Challenges faced

“I often feel overwhelmed with information in lectures and find I drift off midway through.”

“My notes often miss out information that I’ll need to know in exams.”

“I struggle to express my ideas in writing, and my written work is often poorly structured.”

Solutions offered by Sonocent software

Use Sonocent Audio Notetaker for Windows and Mac to prepare for lectures in advance: importing slides & creating a custom Colour Key will help you keep track and stay engaged.

Record your lectures and colour highlight information you’ll need for essays or exams with a single click.

Vocalise your ideas alongside your lecture recordings, then extract to a dedicated essay prep file to structure and reorganise before transcribing to text.

93% of students feel very well prepared for exams and essays using notes taken with Sonocent.*

*Based on a June 2016 survey of 929 students with Sonocent Audio Notetaker licences.
Profile
Name: Sally | Age: 18
Course: BA (Hons) Developmental Economics | Year: 1
Condition: Dyslexia
Course Delivery: Lectures, seminars, workshops, debates and self-directed reading
Assessment: Essays, group case study assignments, oral presentations and written exams

Example study strategy: Lecture preparation
A little preparation will help Sally get the most out of the lectures and classes she records with Sonocent Audio Notetaker.

1. Import lecture slides
Due to her dyslexia, Sally has issues with working memory and phonological processing and struggles to take in new concepts and terminology in the moment. Importing and going over the slides before the lecture gives her a vital head start with synthesising the new information. During the lecture itself, the slides will serve as visual signposts to the topic under discussion, helping her stay focussed.

2. Add metadata Tags
Adding Tags to her Projects helps Sally stay organised. It’s easy to retrieve and review her notes after the lecture and when she needs them for assignments and revision.

3. Extract text from slides
To make the text from her slides easier to read, Sally extracts it into the software’s Reference Pane. Audio Notetaker automatically formats the extracted text in line with Sally’s Custom Theme, which applies dyslexia-friendly colours, font styles and sizes.

4. Create a custom Colour Key
Reviewing slides ahead of a lecture will enable Sally to create a custom Colour Key which she’ll use to highlight audio chunks and sections as she records. This is a great way of adding course-specific meaning to a Project. For instance, Sally could create individual colours for opposing arguments that will form the basis of a comparative essay. Sally also uses the Colour Key to highlight text extracted from the lecture slides as a visual reminder to pay special attention at particular points once she’s in the lecture hall.

5. Record & highlight live in class
Once in her lecture, Sally simply presses Record to capture everything her lecturer says, sync audio to her imported slides and highlight key points with her custom colours and labels.

For further information on Sonocent study strategies, or to discuss our training options for DSA professionals, contact dsa@sonocent.com
Challenges faced

“I don’t have the energy to write detailed notes after a busy day’s practice, and it gets me down.”

“On bad days, I really struggle with motivation. If I can’t find the information I need quickly, I give up altogether.”

“Presentations in front of class trigger my feelings of anxiety.”

Solutions offered by Sonocent software

Talk through your experiences and insights at the end of each day in practice, and record with the Sonocent companion app for iOS and Android.

With Sonocent software it’s easy to create a library of colour highlighted audio study resources, organised by topic and searchable by keyword.

Sonocent Audio Notetaker provides the perfect workspace for refining your presentation - preparing and practising with the Presentation Capture tool can help reduce anxiety.

95% of students agree that with Sonocent their notes are organised and easy to find.*

*A based on a June 2016 survey of 929 students with Sonocent Audio Notetaker licences.
Example study strategy: **Presentation practice**

To help her feel confident and prepared ahead of presenting in class, Aisha can **Import** her PowerPoint slides into Sonocent Audio Notetaker and use the multimedia interface and **Presentation Capture** tool to hone her content and delivery.

1. **Combine slides, text and audio in one workspace**
   
   As Aisha is more comfortable delivering presentations with written notes to refer to, she could **Import** her PowerPoint slides, **extract all text** from them in just a few clicks, and even type up a full script in the **Text Pane**. She can then **Record** herself practising what she wants to say when each slide displays.

2. **Practise and refine using a Colour Key**
   
   Aisha could create a **Colour Key** for highlighting **audio chunks** and **sections** from her presentation that she’s happy with and those that need more work. She is highly self-critical but this approach helps her to remain objective. Her highlights will also ensure she doesn’t lose track if she needs to take a break; she can easily pick things back up when she’s feeling more motivated. Highlighting **sections** as “complete” gives her a confidence-boosting sense of achievement.

