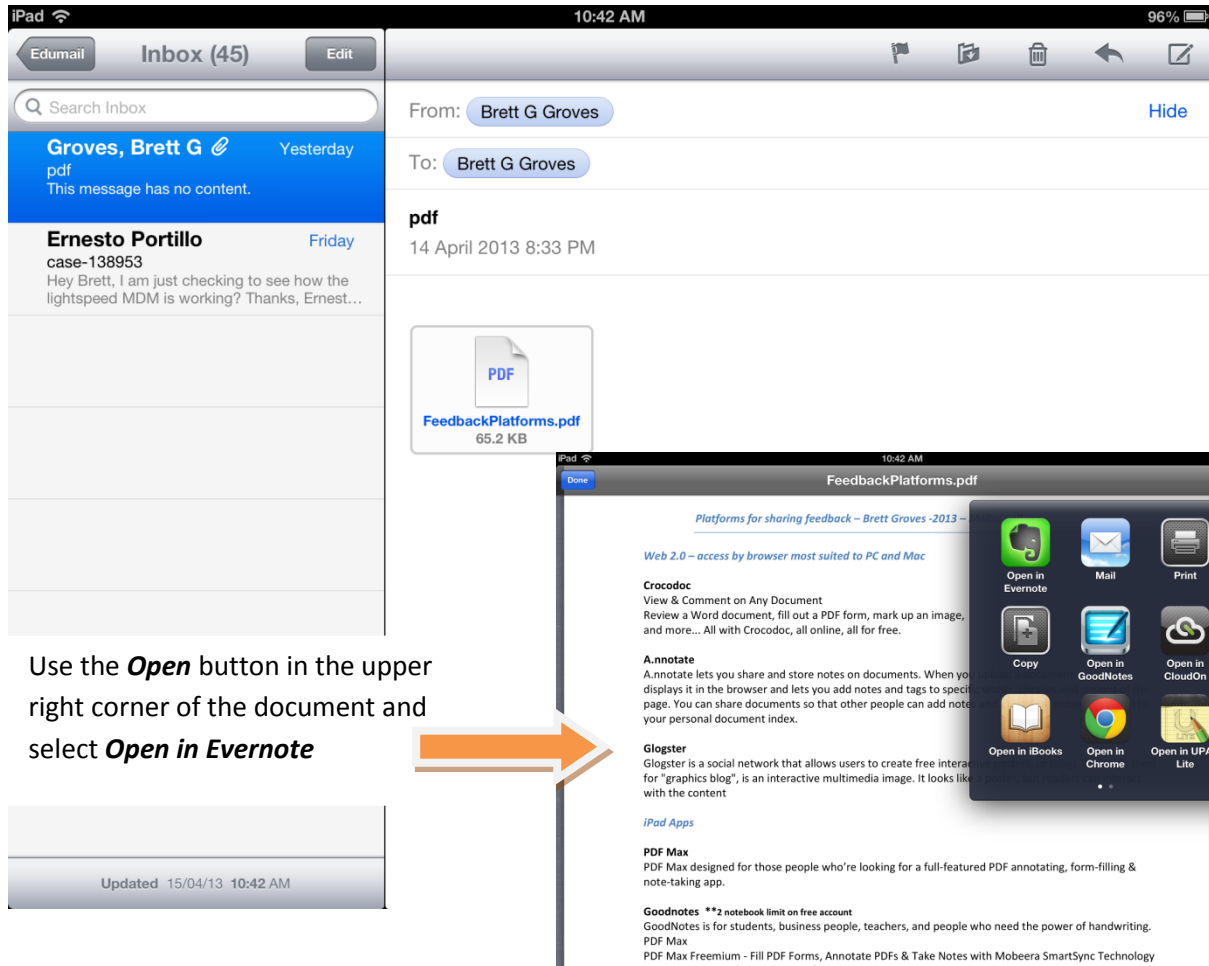


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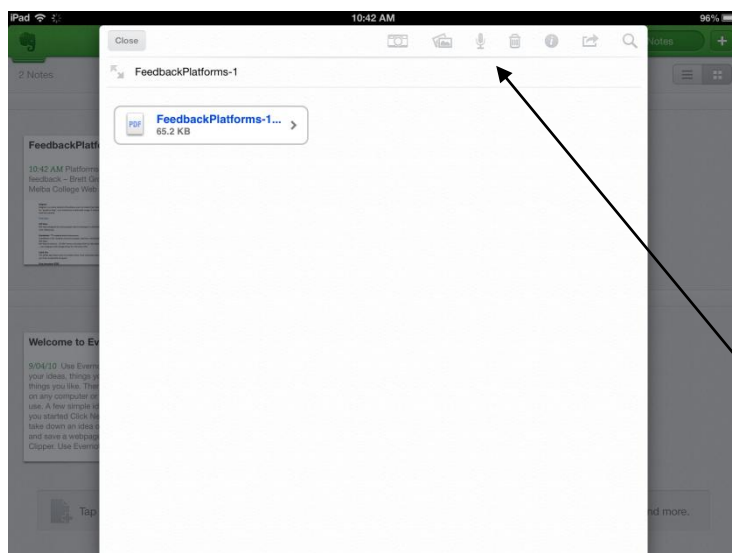
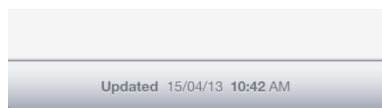
Date Created-16/04/13 Platform-Evernote iPad Topic-Adding audio annotations to PDF Audience- Staff Author- GRO

Adding audio feedback with Evernote on iPad

Open a PDF email attachment as show below by clicking on the icon for the attachment or any PDF.



