

# A Brief Guide to Using Synote

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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](mailto: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](http://www.synote.org)

### 1.1 Home Page:



The screenshot shows the Synote Home Page. The top navigation bar includes links for Home, Recordings, Users, Groups, Guide, Log In, and Register. The Synote logo is prominently displayed in the center. Below the navigation bar, there is a search bar and a 'Search Help' link. Annotations with arrows point to specific elements: 'Click on 'Home' to return to Synote Home Page, 'Recordings' to see the Multimedia Recording list, and 'Guide' to view Synote guide.' points to the Home, Recordings, and Guide links respectively. 'Click on 'Log In' button to sign in.' points to the Log In button. 'Create an account if you do not have a user name.' points to the Register button.

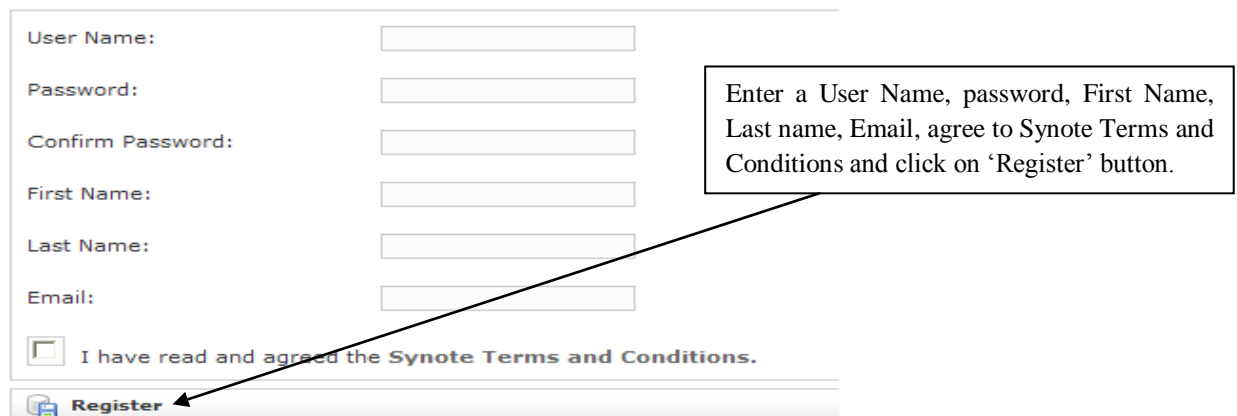
Click on 'Home' to return to Synote Home Page, 'Recordings' to see the Multimedia Recording list, and 'Guide' to view Synote guide."

Click on 'Log In' button to sign in.

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

### 1.2 Register User Page:

#### Register User



The screenshot shows the Register User page. It contains several input fields for registration: User Name, Password, Confirm Password, First Name, Last Name, and Email. Below these fields is a checkbox labeled 'I have read and agreed the Synote Terms and Conditions.' At the bottom of the form is a 'Register' button. An annotation with an arrow points to the Register button, stating: 'Enter a User Name, password, First Name, Last name, Email, agree to Synote Terms and Conditions and click on 'Register' button.'

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

### 1.3 Log In Page:

#### Login User



The screenshot shows the Login User page. It contains two input fields: User Name and Password. At the bottom of the form is a 'Login' button. An annotation with an arrow points to the Login button, stating: 'Enter User Name and Password and then click on 'Login' button.'

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

## 2. Recording Page



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.

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

Click on Recording's name to view detail information.

### 3. Multimedia Page:

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

The screenshot shows the Multimedia Page interface with several panels and annotations:

