

User Manual v 2.0

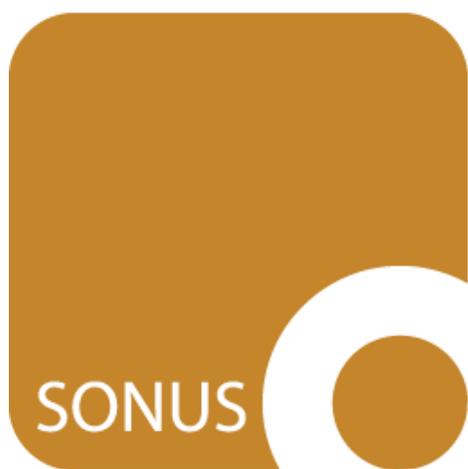


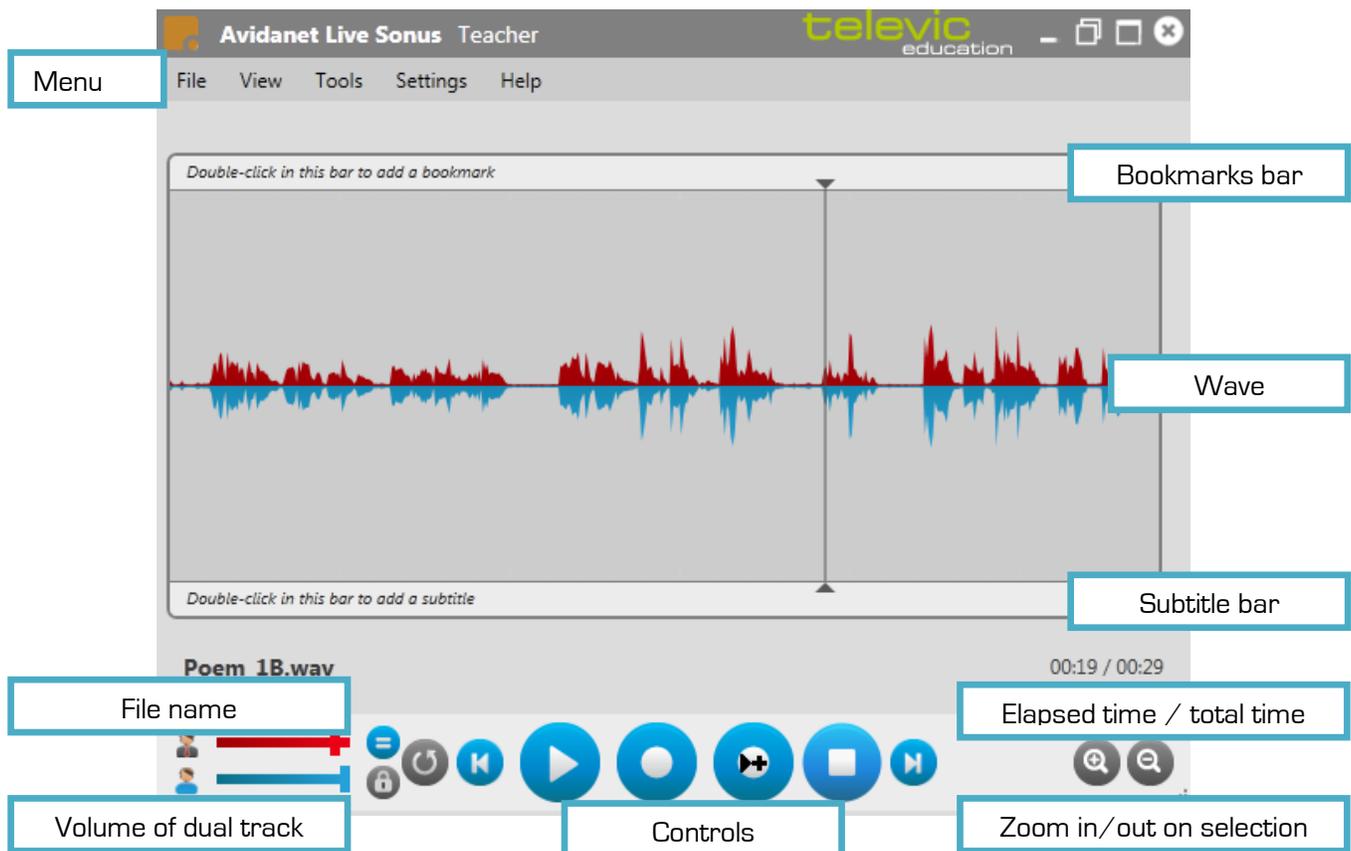
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I. Introduction

What is AVIDAnet® SONUS

AVIDAnet® SONUS is the digital audio and video player and recorder optimally designed for education. With this software, you and your students can start blank recordings, open existing audio or video files, bookmark certain parts in these files, add or edit subtitles,... It simultaneously records two tracks in a single file - the upper, or red half of the waveform is the teacher or program audio, and the lower or blue half of the waveform is the sound from the students' microphone.

