as a web page or text file.

5. Create Recordings:

Create Recording

You can upload an XML file for the recording containing a synchronized transcript and PowerPoint slides. You can download the PowerPoint Converter to create an XML file and audio from your narrated PowerPoint.

*If you have XML file containing synchronized transcript or presentation, **please click here to upload.***

*If you have a Microsoft PowerPoint file with audio narration, you can **download and use this ppt converter** to make synchronised xml.*

Recording Title:

Recording Url:

Enter the Title of Recording, the URL of Recording and a short description and tag(s) which are used as a Synmark.

Recording Description:

Select the Recording permission. Choose 'Private' so only you can view it, 'Read' so other people can only view but cannot annotate it, 'Annotate' so that other people can view and annotate it by creating Synmarks and 'Write' so that other people can view, annotate and edit the recording, transcript, slides and Synmarks.

Recording tags:

Please separate the tags by comma ","

Recording Permisson: ANNOTATE

Attach group permission: ✚ Add

Click 'Add' button to add permission to group. Select the group name from the drop down list and add the permission for the group.

🖫 Create

Upload Synchronized XML

Title of Recording:

File name of XML: Browse...

URL of multimedia directory:

Recording Description:

Select an XML file to upload for synchronized transcript and slides with recording. The XML file has to be in valid format.

Recording tags:

Please separate the tags by comma ","

Permmission: ANNOTATE

Attach group permission: ✚ Add

📑 Upload

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5.1 Edit Recording:

Show Recording

Id:	422
Title:	My first recording
Url:	http://www.youtube.com
Perm:	READ
Owner:	test

⟳ Replay 🖨 Print ✏ Edit ❌ Delete

Click 'Delete' button to delete the recording, 'Edit' button to edit the recording details.
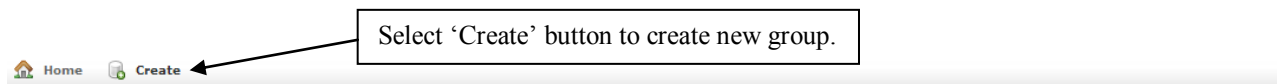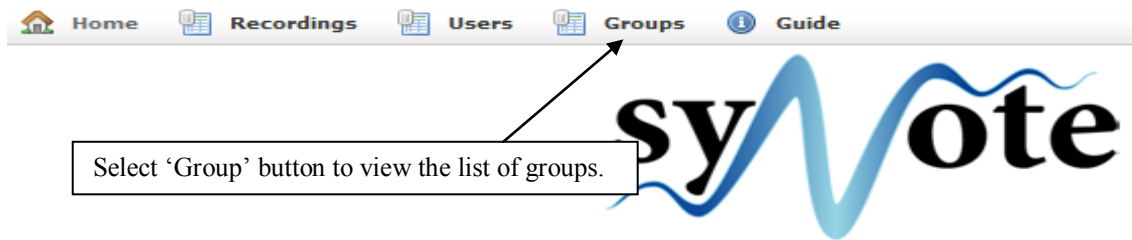
Edit Recording

Id:	422
Title:	My first recording
Url:	http://www.youtube.cc
Perm:	READ ▾
Owner:	test
Attach group permission:	➕ Add

💾 Update ❌ Delete

Edit the Title, URL and Permission of the recording. You can also add Group Permission to it. Click 'Update' so save the changes or 'Delete' if you want to delete the recording.

6. Group:

Select 'Group' button to view the list of groups.

Select 'Create' button to create new group.

Group List

Id	Name	Owner	Shared
1	G1		true
2	G2		true
3	G3		true
5	G5		true
6	G6		true
7	G7	test	false
8	G8	test	false
9	class of 2009	shakeel	true
10	New group	shakeel	true
11	klkl	shakeel	true

Click on the group name to view its detail information about the group members and Recording Permissions.

Show Group

Id:	1
Name:	G1
Shared:	true
Owner:	test
Members:	Dazzler18000 , Heather , asa1e08 , cpb1g , cpb1g08 , ehvs1g08 , fa1e08 , gb2g08 , jy0276575 , ma405 , md3g08 , md6g08 , mike , mjl105 , rb21g08 , shakeel , shakee2 , sp15g08 , test , tg5g08
	➕ Add Member
Recording Permissions:	Synote Guide (READ) abc (ANNOTATE) my second recording (ANNOTATE)
	➕ Add Recording Permission to a Group

Select 'Add Member' to add new members to the group and 'Add Recording' to give group permissions to recordings.

Click on 'Edit' button to edit the group information or select the 'Delete this group' button to delete the group.

Edit   Delete

6.1 Create Group, Add Members and Recordings:

Create Group

Name:	
Shared:	☐

Create

Enter the name of the group and choose if you want this group to be shared or not. Click on 'Create' button to create a new group.

Click on the name of your group, click on 'Add Member' button and select the name of the Users you want to add on your group from the list and click on 'Add Member'.

Click on the name of your group, click on 'Add Recording Permission to your Group' button and select the name of the Recordings you want to add on your group from the list, select the Permission for the recording and click on 'Create'.

6.2 Remove Members and Recordings from Group:

To remove the member from the group, click on the name of the User and click on 'Delete' button.

To remove the Recording from the group permission, click on the recording name and click on 'Delete' button to delete it or 'Update' button to update any changes you have made.

7. User Profile:

test   Edit Profile   Log Out

User Profile Management
Edit personal information
Change password

rch   Search Help

Click on 'Edit Profile' to change the personal User profile information.

Select 'Change Password' to change your User Password and 'Edit Personal Information' to change the profile detail.

Edit User

Id:	7
User Name:	test
First Name:	test
Last Name:	test
Email:	test@test.org

💾 Save   ⊘ Cancel

Change Password

Your old password:	
New password:	
Confirm new password:	

✎ Confirm   ⊘ Cancel

Edit your First Name, Last Name or Email and click 'Save' to change your profile information.

To change your password, enter your old password, enter a new password, confirm the new password and click 'Confirm'.