- Top bar:** Contains navigation links: Home, Recordings, Print, Help.
- Multimedia Panel:** Features a video player with a 'Paused' status and a progress bar. An annotation points to the top bar, stating: "Top bar is for easy navigation." Another annotation points to the video player, stating: "Play the recording and the current words will be shown in yellow in the transcript."
- Transcript Panel:** Displays a text transcript. An annotation points to a highlighted section, stating: "Selecting a Synmark, transcript word or slide/image moves the recording to the corresponding time." The transcript includes the text: "welcome to this brief interactive guide to using Synote. What is Synote well it's a unique web based application that allows you to create Synmarks which are synchronised Bookmarks and in those Synmarks you can add notes or tags with audio or video and also with any slides and images and that is very powerful because it allows you to find parts of the recordings and replay parts of the recordings in a variety of flexible ways".
- Synmarks Panel:** A table listing Synmarks with columns: Start, End, Title, Note. It contains entries like "0:31 web based", "0:34 idea of synmarks", "1:56 2:56 Taking notes", "2:32", and "4:08". An annotation points to the table, stating: "Size of the four panels can be changed by moving their edges."
- Presentation Panel:** Displays a slide with the Synote logo and text. An annotation points to the 'Autoscroll is On' button, stating: "Toggling Autoscroll can ensure current selection stays visible in panel or allow user to scroll manually."
- Controls:** Includes buttons for Play, Rewind, Pause, Stop, and a volume slider. There are also checkboxes for "Autoscroll is On", "Full view is On", "Mine only is Off", and "Chaining is Off".

#### 3.1 Create Synmark:

The screenshot shows the Synmark creation process. A text box explains the process:

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.

The Synmark creation window is shown with the following fields:

- ID:** A text input field.
- Start:** A time input field (4:08).
- End:** A time input field (4:50).
- Title:** A text input field (Test).
- Test data:** A text area for additional notes.
- Tags:** A text input field (test).
- Next:** A text input field (7).
- Buttons:** Create, Cancel, Comment, Test, Refresh.

An annotation points to the 'Create' button, stating: "Selecting 'Create' opens the Synmark Window for typing."

### 3.2 Synmark Panel:

The screenshot shows the Synmarks panel with a table of entries. Annotations include:

- Information in the columns can be sorted and columns can be shown or hidden.** (Points to the 'Columns' dropdown menu showing options like ID, Start, End, Title, Note, Tags, Next, and Owner.)
- The width and position of columns can be changed by dragging.** (Points to the column headers in the table.)
- Created Synmark can be selected later to Edit or Delete. The Synmark panel can be refreshed to show Synmarks recently added by others.** (Points to the 'Create', 'Edit', 'Delete', and 'Refresh' buttons at the bottom right.)
- 'Full View is On' shows all of the content of the Synmark rather than just one line.** (Points to the 'Full view is On' button.)
- The Synmarks can be played as a chain when they have 'Next' value.** (Points to the 'Next' column in the table.)
- 'Mine only is On' shows only the logged in user's Synmarks in the panel.** (Points to the 'Mine only is Off' button.)

### 3.3 Multimedia Panel:

The screenshot shows the Multimedia panel with a video player and a list of presentations. Annotations include:

- Controls on Media Player can be used to Play, Pause, Stop the media and control the volume.** (Points to the video player controls.)
- 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).** (Points to the 'Play', 'Rewind', 'Pause', and 'Stop' buttons below the player.)
- Size of the Media Player can be changed.** (Points to the size selection dropdown menu showing options like 240 x 45, 320 x 240, 480 x 360, 640 x 480, and 800 x 600.)

### 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.

The screenshot shows the 'Presentation' panel with a 'Create slide' dialog box open. The dialog box has fields for ID, Index (set to 2), URL (with a placeholder 'Insert the url of the slide image...'), and Start time (set to 0:02). There are 'Create' and 'Cancel' buttons. A callout box points to the 'Create' button. Another callout box points to the 'Create', 'Edit', and 'Delete' buttons at the bottom of the panel. A third callout box points to the top-right corner of the panel, indicating that panels can be closed and reopened.

### 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.

The screenshot shows the 'Transcript' panel with a list of text. A context menu is open over the text, showing options: 'Highlight All Synmarks', 'Highlight My Synmarks', and 'Highlight Synmarks Off'. The 'Highlight Synmarks Off' option is selected. A callout box points to this option. Another callout box points to the 'Edit' button at the bottom of the panel. A third callout box points to the 'Refresh' button at the bottom of the panel.

### 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.

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. ⌚

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.

