



Quikscribe Recorder User Manual

Welcome to the World of Quikscribe!

Quikscribe is designed to be easy to use, yet there are many features that make it an incredibly powerful and reliable workflow system for dictation and transcription activities.






Tutorial demonstrations are built into both the Quikscribe Recorder and Player products under the "Help" menu, which can also help you get started as a new user.


Online video demonstrations are also available to provide instruction how to use certain features.

This user manual provides detailed explanation of all features and components. We invite you to become more familiar with these features if desired. The time spent learning advanced features such as "Undo/Redo" will provide personal time savings for your future work efforts.

As always, we invite your feedback, comments, and suggestions...

Table of Contents

Overview	5
About the Quikscribe System	5
Quikscribe Workflow.....	6
Voice Recognition Option	6
Important Capabilities of Quikscribe	6
Requirements for System (Quikscribe and Player) Installation	8
System Requirements (Minimum Recommended)	8
Installing Quikscribe Recorder.....	9
Install Quikscribe Recorder Software and Hand Control Software	9
Supported Hand Control Devices	10
Configure Windows Audio Settings	11
Create Shared Folders on Network Drive	13
Add or Delete Typists	13
Configuring Quikscribe to Send Files	15
Setting Up to Send Audio Files via the Network.....	15
Add Send Path Destinations for Networks	15
Setting Up to Send Audio Files via E-mail	16
Registration and License Management	17
Registration.....	18
Deregister and Move License to another Computer.....	21
Hand Control Microphones.....	22
Common Hand Control Microphones	22
Hand Control Training.....	23
Hand Control Programmable (Optional) Buttons.....	25
Hands-Free Recording Using Foot Switch	27
Set Automatic File Naming	29
Using the Quikscribe Recorder	30
Main Interface	30
Record and Send an Audio File.....	31
Features of the Interface	32
Status of the Recorder.....	32
Slider Bar, Play Controls, and Volume Indicator	33
Insert Dictation.....	34
Detail Panel – File Information and Markers	35
Insert Marker in Recording	36
Attach other Files or Documents	36
The User Interface – Detailed Description.....	37
 New Audio File	38
 Open Audio File	39
Recall.....	42
Table View	42
 Undo Dictation and Redo Dictation	43
 Close Audio File	44
 Send Audio File	44

Settings Icon 	51
Hand Control Training	51
Factory Reset	51
Record Controls	52
Record Quality	52
Record Compression	52
Intelligent Audio File Format	53
Hand Control - Comm Port	55
Hand Control - Seek Speed	55
Recording Time Available	55
Advanced Record Options	56
Record Mode Options	57
Audio Devices	58
Housekeeping & Dictation Management Options	59
File Management	59
Automatic File Naming	60
New Audio Icon	61
Send Audio Icon	61
File Storage Locations	63
Start Up	65
Send Audio File As	65
Author's Details	66
Voice Recognition	67
Hotkeys	67
File Menu	69
Edit Menu	71
Markers Menu	73
Insert Blank Marker	73
Paste Clipboard within Selected Marker	73
Paste Clipboard as Image within Selected Marker	73
Import File within Selected Marker	74
Export File from Selected Marker	74
Clone Selected Marker	74
Insert Marker & Paste Clipboard	74
Insert Marker & Add Attachment	74
View Selected Marker	74
Display Marker View Interface	74
Delete Selected Marker	74
Select screen region for capture from	74
How to Insert Markers, Text & Screen Shots	74
Help Menu	76
Quikscribe Recorder Help	76
Hand Control Training	76
Recorder Tutorial	77
License Info	77
Web Registration	77
Request Email Support	77
Log	77
About Quikscribe Recorder	77
Examples	78
How to Record, Rewind and Play an Audio File	78
How to Insert Dictation	78
How to Insert Markers, Text & Screen Shots	79
How to Attach Other Files or Documents	79
How to Send Audio Files via the Network	79
How to E-mail an Audio File	80
How to Import another Audio File	80
Importing Files from the Philips Digital Pocket Memo (DPM)	80
Quikscribe Voice Recognition	82

Transcription Agent.....	84
AutoTranscribe Folder Agent Task for Voice Recognition Occurring on Author's or Transcriptionist's PC	84
Selecting Voice Recognition in Quikscribe Recorder	86
Quikscribe Player Text Production if Voice Recognition is Performed in Quikscribe Recorder	88
Performing Voice Recognition in Quikscribe Player	89
Voice Recognition Folders and Users for Network Environment	91
Create Quikscribe folders.....	91
Set Quikscribe Paths.....	91
Import DNS User.....	91
Define AutoTranscribe Task.....	91
File Management and Management Option.....	92
File Properties.....	92
General Tab	93
Author Tab.....	93
Typist Tab.....	94
Open IAF file from My Computer or Windows Explorer	95
Add Attachments and Markers to IAF file from My Computer or Windows Explorer	96
Index	97

Overview

The Quikscribe Transcription System consists of two separate components – the Quikscribe Recorder and the Quikscribe Player.

A tape based system uses a machine to record audio to a tape. The tape is generally filled, then taken to a typist who plays the tape back and types a document.

Quikscribe Digital transcription uses the QS Recorder application to record audio to a computer file on a PC. The file is then sent via a network to the QS Player.

There are several advantages to this:

- Since there are no tapes, a thirty-minute tape does not have to be filled before being sent to the typist. A document as short as thirty-seconds can be dictated and sent, and worked on immediately. Instructions to the typist are imbedded in the document when it is sent
- No tape also means that a tape cannot be lost or destroyed.
- And if a file is misplaced on the network, a copy always exists back on the original recording computer.

When transcription is completed, the typist prints the document or forwards it back to the author for review.

Both the Quikscribe Recorder and Player are able to operate while other Windows applications are used at the same time.

About the Quikscribe System

Quikscribe's sophisticated technology provides new benefits for businesses and training institutions around the world. Quikscribe has developed a breakthrough in programming with its new '**intelligent audio file**' (.iaf). This unique format has given Quikscribe the ability to design numerous innovative features for digital audio recording, transcription and file management.

A cross section of organizations including the legal industry, medical practitioners, police, government departments, accountants, transcription companies, secretarial services, organizations for the visually impaired, and educational and training institutions are using the Quikscribe Digital Transcription System. Apart from dictation and transcription, the Quikscribe Transcription System is also used for technical writing, to send voice instructions, for compiling reports and as a management and training tool.

With Quikscribe there are no tapes or tape machines, so maintenance and distribution costs are significantly reduced. Additionally, since 'tapes' are now files on a network, efficiency increases providing genuine time savings. The reduction in expenses and increase in efficiency greatly benefit most businesses that use transcription as part of their daily activities.

The Quikscribe Transcription System has an unconditional 30-day guarantee.

Specific information about the features and functions of the Quikscribe Recorder and the Quikscribe Player follow.

Quikscribe Workflow

The Quikscribe process streamlines your dictation and transcription processes. Document production would proceed as follows.

- Dictate your document using the Quikscribe Recorder software.
- Transmit your document across your network, by email, or on a disk to the typist.
- Quikscribe Player notifies the typist of the arrival of your document.
- The typist transcribes the document

This is very similar to a tape system and the Quikscribe Recorder controls are similar in function to allow you to start dictating straight away. The Quikscribe digital Transcription system is also designed to assist you in documentation and file management, which will be described later in this document. Quikscribe is designed to decrease your production time and improve your file management and documentation.

Voice Recognition Option

The Voice Recognition option will automatically produce a draft text document, either before or after the transcriptionist receives the audio file. Voice Recognition software is additional and is required for this option to function.

Please note that "The Voice Recognition option should only be enabled if the optional voice recognition software is installed and configured properly. Otherwise files that are sent to transcription will not reach the intended destination."

Important Capabilities of Quikscribe

Additionally, the Quikscribe Recorder software has the following important capabilities, which will be described in more detail later in this manual. Taking full advantage of these Quikscribe capabilities will increase the efficiency of your document production.

Insert Other Media.

Insert referenced material such as text, images, graphics, Internet links, screen captures, etc., directly into the dictated file. These will be made available to the typist and will eliminate the need for them to be retyped or reconstructed.

Attach Documents

Attach documents of any type to the file. This is similar to attaching a document to an email. The attached document will travel with the dictated file.

Random file access

Jump to any point in the file instantly. There will be no delay when rewinding or fast-forwarding.

Insert audio mid-file

Insert audio of any duration at any point in the file without damaging any other part of the file.

Undo changes

Undo changes you have made to the file, such as the last sentence you dictated.

Redo changes

"Undo the undo" if you change your mind.

Automatic File Backup

A copy of any dictated file sent will be kept at your computer to eliminate the possibility of the loss of the file.

Security Encryption

Files can be encrypted for security purposes.

Unlimited File Length

Files can be of any length (determined by hard disk drive space). There is no need to fill a tape since there is no longer a tape to fill.

Remote Dictation

Dictate on a laptop or digital recorder and email the file to the office.

Simultaneous Document Transcription

A single dictated file can be split automatically into smaller overlapping segments and sent to multiple typists to decrease the production time of large documents.

Dictation Metadata

Document management information is stored in the dictated file. Information such as the matter number, the author's name, the duration of the file, the file number, and other metadata. The Quikscribe Player will add to this data the typist's name, typing duration, etcetera. The Quikscribe Software Development Kit (SDK) also allows integration of the Quikscribe Recorder and Player functions into other Windows applications.

Background Operation

The Quikscribe Recorder can operate in the background behind any other application.

File Storage and Archive

Dictation files can be archived for security and historical purposes. This process can be automatic, and the files can be protected from further edits.

Requirements for System (Quikscribe and Player) Installation

The following is needed for the system to work;

- The Quikscribe Recorder software must be installed and configured on the author's computer.
- The driver software for the appropriate hand control must be installed on the author's computer.
- The Quikscribe Player software must be installed and configured on the typist's computer. See Quikscribe Player Manual.
- The sound card must be tested as operational on the typist's computer. See Quikscribe Player manual.
- If files are to be transferred across a network between computers, it must be checked as functional and appropriate directory permissions must be set.
- Meet minimum system requirements as listed below.

System Requirements (Minimum Recommended)

PC with Pentium 200 MHz (or greater)

256 MB Ram (minimum)

Sound Card (preferably Sound Blaster)

Windows 2000, XP, or Vista

USB 1.0 or greater

20 Meg of free disc space

CD-ROM drive

Microsoft Word or any other Windows-based word processor

Internet Access (optional)

Network Card (optional)

Installing Quikscribe Recorder

Performing the following tasks is recommended for Quikscribe Recorder to function properly and effectively. Performing these tasks will allow you to quickly start using Quikscribe Recorder.

- Install Quikscribe Recorder and appropriate hand control software
- Configure Windows audio settings
- Create folders on network drive for shared access by both authors and transcriptionists (for network installations)
- Configure Quikscribe to send files
- Register software
- Review hand control microphone training tutorial
- Set automatic file naming.

Details to complete these tasks follow.

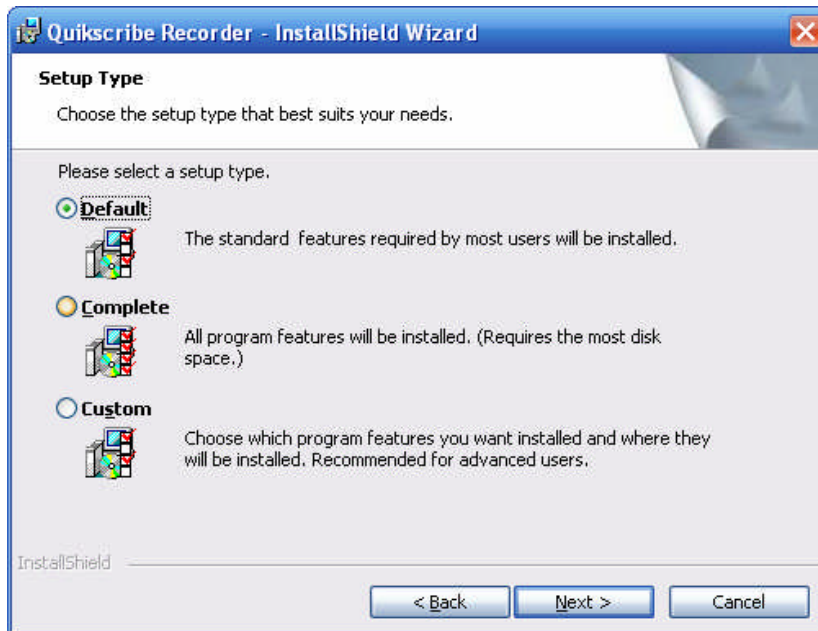
Install Quikscribe Recorder Software and Hand Control Software

You may install the Quikscribe Recorder from an installation CD or online.

If you are using Windows 2000, XP or Vista, make sure you are logged in with **Administrator** rights; otherwise you may encounter problems with the installation. To check if you have Administrator rights, click **start → control panel → user accounts** on your computer. Your account will have **computer administrator** below it if you have Administrator rights.

To install the Quikscribe Recorder software from the online download link, open the online download link and follow the screen prompts.

- Close all Windows applications
- Insert the Quikscribe installation CD in the appropriate CD-ROM drive.
If the CD does not auto-start within 10 seconds, double click on **My Computer** on the desktop, and then double click the **CD or Removable Storage Icon**.
- If the Quikscribe menu does not appear, double-click the "autorun.exe" file to initiate the menu interface.
- Follow the on-screen instructions.
- In Main Menu click **INSTALL**
- In next menu click Quikscribe Recorder
- In next menu click the **appropriate** box for the hand control or microphone that you are using with the Quikscribe Recorder
- The continuing menus guide you through the installation of the Quikscribe Recorder and the appropriate hand control drivers.



