



Moments

ONE ANNOTATION AT A TIME



*A precise point inside a file,
with a description beside it.*

*Share with anyone,
nothing to install.*

◆ Before you start

This guide is written without reference to a specific operating system. Where a shortcut like `Cmd + something` is mentioned, substitute `Ctrl` on Windows or Linux. The “compress” command has different labels on each system — *Send to → Compressed folder* on Windows, *Compress* on macOS, *Archive Manager* on Linux — but they all produce a `.zip` file.

1. What is Moments

Moments is an application that lives inside a single HTML file, opened in a browser. It is designed for annotating audio, video, PDF and image files at a precise point in time: you drag a file in, play it, and at the right moment write a description of what is happening. The timestamp is captured automatically. Annotations are clickable, and the player jumps straight to that point.

When you are done, you click **Export to share** and get a second, read-only HTML file to place in a folder next to the originals. The person you share with receives the zipped folder, extracts it, double-clicks the HTML file, and sees the same interface you built — with no way to modify it. No accounts, no cloud, nothing to install.

The interface is available in **seven languages** — English, Italian, German, Spanish, French, Portuguese and Chinese — selectable at any time (see section 8).

◆ What works, what doesn't

Moments supports audio (`mp3`, `m4a`, `wav`, etc.), video (`mp4` is the safest format for sharing), PDFs and images. Some camera- or phone-specific formats — such as Apple's `.mov` or `.heic` — may not open in every browser on every system. If you are unsure what the recipient will use, convert them to `mp4` and `jpg` first.

2. First use

1 Open `moments.html` in your browser

Double-click the `moments.html` file. It opens in your default browser (Safari, Chrome, Firefox, Edge — they all work). No installation is required.

2 Give your collection a title

At the top left is the *Collection title* field: write something like “Material for the via Roma apartment” or whatever best describes the context. Below it, an optional short introduction. The title also determines the name of the exported file (see section 6).

3 Drag your files into the dashed area

The *Drop your files here* zone accepts audio, video, PDFs and images. You can drag several at once. Each one appears as a card in the left panel.

4 Click a file to open it in the player

The player appears in the right panel. For audio and video it is the browser's standard controller; for PDFs the built-in viewer; for images, a direct view. Under the file name there is also a small “*Open in a new tab*” link — useful for zooming a PDF or seeing an image at full size.

5 Annotate a moment

While the file plays, pause at the right point. Below the player is a *Describe this moment* bar with the current timestamp already shown. Write what is happening and press **Enter** (or click *Save here*). The annotation appears below, alongside the others.

6 For PDFs, type the page number

For PDFs the timestamp is replaced by a page number (format **p.5**). You type it manually in the box next to the text field, because the browser cannot see which PDF page you are viewing.

3. Working with annotations


Each annotation is a row with the timestamp in gold on the left and the description on the right. Clicking it does two things: it opens the file it belongs to in the player on the right (if it wasn't already selected) and jumps straight to the indicated second or page — and, for audio and video, starts playback.

Annotations appear in two places: under the file card in the left panel, and under the player in the right panel (the *Moments* section). They behave identically in both. They can also be reached and activated from the keyboard, with **Tab** and **Enter**.

Annotation order

Annotations are automatically sorted by timestamp (smallest to largest). You can enter them in any order: as soon as you save a new annotation, it takes its chronological place.

Editing an annotation

Hover over the row in the left panel and click the  symbol that appears: the timestamp and description become editable in place. Press **Enter** (or the ✓ button) to save, **Esc** (or ×) to cancel. If you change the timestamp, the annotation re-sorts automatically. To **delete** an annotation, click the × next to the edit symbol instead.

Search

The search box at the top of the left panel filters file cards by any word — in the file name or in any annotation. Handy when you have many files.

4. Reattaching files on reopening

For security reasons the browser cannot remember the actual files between sessions (only the annotations and the file names). When you reopen `moments.html` each card appears with a red “*File not attached*” notice. There are three ways to bring the files back, from fastest to slowest:

1 Reattach from folder

The fastest option. Click “*Reattach from folder*” at the top left, choose the working folder containing your originals, and the app scans it. Every file whose name matches an existing card is reattached silently. Files not yet on a card are added as new cards. A toast summarises the result: “*X reattached, Y new added, Z still missing*”.

2 Reattach files (multiple selection)

Click “*Reattach files*” to open a normal file picker, then select several files at once (hold **Cmd / Ctrl** or **Shift** while clicking). Same matching logic as above, just without a folder.

3 Reattach a single card

Each “unattached” card also has its own *Reattach this file* link. Useful when only one file has been moved or renamed.

◆ The convenient convention

Keep `moments.html` in the same folder as your media files. Next time you open it, just click “Reattach from folder”, select that folder, and everything comes back in a single click. The HTML file itself is skipped automatically — only supported media types are taken.

