



ShotNotes

A notepad and time tracker for Premiere Pro
Get your edit organized and deliver faster!



Digital Anarchy
Smart tools for creative minds.

www.digitalanarchy.com

About This Manual	4
Installation	5
Where to Download	5
Your Serial Number and Licensing	6
Free Seven Day Trial	6
ShotNotes	8
Weird Things to Know	8
User Interface	9
Top Menu Bar	9
Lower Menu Bar	10
How To Use ShotNotes	11
Adding Notes and Tasks	11
Notes	11
Copy TC/Paste TC buttons	12
Clickable Timecode and Linking To Other Sequences	12
How It Works	12
Other Buttons	12
Tasks	13
Log	13
Edit	13
Delete	13
Markers	14
Sync and Sync All	14
Hamburger Menu	15
Import	15
Export	15
JSON	15
Time Tracking Report	15
Cloud Account	15
License	15



About This Manual

ShotNotes only supports Premiere Pro at this time. All screenshots and instructions are for Premiere.

Premiere Bug Affecting Timecode

Due to a bug in Premiere 2025/2026, the timecode of the note may be off slightly. Please check the timecode when you create the note and manually update the TC if it's wrong. **This is intermittent and should only affect a small percentage of notes.**

Adobe should fix it in a 2026 update. It works fine in Premiere 2024 and earlier.

Oddly, how much the TC is off is affected by how zoomed out you are in your timeline. For example, if you're looking at your entire 30 minute timeline, the note may be off by a few seconds, but if you're zoomed in and editing, looking at a couple minutes of your timeline, the note will be off by only a few frames.

Installation and Serial Numbers

You can always download the most up-to-date version of ShotNotes from our Demo page. Your serial number will activate the demo.

Download Page:

<https://digitalanarchy.com/downloads/premiere-pro-and-ae-beauty-box-video/>

The installers should put the plugins where they need to go. After running the installer, you'll need to restart your Premiere Pro.

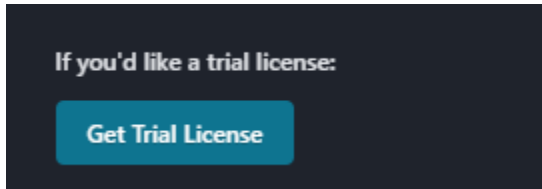
You can find videos on installing our plugins here:

<https://digitalanarchy.com/tutorials/>

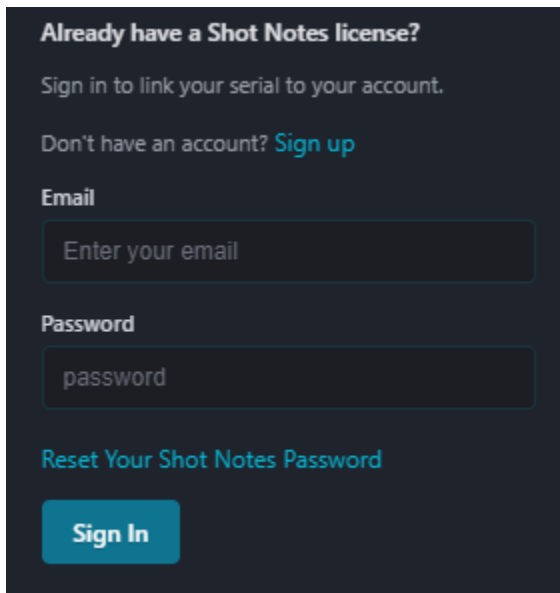
Your Serial Number and Licensing

Free Seven Day Trial

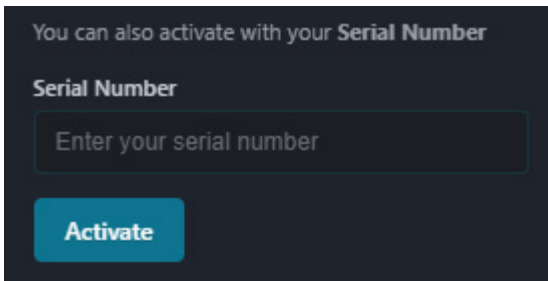
If you don't have a license, click Get Trial to get a seven day, restricted license. ShotNotes will be fully functional for seven days. After that you'll need to purchase it here: cloud.digitalanarchy.com



