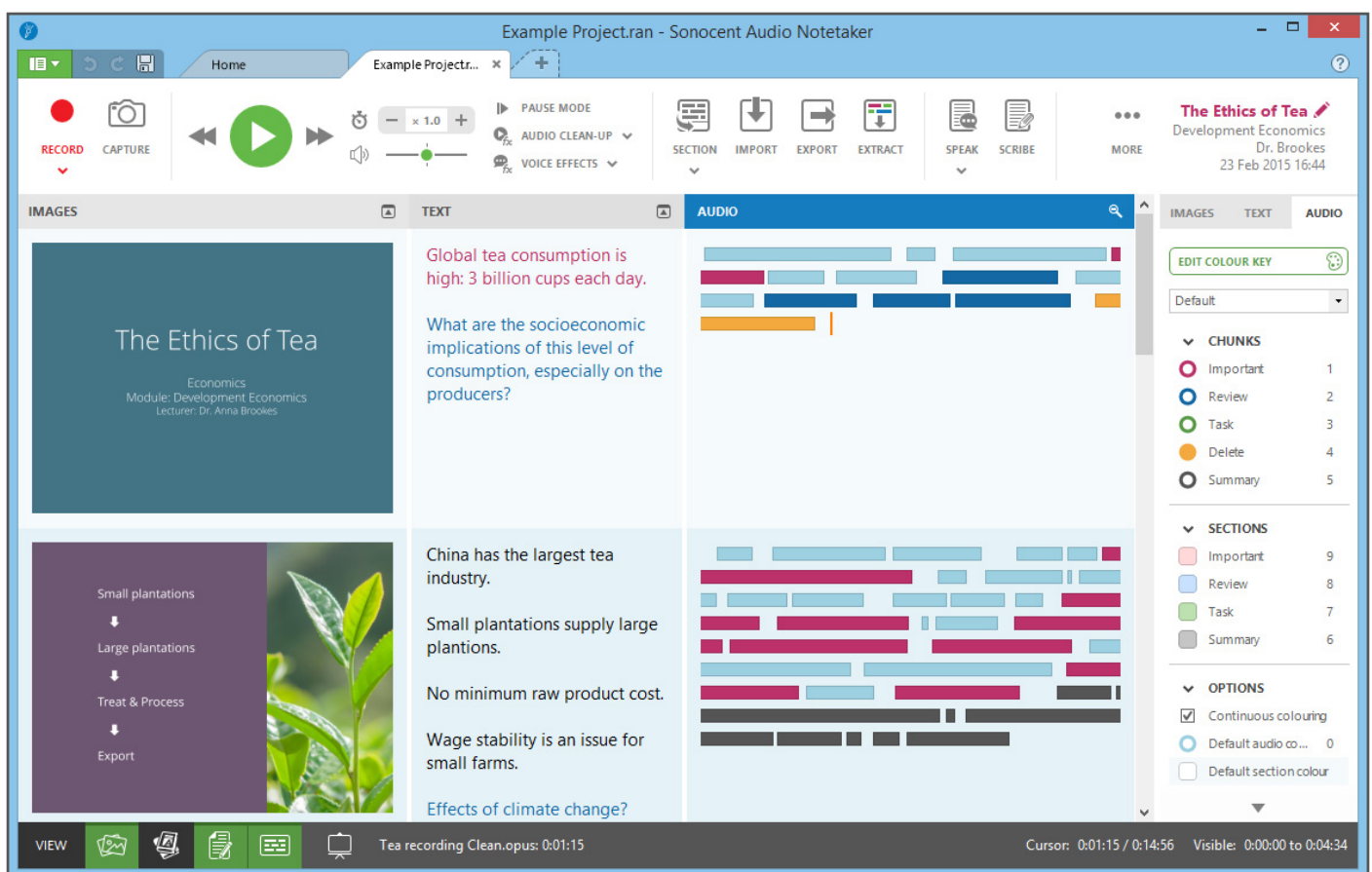


# Creating Audio Summaries for review and revision

Creating summaries of notes and information is a proven approach for revising or reviewing learning materials.

Following this approach, you can create a revision file including the slides, notes, and audio recording from a lecture along with an Audio Summary of the important points. The process of identifying and summarising the important points from a lecture will also help with recalling information. The strategy described here is suitable for students using speech recognition software but can also be used by those who prefer to type.

To begin, open an Audio Notetaker project containing PowerPoint slides alongside a recorded lecture. Here we will use the example file. During the lecture, use the Colour Key to highlight relevant information. You can add text from the slides to the Reference Pane using the **“Copy Text from Slides to the Reference Pane”** tool.