5. Multiple workspaces (one per project or client)

If you work on several projects at once — several clients, several research threads, several archives — you almost certainly want each to live in its own collection, with its own files and annotations, kept separate. Moments supports this directly: put a copy of `moments.html` in each project's folder, and each copy has its own independent state.

There is no configuration, no profile to create, no menu to choose from. The workspace is identified by where the file lives on disk. The recommended layout is this:

```
~/Work/  
  Client-A/  
    moments.html  
    interview-1.mp3  
    contract.pdf  
  Client-B/  
    moments.html  
    test-photo.jpg  
    deposition.m4a
```

Each `moments.html` remembers only the annotations made in *that* folder. Opening one does not affect the other.

How to tell which workspace you are in

At the bottom of the window, next to “*Edit mode*”, the app shows the current workspace name in gold — something like `Client-A/moments.html`. It is the quickest way to confirm the two folders are kept separate: open both copies in two browser windows and the labels should differ.

◆ If your browser does not distinguish folders

Most browsers identify each `moments.html` by its full path on disk. Some setups (iCloud Drive, some app launchers, certain Safari configurations) report a normalised path and treat every copy as the same workspace. If that happens to you, force the workspace name explicitly by adding it after a `#` in the URL: open `moments.html#client-a` for one client and `moments.html#client-b` for the other. You can save those URLs as bookmarks and jump between projects with one click.

One last thing. If you used an earlier version of Moments before workspaces existed, the first time you open the new version on an empty workspace you may see a small golden notice offering to *Import* the earlier data. Click *Import* if you want those annotations here, or *Not now* to leave them untouched.

6. Exporting to share

When you have finished annotating, click **Export to share** at the top left. The browser downloads an HTML file **named after your collection title**: for example, a collection titled “Via Roma material” produces `via-roma-material.html`. If the collection has no title, the file is called `index.html`. This is the read-only version of your collection, to be shared together with the original files.

How to assemble the package

1 Create a folder

For example “Material-to-share” on the Desktop. This is the folder you will compress.

2 Move the exported HTML file into it

The file you just downloaded. It must sit at the root of the folder, not in a subfolder.

3 Move all the original files into it

All the audio, video, PDF and image files you used in Moments. They must have **exactly the same names** they had when you dragged them in. Even the smallest difference (a missing hyphen, a changed capital) breaks the reference.

```
[D] Material-to-share/  
[F] via-roma-material.html  
[F] neighbour-recording.m4a  
[F] courtyard-video.mp4  
[F] building-regulations.pdf  
[F] damage-photo.jpg
```

4 Compress and share

Use your operating system's compression command. You get a single `.zip` file. That is the package to share (by email, AirDrop, USB stick, WeTransfer, etc.).

◆ What the recipient sees

They receive the zip, extract it (every desktop system does this with a double click), then double-click the HTML file. It opens in their browser. They see the same Moments interface, but with no way to change anything. The annotations are there, clickable, and the files play at the right point. And if they prefer another language, they can switch it from the selector at the bottom. Zero installation required.

7. Technical notes and limits

Annotations persist, files don't

Your annotations are stored in the browser's `localStorage` (its private memory). On reopening you will find your titles, descriptions and all annotations. But — for browser security reasons — the actual files cannot be kept: you reattach them at the start of each session (see section 4). If the browser's storage ever fills up, Moments warns you with a message.

The exported version has the same interface

The exported HTML file is a copy of the Moments file with the data embedded inside it. It works 100% offline. The recipient can keep it, archive it, reopen it whenever they want — they do not need you in order to consult it.

No cloud, no analytics

Moments makes no network calls. Everything happens inside the browser, on your computer. You can switch off the Wi-Fi and it works just the same. The same goes for the exported version.

Recommended formats

Audio: `mp3` and `m4a` play everywhere. Phone voice recordings (`.m4a`) are fine as they are.

Video: `mp4` (H.264) plays everywhere. `.mov` (Apple) works in Safari but not always elsewhere — better to convert it before sharing.

PDF: any modern PDF is fine.

Images: `jpg`, `png`, `webp` display everywhere. `.heic` (recent iPhones) works only on Apple devices — better to export as `jpg`.

8. The interface language

Moments speaks **seven languages**: English, Italian, German, Spanish, French, Portuguese and Chinese (Simplified). On first opening, the app automatically picks your browser's language; if it is not among the supported ones, it uses English.

To change language at any time, use the **selector in the bottom banner**, next to the workspace name. The choice is remembered for future sessions.

◆ **The recipient can choose too**

All the languages travel inside the file: the selector is also available in the exported read-only version. If you share a collection with someone abroad, they can read the interface in their own language — your annotations, of course, stay in the language you wrote them in.



*One moment, one description, one click.
Everything stays on your computer.*