Audio Notes 10
User Manual
V 2.0.0.1

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.
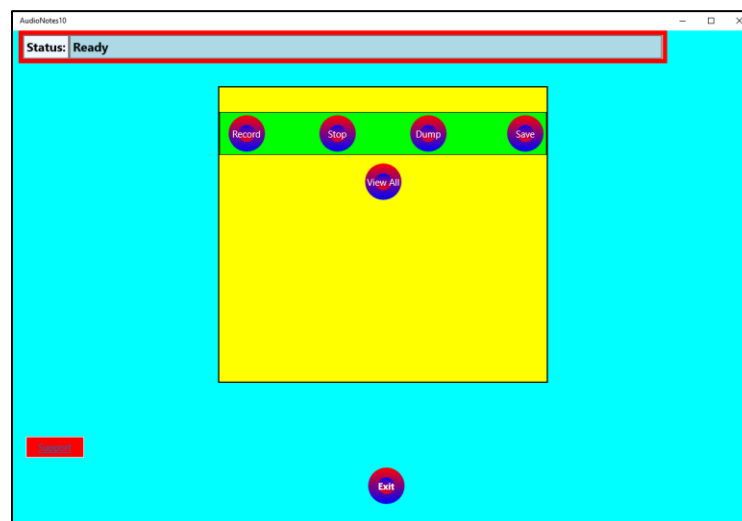

Figure 1 – Main Screen

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). Note that the status bar floats; its position may be changed by left clicking on the border and dragging the bar.

3. <u>**Recording Notes.**</u> To record a note:

    a. Click on the **Record** button. The record screen will show (Figure 2).
    b. Record your note or message.
    c. When done, click on the **Stop** button. A screen will show with the **Save** and **Dump** buttons enabled (Figure 3).
    d. 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.
    e. 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. ***Note that the status bar may be moved around the window by right clicking on the border and moving it.***
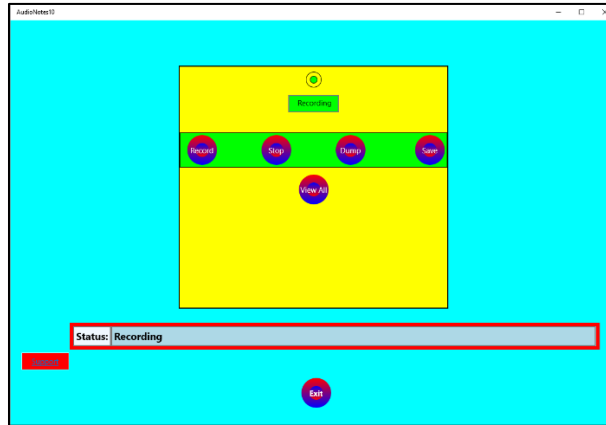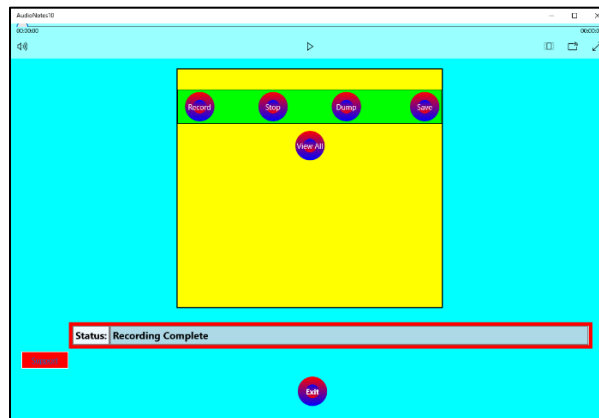