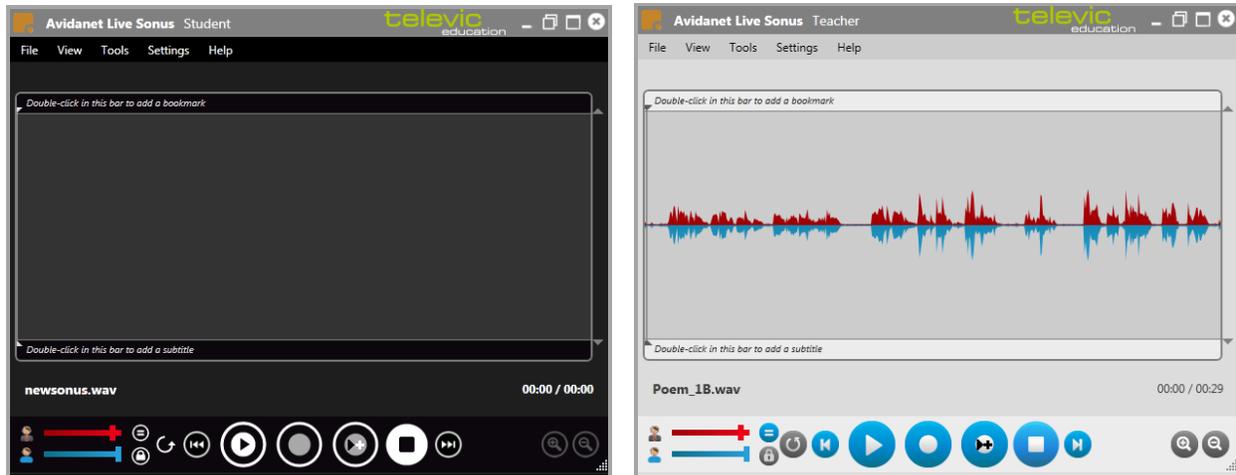


The grey title bar of the program interface indicates whether SONUS is installed for a **student** or a **teacher**. The functionalities for both are very similar, so most of this manual is relevant to both students and teachers. The last chapter, starting on page 15, describes functions only available to the teacher's SONUS.

Interface

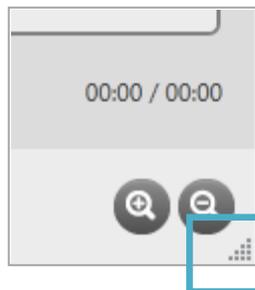
Colours

The interface of SONUS can have a light or dark appearance according to everyone's preference.



This can be set in the 'User Preferences' under 'Settings' of the SONUS menu for every individual.

Size



You can adjust the size of the SONUS by clicking in the **bottom right corner** (underneath the magnifying glasses) and dragging to the preferred size. The waveform and possible video frame will adapt accordingly.

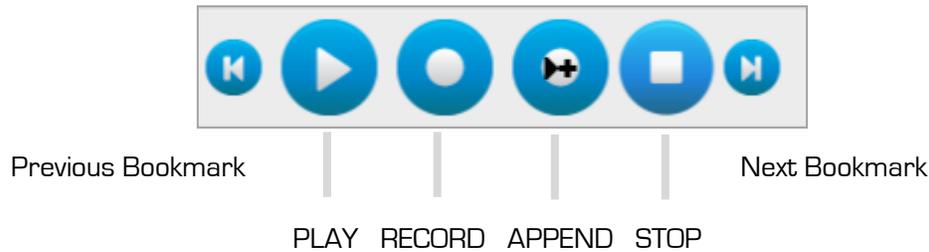
click and drag!

The **magnifying glasses** found in the bottom right corner zoom in on a specific selection made in the waveform, or zoom out again to the entire wave.



Also, you can use the shortcuts in the **top right corner** to respectively minimise, optimally shrink, maximise or close SONUS.

