

Audio Notes 10

User Manual

V 1.0.0.1

1. **Audio Notes 10** is a Windows 10 application that can store recorded audio notes and (optionally) create a notification popup at a specified time. This application may be used to take notes, make reminders, or just create an audio recording.

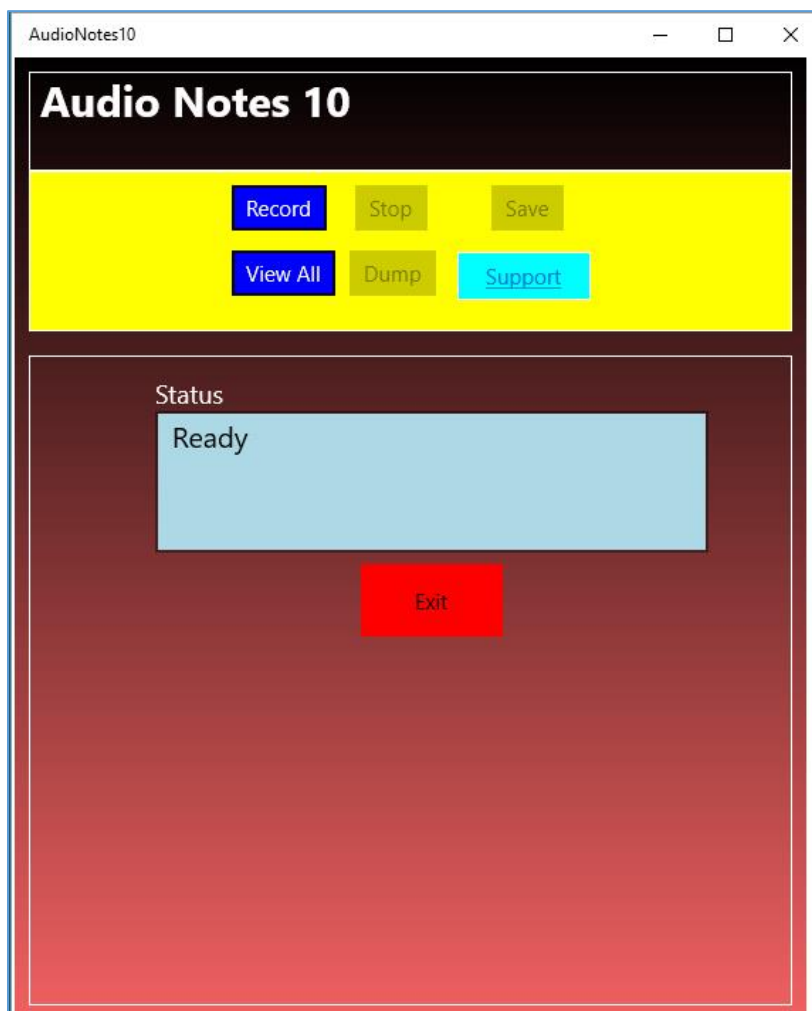


Figure 1 – Main Screen

2. When invoked, a splash screen will show up for approximately two seconds; then, the main screen will appear with a status of **Ready** shown ([Figure 1](#)).

3. **Recording Notes.** To record a note:
- Click on the **Record** button. The record screen will show ([Figure 2](#)).
 - Record your note or message.
 - When done, click on the **Stop** button. A screen will show with the **Save** and **Dump** buttons enabled ([Figure 3](#)).
 - To Save the recording click on the **Save** button. The edit screen will appear ([Figure 4](#)). After editing, click on the **Save** button to save the note.
 - To delete the recording, click on the **Dump** button. A confirmation screen will appear ([Figure 5](#)). Select **Yes** to delete the recording, **No** otherwise.

In addition, the last recording may be played by clicking on the audio play button.

