NUGEN Audio

OPERATION MANUAL

Jotter

Timecode-linked note taking tool

Contents

Introduction

Jotter is a tool for note taking and project management, designed to help you stay organized and aid collaboration between audio professionals and clients.

Add notes to specific sections of your audio timeline, create to-do lists, and share feedback with collaborators.
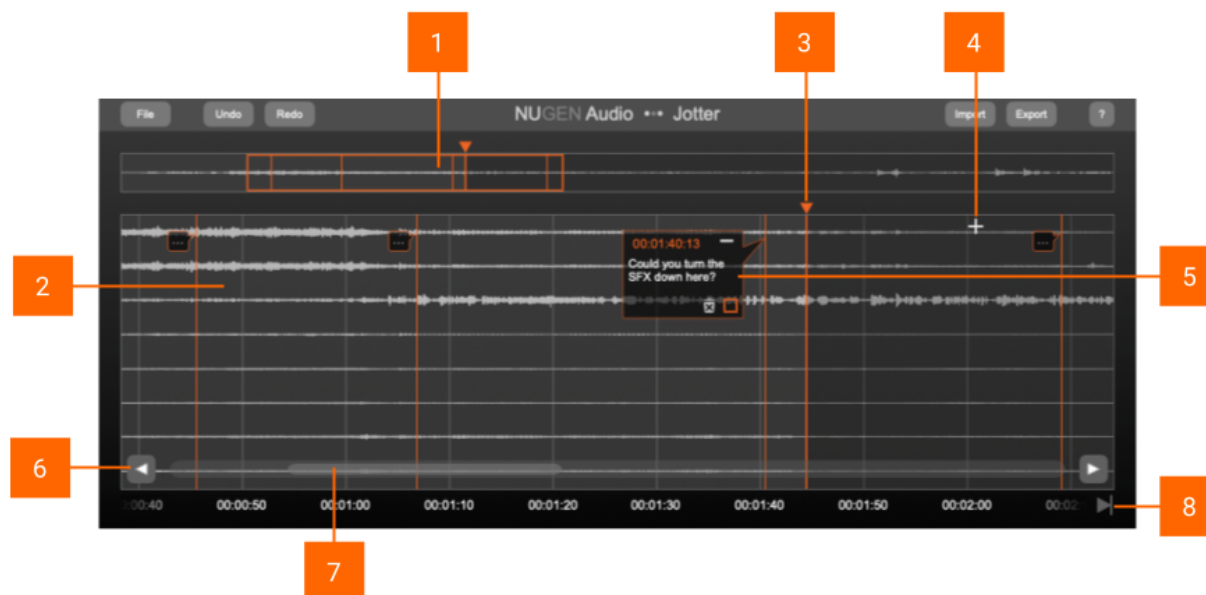
Interface

General Layout

1	Utility bar
2	Waveform macro view
3	Main waveform view
4	List view
5	Lower section controls

Utility Controls

1   **File** (standalone application only). Load and save Jotter sessions. This is not
     available in the plug-in versions (VST, AU, and AAX) of Jotter, as the state of the
     plug-in is saved with the plug-in host/DAW.

2   **Undo | Redo**. Unlimited session undo and redo commands allowing the user to
     step back and forward through actions.

3   **Import**. Import note .csv files into our Jotter session.

4   **Export**. Export your notes as a .csv file, which can be imported into another Jotter
     session.

5   **?** Opens the 'About' page, with access to credits and the product manual (if
     installed).

Waveform view

1   **Waveform macro view.** This view shows a zoomed out waveform of the entire length of audio. The section of audio currently being displayed on the main waveform view is highlighted with an orange rectangle. In the standalone application, clicking anywhere on this view moves the playhead to the corresponding section

2   **Main waveform view.** This view shows the waveform of the audio that is being played through Jotter. In the plug-in version, the waveform is 'drawn' into the view as audio plays. In the standalone application, the waveform for the entire audio file is displayed when an audio file is loaded.

3   **Playhead.** This shows the current playback time position.

4   **+ button.** Click the '+' button along the top of the main waveform view to add a note to the corresponding timecode position.

5   **Note speech bubble**. These "speech bubbles" contain the user added timecode-linked notes.

- Add/edit the note text by clicking and typing.

- Click the '−' button to minimize the speech bubble

- Click the trash-can symbol to delete the note.

- Click the checkbox to toggle its state.

- Click and drag a minimized speech bubble to change its timecode position

6   **< and > buttons**. Clicking these buttons jumps the waveform view to the previous/next note in the timeline.