- During installation of QS Recorder, you may select the desired options to include during installation, including Voice Recognition integration with Dragon NaturallySpeaking, Philips DPM integration and drivers, and integrated management features. **To include the optional features, select the “Complete” or “Custom” installation methods. The custom “Management” option will provide workflow tracking of file status, and the “DPM” option will include drivers for the Philips Digital Pocket Memo portable recorder.**
- Following is a list of the supported hand control devices.

Supported Hand Control Devices

Quikscribe Recorder supports several hand controls. Drivers for most of these hand controls are on the Quikscribe installation CD or are included on a separate installation CD with the hand control device. More information about these devices is in the section

Hand Control Microphones.

Philips SpeechMike Classic (with thumb slide switch)
Philips SpeechMike Pro USB (with mouse trackball)
Philips SpeechMike Classic Plus 5272
Philips SpeechMike Pro Plus 5276
Philips SpeechMike Classic Plus Barcode 5282

Philips Digital Pocket Memo 9400i (portable recorder and hand control combo)
Philips Digital Pocket Memo 9450vc (portable recorder and hand control combo)
Philips Digital Pocket Memo 9600/9610 (portable recorder and hand control combo)

Olympus DR-1000 (with mouse trackball and push buttons to record/review/play)
Olympus DR-2000 (with thumb slide switch)

Olympus DS-4000 (portable recorder and hand control combo; requires Olympus software installation and additional Quikscribe program QSDS4000.exe, included on Quikscribe installation CD).

Infinity USB Foot Switch (does NOT require installation of drivers)

VIS (Voice Input Station) USB (does NOT require installation of drivers)

Configure Windows Audio Settings

- Close all Windows applications
- Insert the Quikscribe installation CD in the appropriate CD-ROM drive. If the CD does not auto-start within 10 seconds, double click on **My Computer** on the desktop, and then double click the **CD or Removable Storage Icon**.
- Click Install. Then click Quikscribe Recorder. Next select the appropriate hand control option. Finally, click **"How to Configure Audio Settings"**. This recording will guide you in configuring your Windows audio settings. Or, if you prefer you can follow the written directions below.

Following is a summary of the instructions given in the recording "How to Configure Audio Settings", which is on the installation CD as described directly above this line.

- Click on **Start** on your computer.
- Select **Control Panel**.
- Click on **Sounds and Audio Devices**. (If you don't see this option, click on **"Switch to Classic View"** in the upper left of the control panel screen.)
- Select the **Audio** tab.

- From the drop-down box for **Sound Recording** select your Quikscribe microphone.
- From the drop-down box for **Sound Playback** select either (1) your computer sound card so sound will playback through your speakers, or (2) your Quikscribe microphone if you want sound to playback through your microphone.
- Check **Use only default devices** at the left bottom of the **Audio** screen.
- You may now exit **Control Panel**.
- Now open Quikscribe Recorder.
 - Select File and then Play/Record Levels.
 - Select **Options** on this screen and then **Properties**.
 - Select your Quikscribe microphone from the drop-down box for **Mixer Device**. Select **Recording**. Click on **OK**.
 - Adjust the volume upwards to the 1st or 2nd mark from the top. Exit this screen. This level of sound will ensure that you have good sound level input and that the typist has strong sound level output.

Create Shared Folders on Network Drive

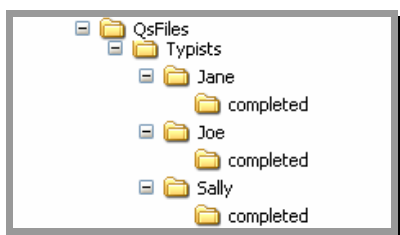
Skip the section if you are not on a network or will be sending files by email.

The Quikscribe Recorder can send files across a network. Before this can happen, shared folders need to be properly set-up and configured.

Note: We recommend that a Network Administrator or IT support person complete the following steps because all networks are different and there may be issues regarding security and permissions.

To set up your environment to send files over the network:

- Use **My Computer** in Windows to make a folder (directory) within a public shared folder on your File Server that everyone in your organization may access. Call this folder “QSFiles”. That is, create a shared folder called QSFiles on a network drive (such as F:\QSFiles)
- Create a subfolder called f:\QSFiles\Typists.
- Create subfolders named for each typist: (f:\QSFiles\Typists\Jane; f:\QSFiles\Typists\Joe; f:\QSFiles\Typists\Sally; etc.)
- Within each of these individually named folders, create another folder and name it “Completed”.
- Once completed your file structure should look like this.



The above steps set up the Primary SEND destination location and associated sub-folders to be used by the Quikscribe Record authors.

Add or Delete Typists

If at any stage you want to Add or Delete typists within the QSFiles directory, just **Add** or **Remove** them anytime. Add or remove typists through “My Computer”, not through Quikscribe. The Quikscribe Recorder simply builds a list based on available typists within this directory.

If you have a large office or organization and you would like to set up multiple typing directories, set them up by repeating the above process. You would add another subfolder under QSFiles, such as f:\QSFiles\Typists2, f:\QSFiles\Estates, f:\QSFiles\Dr_Doe, or f:\QSFiles\Division2. Then create subfolders named for each typist and within each typist folder a file named “Completed”. You set up the same structure for these new subfolders under QSFiles as you did above for the folder Typists. The typist subfolders may be the same names or different names.

Once you go through this process, you'll understand that it's very easy to add new destinations. For large installations, please contact Digital Technology for special instructions to assist with installation.

Configuring Quikscribe to Send Files

You should configure the Quikscribe Recorder before you send any audio files.

Setting Up to Send Audio Files via the Network

Quikscribe Recorder can send files across a network to your typist, who will be notified to transcribe the files. To initialize this process, shared folders need to be properly set-up and configured. You and your typist(s) will access these folders. See section **Create shared folders on network drive** above, which describes setup of your Primary SEND destination location and associated sub-folders.

Note: We recommend that a Network Administrator or IT support person create the folders because all networks are different and there may be issues regarding security and permissions.

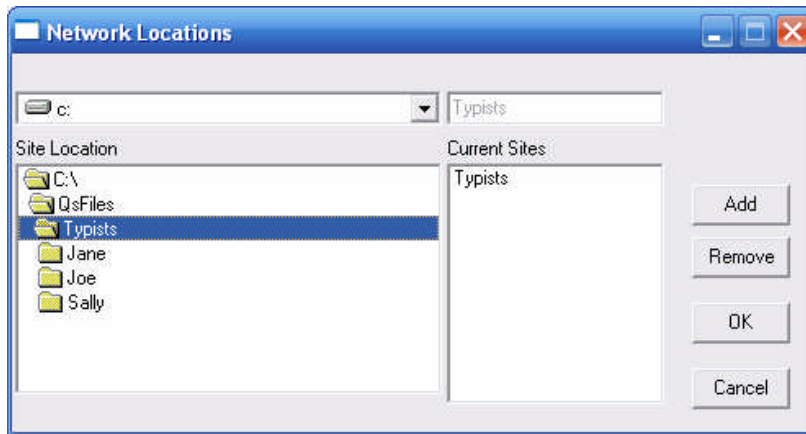
In the QS Recorder, you specify the send destinations in the "**Send to**" panel. That is, you create a dictation file, and then select Send. In the "**Send to**" panel you can then enter the destination folders for the initial setup. Follow the instructions **Add Send path destinations for networks** below to configure your recorder to send files. (Demonstrations are shown in the video tutorials.)

You may also set up destinations using email addresses. See below for e-mail destinations.

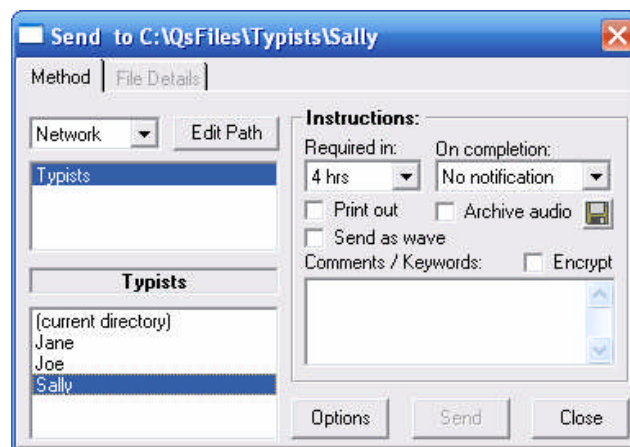
Add Send Path Destinations for Networks

Perform for each QS Recorder!

- Open the Quikscribe Recorder software.
- Click on the **Send Audio File** icon.
- Under the "**Method Tab**" select **Network**.
- Next, select **Edit Path**.
- Using the "**Network Locations**" dialogue box, navigate your way to the public shared folder on your File Server.
- Select and double-click the **QS Files\Typists** folder that was created in the section **Create shared folders on network drive** above.
- Then select **Add**. Typists will now appear under **Current Sites** as shown below.



- Click **OK**.
- Then select **Add** and then **OK**.
- You will see within the Typist list box, a list of all typists in the QsFiles\Typists directory. Below is an example of how your “Send to” panel will look.
- Click **Close**.

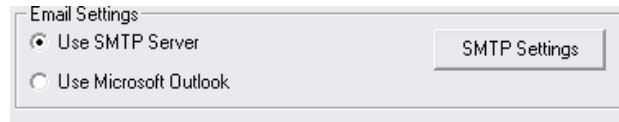


Setting Up to Send Audio Files via E-mail

The Quikscribe Recorder can easily send files across the Internet via e-mail. Before you can do this, Quikscribe needs to be configured to send files by e-mail. Following are the steps for e-mail configuration.

- Open the Quikscribe Recorder software.
- Click on the **Send Audio File** icon.
- Under the “**Method Tab**”, select **E-mail**.

- Click on **Edit Path**.
- Enter the e-mail address you would like to add.
- Then select **Add** and then **OK**.
- Click **Close**.
- Click on the **File Menu**.
- Click on **Recorder Settings** icon.
- Go to **Author's Details**. Enter your **Email address**.
- Check either **Use SMTP Server** or **your default email client**. In the example below the default email client is **Microsoft Outlook**. See these options in the image below.



- If your Internet Service Provider requires your name and password, select **SMTP Settings** as shown in the image above. A panel for SMTP Settings will display as shown in the image below. Enter the **Username** and **password** that you use for your email. If your Internet Service Provider requires user authentication, check the box **Server requires name and password**. Click **OK**.



- Now click **OK** in the **Author's Details** panel.
- Click on **System Settings** again.
- Go to **Record Controls Tab**. Before sending an audio file via e-mail it is highly recommended that the file be compressed; otherwise it may take ten times longer to send the audio file. For **Record Compression**, select either **"Real Time Compression"** or **"Post Compression"**.
- Then click **OK**.

Registration and License Management

A single license key is used for all installed copies of QS Recorder and QS Player in your office. You do not need individual license keys for each copy of the software. You will have one license number for QSR and one for QSP.

Please register your software within 30 days of installation; otherwise it will go into DEMO mode. If the software goes into DEMO Mode, you will only be able to record for up to 30 seconds.

If you are using Windows 2000, XP or Vista, make sure you are logged in with **Administrator** rights; otherwise you may encounter problems with the registration process below. To check if you have Administrator rights, click **Start** → **Control Panel** → **User Accounts** on your computer. Your account will display **computer administrator** below it if you have Administrator rights.

Registration

To **register** Quikscribe Recorder do the following within either the Quikscribe Recorder.

- Select the **Help** menu.
- Select the **Register** option.



- Locate the **registration code** (with dashes) provided upon purchase for the Quikscribe Recorder or Player.
- **Copy (CTRL-C) and Paste (CTRL-V)** this registration code into the space provided or **type** the code into the entry panel. The code is not case sensitive.
- **IMPORTANT:** Type the user id or PC identification in the **User ID** panel, and then select **Register**. Please enter a unique entry to identify the PC – this will be helpful for any future support issues such as license transfer to another PC.

The screenshot shows a window titled "QSR Web registration". Inside, it says "QSR" and "Registration for QSR version 5.22". Below this, it prompts "Enter your product information:". There are two input fields: "Licence #:" containing "5-2-58-04090-30A01-0F04I" and "User ID:" containing "Test PC". A "Register" button is located below the "User ID" field. Three red arrows point to these elements with blue text instructions: "1. Enter license #" points to the Licence # field, "2. Enter User ID or PC identification" points to the User ID field, and "3. Select 'Register' button" points to the Register button. At the bottom of the window are "Start" and "Close" buttons.