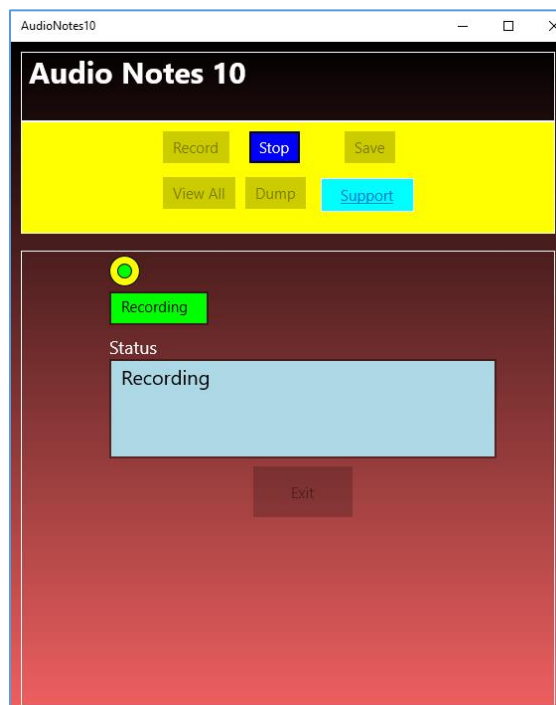


Figure 2 - Recording

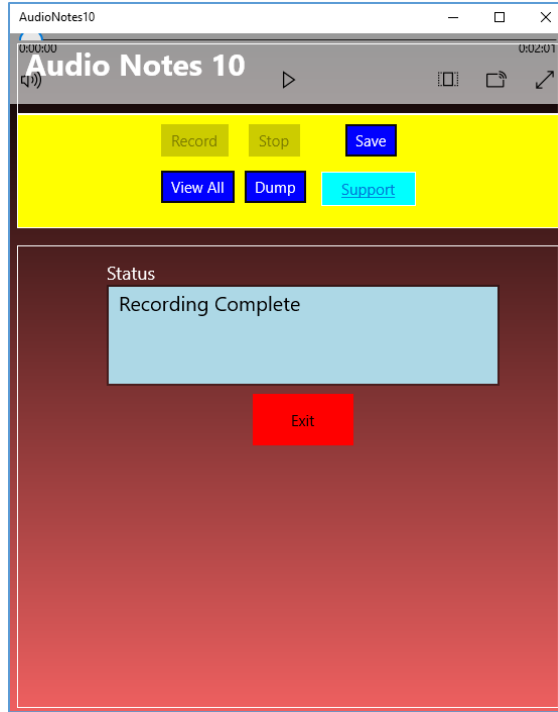


Figure 3 – Recording Complete

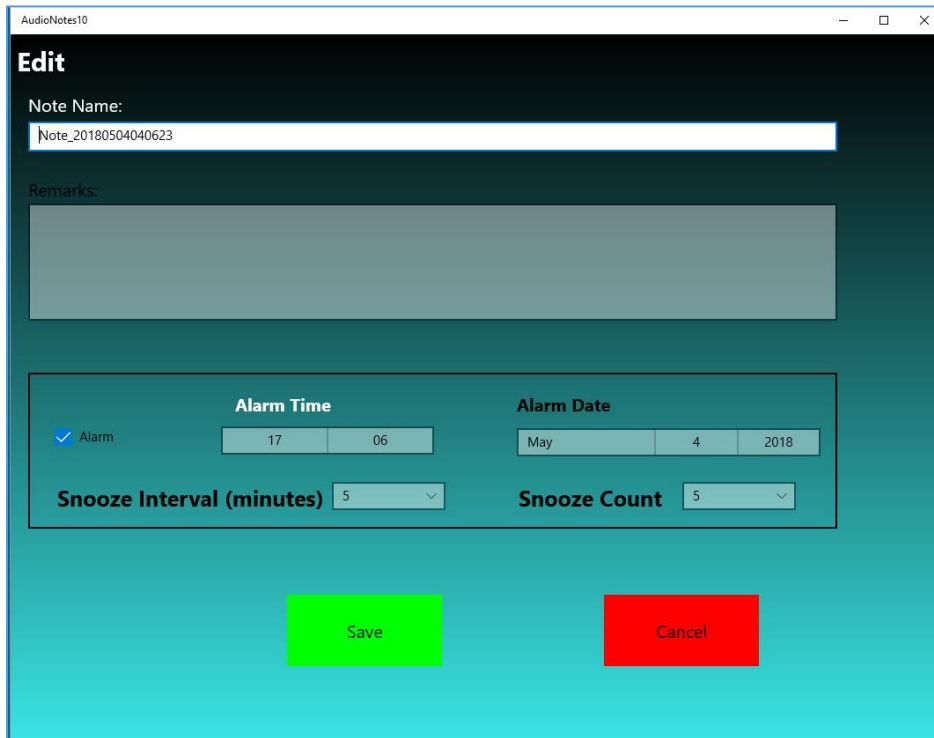


Figure 4 – Edit Screen

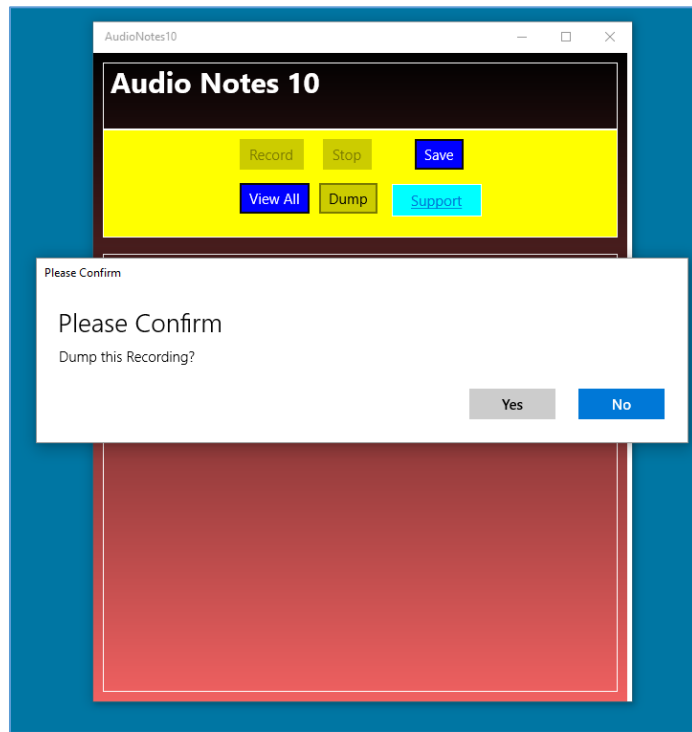


Figure 5 – Confirm Dump Screen

4. **View/Edit Notes.** To view or edit existing notes, click the **View All** button on the startup page. This will bring up the **Saved Notes** page, from which you can delete or edit existing notes.
 - a. **Deleting a Note.** To delete a note, select the note to delete, then right-click on it to bring up the popup menu ([Figure 6](#)). Select the delete option; when the confirmation popup appears. Select **Yes** to confirm the deletion, **No** to cancel it ([Figure 7](#)).

