

KURZWEIL ACADEMY: k1000 HANDOUT

Voice Notes

What it does: Record a new voice note or load a voice file.

What is it used for:

- Creating annotations or embedding instructions
- Taking notes
- Answering questions verbally

How to use it: To create a Voice Note, select ALT+E+D. A dialog box will open. At first, the only buttons enabled when the dialog box opens are Record, Load, OK and Cancel. The Save button is enabled once you start recording.

When you have made and accepted a recording, a voice note is entered into the current cursor position at the current page. There is no visual representation of the voice note, but if you read past it (and if the chime for reading past a note is enabled) a chime will indicate its presence.

Start and stop recordings:

Press Record both to start and stop your voice note recording. Whenever you press the Stop button, the Play button is enabled.

Load Existing Voice Recordings

Press ALT+L to select an existing MP3 file. Once the file is loaded, the playback buttons will be enabled.

To copy audio from an MP3, press ALT+S or S and save the file. The playback buttons will be enabled when the save is complete.

OK (Enter): To accept the recording and close the dialog. Cancel (Escape): To cancel the creation of the voice note and close the dialog.

Playback Shortcuts:

Press Alt+P or F5 to start, or play, a voice note. Press Alt+P or F5 again to pause it.

Playback the previous few seconds of a voice note by pressing ALT+B or F6. To playback from the beginning, press ALT+H or the Home key.

Fast forward by pressing ALT+F or F8. The recording will move forward 1 to 5 seconds, depending on the length of the recording file.