QSR Web registration

QSR

Registration for QSR version 5.22

Enter your product information:

Licence #: 5-2-58-04090-30A01-0F04I

User ID: Test PC

Register

1. Enter license #

2. Enter User ID or PC identification

3. Select 'Register' button

Start Close

Select **Register** to confirm the entries:

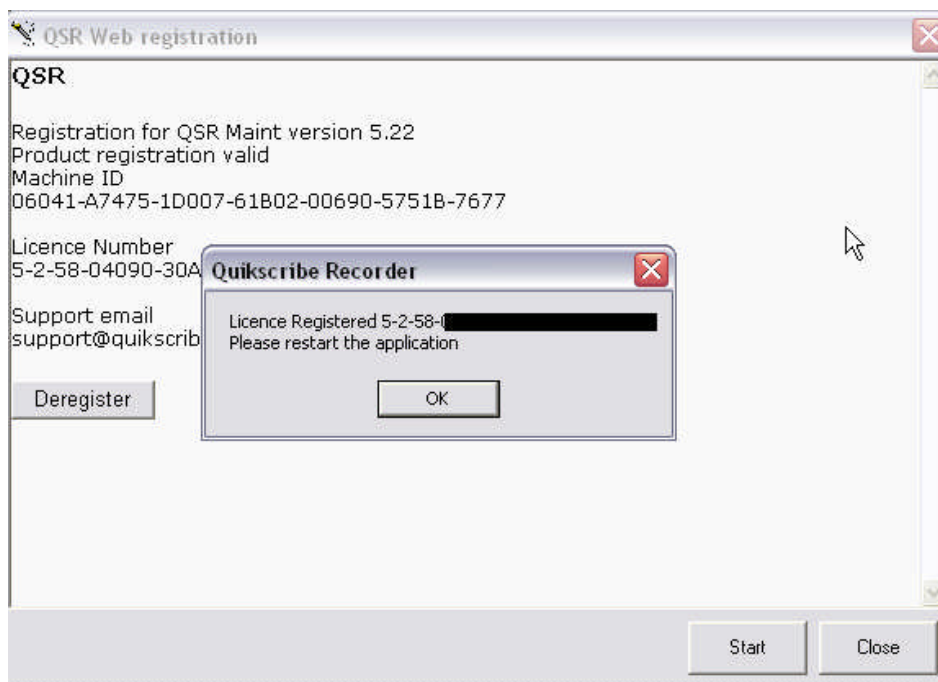


The 'QSR Web registration' window displays the following registration details:

Licence ID	5-2-58-04090-[REDACTED]
User ID	Test PC
Machine ID	06041-A7475-1D007-61B02-00690-5751B-7677
Reseller	Bruce Hause Digital Technology LLC
Customer	Digital Technology LLC
Product Type	QSR Maint 5.22
Order Code	NIL
Number of Seats	5
Number installed	0
Licence Storage	fixed computer
Issue Date	02 Nov 2006

A red arrow points to the 'Register' button, with the text 'Select 'Register' to Confirm' next to it. At the bottom right are 'Start' and 'Close' buttons.

The following panel will appear confirming the registration for the PC.



The 'QSR Web registration' window shows the following information:

QSR
Registration for QSR Maint version 5.22
Product registration valid
Machine ID
06041-A7475-1D007-61B02-00690-5751B-7677
Licence Number
5-2-58-04090-30A
Support email
support@quikscrib

A 'Deregister' button is located at the bottom left. A 'Quikscribe Recorder' dialog box is overlaid in the center, displaying:

Licence Registered 5-2-58-[REDACTED]
Please restart the application

An 'OK' button is at the bottom of the dialog box. At the bottom right of the main window are 'Start' and 'Close' buttons.

At this stage your software should be registered. Check the status of your registration with these last two steps.

- Within Quikscribe select the **Help** menu.
- Select the menu option '**License Info**'. Your license level should be "**Full Quikscribe Recorder License**".

The same QSR or QSP registration code is used for all PCs purchased under your account, according to the number of licenses purchased.

Deregister and Move License to another Computer

The registration method allows you to easily transfer a license from one PC to another. You may **Deregister** the software and move the license to another computer using the same registration code (without intervention from Digital Technology).

To **deregister**, do the following within Quikscribe Recorder.

- Select the **Help** menu.
- Select the **License Info** option.
- Click the button **Go Online**.
- Print or copy **your license number** so you can paste it to or enter it in another computer.
- Click the button **Deregister**.
- Once more ... Click the button **Deregister**
- When you next open Quikscribe Recorder on this computer, **demo mode** will be operational which will allow only 30 second dictations.

Your license number is now removed from the computer from which you deregistered Quikscribe Recorder. You may now install Quikscribe Recorder on another computer. Follow the registration instructions above to register Quikscribe Recorder on the other computer.

Hand Control Microphones

Hand Control Microphones are an integral part of Quikscribe. Choosing the right microphone for your business and becoming familiar with it are very important. If you generally dictate at your desk, a USB (non-portable) microphone may be best for you. If you often dictate away from your desk, a portable microphone may be a better choice. Base your choice of microphone on your style, type, and location of work.

Common Hand Control Microphones

Below are the pictures of some common hand control microphones.



Philips Speech Mikes



Voice Input Station

Olympus Hand Control Microphones



Olympus DS-4000



Philips DPM 9400/9450



Philips Digital Pocket Memo 9600

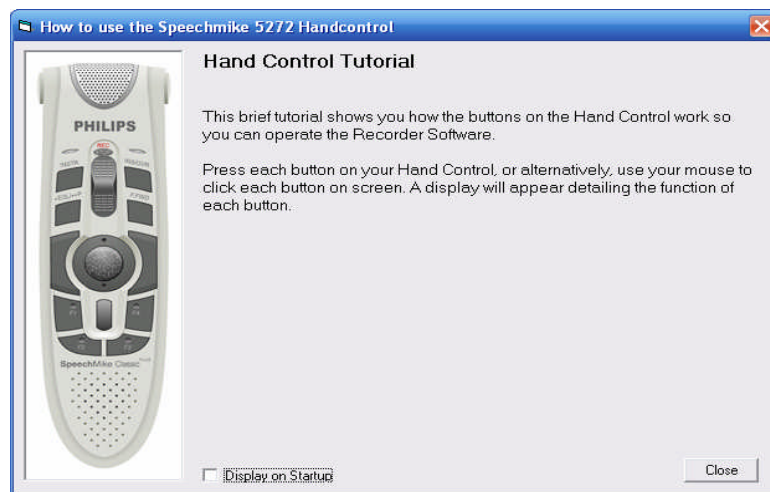
Hand Control Training

To review or define specific button functions for the Hand Control microphone, click on **Help** and then select **Hand Control Training**. (See below for using the USB foot switch for recording.) Quikscribe will display a picture of your hand control microphone. By pressing each button on your hand control, the onscreen picture will display the function of the button.



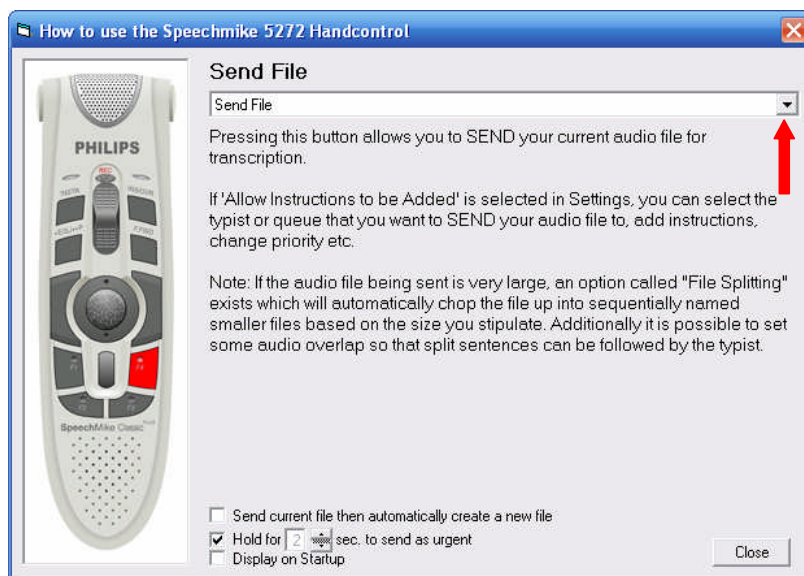
Hand Control Training displays a graphic image of the device you have connected to the PC. The Quikscribe Recorder automatically recognizes the device, and shows and tells you the functions of the buttons on the hand control.

Press each button on the hand control, or use your mouse to select the button. The function of the button will then display and play. Through the tutorial, you may change the function of programmable buttons according to your personal preferences.



A drop-down box will display at the top of the function panel for buttons that are programmable. By clicking on the drop-down box, a list will appear showing all the available options for assigning the desired function to a programmable button. An explanation of each function is displayed when it is selected. Additional options may be displayed at the bottom of the panel, if they apply to the selected function.

The functions of a portable microphone may vary depending on whether the microphone is connected or not connected to the USB port of your computer.



Below is a list of programmable (optional) functions.

Hand Control Programmable (Optional) Buttons

Following are the functions that may be assigned to any of the programmable buttons on the hand control. Some functions have additional features which are listed below the description of the function.

Beginning of File – move pointer to beginning

Close File – close audio file

Display File Menu – displays file menu

Display Marker Menu – displays marker menu. Please see the section **Markers Menu** for information about using markers.

End of File – move pointer to end of file

FforwardAudio – fast forward the audio

Insert Blank Marker

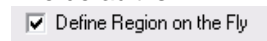
Insert Marker & Add Attachment

Insert Marker & Capture Active or Full Screen

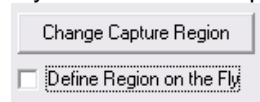
Insert Marker & Capture Active Window

Insert Marker & Capture Defined Screen Region: allows you to specify a region of the screen and capture the image as a marker in the IAF. This is a convenient tool to use for including visual examples with an audio explanation.

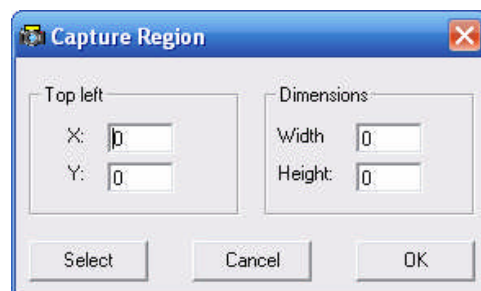
The default is:



If you uncheck this option then you can define the capture region.



Click the button **Change Capture Region**. The following panel will display to allow you to define the capture region. You may now enter the X, Y mouse coordinates and the width and length of the capture region.

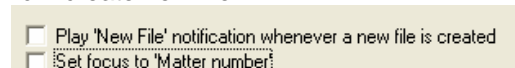


Insert Marker & Capture Full Screen
Insert Marker & Paste Clipboard
Insert Marker & Paste Image
Insert Marker & Paste Plain Text
Insert Marker & Paste Rich Text

Using markers in Quikscribe is a unique, powerful feature to include text, images, or other files within the audio dictation and workflow. Please see the Markers section for a complete explanation.

Last Record Edit – move the pointer to the position of the start of the last recording edit

New File – create new file



Nil Function – deactivate button on hand control

Play Audio - Plays audio. The default is the checkbox **"Hold down to play"** is unchecked, which allows you to press the button to play audio and to press it again to stop playback. If you check the box **Hold down to play**, audio is played when the button is held down and stops when the button is released.

☒ Hold down to play

Record Audio

- ☒ Create a new file if no file is already open
☒ Toggle button record mode

Recording Mode – toggle between insert, overwrite, and append modes

Redo Audio – see description of Undo/Redo in the section **Undo**

Dictation and Redo Dictation

Rewind Audio

- ☐ Play after releasing rewind
☐ Rewind position to last edit

Send File

- ☐ Send current file then automatically create a new file
☒ Hold for 2 sec. to send as urgent

Undo Audio - see description of Undo/Redo in the section **Undo**

Dictation and Redo Dictation

Hands-Free Recording Using Foot Switch

The USB Foot Switch provides a hands-free recording capability (which is ideal for pathologists or other professionals that need to use both hands for other activities). Rather than using a Hand Control Microphone, you can use the triple action foot switch in conjunction with a boom microphone or a Headset/Microphone. As a result, you can Record, Stop, Rewind and Play while doing other things with your hands.



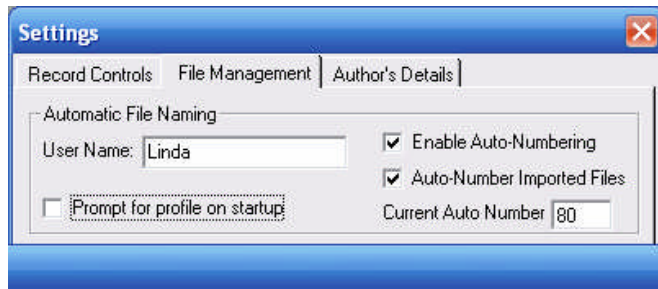
Below is how the foot switch works.

NEW	If no file is currently open, press button No 2
FILE	
RECORD	Hold button No 2 down to Record, release to stop
PLAY	Hold button No 3 down to Play, release to stop
REWIND	Hold button No 1 down to Rewind, release to stop
SEND	Hold button No 1 down then hold down button No 3 (not visa versa)

Set Automatic File Naming

To save time, the Quikscribe Recorder can automatically name each new audio file created and at the same time, index the file number by one, to ensure that each new file created is unique. To enable this feature of Quikscribe follow the steps listed below. (If you prefer to name each file as you record it, please skip these steps.)

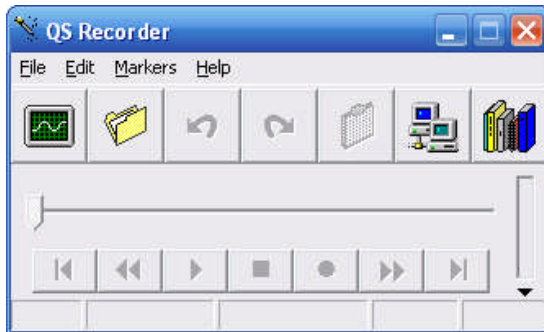
- Open Quikscribe Recorder. Select **File**→ **System Settings** → **File Management**.
- Enter your name or initials for **User Name**.
- Check **Enable Auto-Numbering**.
- Check **Auto-Number Imported Files**.



