New Features Update – May 2021
www.kurzweil3000.com

Item for kurzweil3000.com

1. ────────────────────────

Create & Edit Voice Notes

User has the ability to <u>create</u>, <u>edit</u> and <u>delete</u> Voice Notes in kurzweil3000.com

Note: When you create a Voice Note this permissions window may appear.
If it does click Allow.
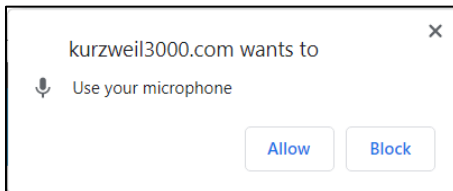
New Menu Icon
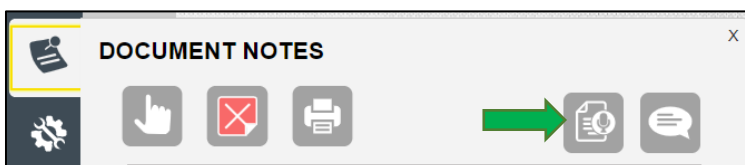In the Document Notes menu, a new Voice Notes icon now appears.

Careful: Don't get confused with the Bubble Note icon.
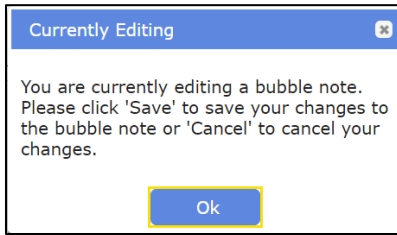
To Create a Voice Note

Click the Document Notes menu icon.

1. Click on the Voice Notes icon.

Note: If you activate the Bubble Notes and that window is open when you click on the Voice Notes icon this alert will appear. Close the Bubble Note window to allow Voice Notes.

> **Currently Editing** ☒
>
> You are currently editing a bubble note. Please click 'Save' to save your changes to the bubble note or 'Cancel' to cancel your changes.
>
> Ok

2. Your cursor will appear with a microphone next to it.
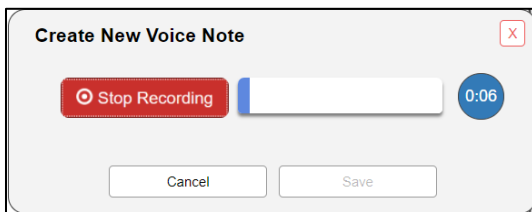   Click on the document where you want the Voice Note to be placed.

3. A Voice Note icon 🔊 and the Create New Voice Notes popup window (below) will appear.
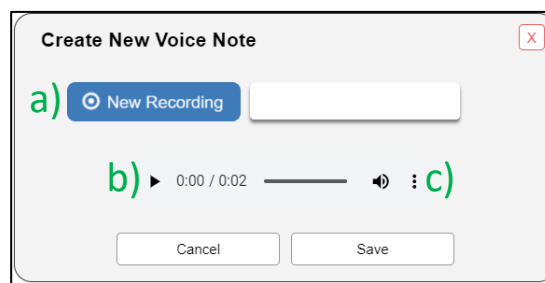
4. To record the Voice Note click Start Recording and speak.

> **Create New Voice Note** ☒
>
> ⊙ Start Recording [   ] 0:00
>
> Cancel   Save
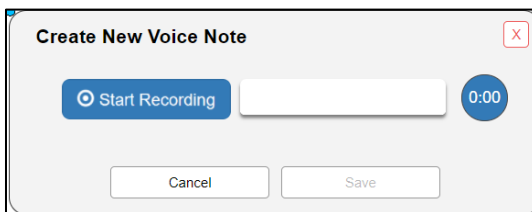
5. When done click Stop Recording.

> **Create New Voice Note** ☒
>
> ⊙ Stop Recording [   ] 0:06
>
> Cancel   Save
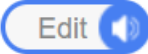
6. You can
   a. Rerecord
   b. Listen to
   c. Download
   d. Cancel or
   e. Save
      the note.

> **Create New Voice Note** ☒
>
> a) ⊙ New Recording [   ]
>
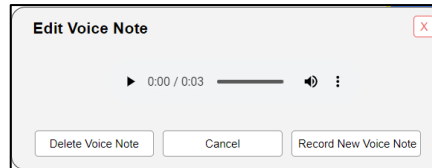> b) ▶ 0:00 / 0:02 ——— 🔊 ⋮ c)
>
> Cancel   Save
>
> d)   e)

To Edit a Voice Note

1. Hover over the Voice Note icon – if the edit capability is not locked the icon will expand.

2. Hovering over the Edit area will activate it.

3. Click on the blue Edit area to activate the Edit Voice Note window.

4. You can
   a. Delete a Voice Note
   b. Record a New Voice Note
   c. Cancel

a)   c)   b)

If you choose to delete a Voice Note this confirmation box will appear. Click Yes to delete.
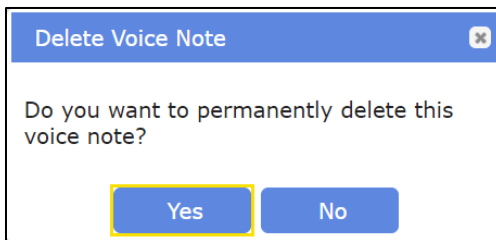
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Lock Voice Note Editing

Voice Note Edit now has a lock option under the Miscellaneous tab.