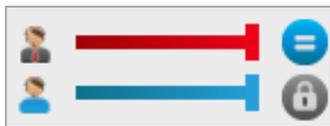
Controls



'Record' is to start a blank recording, or to record over existing audio. (see page 6)
 'Append' is to add extra recording into an existing audio or video file. (see page 8)

More information on the bookmarks can be found on page 10.

Volume



Recording in AVIDAnet® SONUS happens in a dual track:
 the upper, or red half of the waveform is the teacher or program audio,
 and the lower or blue half of the waveform is the sound from the
 students' microphone.

The volume of each track can be individually adjusted by moving the sliders in the bottom left corner. The red slider to adjust the sound volume of the teacher or program, and the blue slider for the recording made by the student.

The sound can be played back in stereo, meaning the teacher can be heard on the left side of the headset, and the student on the right, or both tracks can be played as one. An administrator can configure the headset for you.

Please remember volumes can also be adjusted via the normal computer sound and microphone settings, and via any hardware controls of your microphone and/or headset.

View

If there are any subtitles or bookmarks, every individual user can decide not to show them by clicking in the 'Menu' - 'View' and unticking what you'd like to be hidden.

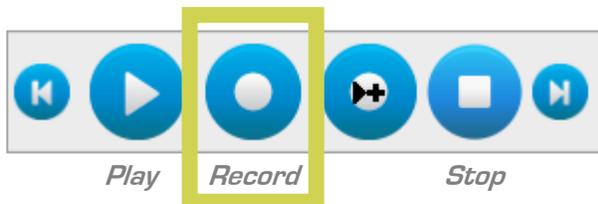
Always on top

If you are working with AVIDAnet® SONUS and other programs, and you want the sound or video file to remain on top of other things on your computer screen, you can do this by clicking 'View' in the Menu and then ticking 'always on top'.

II. Recording

Starting a New Recording

To start a blank recording in SONUS:



1. Start SONUS on your computer

2. Click the '**Record**' button
(middle button of the controls at the bottom)

This record button will start flashing when you are recording. You will also see the total time counting.

Click '**Stop**' to stop recording



3. Click '**Play**' to listen to what you recorded.

Then click the **green** check to accept the recording if you're happy with it,

or the **red** cross if you want to cancel that recording

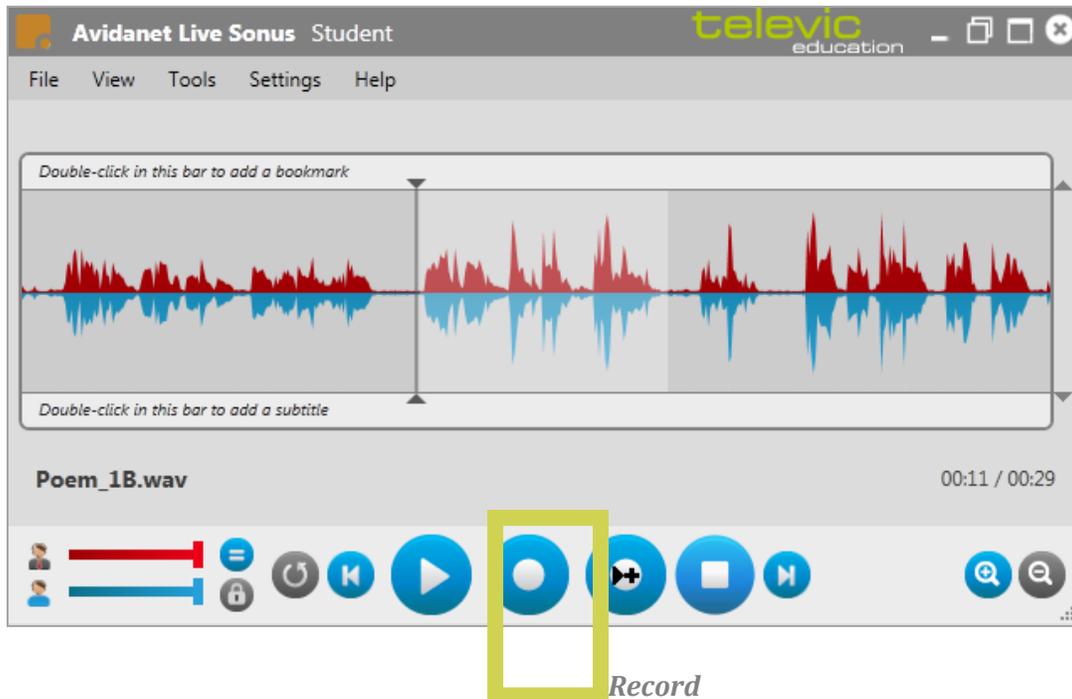
Don't forget to Save your file regularly!
(Click File - Save or Save as... in the menu)

Top Tip!