Use the **Open** button in the upper right corner of the document and select **Open in Evernote**

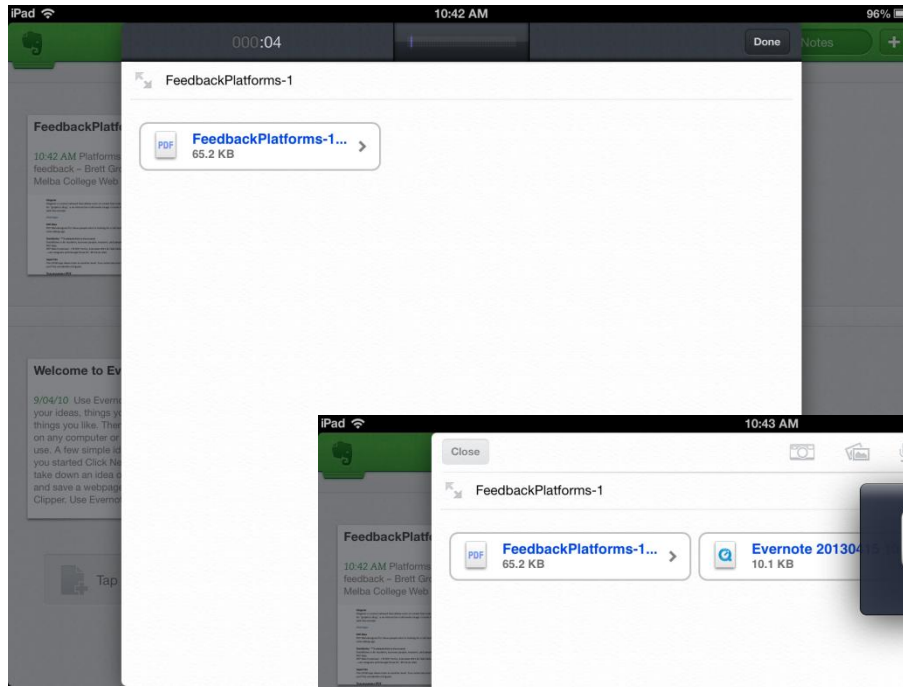


The document now appears in **Evernote**. You may click the document link and open it if you wish. Graphic and textual annotation can then be carried out, however that is the subject of another instruction sheet, this one is focussed solely on **audio feedback**.

Note the microphone icon at the top of the page. Click that and recording will begin.