3. **Practise using the Presentation Capture tool**
   
   When Aisha feels confident enough to practise her presentation without a script, she can use the **Presentation Capture** tool to run through her slides in FullScreen mode. Her audio and slides will be captured in a new **Project** which she can review again using her custom **Colour Key**. Plus she can check her timings using the **Display Timecode** button.

4. **Video Export**
   
   Finally, Aisha can use the **Export Audio and Images as Video** function to upload a copy of her presentation to The Cloud. Then she can watch her presentation back on a portable device during breaks when she’s on placement or while commuting. Her tutor has agreed that should her anxiety become overwhelming, Aisha will be permitted to submit this video recording rather than having to present in person.

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Ryan

“My **fatigue and chronic pain** make it really difficult to study. I need to get lots done during my good times, because I never know when I will be out of action. I worry that I will get so far behind that I won’t be able to catch up.”

**Challenges faced**

- "I get tired and lose focus when watching the course videos - there’s so much detail!"
- “The pain often strikes unexpectedly, and I have to leave tasks uncompleted.”
- “The course PDFs are a struggle to read, which is a nightmare with my migraines.”

**Solutions offered by Sonocent software**

- Capture audio from the videos while watching, **marking up key information** to stay engaged with the content.
- **Talk through your thoughts** when you aren’t feeling so good, and return to these audio recordings later.
- Extract the text from PDFs at a click to apply more **accessible formatting**, or use the **Speak tool** to have it read back.

**95%** of students find it easy to take good notes with Sonocent software.*

*Based on a May 2015 survey of 1,624 respondents with Sonocent Audio Notetaker licences
**Profile**

Name: Ryan | Age: 31  
Course: HND Business & Management (Distance Learning) | Year: 1  
Condition: Fatigue and chronic pain  
Course Delivery: Online seminars and tutorials, e-lectures, workshops and simulations, and independent study of multimedia course content  
Assessment: Reports, presentations, projects and written exams

Example study strategy: **Making notes on videos & webinars**

As Ryan is enrolled on a distance-learning course, lectures, seminars and much of his course content are delivered online and/or in video format. Unfortunately, his fatigue and chronic pain mean it’s not always possible for Ryan to watch long videos at one sitting. But with Sonocent Audio Notetaker he can capture audio and screenshots from streaming content and annotate key points as he watches, returning to those points for a refresher when he feels better.

1. **Select a Recording option**  
With the **Speakers Only** recording option in Sonocent Audio Notetaker for Windows, Ryan can capture the audio output from his computer. This enables him to record and annotate audio from his e-lectures, as well as from videos, webinars, podcasts or any other source - just as he would in a live lecture environment. Alternatively, to record two-way conversations from his online tutorials, Ryan can select the **Microphone and Speakers** option.

2. **Annotate audio with a custom Colour Key**  
By displaying his video window and Audio Notetaker side-by-side on screen, Ryan can use a **Colour Key** to highlight audio from online lectures and video resources. For example, he could create a custom **Colour Key** with labels for core management principles, theories he can relate to practice in his own workplace, and things he’d like to research further.

3. **Capture video stills**  
When a video features slides or other visual information Ryan would like to add to his **Project**, he can use the software’s **Capture** tool to insert stills from video content right alongside the relevant audio.

4. **Keep track**  
Colour highlighting and adding screen captures mean it’s really easy for Ryan to come back to a **Project** when pain strikes and he has to stop midway through. Whether his video is online or stored offline / locally on his machine he can copy and paste the URL or file path into the **Reference Pane** and go straight back to the video when he feels better. Audio Notetaker’s **Timecode** feature also helps him pick back up where he left off.

5. **Create effective study resources**  
The **Extract** function allows Ryan to collate related information from a variety of sources that he has highlighted with the same colour. He can then use this new **Project** as the basis of an assignment. Cherry-picking information in this way is a big time-saver.

For further information on Sonocent study strategies, or to discuss our training options for DSA professionals, contact dsa@sonocent.com
Challenges faced

“Relying on someone else to take my notes makes me feel disengaged from my learning.”

“I learn best by listening and talking things through.”

“Writing up assignments is really time-consuming and I often lose my train of thought.”

Solutions offered by Sonocent software

Take notes independently by recording live with Sonocent - colour code information for review with a tap or click.

Record summaries of your thoughts alongside lecture recordings, and create multi-modal study resources incorporating audio, text, images and slides.

Use Sonocent to capture your ideas orally. You can easily edit audio to add structure, then transcribe with the Scribe tool.