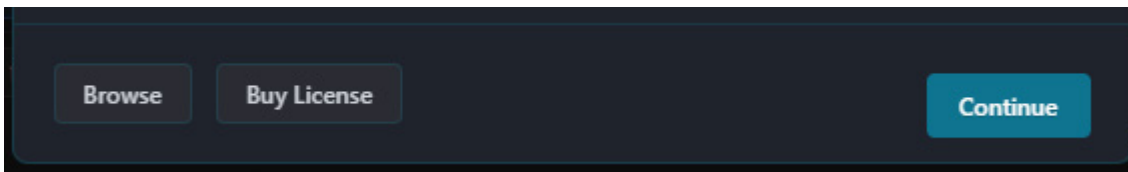
There are two ways to license your plugin. You'll receive a serial number and can use that. However, if you created an account when you purchased the plugin on cloud.digitalanarchy.com, you can just log in with your account. This is the easiest way, as you just need to remember the password for your account, and not the serial number, if you want to install it on a different machine.



You can skip logging in and just activate with your serial number. Enter it into the field and you should be good to go.



If you don't have an internet connection or you're getting an error you can contact support (cs@digitalanarchy.com) and we can send you an offline activation file. You load that by clicking the Browse button at the bottom of the licensing dialog.



If you have trouble licensing ShotNotes, please check the Troubleshooting section or email: CS@digitalanarchy.com or call 415-287-6069

ShotNotes

ShotNotes is a panel for Premiere Pro that allows you to add notes to sequences in your project.

You can do some pretty cool stuff like insert clickable timecode that will jump to the current sequence or any other sequence. You can add hyperlinks and search all the notes across the project.

You can also add tasks that have timers, so you can track how long something took to do. This also logs some events, like switching sequences or selecting a clip in your timeline to give you an even more detailed view of the work you've done.

So it's a cool way to keep track of the work you need to do and the work that's been done!

Weird Things To Know

- Due to a bug in Premiere 2025/2026, the timecode of the note may be off slightly. Please check the timecode when you create the note and manually update the TC if it's wrong. **This is intermittent and should only affect a small percentage of notes.**

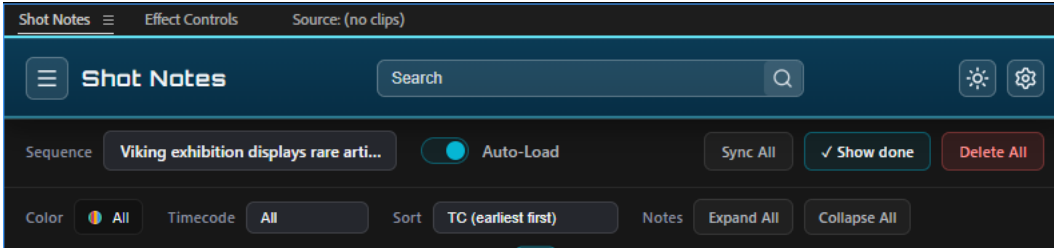
Adobe should fix it in a 2026 update. It works fine in Premiere 2024 and earlier.

Oddly, how much the TC is off is affected by how zoomed out you are in your timeline. For example, if you're looking at your entire 30 minute timeline, the note may be off by a few seconds, but if you're zoomed in and editing, looking at a couple minutes of your timeline, the note will be off by only a few frames.

- MAC users: The arrow keys don't work in the text editor. Premiere captures them for use in the timeline and panels can't access them. So if you need to move the cursor you either need to 'backspace' or use your mouse to move it where you want.
- MAC users: The Undo keyboard shortcuts (Command+z) don't work. With MacOS, only the application (Premiere) gets the Undo commands.
- On Windows, both arrow keys and Undo work in the text fields.