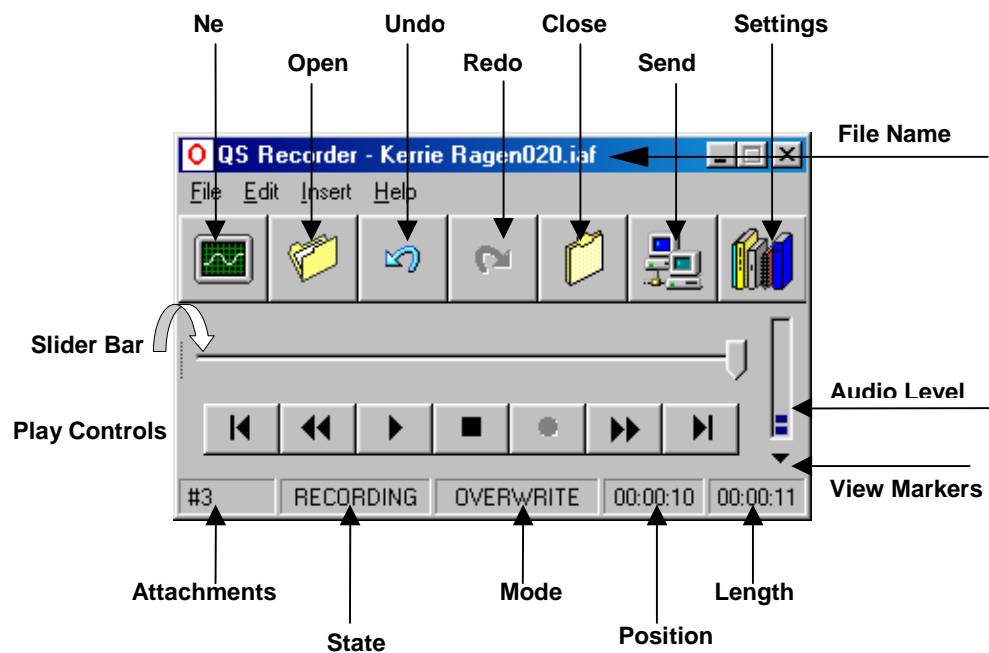
Using the Quickscribe Recorder

Main Interface

Open Quickscribe Recorder. You will see the main interface as shown below.



Here is the main interface as it appears when recording. The function of each toolbar icon is labeled and the bar at the bottom of the screen shows the status of the recording. The file name of the current recording is shown in the top bar of the screen. Please review the interface. The user interface has been designed to be relatively simple to use and understand.



For the detailed function of the icons see the section **The User Interface – Detailed Description**.

Record and Send an Audio File

You are now ready to record an audio file.

- Click the **Create New Audio File** Icon. *
- Enter any file details that you wish to add e.g. Subject, Matter No, etc.
- Click **Create** or press '**Alt→ R**' on your keyboard. This will create your new audio file. Click **Cancel** or press '**Alt→C**' to **CANCEL** the creation of the file.
- Slide to **REC** or hold down the **REC** button on the Quikscribe Hand Control and speak to record. The microphone is built into the Hand Control. To stop recording slide to **STOP** or release the **REC** button.
- Slide to **F.RWD** or press **F.RWD** to return to the beginning of the dictation.
- Slide to **PLAY** or press the **PLAY** button to hear what you have just recorded. (If you cannot hear the recording, please refer to the video demonstration on the installation CD, "How to Configure Windows Audio Settings".)

** You may program a button on your hand control microphone to perform this function.*

Now you are ready to send your audio file.

Provided you have set-up Quikscribe correctly, it is very easy to send audio files. If you encounter problems sending the file, please refer to the section above **"Configuring Quikscribe to Send Files."**

To send an audio file across the **network**:

- Click the **Send Audio File** Icon. *
- Under the "**Method Tab**" make sure **Network** is selected.
- Select the typist who will transcribe your dictation from the list of **Typists**.
- Select the "**Required In**" time and "**On Completion**" notification.
- Click **Send**.

** You may program a button on your hand control microphone to perform this function.*

To send an audio file by **e-mail**:

- Click the **Send Audio File** Icon. *
- Under the "**Method Tab**" make sure **E-mail** is selected.
- Select an e-mail address from the list box.
- Select the "**Required In**" time and "**On Completion**" notification.
- Click **Send**.

** You may program a button on your hand control microphone to perform this function.*

When the file is sent for transcription, the date and time the file is due to be completed is added to the filename as a prefix.

Features of the Interface

The user interface title bar shows the current filename open. To access the top menu functions you can click on menu item or press the 'Alt' key then the desired menu item. For 'File' press **Alt→F**.



Status of the Recorder

The status of Quickscribe Recorder is quickly determined by looking at the status indicator in the top left corner of the user interface. Below are some examples of the indicator.



The indicator flashes alternately white, then red while recording.



The letter I in the top indicates Insert mode; O indicates overwrite mode, A indicates Append mode.

The possibilities of the indicator are:

- Microphone – no file open
- O – file is open in Overwrite mode (recording will overwrite existing content)
- I – file is open in Insert mode (recording will be inserted between existing content)
- A – file is open in Append mode (recording will always be appended to the end of the audio file, no matter where the starting position for recording is located)
- P – file is playing
- Backwards arrow – file is rewinding
- Forwards arrow – file is moving forward

The taskbar icon also flashes alternately red and white while recording.



In addition, the Status Bar shows the current status of the file.

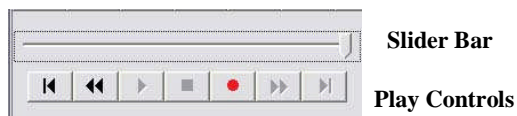


From left to right the status bar displays:

- Number of attachments
- Current recorder status
- Recorder edit mode – Insert, Overwrite, or Append
- Current file position – hours: minutes: seconds
- File length – hours: minutes: seconds

Slider Bar, Play Controls, and Volume Indicator

The slider bar and play controls allow you to control your position in the file, and the current action of the Recorder.



The slider may be moved using the mouse from the beginning of the file to the end of the file and to any position in-between. The action of the play controls from left to right is:

- Beginning of file
- Rewind File
- Play File
- Stop File
- Record
- Forward File

- End of File



The Volume Indicator shows you the record and playback audio levels.

Insert Dictation

Now you are ready to change an audio file by inserting dictation.

The Quikscribe Recorder normally records in OVERWRITE mode, like a traditional tape cassette recorder does. However, the Quikscribe Recorder can also record in INSERT mode, which means you can insert additional dictation within your existing recording (e.g. mid-sentence) rather than having to add dictation at the end of your recording. Append Mode ensures that recording content is not lost. If you rewind and review the existing recording, then select 'Record', the position pointer will move to the end of the existing file and commence recording at that point. If the same thing were done in 'Overwrite' mode, as with a tape system, existing content would be overwritten. You may also define the default recording mode to be used every time a new file is created.

There are three ways to change the Recording mode from OVERWRITE mode to INSERT mode.

- Use the INSERT button on the Hand Control (providing it is configured do so under the Record Tab under the Settings Icon).
- Press the "Insert" key on your keyboard, which will toggle the record mode from Overwrite Mode to Insert Mode and visa versa.
- Select the Edit menu and then select Insert or Overwrite Mode.

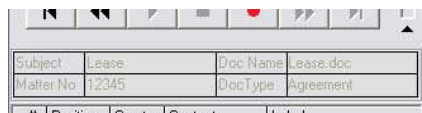
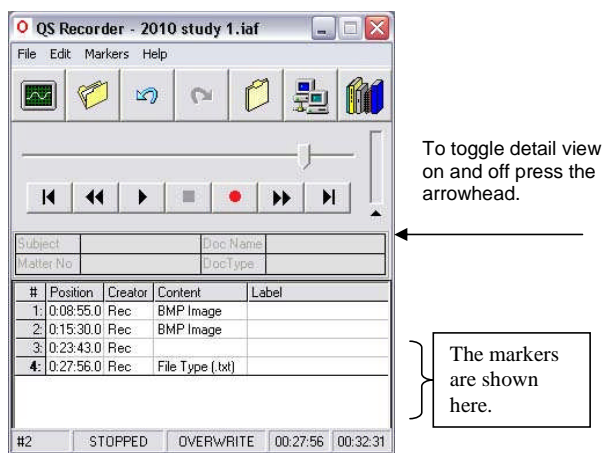
When you change the Recording Mode from OVERWRITE mode to INSERT mode, the status bar at the bottom of the Quikscribe Recorder will update and display which mode you are in. In addition, the indicator in the top left corner will show "O" for OVERWRITE or I for INSERT.

To demonstrate inserting dictation, do the following:

- Create a New Audio File by clicking on the **Create New Audio File** icon.
- Record "**A - B - C - D - E**" in **Overwrite** Mode.
- **Rewind** to the beginning of the audio file.
- Change the Record Mode to **INSERT** mode by using one of the three ways above.
- Record "**1 - 2 - 3 - 4 - 5**".
- **Rewind** to the beginning of the audio file and press or click **PLAY**.
- You should hear "**1 - 2 - 3 - 4 - 5 - A - B - C - D - E**".

Detail Panel – File Information and Markers

The Quickscribe Recorder user interface shown below displays the Detail Panel. In detail view the information entered when a file is created is displayed. In addition, markers for text or images that are to be imported and included with your dictation are displayed.



The Detail Panel shows you the important metadata associated with the file. (The details are grey and cannot be edited).

#	Position	Creator	Content	Label
1:	0:08:55.0	Rec	BMP Image	
2:	0:15:30.0	Rec	BMP Image	
3:	0:23:43.0	Rec		
4:	0:27:56.0	Rec	File Type (.txt)	

The Markers Panel shows current markers inserted in the file. Double-click the marker number to display the Marker Settings panel to review and edit as desired.

Insert Marker in Recording

Quikscribe can insert referenced material such as text, images, graphics, Internet links, screen captures, etc. directly into the dictated file. The insertions are made available to the typist and eliminate the need for the insertions to be retyped or reconstructed. To do so the Quikscribe Recorder creates and inserts marker files. As described above, Markers are listed in the detail panel.

The main advantage of marker insertions is to save time. Rather than dictate text from other documents or web sites or rather than direct the typist with sources for text, the text can be copied and pasted.

To demonstrate:

- Create a New Audio File by clicking on the **Create New Audio File** icon.
- Record “**A B C D E**”.
- Open an existing Text or Word document and select some text within the document with your mouse or with keyboard keys.
- Press **CTRL C**.
- Now press **CTRL 7**. This is the default Hotkey for the Quikscribe Recorder to paste a marker. As a result, a Marker File containing the contents of the text you selected will be created within your audio file.
- View the **Markers panel** to see the Marker that has been added.
- Click the Marker to select it. To view the Marker, double-click it or select **Markers** from the top menu and select **View Selected Marker**.

Attach other Files or Documents

The Quikscribe Recorder can attach other files and documents within the audio file. These files can then be extracted by the Quikscribe Player.

To demonstrate:

- Create a New Audio File by clicking on the **Create New Audio File** icon.
- Record some audio and then stop.
- From the menu bar select **File** and then **Add Attachment**.
- Using the **Add Attachment** dialogue box, browse your Hard Drive or Network, select a sample file, and select **Open**.

At this stage, the file you selected is attached to your current audio file. In the bottom left hand corner of the Status Bar you should notice #1, signifying that you have one attachment to the file.

If you want to Remove or Extract any attachments from an audio file, do the following:

- From the menu bar, select **File** and then **View Attachment**.
- Select the file you want to Remove or Extract.
- Then select either **Remove** or **Extract**.


The User Interface – Detailed Description

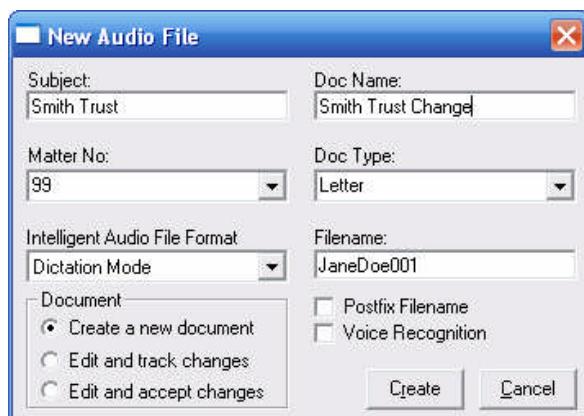
The User Interface of the Quikscribe Recorder provides interaction with the software controls using the PC display monitor and computer mouse. For normal dictation, it is not necessary to rely on the User Interface display, as the hand control microphone (such as Philips SpeechMike or Voice Input Station) will provide all controls for recording/playback, as well as advanced features available on the special function buttons (see section

Hand Control Microphones).

New Audio File



Selecting this icon --  -- will create a new audio file so that you can begin recording. Below is an image of the panel that will display when you select the new audio files icon. You may enter subject, Doc Name, matter No., and Doc Type. You may select the Intelligent Audio File (.iaf) format. The file will be named automatically if you selected Enable Auto-Numbering in Settings. Otherwise, you will enter the file name. You may override the file name even if you have automatic numbering set.

A screenshot of the 'New Audio File' dialog box. It has a blue title bar with the text 'New Audio File' and a red close button. The dialog contains several input fields and checkboxes. The 'Subject' field contains 'Smith Trust'. The 'Doc Name' field contains 'Smith Trust Change'. The 'Matter No.' field is a dropdown menu with '99' selected. The 'Doc Type' field is a dropdown menu with 'Letter' selected. The 'Intelligent Audio File Format' field is a dropdown menu with 'Dictation Mode' selected. The 'Filename' field contains 'JaneDoe001'. There are three radio buttons under the 'Document' section: 'Create a new document' (selected), 'Edit and track changes', and 'Edit and accept changes'. There are two checkboxes: 'Postfix Filename' and 'Voice Recognition', both of which are unchecked. At the bottom right are 'Create' and 'Cancel' buttons.