92% of students say that they can take notes independently with Sonocent software.*

*Based on a June 2016 survey of 929 students with Sonocent Audio Notetaker licences.
Profile

Name: Lewis | Age: 19
Course: BTEC Level 2 Diploma in Creative Media Production | Year: 1
Condition: Physical disability (upper-limb motor impairment)
Course Delivery: Lectures, workshops, lab work and practical on-set sessions
Assessment: Continual assessment through written assignments, multimedia presentations, a short film assignment and a visual set diary

Example study strategy: Oral composition and transcription

Lewis previously received notes from a peer note-taker, but he didn't find them especially useful for revision or essay composition. Sonocent software has enabled him to take notes independently (by annotating recorded audio with simple keyboard shortcuts) and develop an audio-centric approach to composing written work, which plays to his strengths.

1. Record and annotate live, whatever the setting

The unique audio visualisation and colour highlighting features offered by Sonocent software allow Lewis to make meaningful notes independently, without writing or typing. With simple keyboard shortcuts or screen taps, he can use a custom Colour Key to add course-specific labels to auditory information. So when he comes back to review his notes, he will save time by jumping straight to highlighted audio chunks or using the Extract tool to pull out only the information needed for a particular assignment.

2. Create audio summaries

By recording synopses of lecture content in his own words Lewis can avoid typing, which is difficult for him, and engage in active, multimodal learning. He finds it easy to create summary Sections in existing Projects, recording his thoughts right alongside original lecture audio, slides and images. As an auditory learner, these summaries are invaluable for revision and form the starting point for composing written work.

3. Edit and reorganise audio

Lewis makes frequent use of speech-to-text technology, but finds it difficult to dictate lengthy assignments. Fortunately, since audio recorded in Sonocent Audio Notetaker is completely editable it is an ideal workspace for composing orally. Now, before transcribing, Lewis can review, analyse and reorganise his ideas in an audio format. He can also tweak the core structure of his assignment by reordering sections using a dedicated Colour Key for composition.

4. Transcribe audio to text

Once Lewis is happy with the structure of his composition, he can use the Scribe tool to access his Dragon NaturallySpeaking profile and convert his speech into text. Audio is transcribed into the Text Pane, Section-by-Section.

5. Export to Word

Once he's ready to submit his assignment, Lewis can Export his transcription as a text file, with the option to include images from the Image Pane and information, such as captions, from the Reference Pane.

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Kimiko

“My hearing impairment isn’t too bad, but when there’s background noise or several people are talking at once I miss things. I can’t stop the whole class to go back over things I didn’t hear.”

Challenges faced

“I typically record my classes and interviews with a digital recorder, but find it hard to go straight back to the bits I missed.”

“Recordings can sometimes be hard for me to access because of all the ambient noise.”

“I’m not confident with how I deliver presentations.”

Solutions offered by Sonocent software

Record live with Sonocent, and use a custom Colour Key to highlight key information, plus any words or phrases that you didn’t hear.

Use the Audio Replace feature in Sonocent Audio Notetaker to overwrite “busy” recordings with better quality audio from your DVR recording or lecture capture system.

Use Presentation Capture to record your slideshow, then listen back to refine your delivery.

95% of students say that the notes they take with Sonocent capture all the important points*

*Based on a June 2016 survey of 929 students with Sonocent Audio Notetaker licences.
## Profile

**Name:** Kimiko  |  **Age:** 23  
**Course:** Msc in Occupational Psychology  |  **Year:** 1  
**Condition:** Hearing impairment  
**Course Delivery:** Lectures, research seminars, tutorials, site visits, primary interviews and independent reading  
**Assessment:** Case studies, essays, presentations (individual and group) and an extended applied research project

### Example study strategy: Secondary Research

Kimiko’s independent research project requires her to conduct a number of primary interviews. She has used a digital recorder in the past, but found reviewing the audio to be too time-consuming. With Sonocent software, she can up her productivity with a range of features for capturing, organising and transcribing audio recordings.