User Interface

Top Menu Bar



When you first load the panel there's not much to it as there are no notes. The important bits to notice are:

Hamburger Menu: The 'three line' menu in the upper, left. Has info about the panel, licensing, and support. It's also where Import/Export live.

Search: This lets you search all your notes or those in a specific sequence. More about search later, but the search results change the Sequence dropdown. 1) Only sequences that have search results are listed and 2) you can type in the name of a sequence if you're looking for a specific one.

Dark/Light mode switch (light icon): changes the UI color.

Settings (gear icon): Has a few optional settings.

Sequence Dropdown: This allows you to view notes from any sequence or all notes in the entire project. (Viking exhibition sequence in the screenshot above)

Auto-Load: will automatically load notes from sequence you currently have active. If you want to view notes from a different sequence, you need to turn this off.

Sync All: When you create a note with timecode a marker is created on the timeline. If the Markers move (for example, because you made an edit), you can use the Sync button to update the note's timecode to where its marker is.

Show Done: Shows notes that are marked done. Turn this off to declutter the UI and hide Done notes, like shy layers in After Effects.

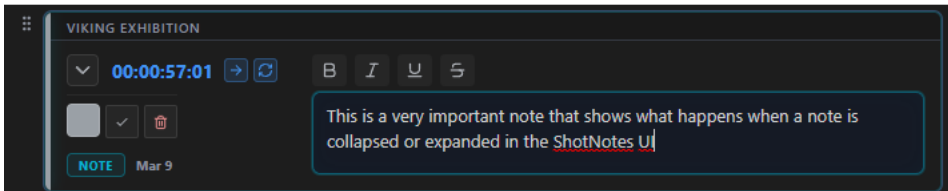
Color: filters the notes to show only notes with the color you've selected here.

Timecode: Filters notes based on whether they have timecode or not.

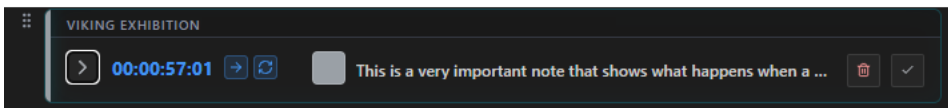
Sort: Let's you choose how the Notes are sorted in the panel.

Expand/Collapse All: All Notes and Tasks have a twirl down arrow that lets you expand them or collapse them. The collapsed Note has a single line preview of its content.

Normal expanded Note:



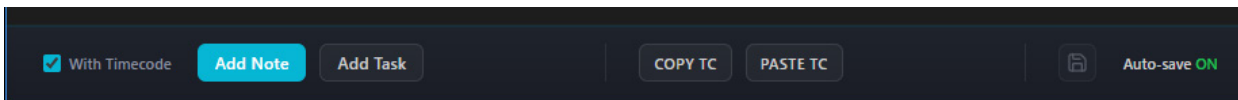
Collapsed Note with single line preview:



Lower Menu Bar

The lower menu bar is where the action is. Here you can create notes, create tasks, and copy/paste timecode.

All of those functions are explained on the next few pages.