You can also make webcam recordings with SONUS! These will save as .avi video files.

Recording more, recording again and comparing

To record over an existing recording you've made, and compare this to the previous:

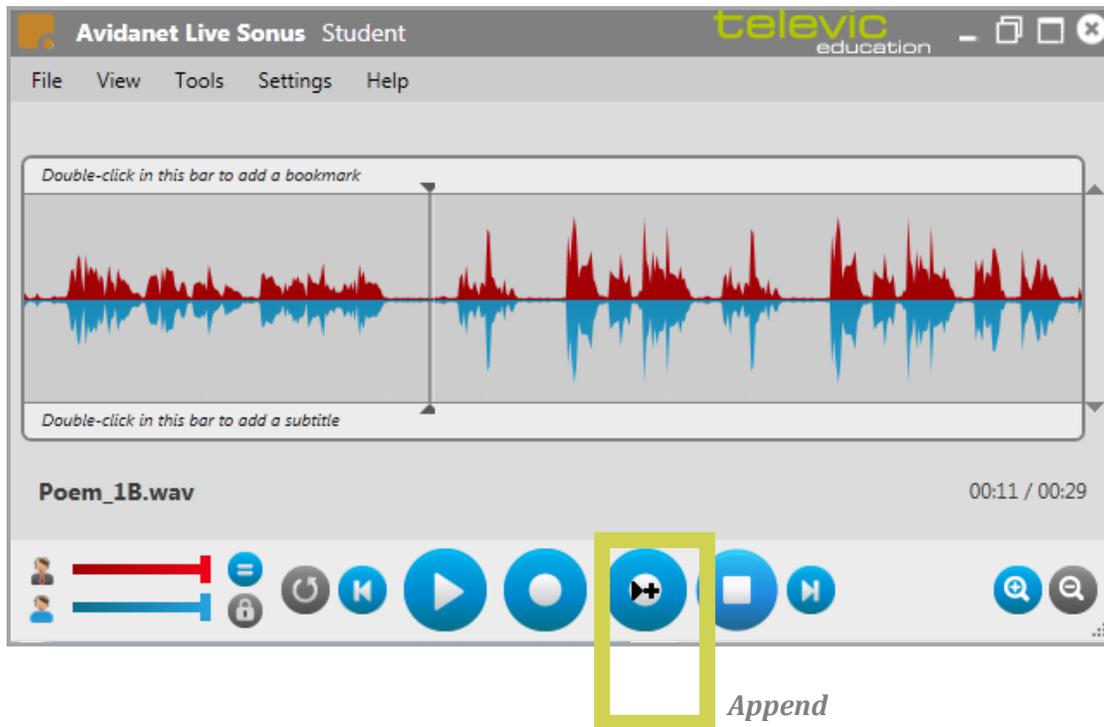


1. **Make a selection:** Click anywhere in the waveform and drag left or right to make a selection of the fragment you want to re-record
2. **Re-record:** Click the 'Record' button.
The recording will automatically stop when you reach the end of the selection
3. Now you can click '**Play**' to listen to what you just recorded, but also '**Play previous**' to compare your new recording with the old one, and if you prefer the old recording, you can cancel the new one by clicking the **red** cross, or keep the new one by clicking on the **green** check.



Play Compare Reject Accept

To record something more into the existing audio or video:



1. **Indicate where** : Click in the waveform where you want to add something more
2. **Add more**: Click the 'Append' button.
This will start recording until you click '**Stop**' (the button next to 'Append')
3. Now you can click '**Play**' to listen to what you just recorded,
if you're happy with it, you can click the **green** check button to accept the addition,
or the **red** cross to cancel that recording.



Play

Reject Accept

Top Tip!

You can also record into a video file! The video will pause during the 'appended' recording and resume afterwards.

