

# NOTE<sub>2</sub>SELF



WEB INFORMATION SOLUTIONS, INC

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## About Note2Self

Note2Self is an audio recorder and voice note emailing solution for those of us who keep track of their task items via email or to store voice notes on the phone itself. Note2Self allows you to quickly record a voice note, save it and automatically send it to any email address...all without pushing a single button.

## Installation

To install Note2Self [purchase the application from iTunes](#) via the device or computer, and download. If downloaded to the computer, connect the device to the computer and synchronize the applications this will install Note2Self on your iPhone or Second Generation iPod Touch. If downloaded directly to the device the application will be ready to use immediately after downloading. After installation Note2Self will be able to send/store voice mail messages via the following means.

- Access via the Note2Self Audio Server
- Send via e-mail
- Save to a file on your device

## Record Note

### **Recording**

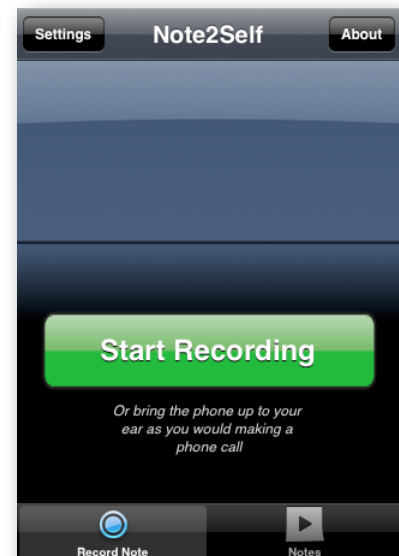
When you start Note2Self you are presented with the main recording screen. The top bar will fade out. You can start recording by pressing the "Start Recording" button or by using one of the auto-record modes described in settings.

When you are done recording you will be either asked for the next step or an automatic action will perform if you have set it in settings.

You can reach the settings or about by simply tapping on the screen. The bar will come back into focus and will fade out again if you do not use it.

### **Automatic Pause**

Note2Self allows you to set a Pause Level from 0.00 to 0.5 which denotes a line input level of the microphone. A setting of 0.00 disables this feature. With this setting on Note2Self will start recording the moment you press the record button and after a second will enable the automatic pause by monitoring the input level of the microphone. If the audio level goes below the desired level Note2Self automatically pauses the recording after a quarter of a second and if the audio



level goes above the desired level it starts the recording again. You can tell that the recording was automatic paused by the faded pause button.

### ***After Recording Ends***

If you have left the default settings or set Note2Self to ask what to do after a recording then you will see an action box come up with your preset Contacts and some other controls that let you explicitly control what to do with the Note.

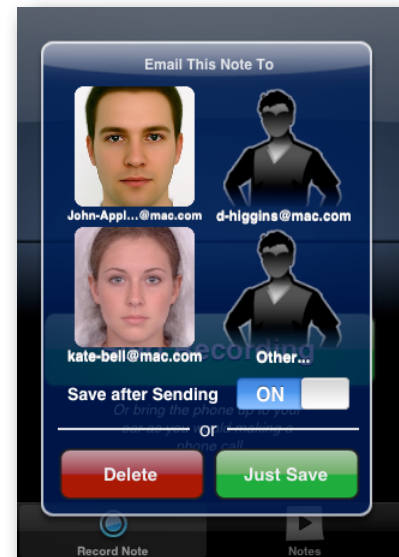
The top part of the box lets you select a contact from one of your three default lists. You will either see a contact picture or a silhouette depending on if that contact has a picture or not. If you see a contact picture in a circle you may want to consider making a higher definition contact picture. The last contact will always be "Other" that lets you pick anyone from your Contact list.

Right below the contact Pictures is a switch for saving the note after sending. If this switch is set to OFF then Note2Self will automatically delete the note after it has been successfully sent.

Finally at the bottom you can just delete the note or save it without sending.

### ***Landscape Limitation***

When recording in the landscape mode only the first two default email addresses will be shown.



## Accessing your Notes

There are three ways to access your notes in Note2Self.