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<th>Step</th>
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| 1. | Create a template and Colour Key  
Before conducting her interviews, Kimiko can create an interview template **Project** in Sonocent Audio Notetaker. Using a custom **Colour Key** she can create colour-coded **Sections** for each of her questions, which will ensure consistency across her interviews and make it easy to sort data when she comes to review. |
| 2. | Select a recording option  
When conducting face-to-face interviews, Kimiko can record directly into Audio Notetaker on her laptop or use the Sonocent Link app on a mobile phone or tablet. Audio Notetaker also gives her the flexibility to conduct remote interviews over Skype by selecting **Record from Microphone & Speakers**. |
| 3. | Record and annotate simultaneously  
Using her interview template, Kimiko can record each interview in a separate **Project**, moving through the **Sections** at each new question. With her custom **Colour Key**, she can start to highlight information from the respondent’s answers as she records, using simple keyboard shortcuts. This will save her time when she comes to review. |
| 4. | Listen back & transcribe responses  
Following her interviews, Kimiko can use Audio Notetaker’s **Pause Mode** playback option to listen back to responses a phrase at a time. This makes it easier to transcribe the audio. If there are portions of audio which are difficult to make out due to background noise, she can use the Clear Lecture™ audio-enhancement suite to improve the clarity and intelligibility of the recording with a click. |
| 5. | Append Projects for analysis  
Once she’s finished conducting her interviews, Kimiko can use the **Append** function to collate her recordings into a single **Project**. She can then group answers together using the **Extract** function. This facilitates comparative analysis: the audio highlighting she has applied during the interviews should help her to identify common themes at a glance. She can add further detail to her **Projects** by including additional annotations, references and recordings of findings directly alongside the original data. |

For further information on Sonocent study strategies, or to discuss our training options for DSA professionals, contact [dsa@sonocent.com](mailto:dsa@sonocent.com)
94% of students say that since using Sonocent software their notes are as good as or better than their coursemates’.*

*Based on a June 2016 survey of 929 students with Sonocent Audio Notetaker licences.
Profile

Name: Paul | Age: 18
Course: BSc Computer Science and Mathematics | Year: 1
Condition: Asperger syndrome
Course Delivery: Lectures, tutorials, practical sessions and project-based group work.
Assessment: Written exams, practical exams and lab-based coursework.

Example study strategy: Cornell note taking and revision

Paul likes routine and studies best when he has a defined process to follow. Therefore, he uses Sonocent Audio Notetaker to apply the Cornell method of note taking, reviewing his notes after every day at university. For Paul, the software is a single ‘study hub’ for recording, revising and preparing work.

1 Record with the Sonocent Link app

Paul uses the Sonocent Link app to record audio from lectures, tutorials and group sessions on his tablet. The app offers him a consistent recording experience in a variety of settings, and ensures he captures everything that is said, so he doesn’t worry about missing key points. He can review the audio at his own pace later on.

2 Create a personalised Colour Key

By creating his own Colour Key, Paul can systematically categorise data as he records or listens back. Visually organising his notes in this way means he can quickly identify key words and concepts on review.

3 Import and write up text notes

Each day after class, Paul imports his recordings from the app to Audio Notetaker on his desktop by wifi transfer. He then reviews his recordings, jumping to parts he has highlighted. He uses the Text Pane to type up a summary of the key points from each Section, in his own words. This is an opportunity to check his understanding and identify areas where he requires clarification. What’s more, actively engaging with the content in this way helps embed the information in his long-term memory.

4 Add textual and visual cues

Once Paul has typed up his summaries in the Text Pane, he condenses the notes further by jotting down keywords or questions in the Reference Pane. These will function as textual cues to the main ideas and facts, which Paul can use for revision and self-testing. As Paul is a strong visual learner, he also incorporates visual cues in the Image Pane.

5 Hide summaries and use the image and text cues

To master the content, Paul regularly comes back to his Project and quizzes himself using the cues he has added to the Reference Pane and Text Pane. With the software’s Pane Selector he can close all of the other Panes and test his knowledge using only these cues, then he can verify this by referring to his text notes or original audio recordings. This process of reflection and review helps Paul learn effectively, so he feels prepared when exams come around.

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“Because of my ADHD, it can be hard to concentrate in lectures and my notes miss lots of information. It’s a struggle to keep on top of deadlines, and I often lose marks for late submission or because I haven’t proofread my work.”

Challenges faced

“I really struggle to concentrate on what my lecturer is saying. If I lose the thread of their argument, I get confused and often give up listening.”

“I make lots of mistakes in my written work. It’s stuff I know, but I don’t have great attention to detail.”

“I’m very disorganised and have missed quite a few deadlines. My coursemates and lecturers think I’m unreliable, which makes me very upset.”

Solutions offered by Sonocent software

Use the Sonocent Link companion app to record and highlight audio live in class - the simple actions and uncluttered interface help you focus on what you are hearing.

Listen back to your work using the Speak function - this will help you pinpoint mistakes without losing focus.

Create a custom Colour Key which includes a specific colour for marking up deadlines.