You may also assign the **New File** function to a button on your hand control. To assign the new file function to a button on your hand control:

- Choose **Help**, then **Hand Control Training**.
- Press the button on the hand control that you wish to assign the new file function.
- From the drop-down box choose **New File**.
- Press **Close**.

Three options are available for creating new files:

- The 1st option creates a new file and brings up the 'New Audio File' box which allows you to add information, such as subject and matter no., to the file. To choose this option go to the **Recorder Setting** icon and choose the **File Management** Tab, check '**Allow data to be entered**', and click **OK**. After you send a file, you will need to click the new file icon to create a new file.

- The 2nd option automatically creates a new file but will **not** display the 'New Audio File' box. To choose this option go to the **Recorder Setting** icon and choose the **File Management** Tab, check '**Just create a new audio file**', and click **OK**. Now after you send a file, Quikscribe will automatically create a new file. With this option the 'New Audio File' box is **not** available to add information, such as subject and matter no., to the file.
- The 3rd option automatically creates a new file and displays the 'New Audio File' box. To choose this option select **Help**, then **Hand Control Training**. Press the send file button, then check **Send current file then automatically create a new file**, and click **close**. This option automatically creates a new file when you send the current file and brings up the 'New Audio File' box which allows you to add information, such as subject and matter no., to the file.

To save time Quikscribe automatically names the new audio file based on the "Sender User Name" which is set under the **File Management Tab** under the **Settings Icon**. However, if you want to change the file name, you can do so before pressing **Create**.

Open Audio File



The **Open Audio File** icon allows you to open existing files that are in your draft or sent directory. Selecting this icon displays the **Open Audio** dialogue box, where you may open files from the **Draft Files** folder or from the **Sent Files** folder. Alternatively you can select the **Browse** button and open any .iaf file on your system.

You may open a file by double-clicking the file name or by pointing to the file name and then clicking **Open**.

By clicking **Draft audio directory** or **Sent audio directory** at the bottom left of the screen, you may quickly view the files in the Draft or Sent folders. The Draft folder contains all work that has not been to transcription, and the Sent folder contains all files that have been dictated and sent. The files will remain in the Sent folder as a backup for the default time period of 14 days. You may change this to a longer period in System Settings.

An image of the Draft audio directory appears below. As you click on a file shown in the **Draft audio directory**, the **File Details** will appear for the file, and you will hear an audio preview to help identify the file to open. You may enter and modify the contents of the following File Details fields: Subject, Matter No, Doc Type, and Doc Name. Just type your additions or changes to each field, and then press the **Enter key** to complete and save your changes. Press the **Tab key** to move from one file detail to another; however, the **Enter key** must be pressed after adding or modifying a file detail. While you are editing, the text will appear in blue, and upon completion the text will appear in black.

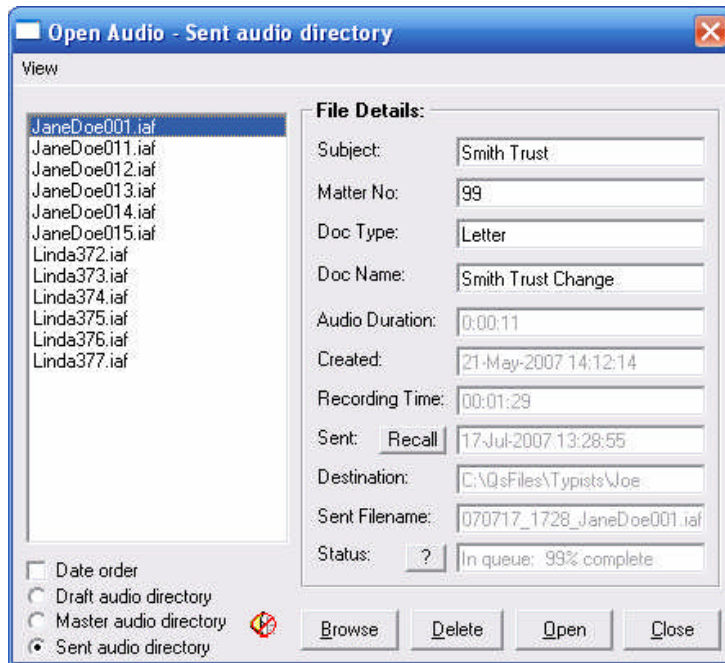
Open Audio - Draft audio directory

View

JaneDoe001.iaf	File Details:
JaneDoe004.iaf	Subject: Smith Trust
JaneDoe008.iaf	Matter No: 99
JaneDoe009.iaf	Doc Type: Letter
Linda371.iaf	Doc Name: Smith Trust Change
Linda380.iaf	Audio Duration: 0:00:11
Name File on Fly.iaf	Created: 21-May-2007 14:12:14
	Recording Time: 00:01:29

☐ Date order
☒ Draft audio directory
☐ Master audio directory
☐ Sent audio directory

Now select the **Sent audio directory**. See an image of the Sent directory below. Click on each file in the sent directory. In addition to the file details displayed for a draft file the following details are included: the date and time sent, the typist destination, the sent filename, and the status. In addition, recall and status options are available. If you wish to cancel dictation of a file, click **Recall**. If you wish to know more details regarding the status of the transcription and typist, press .



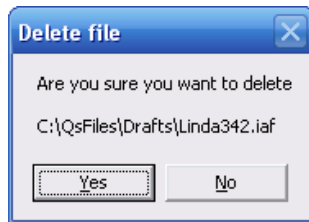
You may also sort the files in either directory by date by checking **Date order**.

The Master audio directory contains master templates for files created in Presentation or Education mode (instead of Dictation mode). See the section **Intelligent Audio File Format** for descriptions of the various recording modes.

The Draft folder contains all work that has not been to transcription, and the Sent folder contains all files that have been dictated and sent. The files will remain in the Sent folder as a backup for the default time period of 14 days. You may change this to a longer period in System Settings.

As you click on a file shown in the **Draft or Sent** audio folder, the **File Details** will appear for each file, and you will hear an audio preview to help identify the file to open. File details such as the date and time created and sent, the typist destination, the duration of the file, and the status are displayed for files. If the little **yellow speaker** to the left of the **Refresh** button is enabled, you can listen to the audio file before opening it. To disable this function, simply click on the little yellow speaker to mute the sound.

You may delete a file by pointing to the file name and then clicking **Delete**. If you delete a file in Quickscribe Recorder, a copy of the deleted file is placed in the Windows Recycle Bin, allowing later recovery if necessary. You will receive the following prompt when you choose to delete a file.



If you attempt to open a file in the sent directory, you will be prompted regarding opening the file. In addition, recall and status prompts display.

Recall


If you wish to cancel dictation of a file that you just sent or add dictation to the file, click **Recall**. The file will be removed from the typist queue and added back to your draft directory.

If a file cannot be recalled, you will receive the prompt warning you that the file cannot be recalled.

Table View

You also have the option of a **Table View** of file in the Draft and Sent folders. Click **View** at the top left corner of the Open Audio File to toggle between **Normal** and **Table** views. The image below shows **Table** view and the image at the top of this section shows **Normal** view. Clicking on a column heading will sort the table by the column heading. For example, by clicking **Date and Time Sent** the table will sort by that field.

By selecting **Draft files**, **Sent files**, or **All Files** from the pull down box at the bottom left of the screen, you can quickly view the files in the Draft or Sent folders. You may also select **All Files** from the pull-down box to view both draft and sent files. Alternatively, you can select the **Browse** button and open any .iaf file on your system. Clicking the **Comments / History** button will display a history of the time spent by the typist(s) working on the file.

You may open a file by double-clicking the file name or by pointing to the file name and then clicking **Open**. Use the down arrow  to move among files in the table.

Open C:\QsFiles\SentJaneDoe001.iaf

View

Filename	Matter	Subject	Doc. Type	Doc. Name	Duration	%	Status	M	A	Date and Time Sent	Active File Location
JaneDoe001	99	Smith Tr	Letter	Smith Trust	00:00:11	99	In progress: 99% complete	19	0	17-Jul-2007 13:28:55	C:\QsFiles\Typists\Joe\0707
Name File on	111	Sample	Memo	Sample Nai	00:00:00	0	Draft	1	0		C:\QsFiles\Drafts\Name File
Linda377.iaf		send as			00:00:02	100	Complete	0	0	02-Jul-2007 12:40:51	C:\QsFiles\Typists\Joe\0707
JaneDoe008	Voice Av	Real Tir	Agreement	Test	00:01:54	0	Draft	0	0		C:\QsFiles\Drafts\JaneDoe0
Linda373.iaf					00:00:12	0	In queue: 0% complete	0	0	26-Jun-2007 14:39:36	C:\QsFiles\Typists\Joe\070E
JaneDoe004	999	TEST	Letter	Crawford	00:00:14	0	Draft	0	0		C:\QsFiles\Drafts\JaneDoe0
Linda375.iaf					00:01:28	57	In progress: 57% complete	0	0	28-Jun-2007 11:22:48	C:\QsFiles\Typists\Joe\070E
Linda376.iaf					00:01:04	0	In queue: 0% complete	0	0	28-Jun-2007 11:25:40	C:\QsFiles\Typists\Joe\000E
Linda374.iaf					00:00:35	100	Complete	0	0	28-Jun-2007 11:16:59	C:\QsFiles\Typists\Joe\070E
JaneDoe015		test emc			00:02:04	0	id complete. Status unavail	0	0	21-Jun-2007 14:21:56	linda@quickscribe.com\JaneC
Linda380.iaf					00:00:05	0	Draft	0	0		C:\QsFiles\Drafts\Linda380.i
JaneDoe009	rewind	Real tim			00:04:07	0	Draft	0	0		C:\QsFiles\Drafts\JaneDoe0
JaneDoe011		test			00:00:06	0	In queue: 0% complete	0	0	19-Jun-2007 12:23:14	C:\QsFiles\Typists\Joe\070E
JaneDoe012		test			00:00:05	100	Complete	0	0	19-Jun-2007 12:23:51	C:\QsFiles\Typists\Jane\070C

☐ Display Locked Files All Files

Comments / History Refresh Browse Delete Open Close



Undo Dictation and Redo Dictation

The Undo Dictation and Redo Dictation icons are designed to SAVE TIME. This feature is useful if your dictation recording style utilizes frequent starts and stops. That is, for each time you press the Record button, and then stop recording, Quickscribe considers this passage as an “audio edit”. You may UNDO each audio edit, as Quickscribe recognizes the section from the last “stop recording” to the previous “start recording”. Never again will you have to waste time rewinding and finding your position within an audio file to overwrite a mistake. Simply press Undo and start recording again.

With the Quickscribe Recorder, you can instantly remove any mistakes when dictating by simply pressing the UNDO button (eliminates the need to rewind and find the position to re-record over a mistake). The REDO button provides the opposite function and recalls previously recorded sections. So if you made a mistake and pressed UNDO to wipe it, but then changed your mind, you could instantly recall the ‘wiped out’ passage by pressing REDO.

To practice undo and redo, do the following:

- Create a New Audio File.
- RECORD “One” then STOP.
- RECORD “Two” then STOP.
- RECORD “Three” then STOP.
- RECORD “Four” then STOP.
- RECORD “Five” then STOP.
- Now press the UNDO button on the Hand Control twice.
- Now REWIND to the beginning of the audio file and press PLAY.
- You should hear “One - Two - Three”.
- Now press the REDO button twice and then press PLAY.
- You should hear “Four - Five”.

You may assign the Undo and Redo functions to buttons on the Hand Control, allowing you to quickly record and edit in real time. As a result, dictation has never been easier. Use the Hand Control Training to program the Undo function to the desired button on your hand control microphone. (Go to **Help**, then **Hand Control Training**).

Close Audio File



The **Close Audio File** icon allows you to close the current audio file. When you select the **Close Audio File** icon, Quikscribe automatically saves all the material within your audio file, i.e. current Markers, Text Attachments, Screen Shots and your file position. Your file is saved in the Drafts folder and will be available for you to open by pressing the **Open Audio File** icon.

Quikscribe does not have a SAVE button, because Quikscribe continually saves your file. This means that every time you record or make an edit, Quikscribe automatically saves. If power is lost to your PC at any time, you will not lose anything. Just open the file from your Draft folder the next time you start Quikscribe Recorder.

Send Audio File



The Send File Icon allows you to send your audio file either by the Network, FTP, or via E-mail. You can send either in .iaf or .wav format. You may choose either format in the **File Management Tab** under the **Settings Icon**. You may also select .wav format in the **Send Audio File** panel. Only the Quikscribe Recorder and Quikscribe Player can open an .iaf file. If you wish to create or send audio files to someone that does not have Quikscribe, you will want to send a standard .wav file. A .wav file will contain only audio; attachments will not be included as in an .iaf file.

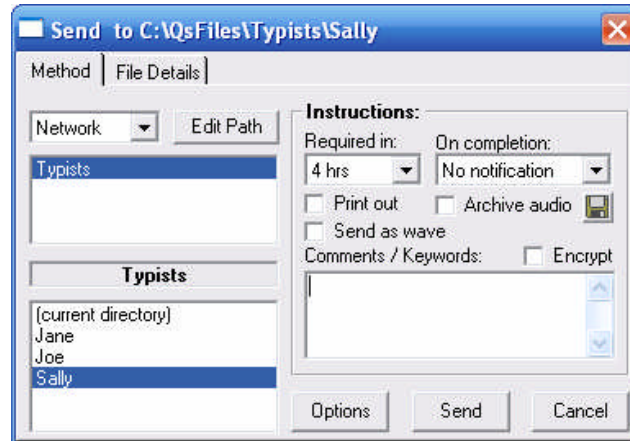
When you press the Send File Icon, a 'Send To' dialogue box will appear. Here you can select the method (Network, FTP, or E-mail) and recipient. The 'Send To' panel provides the mechanism to enter the destination identification for any and all of the 'file send' methods of Network, FTP, and Email. **Edit Path** allows you to define the destination for each method.