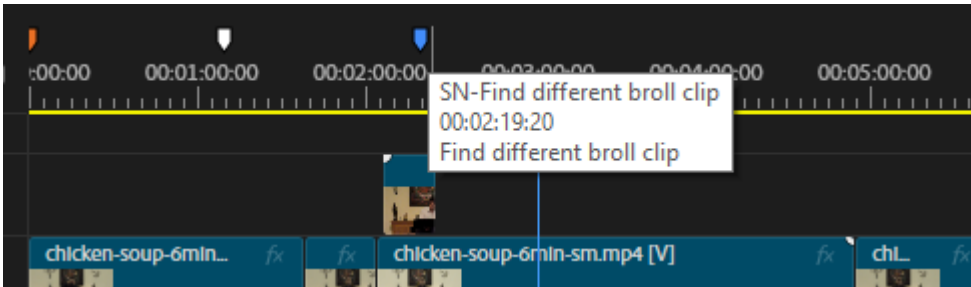
How To Use ShotNotes

Adding Notes and Tasks

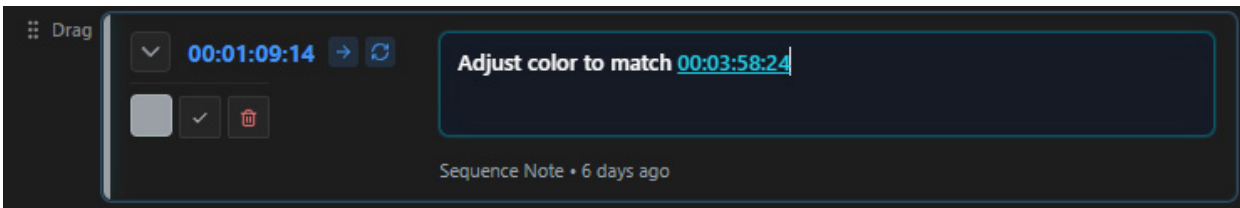
Pretty easy! On the lower menu bar there's an ADD NOTE button and an ADD TASK button. If you don't want to have timecode attached to the note/task make sure 'include timecode' is turned off (you can also do this later with the Add TC button). By default 'incl. TC' is turned on, so all notes will have TC unless you turn it off.

The main difference between a Note and a Task is that Tasks have the time tracking function. You can click Start Timer and End Timer to track how long something took to do.

In both cases a **Marker** will be added to the timeline when a note is created. This allows you to see the note in the timeline and, depending on what you're doing, allows us to update the note's timecode if you make edits. The marker should move along with your edits and lets us match the note's timecode to the marker's new timecode. The Marker 'name' starts with 'SN' to identify it as a ShotNotes Marker.



Notes



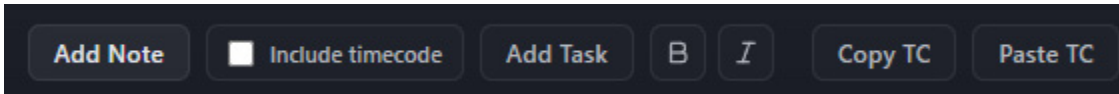
When you Add Note, the note shows up with a cursor in the text field. Just start typing!

You can make text bold or italic with buttons in the lower menu bar.

Also, if you type in a URL (digitalanarchy.com), that will become a clickable link that will open in a web browser.

But the coolest thing is the...

Copy TC/Paste TC Buttons



These allow you to copy timecode from any sequence and paste it into a note for any other sequence (including the same sequence of course). Why is this cool?

Clickable Timecode and Linking to Other Sequences

The timecode is clickable and will jump to that point in whatever sequence it's originally from. Usually the timecode might be from the sequence you're editing, but it can be from any sequence. So with a single click you'll open the other sequence and jump to, for example, the frame you need to reference for color matching.

How does it work?

Move the playhead to the timecode you want to copy. Click Copy TC.

Go to the note you want to insert the timecode into. Again, this can be the same sequence or a different sequence.

Make sure the cursor is active in that note and click Paste TC. The timecode will show up in the note as blue, underlined text meaning it can be clicked.

Other Buttons

Color Chip: Let's you assign a color to the Note. This will also change the color of the marker associated with the note.

Checkmark/Done: Click this if you want to mark the note as 'Done'. If you uncheck the 'Show Done' button in the upper, right corner of the panel, that will hide all of the Done notes to clean up the UI a little. Similar to marking layers as Shy in After Effects.

Trash Can: Deletes the note.

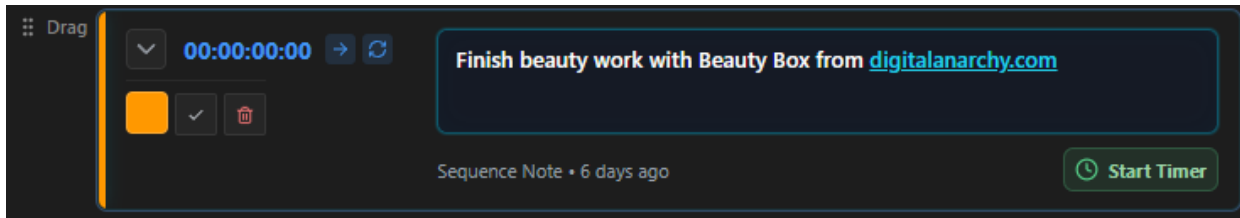
Recycle/Sync icon: This checks to see if the marker associated with the note has moved. It will update the Note's timecode if so. You can also click 'Sync All' in the upper, right of the panel to sync all the notes.