III. Playing Audio or Video

Opening a File

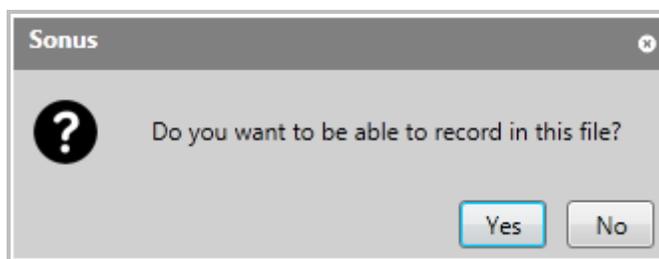
To open an existing audio or video file in SONUS:

1. Click 'File' – 'Open' in the menu
2. Navigate to the location of your file and double click it.

Alternatively,

1. Start SONUS
2. Click the audio or video file which you want to open and **drag it** onto SONUS

Do you want to be able to record in this file?



If the following message pops up when you are opening a file in SONUS, then SONUS has detected your sound file is not a .wav. SONUS is able to automatically convert any file into a format suitable for recordings.

If you click 'Yes', SONUS will convert your file into a .wav so you are able to record into it.

If you click 'No', SONUS will not convert your file. You will not be able to record into it, but you can still play it.

If you prefer, these messages can be disabled by an administrator.

Navigating

To listen to different parts of the audio or video file, you can click anywhere in the waveform to start playing from there. You can also highlight part of the waveform to focus on that specific fragment (click anywhere in the wave and drag left or right).

If bookmarks or sentence bookmarks are in place, you can also use the 'previous' or 'next' buttons to jump between audio fragments (see the next page).

Top Tip!

AVIDAnet® SONUS can play a great variety of file types, though .wav, .mp3 or .ogg is preferred for audio files, and .avi for movies!

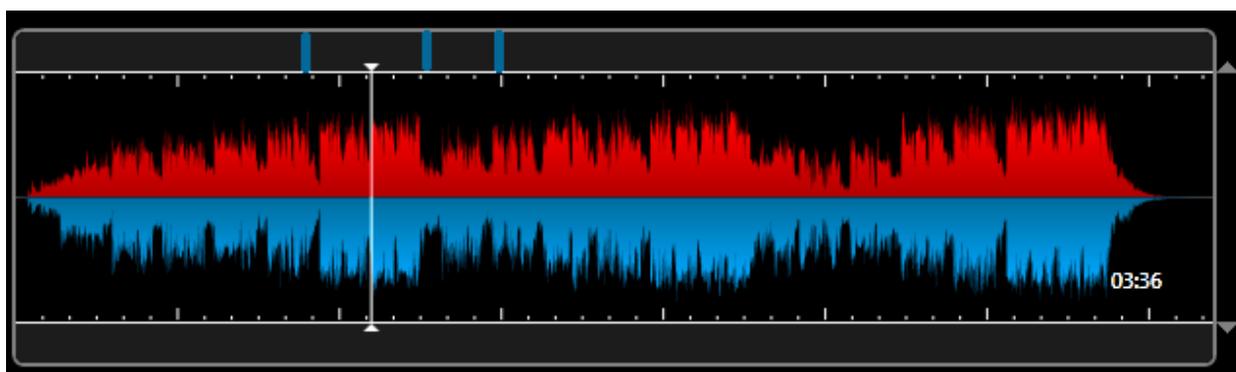
IV. Bookmarks

Adding a New Bookmark

A bookmark is a special indicator of specific points in the file. These could be entered by the teacher, for example to indicate the start of new questions or important moments in the audio or video; or by the student, to indicate difficult words which he has heard, or uncertainties which he needs to revise... The teacher can also auto-generate bookmarks to mark the start of each sentence based on volume level and detected silence (more information on page 15).

In the file indicated by the wave below, three bookmarks have been added, one shortly after the other. Can you spot the three blue vertical lines in the bookmarks bar?

These are bookmarks added by a student. Bookmarks added by teachers will be shown in red - they cannot be added, edited or deleted by a student.



Also, with the control options at the bottom of the screen, you can jump to the **next or previous** bookmark, or the start of the next sentence bookmark if the teacher created these.



To add a bookmark:

1. Double click in the bookmarks bar where you want a new bookmark
2. You can add some text to show when someone hovers over the bookmark
3. Click OK

A blue vertical line will now appear in the bookmarks bar, or red if the bookmark is made by a teacher.

Editing Bookmarks

To move a bookmark to a new place:

1. Hold down the CTRL key on your keyboard
2. Click the bookmark you want to move
3. Drag it to a new place
4. Release the mouse button
5. Release the CTRL button

The bookmark will now appear in its new place.