93% of students say that Sonocent software keeps them engaged throughout their lectures.*

*Based on a June 2016 survey of 929 students with Sonocent Audio Notetaker licences.
Profile

Name: Sanjay | Age: 19
Course: BA (Hons) Politics & Social Policy | Year: 2
Condition: ADHD
Course Delivery: Lectures, seminars, tutorials, debates and directed reading
Assessment: Essays, written exams and an independent research project

Example study strategy: Note taking with the Sonocent Link app

Sanjay easily loses focus in lectures and debates. Although his university offers lecture capture, he finds these long recordings even harder to engage with. He likes the Sonocent Link app because he can record everything and listening out for specific points to highlight keeps him tuned in. He thinks of it like a game!

1. Prepare in advance by creating a custom Colour Key
Sanjay has established a routine of preparing for lectures by accessing the slides on his university’s VLE and using the information to create a custom Colour Key in the Sonocent Link app. He likes that he can create the Colour Key on his phone as it’s the one thing he always has with him. He assigns different colours to different modules, but always includes a colour for deadlines and assignments.

2. Record & annotate simultaneously
In lectures, Sanjay accesses the Sonocent Link app and presses the Record button to start capturing audio, which is visualised as chunks across the top of the screen. He listens out for information matching his Colour Key categories and highlights chunks by tapping the colour buttons on his screen. He finds this really easy to do, and, most importantly, it keeps him focused on what’s being said.

3. Break audio down into Sections
When his lecturer changes topic or moves on to a new slide, Sanjay adds a Section Break by tapping the Section button. This helps break down his recording into manageable chunks for review. If he does drift off at any point, Sanjay can colour highlight an entire Section to remind himself to come back to that bit later on.

4. Add photos and images
In tutorials and debates key points will often be written up on a whiteboard or flipchart. Sanjay can take photos of these with his mobile device and add them alongside his audio. He can also make his Project more visually engaging by inserting relevant images from his device’s camera. These will appear in the Image Pane once Sanjay transfers his Project to Sonocent Audio Notetaker on his desktop.

5. Review and Transfer to Audio Notetaker for further study
Sanjay listens back to his saved recordings on the Sonocent Link app during breaks between lectures or when commuting. He can edit his colour highlights and text notes directly within the app. He then transfers these files to Audio Notetaker on his laptop when he gets home. Once the file is in Audio Notetaker, he will Extract any deadline and assignment information that he highlighted into the dedicated Project he created for this information at the beginning of term. This helps him stay on top of his work and manage his time effectively.

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92% of students say that they can take notes independently with Sonocent software.*

*Based on a June 2016 survey of 929 students with Sonocent Audio Notetaker licences.
**Profile**

Name: Becky | Age: 20
Course: BA (Hons) Modern Foreign Languages & Literature | Year: 1
Condition: Visual impairment
Course Delivery: Lectures, seminars, tutorials, language lab sessions and directed reading
Assessment: Essays, listening exams, role plays and oral presentations

Example study strategy: **Creating Audio Study Resources**

Becky has screen-reading software which can help her access reading materials in situ, but making notes on this content can be a challenge. With Sonocent Audio Notetaker, she can convert text-heavy documents into audio resources, which she can listen to and colour highlight just as she would audio that was recorded live.

1. **Import a PDF document & Tag**
   Most academic journal articles and eBook chapters are available to download electronically in accessible PDF format. This allows Becky to Import recommended reading content into Audio Notetaker. She can Tag her Projects with the article details for ease of retrieval and referencing.

2. **Extract text from the document**
   Becky is able to Extract all of the text from her PDF document into the Reference Pane with a single click. The custom high-contrast Theme she has set up in Audio Notetaker (under Settings) ensures that interface elements, audio chunks and any extracted text are visually accessible to her. By closing all other Panes she is able to work with this text reasonably well, but she is more comfortable accessing and reviewing content aurally.

3. **Convert text to speech**
   Becky uses the Send All Speech to Audio Pane option from the Speak menu to convert the text from her PDF into Text-to-Speech audio, visualised as chunks in the Audio Pane. She can access Speech Settings to select her preferred Text-to-Speech voice and reading speed.

4. **Listen to and annotate Text-to-Speech audio**
   Becky listens back to converted articles in audio format, using a custom Colour Key to pick out relevant information as she does so. This makes the research process much easier and quicker for her - she can do everything she needs to within a single workspace. Plus, if she is struck with inspiration as she listens, she can easily add in her own audio notes.

5. **Create personalised audio study resources**
   Audio Notetaker allows Becky to easily transform and repurpose content for specific study tasks, whether she’s researching an essay or compiling revision notes for an exam. She uses Audio Notetaker’s Extract feature to cherry-pick highlighted audio chunks from articles and collate them with relevant audio from her lectures or her own audio notes. She can then use the Scribe function to transcribe essay notes, or Export her audio as an album for revision on-the-go.

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