Arrow/Go To: Clicking this will move the playhead in the timeline to the Note's timecode.

Drag: Let's you drag the note to a different place. WARNING: This will affect sorting. Sorting

will switch to Custom and may affect how the notes, especially new notes, are displayed in the panel. See the section on Sorting for more details.

Tasks



Tasks are very similar to Notes with one critical difference: Time Tracking.

Start Timer and End Timer buttons This will start a timer that will stop when you click End Timer. You can also edit the tc in case you forgot to stop it.

You can have multiple timers on a single task. So if you work on it for an hour in the morning and an hour in the afternoon, you just need to start and stop the timer twice.

Log

Also, Start Timer will also start creating a log of some of your activities. Not everything is captured but you can see when you've switched sequence or when something in the timeline was selected. It is not very detailed, Premiere doesn't give us that much information, for example it won't tell you what you selected in the timeline. And the info Premiere does give us can be a bit weird. For example, when you move a track item in your sequence, internally, Premiere apparently deletes the item and adds it to the new position. So if you see a lot of deleting/adding of track items, it probably means you were just doing normal editing. *(We hope Premiere improves the info we get and thus makes this more useful in the future. But for now, we know it's pretty limited.)*

However, it does provide a basic overview of your activities, which might give you some insight into what you were doing if you look at it days or weeks later.

You can view the log by clicking on the 'list' icon that has a number on it.

Edit

You can edit the end time by clicking 'Edit'. This is useful if you finish a task and forget to press End Timer. You can then adjust the time to when you actually finished.

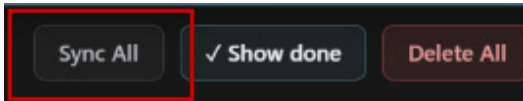
Delete

This deletes the timer entry so it won't be exported if you generate a Time Tracking Report

Markers

Markers are an important part of many workflows. When a Note or Task is created it also creates a marker with the Notes' text. This can be useful to see the note in your timeline without having to open the ShotNotes panel.

Sync and Sync All



However, markers have another important use... they help keep the notes in sync with your timeline as you edit.

In Premiere, markers will usually move around as you make edits. For example, if you cut out 10 seconds of a clip, all the markers after that point will shift forward 10 seconds. Unfortunately Premiere won't let ShotNotes know if the markers have moved. So you have to tell the panel to check the markers and update the timecode if necessary.

The Sync button will tell ShotNotes to check the marker associated with that note and update the timecode of the note. You can do it for an individual note by clicking that note's sync button, but usually you'll want to use the Sync All button at the top of the UI.

IMPORTANT: Depending on how you edit, Premiere may not move the markers. If this happens, you'll need to manually update the timecode of the notes if that's important. Sometimes it's not a big deal, but if the note refers to a specific frame, you'll want to make sure the note's timecode matches where that frame is.

Hamburger Menu

Import

If you exported a JSON (ShotNotes native format for transferring or backing up notes), you can import that here.

Export

You can export the notes and other data in a variety of formats for printing out or viewing.

JSON: This is ShotNotes native format which will allow you to Import them into another computer, copy them to another sequence or use as a backup.

Time Tracking Report: Another option will be to generate a Time Tracking Report. This will save out all the timer entries for this sequence into a csv file that can be viewed in a spreadsheet.

Cloud Account

Will open the Cloud.DigitalAnarchy.com site in your default web browser so you can log into your account.

License

Your license information is here. Please see pages 6-7 of this manual for info on how to license ShotNotes.