For example, if you are sending files to a shared folder on your **network** file server and wish to add a path to send files do the following:

- Click the **Send Audio File** icon.
- Select the **Network** method.
- Click **Edit Path**.
- Double-click the destination folder under **Site Location** that you wish to add.
- Click **Add** to include the destination under **Current Sites**.
- Click **OK**.

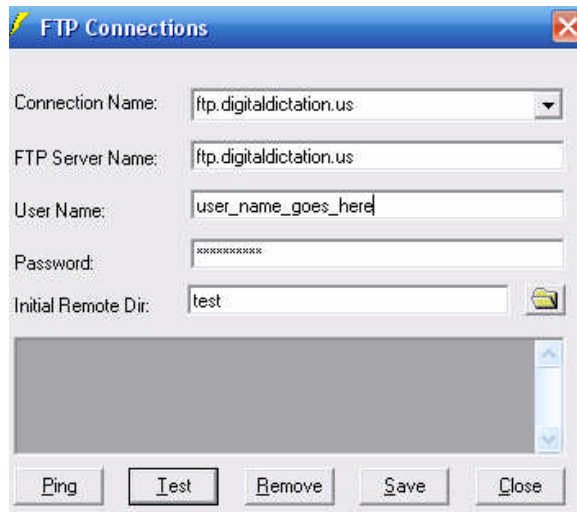
- The new destination folder will now be shown in the top box of the **Send to** dialogue box and the names of the typists will appear in the bottom box.

The destination you added will appear in the Network as the directory Typists does below. The subfolders, which will generally be the names of the transcriptionists, will display in the box with the heading Typist. When you send a file to a typist, the typist name appears at the top of the dialogue box. In the box below the dictation is being sent to Sally, so the top of the box shows: **Send to C:\QsFiles\Typists\Sally**. When you send a file you may choose from the destination folders in the top box and from the typists in the bottom box.



Note: To send files through a network, shared folders need to be properly set-up and configured. You and your typist(s) will access these folders. See the section **Create Shared Folders on Network Drive**, which describes setup of your Primary SEND destination location and associated sub-folders. To add Typists' names in the Typists section in the **Send To** box, please refer to the instructions listed under the section **Add or Delete Typists**.

If you are sending files to an FTP site, select **FTP** as the method, then select **Edit Path** to enter the logon parameters for the FTP site. FTP Target Directories Are Set Intuitively. You can easily browse to define the exact folder on the FTP file server.

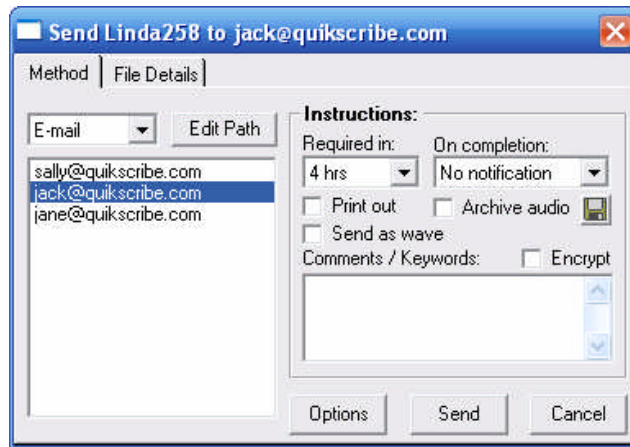


If you are sending files to an **email** address and wish to add an email address, do the following:

- Click the **Send Audio File** icon.
- Select the **E-mail** method.
- Click **Edit Path**.
- Type the **New e-mail address** that you wish to add.
- Click **OK**.
- The e-mail address will now be shown in the box under **E-mail** of the **Send to** dialogue box.

The e-mail address you added will be shown in the box under e-mail as the e-mail addresses show below. When you send a file to an email address, the address appears at the top of the dialogue box. In the box below the dictation is being sent to Jack, so the top of the box shows: **Send to jack@quikscribe.com**. When you send a file you may choose from the e-mail addresses displayed.

Send as wave provides the option to send the recorded audio file in universal .wav format instead of .iaf (Intelligent Audio File) format. The advantage with this feature is to be able to send an audio file (or audio email message) to an outside recipient who does not have the Quikscribe software installed.



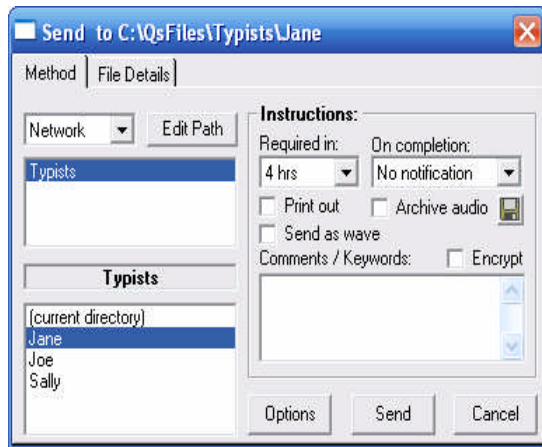
Note: To send a file through email your email address must be entered in Author's Detail in system settings. In addition, compression of the file is recommended.

If you have a single typist that you send all your dictation to and you do not wish to provide additional instructions before sending your audio file for transcription, you can speed up the process by eliminating the 'Send To' dialogue box. To disable the dialogue box click on the **Recorder Settings** Icon, select **File Management** tab and then select the option '**Just send the current audio file**' from the **Send Audio Icon** option.

When you send a file, you can also include the following instructions:

- Turn around time (priority)
- Notification required (e-mail or phone) upon completion
- Request for a print out of your document
- "Archive audio" tags so the audio portion of the file is saved in the Archive folder as a .wav file for future reference
- Additional Comments / Keywords


See below for further description of these instructions.



“Send To” Dialog Box

The instructions for the date and time when a completed document is due may be selected from the **Required In** feature in the **Send to** panel. The options are:

Urgent	3 hrs
Today (by 5 P.M.)	4 hrs
Tomorrow (by 5 P.M.)	5 hrs
15 min	6 hrs
30 min	7 hrs
45 min	8 hrs
1 hr	12 hrs
2 hrs	24 hrs
3 hrs	48 hrs

(Note: the default settings may be saved by clicking the  icon).

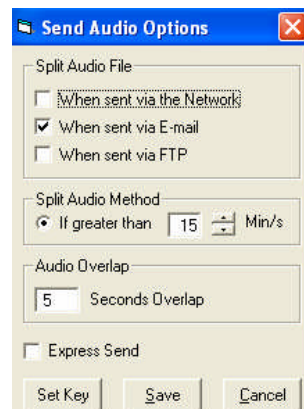
The instructions for notification **On Completion** of the document prepared from the dictation include the following options:

- **No Notification**
- **Call Author** – The typist is prompted to call the author upon completion of the document.
- **Call Secretary** – The typist is prompted to call the author’s secretary upon completion of the document.
- **Email Author** – Quikscribe Player prepares an email to send to the author and the typist is prompted to attach or link the document upon completion of the document. For this option the author’s email address must be entered in Settings>Author’s Details.
- **Email Secretary** – Quikscribe Recorder sends an email to the author’s secretary to expect transcription notification when the author sends the dictation for transcription. Quikscribe Player prepares an email to send to the author’s secretary and the typist is prompted to attach or link the document upon completion of the document. For this option the author and secretary’s email addresses must be entered in Settings>Author’s Details.

Required in: Select turnaround time from dropdown box. ‘Urgent’ is at top of list.
On completion: Request phone or email confirmation upon completion, including return document via email.
Print out: Request for your document to be printed.
Archive audio: Store .wav file copy of audio file.
Comments/Keywords: include additional notes or instructions.
Send as Wave: Send as .wav file instead of .iaf file.
Encrypt: Encrypt file for security. See Options below.
File Details: add or modify the Subject, Matter No, Doc Type etc.
Options: Split file and/or add password. See below.

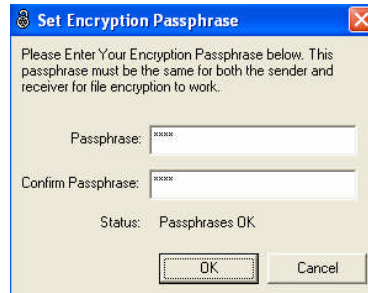
Quikscribe Recorder provides **Options** to split the audio file into smaller segments. This is most useful when using the Email method, in order to get past the file attachment size limitations of many Internet Service Providers. To use this feature with email do the following:

- Click **Options** in the **Send to** dialogue box. The box that appears is displayed below.
- Select "**When sent via E-mail**".
- Select the desired time increment under **Split Audio Method**. 15 minutes should be appropriate for most dictation.
- Enter an automatic **Audio Overlap** time of 5 seconds or more to assist with collating the audio files during transcription. The overlap will repeat the end of the previous split audio file.
- Generally **Express Send** will be unchecked. Express Send will send the file without placing a backup copy in the Sent folder and is NOT RECOMMENDED to use. This feature exists at the request of some users who prefer speed to insurance of the backup copy.
- Click **Save**.



To enable encryption:

- Click the **Set Key** button in the **Send Audio Options** box. The **Set Encryption Passphrase** box appears. See the box below.
- Enter and confirm a **Passphrase** (or password) that will be used by both the QS Recorder and QS Player. The passphrase should be the same on all copies of the QS Recorder and QS Player for the entire organization.
- Click **OK**.
- Click **Save** on the **Send Audio Options** box.
- Now create a test file and send it with encryption enabled.



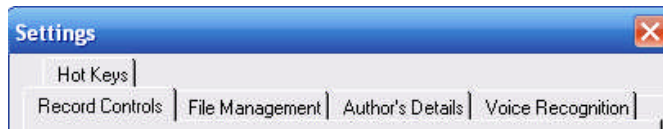
- You will now have the option to encrypt a file when you send it by checking **Encrypt** in the **Send to** dialogue box. The test file you created and sent will not be encrypted but future files sent may be encrypted by checking Encrypt in the **Send to** box.

Settings Icon



The **Recorder Settings** icon allows you to configure the Quikscribe Recorder. When you click on the Settings icon you will see five tabs:

- Record Controls
- File Management
- Author's Details
- Voice Recognition
- Hot Keys



You may also access the recorder settings by choosing **File** and then **System Settings**.

Hand Control Training

The button for **Hand Control Training** is available at the bottom left of each tab. If s



Factory Reset

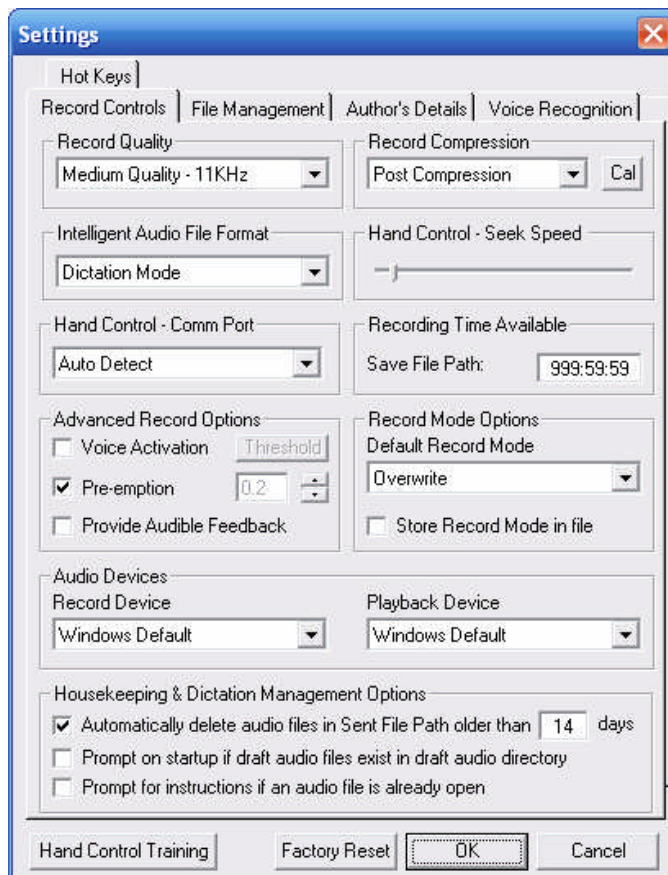
The button for **Factory Reset** is available at the bottom left of each tab. This button enables settings to be completely reset. If factory reset is selected, paths will need to be reset and file storage locations may change. Other settings will also be lost. This button should, therefore, be used with caution.



Information about the settings within each tab follows.

Record Controls

The **Record Controls** tab lets you set the recording mode and features for the Quikscribe Recorder.



Record Quality

Record Quality sets the sample rate required for recording. The Quikscribe Recorder can record at five different sample rates: 4 kHz, 8 kHz, 11 kHz, 22 kHz, and 44 kHz. A high sample rate produces better audio quality but a larger audio file. A low sample rate produces lower audio quality but a smaller audio file. Medium quality of 11 kHz provides good quality for most recording and produces a moderate sized audio file.

If recording files are sent over the Internet, record quality of 8 kHz or 11 kHz is recommended to keep file size to a minimum and Real-Time Compression or Post Compression is recommended.