### ***Access via the Note2Self Audio Server***

After making a recording and saving it you can press the “Notes” button from the opening screen which will bring up the library of recordings on your device. At the top of this screen you will see the WiFi logo with an off and on toggle to its left. By sliding that switch to on the Note2Self Audio server is now active. From your computer simply open up a browser and enter the IP address shown on your device. This will bring up a website that is being served from your device that will give you access, via computer, to all of the recordings in the library of your device for downloading or whatever you desire.



### ***Send via e-mail***

This is probably the quickest and easiest way to get a voice message to the recipient. Once recorded Note2Self will by default ask who you want to send the message to. In the settings you can specify default e-mail addresses or you can select a name from your contacts. To select a name from your contacts, tap the “Other” icon that is displayed, this will open your contacts and you can select the recipient from the contacts list. Once selected you will be asked to confirm the recipient e-mail address. Once confirmed that’s it the recording is sent!

### ***Save to a file on your device***

After a recording is made it can be stored on your device by simply selecting the green “Just Save” button. This will add the recording to the device library. From the library it can be e-mailed later, or accessed via the Note2Self Audio Server.

## Notes Tab

### **Temporary Outbox/Saved Messages**

Note2Self has two types of stored notes in the library. Notes in the “Temporary Outbox” are notes that have been recorded but not yet sent. If the “Save Notes” slider is set to off, notes are not automatically saved to the library however if the send operation is not completed, then the recording is put into the Temporary Outbox in a pending status waiting to be sent. Once the note is sent it is deleted.

When the save notes slider is set to the on position the recorded note is immediately added to the saved library where it can be sent later and/or accessed via the Note2Self Audio Server. Saved notes will be stored on the device until they are deleted by the user.

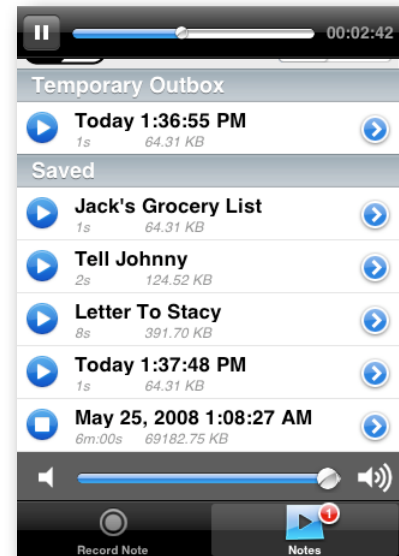
Saved notes in the library cannot not be moved to the Temporary Outbox and vice versa.

### **Playing Notes**

You can play any notes within Note2Self by simply tapping on the note in the list. To stop playing tap on the note again. During playback you will see a playback bar, pause, and elapsed time at the top. A volume bar is at the bottom.

### **Playback Progress Bar (Scrubber)**

When playing back notes from the library the user can skip forward or backward by using the Progress bar slider. The user can put their finger on the bar and move it from left to right to advance or back up the playback of the recording. This feature is particularly useful with longer recordings to skip over sections or back up and hear small portions of the recording over again.



## Editing Notes

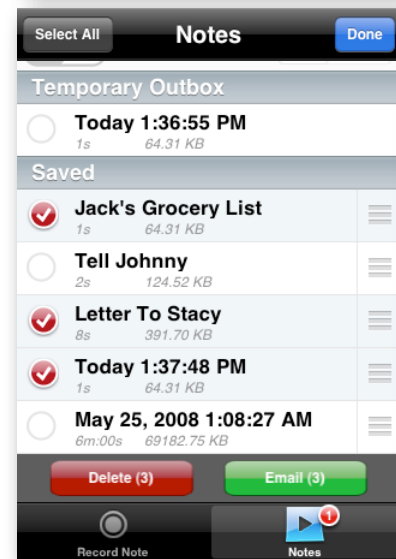
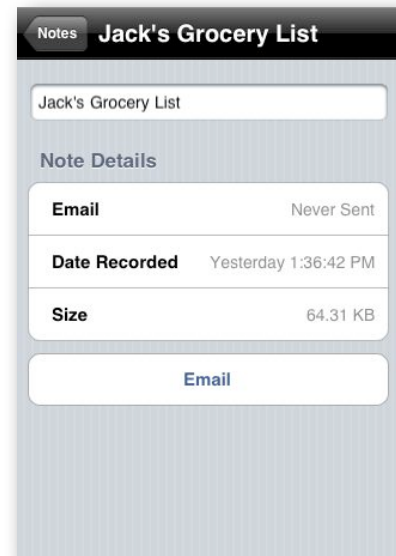
By tapping on the blue disclosure triangle on each note you bring up the Note Detail. In the note detail you can see who you last emailed, the date it was recorded, GPS location information if the option was on, its size, and its title. By default all notes are untitled but you can simply start typing in the text field at the top. You can also email a note from this screen. If the GPS location was saved, tapping on the location will bring up the location in Google Maps on the device.