7   **Scroll bar.** Used to scroll the waveform view left or right. Alternatively, click and drag anywhere on the waveform.

8   **Playhead-follow control.** Manually navigating the waveform view (with the scroll bar etc.) automatically disables this control.

List view

This section displays all of the existing notes in the session in an easy to view list.

1   **Notes**

- Double-click and type to edit the text.

- Click on the timecode to jump to that position on the waveform view. Double click and type, or click and drag to edit the timecode.

- Editing the timecode and/or note text here will automatically update the note on the waveform view, and vice versa.

- Hold shift to select multiple notes

2   **Checkbox.** Click to toggle the state.

3   **Trash can.** Click to delete the note.

4   **+ button.** Click to add a new note. The note will be placed at the current location of the playhead.

5   **Timecode/Global tabs.** Switch between lists of timecode-linked notes, and global notes. Unlike the timecode notes, the global notes are not linked to positions of the audio timeline, providing a space for making general notes about the overall project.

6   **Add/Subtract Time.** Click to open an interface for adding or subtracting time to/from the selected note(s).
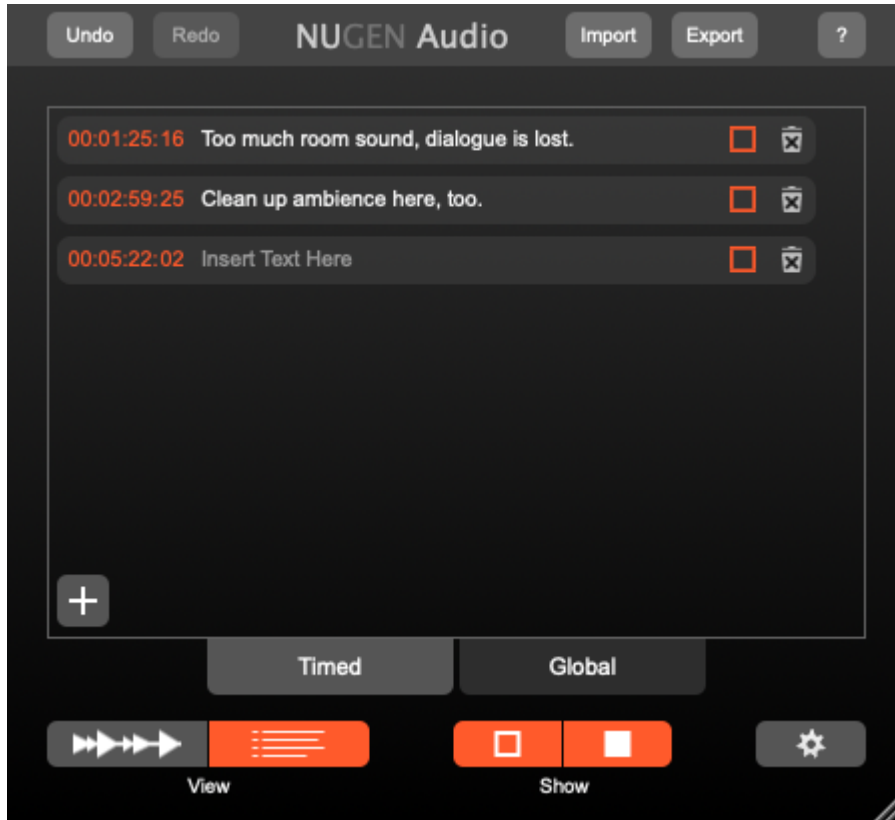
Lower section controls

1   **Waveform zoom control.** Use this slider to horizontally zoom in and out on the main waveform view.

2   **View selector**. Use these buttons to display or hide the Waveform and/or List views.

3   **Checkbox state filter.** These buttons toggle the visibility of notes based on their checkbox state. Eg. to hide all notes that have been "checked", deselect the button with the checked box symbol.

4   **Playback controls** (only available in the standalone application). Clicking these buttons allows the user to play/pause, nudge forwards/backwards, and return to the start of the audio. These functions can also be controlled with the following keys:

- **Return to the start of the audio**. Enter key.

- **Play/pause.** Space bar.

- **Nudge forwards/backwards.** < and > (increments of 5 seconds). Shift+< and shift+> (increments of 0.5 seconds).

Click and type or drag the timecode display to change the time position of the playhead.

5   **Settings**. Opens the settings panel.