ICT Support Documentation

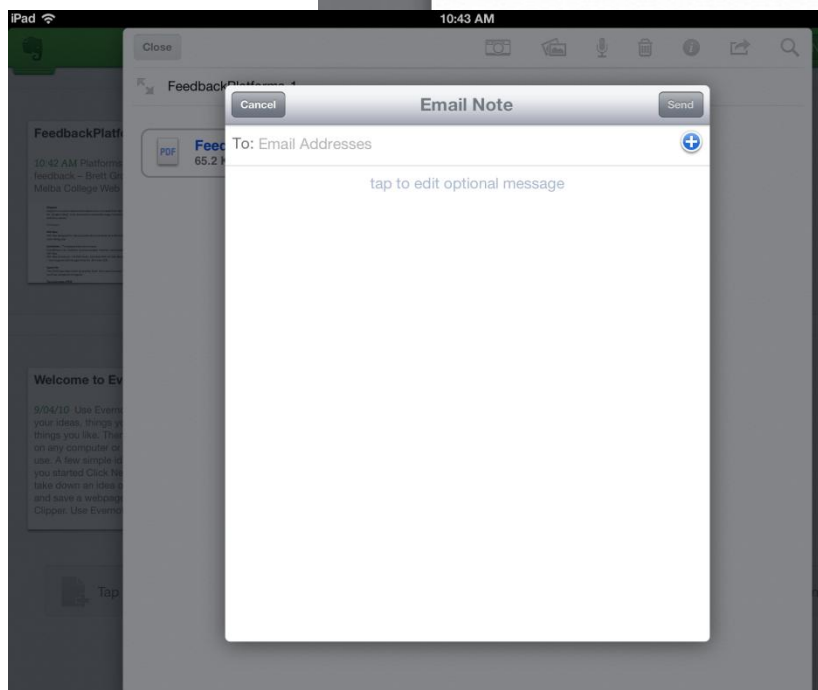
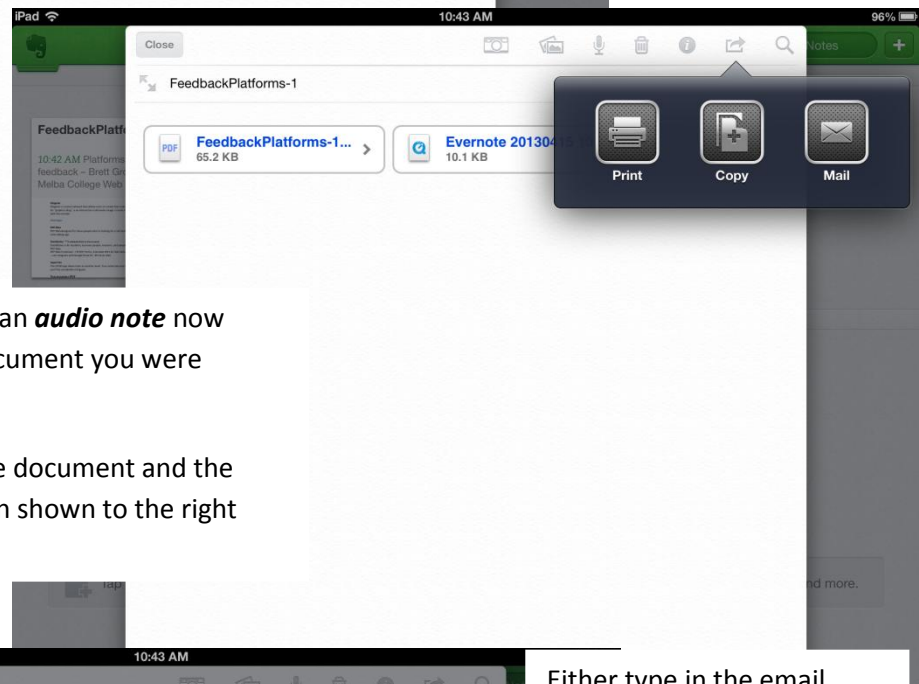
Date Created-16/04/13 Platform-Evernote iPad Topic-Adding audio annotations to PDF Audience- Staff Author- GRO



A progress bar appears at the top of the screen indicating how long your recording is. Click **Done** when you have finished recording.

You will note that now an **audio note** now appears next to the document you were providing feedback on.

You may email both the document and the note by clicking the icon shown to the right and selecting email



Either type in the email address or **Evernote** will ask permission to access your contacts. If you allow this you will have access to all users in the **Melba Google Domain Directory** and any custom groups you have created by typing the first few letters of their names.