Change Text Append Text Auto Sync

Autoscroll is On Highlight Synmarks Off Refresh Edit

**Transcript**

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

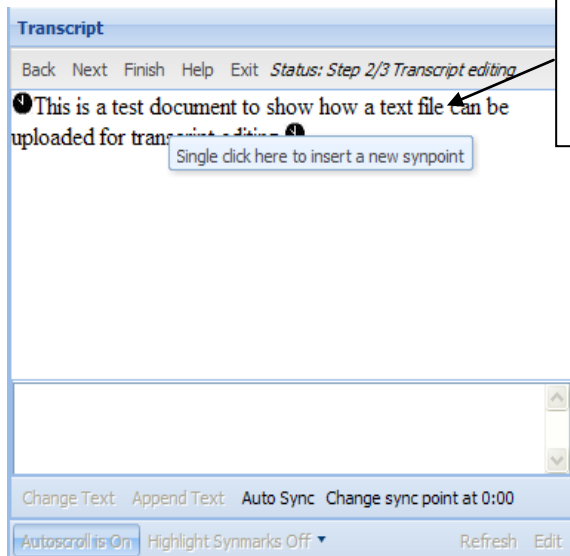
⌚ Digital audio test ⌚ ⌚ This recording uses radio quality 22 kHz, 16 bit mono - 2.5 Mb/min ⌚ ⌚ This recording uses a custom quality 16 kHz, 16 bit mono - 1.8 Mb/min ⌚ ⌚ This recording uses phone quality 11 kHz, 16 bit mono - 1.3 Mb/min ⌚ ⌚ This recording uses lowest quality 11 kHz, 8 bit mono - 0.4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

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.

Change Text Append Text Auto Sync

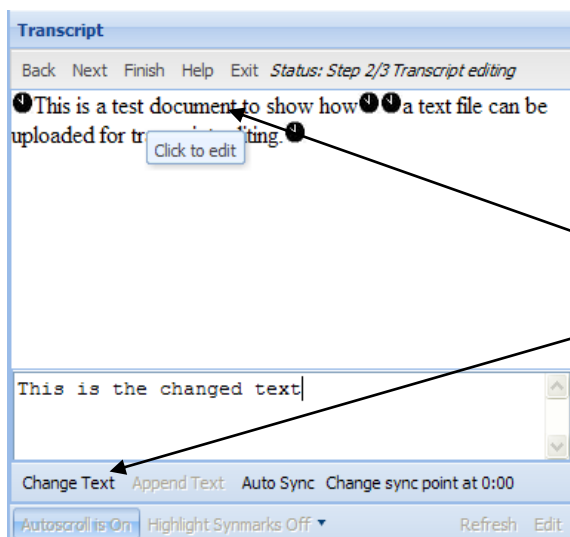
Autoscroll is On Highlight Synmarks Off Refresh Edit



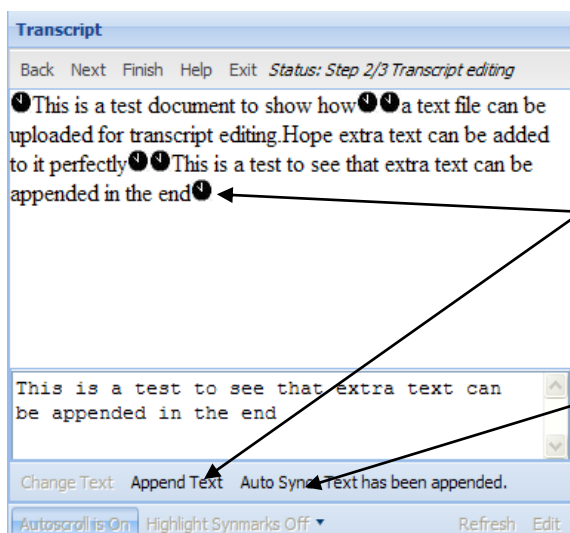


Click on the space between two words and single click to put a new sync points. The time of the sync points will be same as the time of the multimedia, so pause the multimedia at the right time for correct synchronization.

**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.

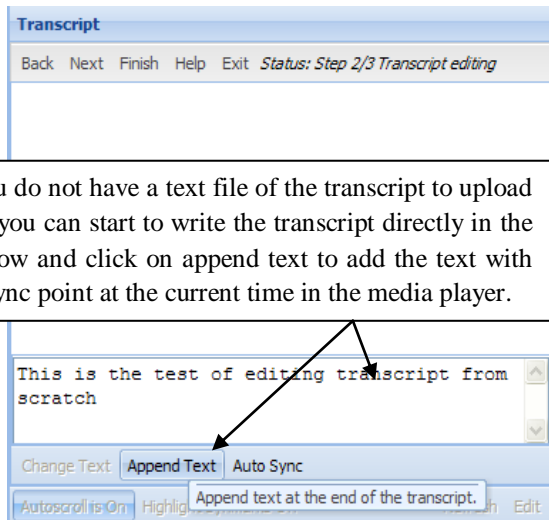


You can select the text and single click on it to change it. After changing the text click on 'Change Text' button and the text will be changed.