To add to or change text of a bookmark:

1. Double click an existing bookmark
2. Add/Change text in the text field which appears
3. Click 'OK'

This text will appear when you hover over that particular bookmark with your mouse.

To delete a bookmark:

1. Double click an existing bookmark
2. Select 'Delete the bookmark'
3. Click OK

This bookmark will now disappear. This action cannot be reversed! A student cannot delete a teacher's bookmarks.

To delete all bookmarks

1. In the menu on top, click 'Tools'
2. Then click 'Delete student bookmarks' or 'Delete teacher bookmarks'.
Students are only able to delete their own bookmarks, not the teacher's.

All bookmarks are instantly deleted. This action cannot be reversed. A student cannot delete a teacher's bookmarks.

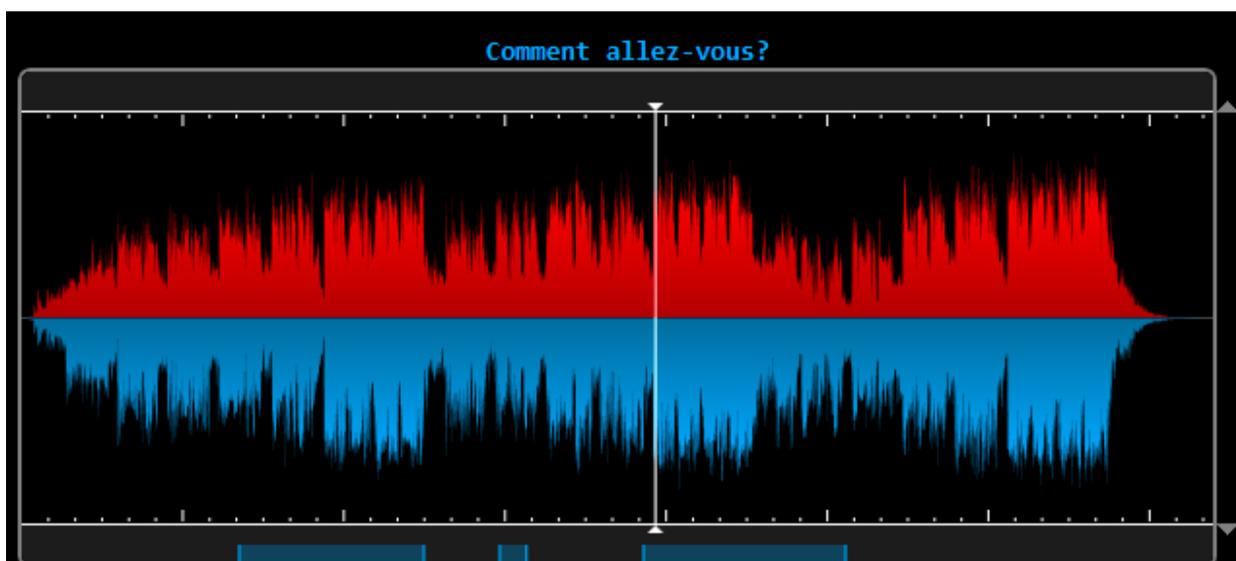
V. Subtitles

Adding a New Subtitle

Subtitles can be added to any sound or video file. These can be added by the teacher, as extra textual aids for the student resources, or by the students, for example in a subtitling exercise.

In this sound file exemplified by the wave below, three subtitles have been added. Can you spot the blue zones in the subtitle bar? These were added by a student. Subtitles added by teachers will be shown in red; students are not able to add, edit or delete teachers' subtitles.

A subtitle begins at the start of such a blue or red zone, and disappears at the end of it. The text 'Comment allez-vous?' belongs to the third subtitle which was added in this file by a student. It only appears when this file is playing within that subtitle zone.



To add a new subtitle:

1. Double click in the subtitles bar where you want the subtitle to appear
2. Enter text for the subtitle.
3. Click 'OK'.

A blue zone with a duration of 5 seconds appears in the subtitle bar, or red if added by a teacher.

Editing Subtitles

To add/change text of a subtitle

1. Double click the zone of a subtitle in the subtitles bar
2. Type in the text for this subtitle in the text field which appears
3. Click 'OK'

This text will appear at the top of SONUS when the file is playing in the subtitle zone.