Simply press the Back button to save any changes.

## Multi-Edit

By pressing the Edit button in the Notes list at the top right you enter "Multi-Edit" mode. In this mode you can re-order your notes by dragging the ordering box on the right of all saved notes. You can also tap each note and check them to perform an action on them. For example you can delete or email a group of notes at once. Finally you can Select all the notes by pressing the Select All button at the top of the screen.

Remember you can also delete a note individually by simply swiping it in the normal list view as well.



# User Settings

## Application Settings

To access the application settings tap the top of the record screen to bring up the toolbar. On the toolbar press the “Settings” button which will bring up all of the application settings.

## E-Mailing

In this area the e-mail settings are determined and assigned, they are as follows;

**Subject** - This setting will determine the default subject for all sent recordings. The subject text can be changed by selecting it and entering the subject text of your choice.

**From Address** - This is the address that will show as the default origination address for all e-mailed recordings, Tapping the + sign will allow an address from the “contacts” to be selected as the default “from” address. To type in an e-mail address of your choice tap the address area which is grayed out and then enter your e-mail address of choice.

**Default To 1,2,3** - These are the default recipient e-mail addresses. Tapping the + sign will allow an address from the “contacts” to be selected as the default “from” address. To type in an e-mail address of your choice tap the address area which is grayed out and then enter your e-mail address of choice.

## Recording

**Audio Format** - Note2Self can make recordings in two audio formats. There are two available settings, the default is “High Quality” which offers the best sound quality of the recordings but results in a larger file. The other setting is “Smaller File” which has a lower sound quality but also a smaller stored file size. This feature is useful to keep your emailed sound files a bit smaller.

**Record Location** - This feature when turned to the “On” position records the current GPS location and then provides a Google map link in the note detail.

**Pause Level** - This setting allows the recording to automatically “pause” when the sound level drops to the level determined by the position of this slider. When the sound level rises the recording will start again automatically. This feature is very useful when using Note2Self for dictation purposes.

**Auto Record** - Note2Self has a “buttonless” way to record! To use this feature the user configurable auto record method will need to be set to either “shake” or “bring to your ear”. The shake setting will start and stop recording by shaking your device. The “bring to ear” selection will start recording when the device comes to your ear and then stop when the device is moved from you ear in very similar fashion to the way the iPhone displays the telephone options.

**After Recording** - These settings direct Note2Self on what to do when the recording is finished. The settings that can be turned on are as follows;

Email Default 1 which will do just that, upon the ending the recording it will be sent to the default e-mail address 1 when enabled.

Just Save will automatically save the recording and add it to the library on your device when enabled.

Email Default 1 and Save will combine the previous two settings and do both automatically upon completion of a recording.

## **Application Settings**

**Badge Count** - iPhone/iPod touch device applications have that red circle badge on them with a number on it (the SMS application for example will do this when you have unread text messages). This setting lets you configure what that badge count means. The red badge will show up near the "Notes" button when the application is running or show on the Note2Self icon when the application is not running. The choices for the red badge are as follows;

None-Which will disable the red badge option

Unsent Notes-When enabled the badge count will represent the number of unsent notes in the notes library.

All Notes-When selected the badge count will show the total number of notes in the library.

## Troubleshooting

### **Help With Note2Self**

For assistance with troubleshooting and the latest hints and helps please go to the following link.  
<http://kb.webis.net/categories/WebIS+Products/Note2Self/iPhone/>