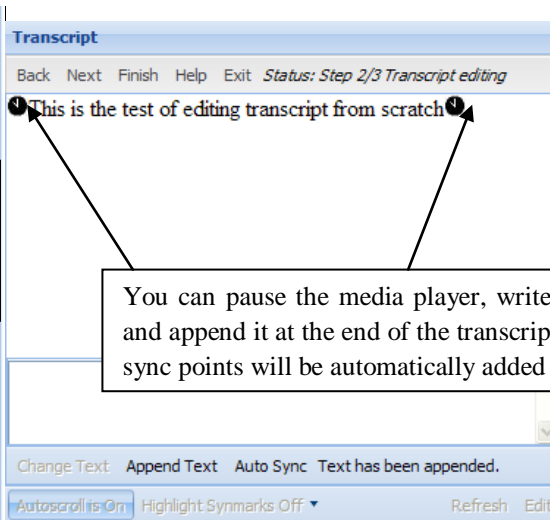


Write new text in the editing panel at the bottom and click on 'Append Text' button to append some text at the end of the transcript and the new sync time will be automatically added according to the media player time.

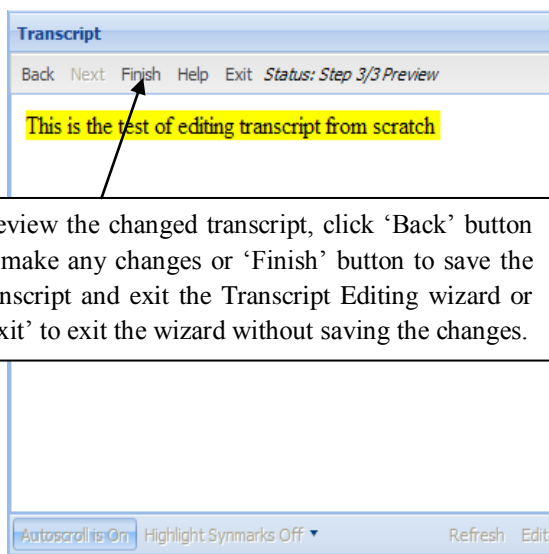
Clicking on 'Auto Sync' button will remove the old sync points and new sync points will be added at regular intervals depending on the size of multimedia and transcript. This will only very approximately synchronise the transcript with the recording.



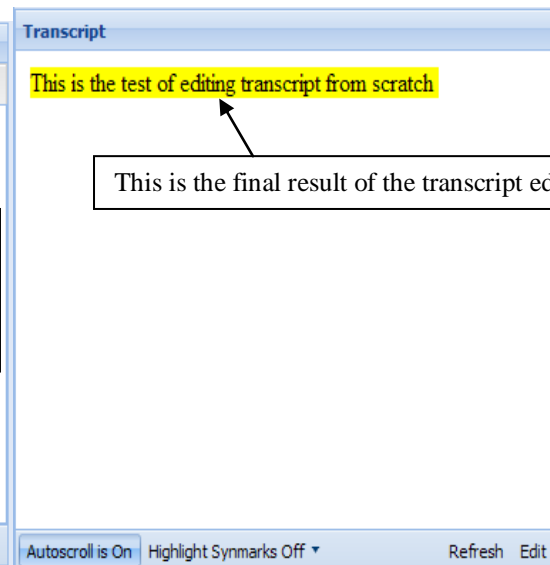
If you do not have a text file of the transcript to upload then you can start to write the transcript directly in the window and click on append text to add the text with the sync point at the current time in the media player.



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.



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.



This is the final result of the transcript editing.

## 4. Print Preview:

### Print Setup

Recording Title: **My first recording**

Part of Recording Only: ☒ From:  Type time in seconds (e.g. 80) or minutes and seconds (e.g. 1:20) To:


Synmarked Parts Only: ☒ All None ☐ test t.