Record Compression

The Quikscribe Recorder provides three options for record compression.

Real Time Compression – As you record, Quikscribe is compressing the audio file on the fly and saving the data to disk. This is the preferred option as the files are much smaller and when sent for transcription, are already compressed. The Cal button next to the compression drop-down box will calibrate the sound card for real time compression. Calibration is necessary only if a clicking noise becomes evident when recording.

Post Compression – Quikscribe saves the file in a non-compressed format within the .iaf file. When the file is sent for transcription, Quikscribe then compresses the audio file.

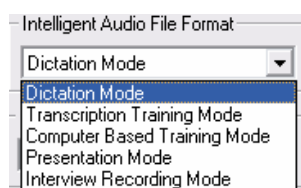
No Compression - Quikscribe saves the file in a non-compressed format within the .iaf file.

Real-time compression is the best mode to record in, as the resultant audio files are very small and there is no delay when you press Send because the audio file is already compressed. The only downside is that your PC must have the processing power and memory resources to perform real-time compression. If you are using an old PC, you may have problems, in which case you will need to use Post Compression. Or if you like, you can choose no compression. The table below illustrates the size of the uncompressed and the compressed files based on the sample rate or record quality.

Sample Rate	Uncompressed	Compressed
4 kHz	480 kBytes/Min	49 kBytes/Min
8 kHz	960 kBytes/Min	98 kBytes/Min
11 kHz	1.32 Meg/Min	135 kBytes/Min
22 kHz	2.64 Meg/Min	270 kBytes/Min
44 kHz	5.28 Meg/Min	540 kBytes/Min

Intelligent Audio File Format

This feature sets the recording format. Dictation Mode is the default format. A description of each mode follows.



- **Dictation Mode** – Used for standard dictation. This is the default recording mode. To record, the RECORD button on the Quikscribe Hand

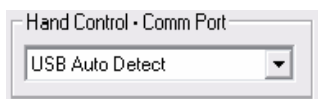
Control is held down. To stop recording the RECORD button is released. To record more audio, the RECORD button is pressed down again and released once again to stop. When the file is sent for transcription, the date and time the file is due to be completed is added to the filename as a prefix. Every time the RECORD button is held down and then released to stop, an audio edit is allowed. This means the Undo and Redo feature may be employed to remove or replace audio dictation.

- **Transcription Training Mode** – This mode is identical to the above Dictation Mode, except when the audio file is finished and sent for transcription, an internal flag is written within the file, preventing the file from being deleted once it is completed within the Quikscribe Player. This allows a trainer or teacher to create training content or lessons that will not be accidentally deleted after completed by students. No date or time is present at the beginning of the file.
- **Computer Based Training (CBT) Mode** – Used for developing CBT audio/visual presentations (see CBT development manual). From a recording perspective, this mode is identical to the above Dictation Mode. The major difference being when the audio is played in the Quikscribe Player, any captured screen shots (BMP) or embedded images (PNG, JPEG, WMF) within the audio file are visually displayed within a separate window. This makes it possible to record and create web-ready CBT content seamlessly behind any windows based application.
- **Presentation Mode** – Used for developing audio/visual presentations with MS-PowerPoint. This mode is very similar to the CBT above. However, rather than displaying images within a separate Window when played within the Quikscribe Player, images are displayed full screen. This mode is ideal for making dramatic audio/visual presentations. Images can accurately and easily synchronize with audio since Quikscribe very efficiently supports graphics.
- **Interview Recording Mode** – Used for tamper-proof recording. A time and date stamp is kept of the recording session. To record, the RECORD button on the Quikscribe Hand Control is pressed once to start recording. To stop recording, the RECORD button is pressed again. The major difference with this recording mode and all the other recording modes is that audio can never be edited. Overwrite, Insert, Undo or Redo audio edits are not available in this mode. At any time the recording may be stopped, rewind, and played. However, when the RECORD button is pressed again, the Quikscribe Recorder automatically jumps to the end of the audio file and appends the additional audio as a separate track within the same file. Each time recording is started or stopped, a special Interview Marker that cannot be deleted or modified is inserted in the audio file, detailing the date and time when the audio started or stopped. Also, in this mode, all new audio files are automatically named with the current date and time. Lastly, in this mode both the Import Audio and Export Audio feature are disabled, ensuring that the original audio file can never be modified or changed by anyone. When the audio file is played in Quikscribe Player, rather than displaying the percentage (%) completed in the task bar when being transcribed, the actual time (HH:MM:SS) when

the file was recorded is displayed. Additionally, whenever the Quikscribe Player encounters an Interview Marker in the file, the typist is notified with an audio prompt and the current date and time from the Interview Marker can be instantly pasted into the current document. The audio file cannot be altered during or after recording and is protected from setting back of the computer system time.

Hand Control - Comm Port

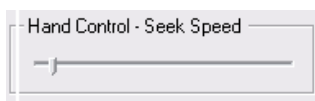
The Quikscribe Recorder uses a hand control microphone to record and edit audio files. In order for the Hand Control to work, it must be connected to a working USB or Comm Port (Serial Port), depending on the device.



The default setting for the Hand Control is **USB Auto-Detect**. For example, if you have the Philips SpeechMike or Digital Pocket Memo you should set the Comm Port setting to USB Auto-Detect. If you wish, though, you can specify a specific Comm Port from the drop-down box. If you do change this setting, you will need to close the Quikscribe Recorder and open it up again in order for the Quikscribe Recorder to re-initialize the Comm Port.

Hand Control - Seek Speed

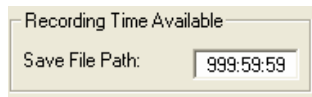
The Seek Speed determines the Rewind and Fast Forward speed for the Quikscribe Hand Control. This value is measured in seconds and determines how fast the fast-forward and rewind controls move through the dictation file. The default value is 2. The speed and may be set between 1 (slowest) and 100 (fastest).



Recording Time Available

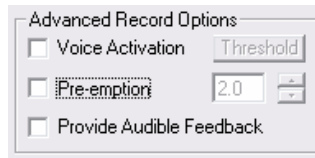
This displays the current available recording time on your Hard Drive. The Recording Time Available value is in HH:MM:SS. Changing either 'Record Quality' (Sample Rate) or the 'Record Compression' settings will directly affect the recording time available

With modern hard disk drives, space is not really an issue, so this value will usually be 999:59:59 and it generally means that you have more time than that available.



Advanced Record Options

Three options are available in Advanced Record Options as you can see below.



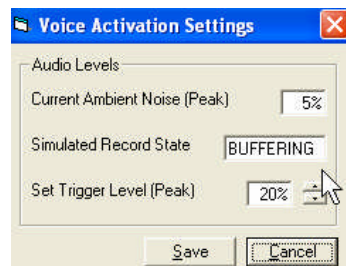
Voice Activation

This option can only be activated when no file is open.

As the name suggests, the input sound level will control this recording.

To use voice activation and to calibrate the sound trigger level, do the following.

- Close any open audio files
- Select **Voice Activation**.
- Click the '**Threshold**' button. A dialogue box will appear to calibrate the level at which recording will be activated.
- The '**Current Ambient Noise**' is a value that represents the background noise picked up by the microphone. The activation level must be set **above** this value otherwise the Recorder will be constantly recording.
- '**Simulated Record State**' shows the level the recorder would normally be recording. BUFFERING means that the software is sampling the microphone input levels but is not recording. RECORDING means that the level is higher than the value in the 'Set Trigger Level' box below it, and input volume will be sufficient for recording dictation.
- **Set Trigger Level (Peak)**. Talk into the microphone at the level you would normally speak. Do not speak louder than you normally would. Adjust the Trigger Level until the '**Simulated Record State**' shows 'RECORDING' when you speak, and 'BUFFERING' when you are silent.



**Threshold Settings
for Voice Activation**

Now open or create a new file. Operating the record button will now activate the software to record, but only when the input sound level is above the trigger threshold set in the steps above.

Note: For hand control microphones that use buttons for record/playback instead of the slide switch, the best way to use this option is to set the record button to **'Press the Record button and DON'T hold down while recording'**. The button can then be used to activate recording mode with the sound level activating actual recording. If the button were in the mode **'Press the Record button and HOLD down while recording'**, the button would have to be held while speaking above the trigger level to activate recording.

Pre-emption

This option is only available while voice activation is disabled.

This option allows the software to record audio prior to activation by the record button. It is for use by people who speak before they have hit the record button. If your typist reports that the beginnings of your sentences are clipped, you should experiment with this option. The value is in seconds and is the amount of audio that will be recorded prior to hitting the record button.

This option is best explained by example.

- Set the value to 2.0
- Create a new file.
- Start to count and slide to record or press the record button at three while counting through to five.
- Stop recording and rewind to the beginning
- Play the file
- You should find that the '1' and '2' have also been recorded.

Provide Audible Feedback

This activates a small click sound when the recording button is pressed.

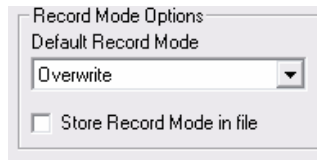
This sound is 'click.wav' and is found in the **Program Files/Quikscribe/Quikscribe Recorder** directory.

You may change the sound if you wish, but recording will not commence until the sound has stopped, so too long an audible warning may create unwanted delays at the start of recording.

Record Mode Options

You may set the default record mode to Overwrite, Insert, or Append. The audio file is in the default mode unless the mode is changed during recording. The mode will revert to the default mode upon closing and re-opening the file. The modes are as follows:

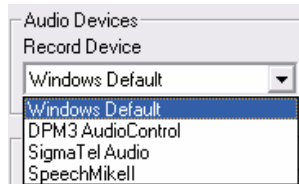
- Overwrite – recording will overwrite existing content
- Insert – recording will be inserted between existing content
- Append – recording will always be appended to the end of the audio file, no matter where the starting position for recording is located



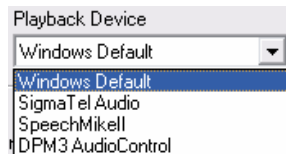
If **Store Record Mode in file** is checked, Quikscribe Recorder remembers the last record mode option chosen before a file is closed. When the file is reopened, the record mode is in the same mode as when the file was closed.

Audio Devices

You may select the Record Device or hand control that you wish to use for recording from various devices that are installed in your computer.



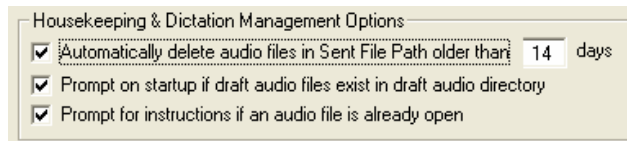
In addition, you may select the Playback Device or hand control that you wish to use for playing your recordings from various devices that are installed in your computer.



You may choose a different device than your computer's sound system to playback recordings created in Quikscribe Recorder. If you choose to playback dictation through your hand control, other audio may still be played through your computer speakers if your Windows default is to your computer's sound system.

Housekeeping & Dictation Management Options

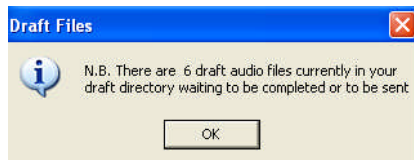
Quikscribe has options to assist with file cleanup and maintenance. Below are the options available for file housekeeping and management.



Automatically delete files in Sent File Path older than __ days

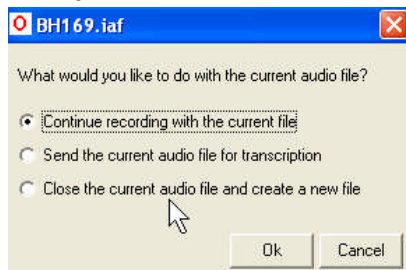
Once dictation has been recorded and sent for transcription there is no need to keep the audio file indefinitely on the Quikscribe Recorder because it is purely a means to an end (i.e. to create a printed document). However rather than automatically delete the audio file, Quikscribe stores the file for a fixed period of time. The original file is retained for 14 days (default), in case the audio file that was sent via the network or via e-mail is lost, misplaced or corrupted, so then another copy can be sent.

Prompt on startup if draft audio files exist in draft audio directory



Each time you start QS Recorder, a pop-up panel will appear providing notification that there are unfinished dictation files in your Draft folder that still need to be sent.

Prompt for instructions if an audio file is already open

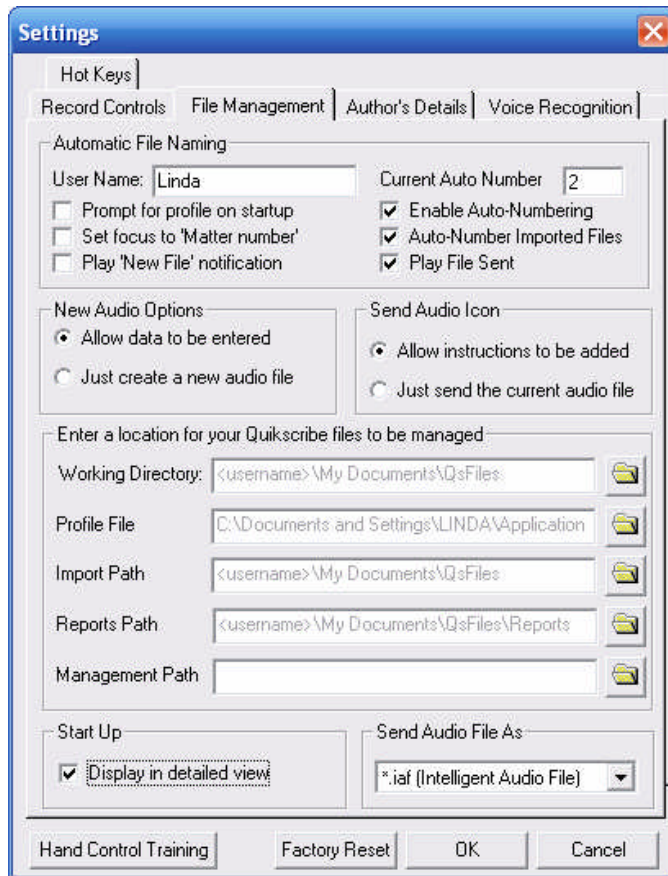


If you try to create a new file, a pop-up panel will alert you that you already have a dictation file open. You will be prompted to select the desired option to continue. You may

- continue recording the current file
- send the current file to be transcribed
- close the current file and create a new file
- (or Cancel)

File Management

The **File Management** tab lets you set various file management features. Please see information on file storage locations below if your locations differ from the pattern shown in the following image.