## Creating Audio Summaries

Next, listen to the audio in each section and record a summary of the main points covered in the section. Mark your recorded summary with the Summary colour marker [shortcut key **Ctrl-5**]. Repeat for each section. Dictate a summary of the section. As an example, at the end of the first section record *“We drink 3 billion cups of tea per day”*

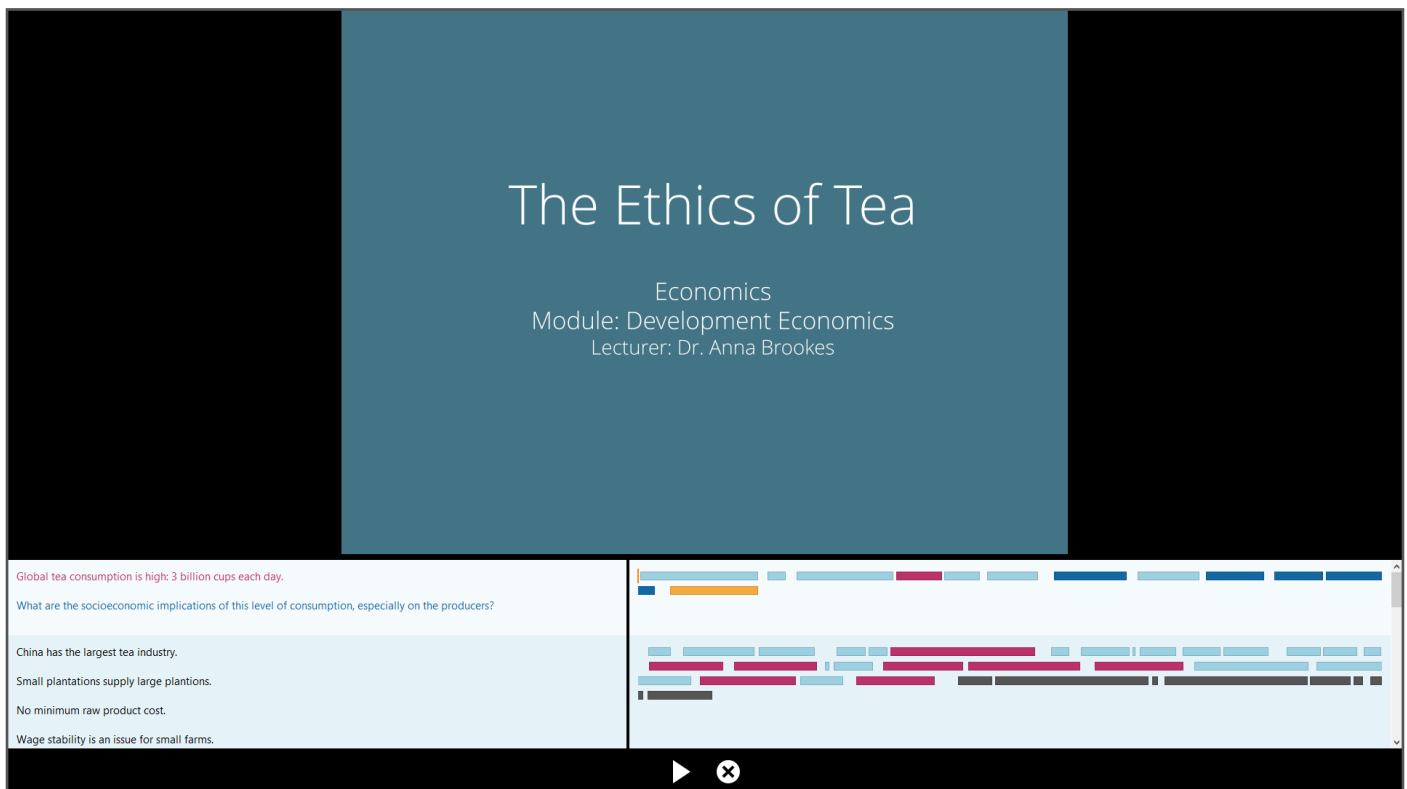


# Transcribe your summaries

If you have Dragon NaturallySpeaking installed, you can use the Scribe tool to turn your Audio Summaries into text. Click the **"Scribe"** button and load your profile. From the Scribe menu select **"Scribe by Colour"** and choose the Summary colour marker. This will transcribe your Audio Summaries into the Text Pane.

## Create a summary file

Use the Extract tool to create a new project including just your Audio Summaries. To do this, select **"Extract Audio"** and then select the Summary colour. This will create a new project with all your slides and text notes but just the summary audio. Use Export **"Audio as Album"** or **"Text and Images as Video"** to create multimedia revision materials for review on different devices, or use Full Screen mode in Audio Notetaker to review your notes like flash cards.



The screenshot shows a presentation slide with a dark blue background and white text. The title is "The Ethics of Tea". Below the title, it says "Economics", "Module: Development Economics", and "Lecturer: Dr. Anna Brookes". Below the slide, there is a transcript pane with a light blue background. The transcript text is as follows:

Global tea consumption is high: 3 billion cups each day.

What are the socioeconomic implications of this level of consumption, especially on the producers?

China has the largest tea industry.

Small plantations supply large plantations.

No minimum raw product cost.

Wage stability is an issue for small farms.

The transcript pane also features a progress bar at the top with colored segments and a play button at the bottom.