Transcript: ☒

Presentation: ☒ Slide Height:

Synmarks: ☒ All None ☐ test t.

Synmark Settings: ☒ ID ☒ Timing ☒ Title ☒ Note ☒ Tags ☒ Owner ☒ Next ☒

 **Preview**

Choose whether you want to print information for the whole time period of the recording or only part of it.

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.

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.

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:

Recording Description:

Recording tags:

Recording Permission:

Attach group permission:

Create

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

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.

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

### Upload Synchronized XML

Title of Recording:

File name of XML:

Browse...

URL of multimedia directory:

Recording Description:

Recording tags:

Permission:

Attach group permission:





Upload

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

## 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.

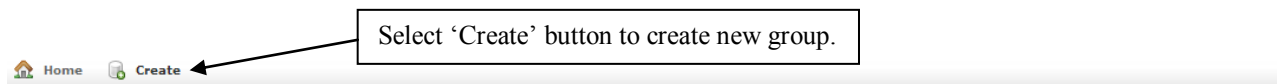
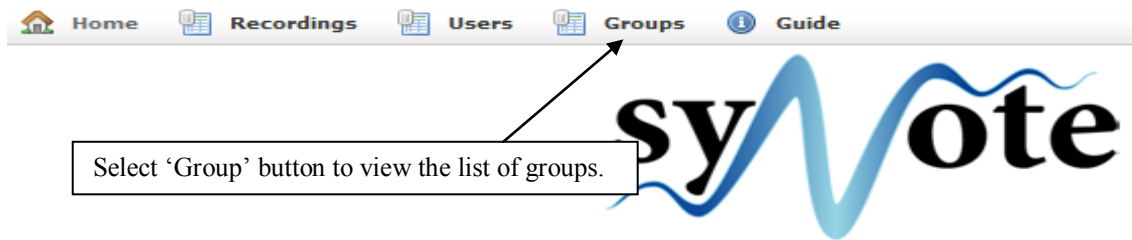
### Edit Recording

Id:	422
Title:	<input type="text" value="My first recording"/>
Url:	<input type="text" value="http://www.youtube.cc"/>
Perm:	<input type="button" value="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:



### 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

### 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, shakeel2, 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.

G1

Create Member

Id:

Name:

Shared: true

Owner: test

Member: MikeL

Add member

fs2  
gdp  
geoffetches  
gm10g08  
hg1a08

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'.

jmlm  
jy00174323  
jy2e08  
jd1

MikeL

G1

Create Permission

Id: 1

Name: G1

Shared: true

Owner: test

Resource:

Perm: ANNOTATE

Create

G1

Create Permission

Id: 1

Name: G1

Shared: true

Owner: test

Resource:

Perm: Mac Test 1  
My first recording  
test recoding with Safari  
Test Recording  
test recording with firefox

Create

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:

G1

Edit Member

Id: 7

User Name: test

First Name: test

Last Name: test

Email: test@test.org

Delete this memeber

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

G1

Edit Permission

Id: 1

Name: G1

Shared: true

Owner: test

Resource: my second recording

Perm: ANNOTATE

Update Delete

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.

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## 7. User Profile:

The screenshot displays the 'User Profile Management' interface. At the top, a navigation bar includes a user name 'test', an 'Edit Profile' button with a document icon, and a 'Log Out' button with a power icon. Below this, a sidebar on the left contains a 'Search Help' link. The main content area is divided into two sections: 'Edit User' and 'Change Password'. The 'Edit User' section shows a form with fields for 'Id' (7), 'User Name' (test), 'First Name' (test), 'Last Name' (test), and 'Email' (test@test.org). Below the form are 'Save' and 'Cancel' buttons. The 'Change Password' section has fields for 'Your old password:', 'New password:', and 'Confirm new password:', followed by 'Confirm' and 'Cancel' buttons. Annotations with arrows point to the 'Edit Profile' button, the 'Save' button, and the 'Change Password' section. A separate box points to the 'Change Password' link in the sidebar.

test Edit Profile Log Out

ch Search Help

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

User Profile Management  
Edit personal information  
Change password

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

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

Change Password

Your old password:   
New password:   
Confirm new password:

Confirm Cancel

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