Figure 2 - Recording

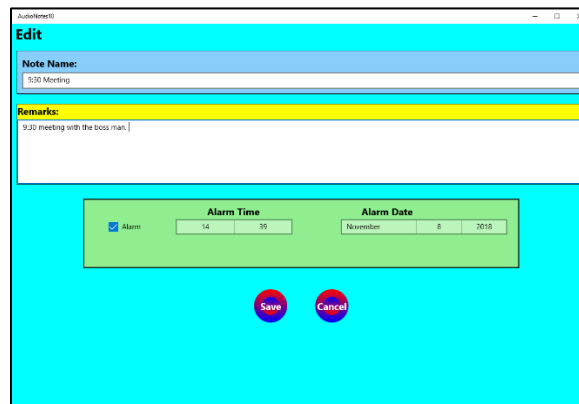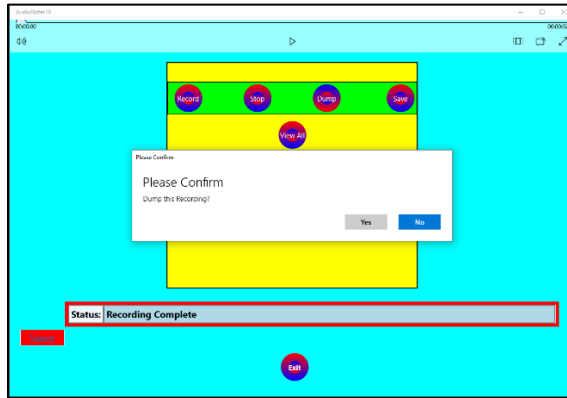*Figure 3 – Recording Complete*

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 click on the delete button (Figure 6). When the confirmation popup appears. Select *Yes* to confirm the deletion or *No* to cancel it (Figure 7).
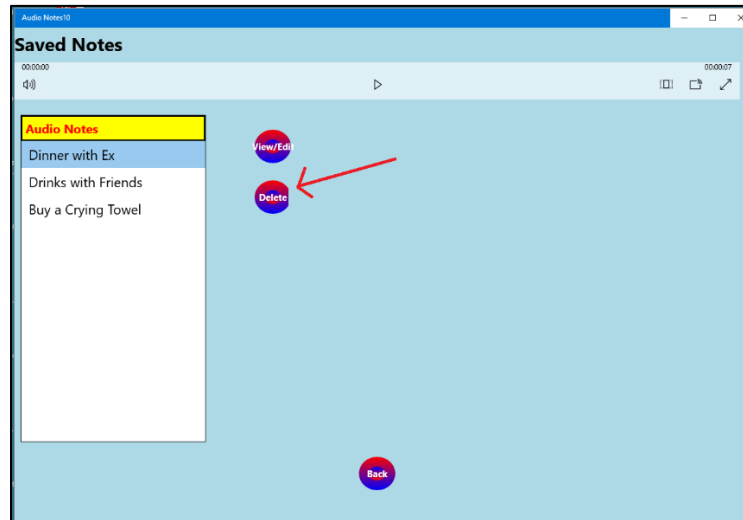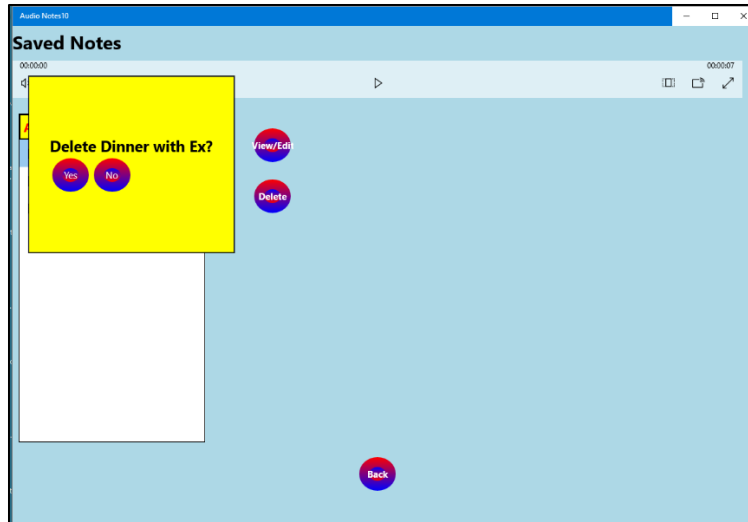