Compact mode

Jotter can be resized by clicking and dragging the bottom-right corner of the window. Dragging the window size smaller than a certain point makes Jotter switch to the compact mode.
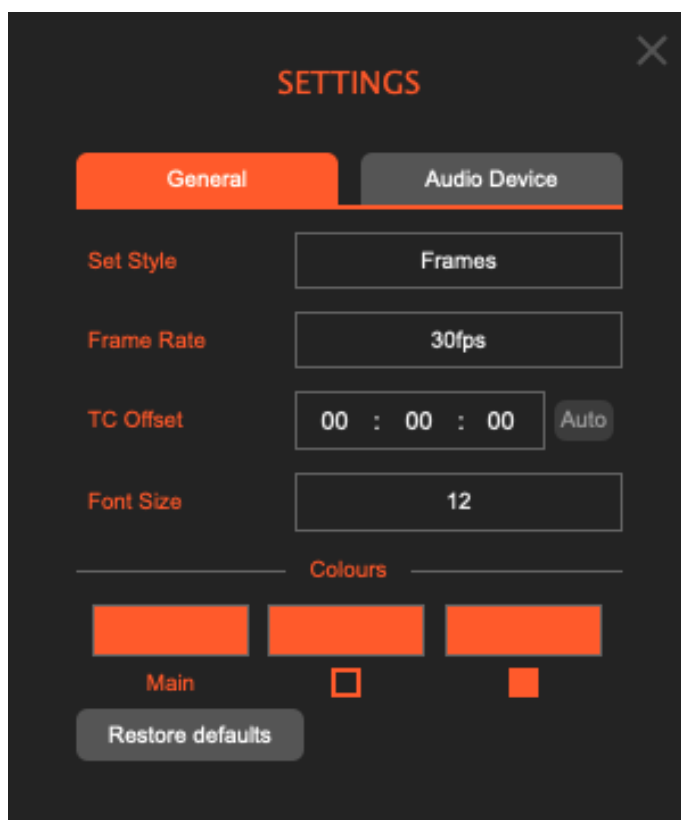
Settings panel

Jotter can be customized via the options in the settings panel. The settings panel contains two tabs;

General - Timecode and display settings.

Audio Device (standalone only) - Audio device output settings.

General

Set Style. Select between which unit is used for the fourth part of the timecode.

Frame Rate. Select the project's frame rate. When used in a DAW, Jotter will try to automatically match the DAW's frame rate setting.

TC Offset. This parameter can be used to offset the timecode position. Click the Auto button to automatically match the DAW's timecode offset.

Font Size. Adjust the size of the notes text.

Colours. Select colours for various elements of the GUI.

Audio Device (standalone application only)

Device Output Routing. Select the audio output routing.

Output. Select the audio device output.

Active Output Channels. Select which of the audio device's channels are being used for the output.

Sample Rate. Select the audio output sample rate. Jotter will try to automatically match the sample rate of the audio file.

Buffer Size. Select the buffer size of the audio device.

Applications

Sharing feedback between collaborators/clients.

Jotter can be used to easily share feedback notes and ideas between clients, audio professionals, and collaborators.

For example, a client can load the latest mix of their new song into the free standalone Jotter application, add their feedback notes, and then export and send the notes to the mixing engineer. The mixing engineer can then import the notes file into their instance of Jotter, and easily see the client's detailed feedback, aligned to exact time positions in their mixing session.

Organize your workflow.

When working with audio, it's easy to become lost in all of the ideas you have for audio edits, timing corrections, automations and so on. With Jotter, you can stay organized by keeping notes of the exact time positions you want to make changes, creating to-do lists, or colour code notes by task category.

Reporting a Problem

If you encounter a problem with any of NUGEN Audio's products, please let us know, to help us improve them.

You can email the NUGEN Audio support team at support@nugenaudio.com, or click the "Provide Feedback" button in the plug-in's menu to access a feedback web-form.

To make it easier for use to resolve the issue you are seeing:

· Please give a clear explanation of the problem, including any steps required to reproduce it if appropriate.
· Please state how frequently you've experienced the problem.
· Please supply details of the system you are using, in particular:
    · The operating system (Windows/Mac OS) and version.
    · Host application and version.
    · CPU speed and RAM available.

Please be patient with any problems you may experience, particularly with products at a beta stage of release. At NUGEN Audio we take problems with our software seriously, and will endeavour to correct them as quickly as possible.

Version History

1.0.0   Initial release

1.1.0   Added support for Mac's VoiceOver screen reading software
               Added nudge forwards/backwards playback controls
               Notes font size can now be adjusted
               Compact mode
               Various minor improvements and bug fixes