To move a subtitle

1. Hold down the CTRL key on your keyboard
2. Click anywhere in the zone of the subtitle
3. Drag this to a different spot in the subtitle bar
4. Release the mouse button
5. Release the CTRL button

This subtitle will now appear elsewhere.

To change the length of a subtitle

1. Hold down the CTRL key on your keyboard
2. Click on the vertical line of the start or end of a subtitle zone
3. Drag this to a different spot in the subtitle bar to make the subtitle length longer or shorter
4. Release the mouse button
5. Release the CTRL button

This subtitle will now appear longer or shorter according to your changes.

To delete a subtitle

1. Double click the zone of a subtitle in the subtitles bar
2. Click 'Delete subtitle'
3. Click OK

This subtitle will be deleted. This action cannot be reversed! A student cannot delete a teacher's subtitles.

To delete all subtitles

1. In the menu on top, click 'Tools'
2. Then click 'Delete student subtitles' or 'Delete teacher subtitles'.
Students are only able to delete their own subtitles, not the teacher's.

All subtitles are instantly deleted. This action cannot be reversed. A student cannot delete a teacher's subtitles.

Exporting Subtitles

To export the teacher or student subtitles:

1. Click 'File' in the menu
2. Then click 'Export teacher subtitles' or 'Export student subtitles'
3. Choose a location for this file
4. Type in a filename
5. Click 'OK'

Please note students are able to export students subtitles only.

This action saves an .srt file which can be opened in Notepad.

VI. Teacher Privilege

The functionality of SONUS is much the same for students and teachers, and has been described in this manual so far. However, a few things are reserved for teachers only; when you start SONUS, it should read 'Avidanet Live Sonus Teacher' at the top of the interface. If not, an administrator can switch the SONUS installed on your computer to 'teacher' in the 'Global configuration' of the settings menu.

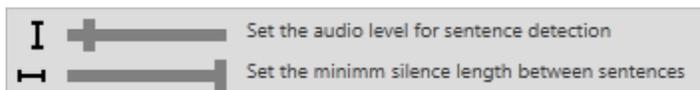
Subtitles and Bookmarks

Teachers and students are able to create, edit en delete bookmarks and subtitles, and export subtitles. However, students are only able to export or delete their own - teacher can access both.

Sentence Bookmarks

The teacher can create 'sentence bookmarks' in an existing audio file or recording. Open the audio file, or finish and save then recording, and then:

1. Click 'Tools' in the Menu
2. Click 'Create Sentence Bookmarks'
3. SONUS automatically suggests sentence bookmarks based on the volume level and the silences detected. The suggested divisions are indicated by the vertical grey lines in the wave form.
4. You can manually adjust these sentence bookmarks by moving the sliders in the bottom left corner:
 - move the first slider to adjust the volume level for sentence detection
(more to the left means lower volume, to the right increases the volume level)
 - move the second slider to adjust the sensitivity to silences between sentence
(more to the left means less silence to distinguish between sentences)



5. Click the 'Accept' or 'Reject' button to continue.



If you accept, the bookmarks will now show as red vertical lines in the bookmarks bar.

You can still manually refine or edit the bookmarks:

- click on a red line and hold the CTRL button to move it
- double click to add text or delete a bookmark

Ripping Audio CD

With SONUS, you can rip audio CD's to digital files. This means you will be able to play the files without having the CD, send the audio to the students, record into the files, etc.

To rip an audio CD:

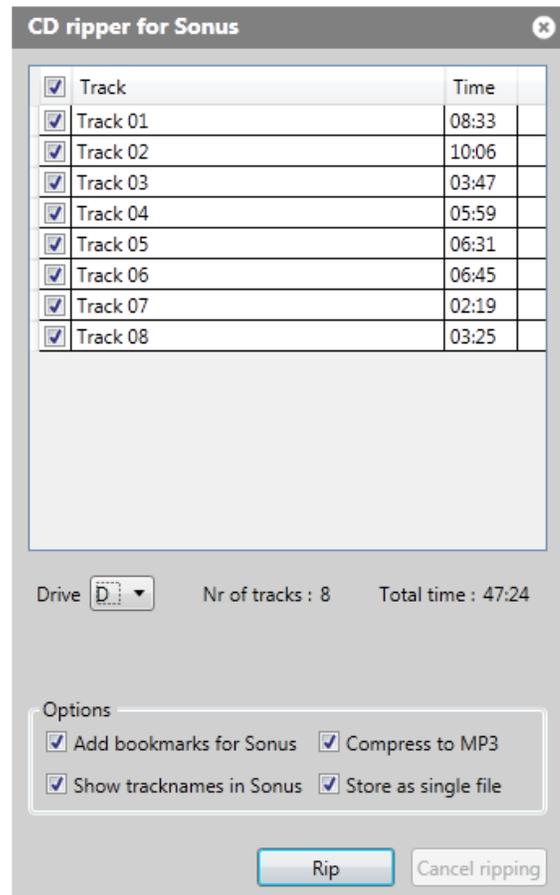
1. Insert the CD in your computer.
2. Click 'Tools' in the menu, then 'Rip'
3. The CD ripper menu will open.
You can see the different tracks of the CD.
Untick any tracks which you do not wish to digitise.