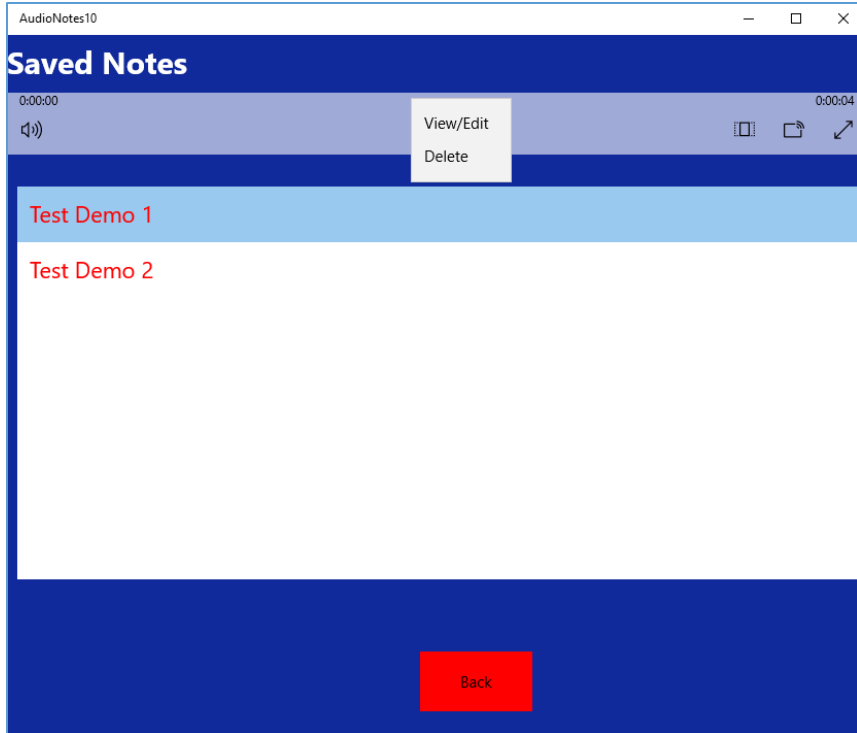


Figure 6 - Popup Menu

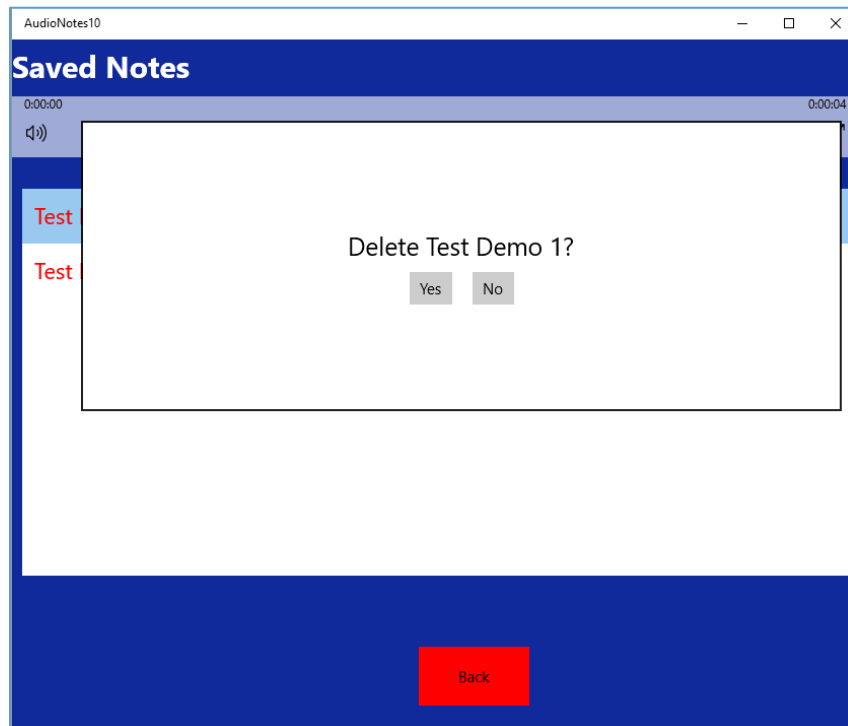


Figure 7 – Deletion Confirmation Popup

- b. **Editing a Note.** To edit a note, select the note to delete, then right-click on it to bring up the popup menu (Figure 6). Select the **View/Edit** option; then, the Edit menu will appear (Figure 8). After editing, click on the **Save** button to save the note or the **Cancel** button to delete your changes.

The screenshot shows the 'Edit' screen of the AudioNotes10 application. The window title is 'AudioNotes10'. The screen is titled 'Edit' and contains the following fields:

- Note Name:** Test Demo 1
- Remarks:** This is the demo test recording.
- Alarm:** Alarm
- Alarm Time:** 16:24
- Alarm Date:** May 4, 2018
- Snooze Interval (minutes):** 5
- Snooze Count:** 5

At the bottom of the screen are two buttons: 'Save' (green) and 'Cancel' (red).

Figure 8 – Edit Screen

The fields available for editing are:

- i. **Note Name:** The name of the note. This will appear on the notification.
 - ii. **Remarks:** Any user remarks to be appended to the note.
 - iii. **Alarm:** Checked if notifications are desired.
 - iv. **Alarm Time:** The time that the notification will appear. If the alarm box is not checked, this field is ignored.
 - v. **Alarm Date:** The date that the notification will appear. If the alarm box is not checked, this field is ignored.
 - vi. **Snooze Interval:** The interval between notifications. If the alarm box is not checked, this field is ignored.
 - vii. **Snooze Count:** The number of times you want this notification to reappear after the first is shown. If the alarm box is not checked, this field is ignored.
1. **Note:** The Note Name may not be blank. All other fields are optional.
 2. **Note:** If a notification is set, the time must be at least a minute past the current time.