Figure 6 - Popup Menu

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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.
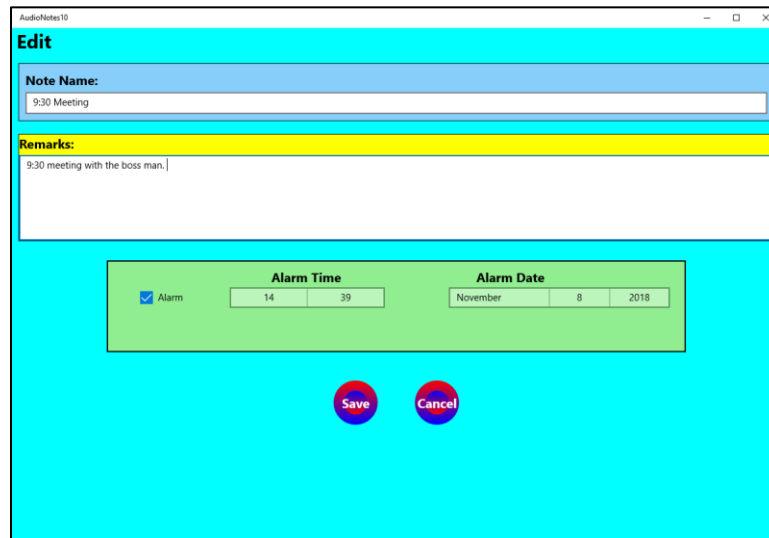

Figure 8 – Edit Screen

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.

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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.
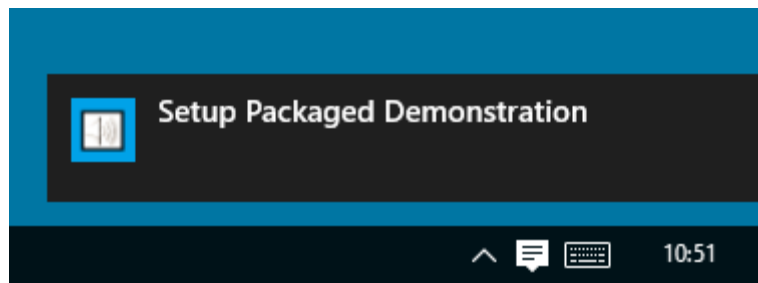
Figure 9 - Notification

a. **Note:** The notifications must be turned on in the Settings for both the User and the application (Figure 10).
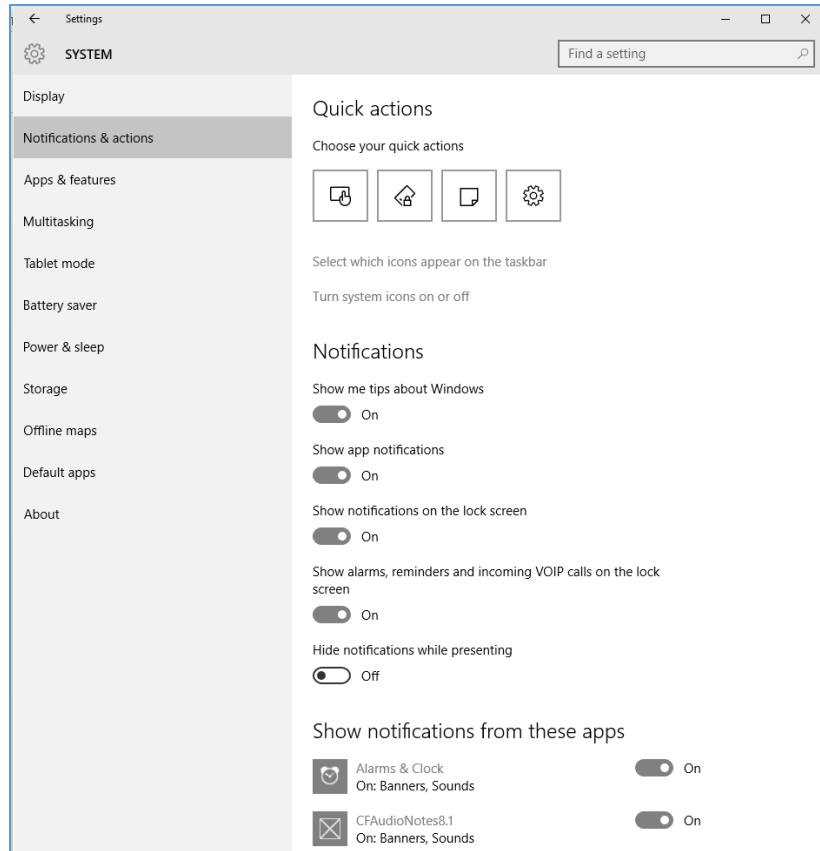
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Figure 10 – Notification Settings

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