From the options at the bottom,
You can choose to :

- Store as single file
Which means all the tracks will be stored in one [large] file, rather than as separate files per track.
- Compress to MP3
Which means the total file size will be reduced as .mp3 is a compressed format

If you choose to store the tracks as a single file,
you can:

- Add bookmarks for SONUS
So the start of every track is indicated in this single file
- Show tracknames in SONUS
So 'Track 01', 'Track 02',... or the relevant track names on the audio CD will show up as indicators of the different tracks digitised in this single file. They are shown in SONUS as subtitles.



4. Click 'Rip'
5. Choose where you want to save the digitised track(s) : navigate to the appropriate folder and click 'Save'.
Please allow some time depending on the size and number of the audio files. Also make sure the location where you're saving the digitised CD has enough space!

VII. Hand-out

The following page is a handy overview for teachers and students of the most commonly used functionalities of AVIDAnet® SONUS. Why not provide all individual users with a hard copy of this page?



Abridged Manual for Students and Teachers

AVIDAnet® SONUS is the digital audio and video player and recorder optimally designed for education.

Starting a new Recording

1. Click the 'Record' button
2. Click 'Stop' to stop recording
3. Click 'Play' to listen back and then accept or reject and try again

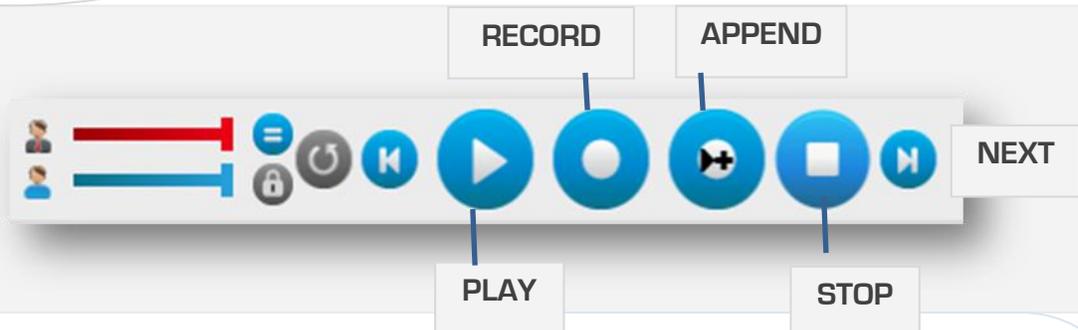
Recording something more

1. Click 'Append'
2. Click 'Stop' to stop recording
3. Click 'Play' to listen back and then accept or reject and try again!

Recording again

1. Select which part of the recording you want to do again: click and highlight part of the waveform
2. Click the 'Record' button
3. Click 'Play' to listen back 'Compare' to listen to the previous attempt and then accept or reject your new recording!
4. Now you can click 'Next' to continue from the next bookmark!

Volumes of teacher and student track



Bookmarks

1. Double click in the bookmarks bar [where you want the bookmark to appear]
2. You can type in an additional message
3. Click OK

A blue vertical line appears in the bookmark bar - hover over it to see the message.

You can still **move the bookmark** by holding down the CTRL button, then click and drag the bookmark

You can **delete or edit** the bookmark by double clicking on the vertical blue line.

Subtitles

1. Double click in the subtitle bar [where you want the subtitle to appear]
2. Type in the text for the subtitle
3. Click OK

A blue zone appears in the subtitle bar - hover over it to see the message. The text will also appear above the wave while playing.

You can still **move the subtitle** by holding down the CTRL button, then click and drag the blue zone,

or click and drag the ends to adjust the length.

You can **delete or edit** the subtitle by double clicking on the blue zone.