3. **Note:** If the changes are cancelled, they are lost forever.
 4. **Note:** If a note is deleted before or during the notification period, notifications will cease.
5. Notifications. The standard Windows notifications are shown ([Figure 9](#)) if the alarm box is checked.

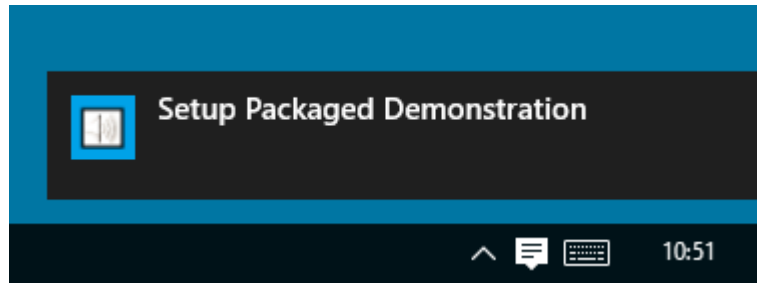


Figure 9 - Notification

- a. **Note:** The notifications must be turned on in the Settings for both the User and the application ([Figure 10](#)).

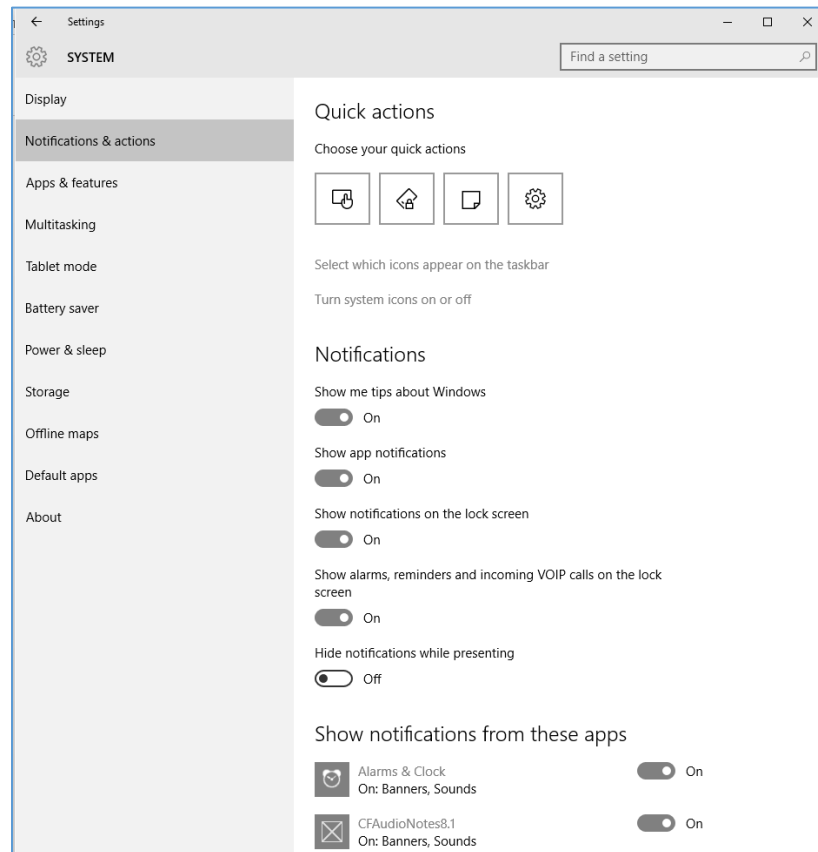


Figure 10 – Notification Settings

- b.** If you click on the note, the Audio Notes application will appear, the audio note will play, and the note remarks will be displayed as a popup.
- 6. **Errors** – If an error occurs, either a message box will popup or the error will be shown in the status box. Normally, the error message will be self-explanatory. If an unexpected error happens, please email the text of the error to:

corporate@cfsw.biz

- 7. Please email any problem descriptions or improvement suggestions to:

corporate@cfsw.biz