The File Management Tab lets you set up and configure the following:

Automatic File Naming

To save time, the Quikscribe Recorder can automatically name each new audio file created and at the same time, index the file number by one, to ensure that each new file created is unique (e.g. BH001, BH002, etc).

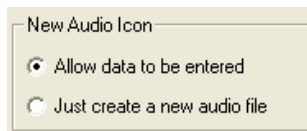
- **User Name:** It is suggested that you use your name or initials but it is not mandatory. For example you may choose to name the files by department or section where you work.
- **Current Auto Number:** This shows you the current auto-number. You can change this number at any time. If you set the auto-number such that the file it will create has the same name as a file existing in your **Drafts** or **Sent** directories, the system will automatically choose the next number higher than that file. For example if you already had 'John025' in your **Drafts** directory and you reset auto-number to 1, the Recorder will create 'John001' through to 'John024', then it will detect the existing 'John025' and so create 'John026' instead.

Note: Sent files are automatically deleted after a user defined period
(See **Record Controls – Housekeeping and Dictation Management Options**)

- **Enable Auto Numbering:** With this checkbox set, the Recorder will automatically number each of your files incrementally. Examples of the resultant file are: 'John001', 'John002' or 'JFS-001', 'JFS-002'. The auto-filename can be changed before it is sent. (see **Icons – Sent**)
- **Auto-Number Imported Files:** With this checkbox set, the Recorder will automatically name and number each of your files imported from portable digital recorders.
- **Play 'New File' notification:** If checked, the words "New File" play when you create a new audio file.
- **Play file sent:** If checked, the words "File Sent" play when you send an audio file.

New Audio Icon

The New Audio Icon supports two modes as seen below:



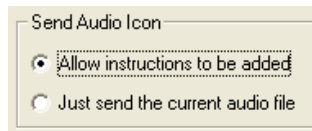
Allow data to be entered - If this option is selected, Quikscribe will automatically load the **New Audio File** dialogue box, which allows you to add additional data, e.g. Subject, Matter No, Doc Type etc.

Just create a new audio file - If this option is selected, Quikscribe will automatically create a new audio file without giving you the option to add any additional data such as Subject, Matter No, Doc Type etc. Providing you have 'Allow instructions to be added' selected under the 'Send Audio' Icon (explained below) you can add Subject, Matter No, Doc Type etc before sending your audio file.

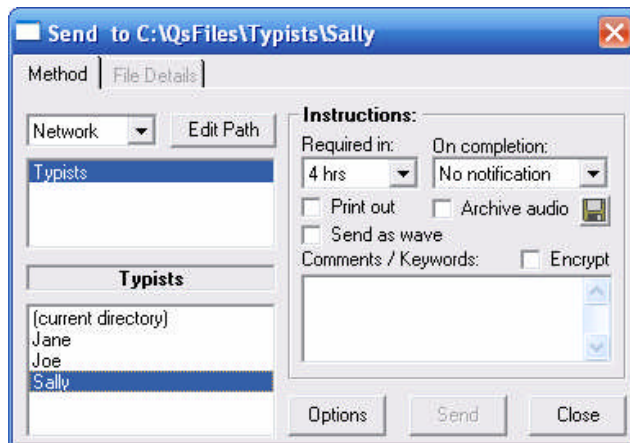
IMPORTANT: If you choose 'Just create a new audio file', the data entry dialogue box 'New Audio File' will NOT be displayed. This is significant for business environments that do not want to capture extra information about the dictation file, and want to minimize the steps in the dictation process. When a new file is created, the entry box is not displayed, and the Quikscribe Recorder is ready to record dictation immediately.

Send Audio Icon

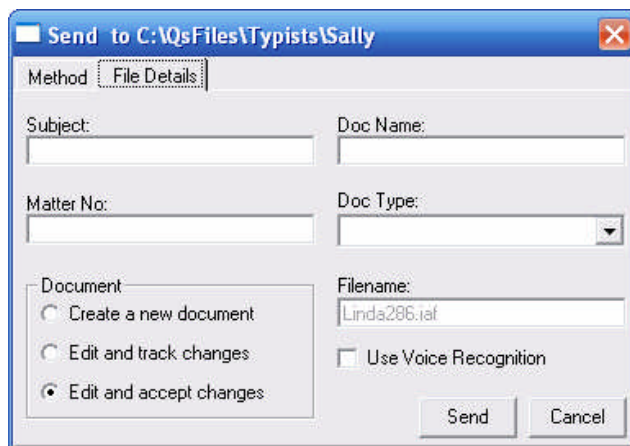
The Send Audio Icon supports two modes as seen below:



Allow instructions to be added - Quikscribe will load the following 'Send To' dialogue box.



You may then select the **File Details** tab to which allows you to provide instructions with your audio file. See the image of the File Details tab below:



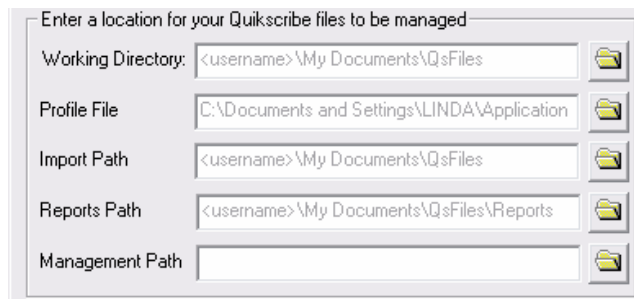
Just send the current audio file - Use this mode if you DO NOT want to add additional instructions when you send an audio file and you ALWAYS send your audio files to the same location with the same preferences. Before selecting this

option, send one file with “Allow instructions to be added” selected. After sending the file, change your selection to “Just send the current audio file”. Quikscribe will now automatically send your audio files to the typist via the mode (Network or E-mail) you just used in sending the file. If you later need to send files to a different typist, you would need to repeat this process.

File Storage Locations

Below are the directory paths for the Recorder. Image 1 shows the paths as they are set up with the current version of Quikscribe Recorder if no prior Quikscribe Recorder profile resides on the computer. Image 2 shows how the paths were established with prior versions of Quikscribe Recorder or with a prior version updated to the current version. When updating, the profile of a prior version remains and Quikscribe uses the same file storage locations to maintain continuity.

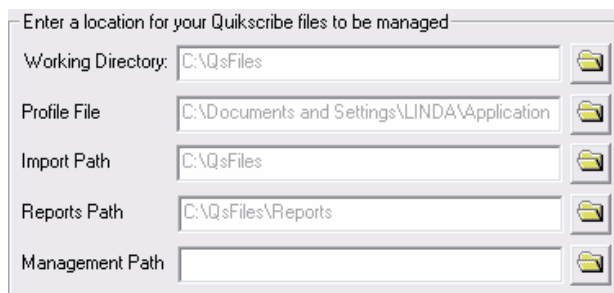
Image 1: File storage locations if current version of Quikscribe Recorder and no prior Quikscribe Recorder profile on computer



The dialog box is titled "Enter a location for your Quikscribe files to be managed". It contains five rows, each with a label, a text input field, and a folder selection icon (a yellow folder icon). The settings are as follows:

Field	Value
Working Directory:	<username>\My Documents\QsFiles
Profile File	C:\Documents and Settings\LINDA\Application
Import Path	<username>\My Documents\QsFiles
Reports Path	<username>\My Documents\QsFiles\Reports
Management Path	

Image 2: File storage locations if prior version of Quikscribe Recorder or current version with prior Quikscribe Recorder profile on computer



The dialog box is titled "Enter a location for your Quikscribe files to be managed". It contains five rows, each with a label, a text input field, and a folder selection icon (a yellow folder icon). The settings are as follows:

Field	Value
Working Directory:	C:\QsFiles
Profile File	C:\Documents and Settings\LINDA\Application
Import Path	C:\QsFiles
Reports Path	C:\QsFiles\Reports
Management Path	

Under most circumstances, use the default settings from the initial installation.

Working Directory – Location where the Recorder creates its working subdirectories. These directories are best left on your computer's hard disk drive (at the default setting of 'c:\qsfiles') to maximize access speed and system performance. The working directory is the default location where all .iaf files are created and managed. Within the working directory (not shown) is a 'Sent' directory acting as a backup. If this directory is ever deleted or renamed, Quikscribe will automatically create a new 'Sent' directory.

Comment [LF1]: If the shared drive In a network is F:, would a user have a directory of F:\QsFiles and C:\QsFiles?

Note: Although you can change the QsFiles directory under the File Management tab, it is highly recommended that it be left as a local directory on your computer. Because writing audio data is a very time sensitive procedure, latencies common to most networks can cause gaps in the recorded audio file.

Profile File – Shows path and name of current profile. The default profile file is 'recorder.pfl', which contains all personal settings for the system settings and also hand control settings.

Import Path – Folder where files imported from an external source will be placed. Quikscribe will periodically scan this folder and import files into the draft folder.

Reports Path – For every file sent, the Recorder will write a small text file containing the metadata for the file such as Author, Date Sent, and Method Sent etc.

In addition to the above specifications for file/folder locations, the Quikscribe Recorder also creates and uses the following folders for data files. These folders are contained under c:\QSFiles:

Drafts – The working directory for dictation files for storage of files in progress. The Quikscribe Recorder creates the recording file in the QsFiles\Drafts directory usually found at C:\QsFiles\Drafts. It constantly writes and saves to that location, so even if your computer crashes, most of your recorded file will be intact.

Pending - Holding folder for files that don't send because the network is down.

Sent – Folder containing copies of files sent to transcription.

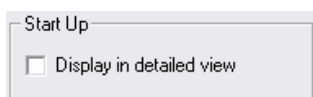
Management Path – If the Management option was selected during installation ("Complete" or "Custom"), then the Management Path must be defined to enable communication of status updates between QS Recorder and Player. The Management Path folder will hold a repository of files with an .imf file name extension that represent files in process. The Management Path acts as a conduit for QS Recorder and Player, and provides the ability to access file statistics throughout the distributed network environment.

Generally the Management Path is defined to be a subfolder under QSFiles on the shared network drive. For example, if files are sent from QS Recorder to the network folder Q:\QSFiles\Typists\<typistname>, then

set the Management Path to Q:\QSFiles\Management for all installations of QS Recorder and QS Player.

IMPORTANT: The destination folders for your dictation files (where you will SEND your dictation to be transcribed) **are not** specified in this panel, but are set up in the actual 'Send File to ...' entry panel.

Start Up

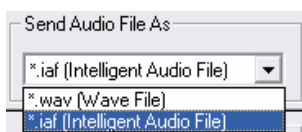


Display in detailed view

This option will display the Subject, Document name, number and Document Type on the bottom of the main user interface.

Send Audio File As

The Quikscribe Recorder can send audio files as an "Intelligent Audio File" (.iaf) or "audio only" (.wav) file.



If you use Quikscribe's advanced **.iaf** format, all of the following information will be sent within the audio file. Only the Quikscribe Recorder and Quikscribe Player can open an .iaf file.

- Audio content (dictation)
- Text attachments
- Graphics and screen shots
- Other files or attachments
- Database for management purposes
- Author's details
- Typist's instructions & notes

By selecting **.wav** format, only the audio content will be sent. If you wish to create or send audio files to someone that does not have Quikscribe, you may select to send a standard .wav file.

Author's Details

The **Author's Details** tab enables the Quikscribe Recorder to automatically save all contact details within every audio file created by the Quikscribe Recorder.

The screenshot shows the 'Settings' dialog box with the 'Author's Details' tab selected. The dialog has a blue title bar with a close button. Below the title bar are four tabs: 'Hot Keys', 'Record Controls', 'File Management', 'Author's Details' (selected), and 'Voice Recognition'. The 'Author's Details' tab contains several text input fields for personal and contact information. At the bottom, there are radio buttons for email settings and a button for SMTP settings. At the very bottom of the dialog are four buttons: 'Hand Control Training', 'Factory Reset', 'OK', and 'Cancel'.

Title:		First Name:	Last Name:
Mr.	John	Doe	

Department:	Floor:
Trusts	2

Company:	Location:
John & Jane Doe Law	Charleston, WV

Address:	Phone:
400 Main St.	999-999-9999

Fax:
888-888-8888

Author Email: JohnDoe@quikscribe.com

Secretary Email: JaneDoe@quikscribe.com

Email Settings

☒ Use SMTP Server SMTP Settings

☐ Use Microsoft Outlook

Hand Control Training Factory Reset OK Cancel

The contact details do not determine or affect file handling, but help the transcriptionist to identify the author of the dictation file. The included author details may not be needed in organizations where the author and typist are in close contact with each other, but the details become important in large environments where typing pools are used or when overflow dictation is outsourced.

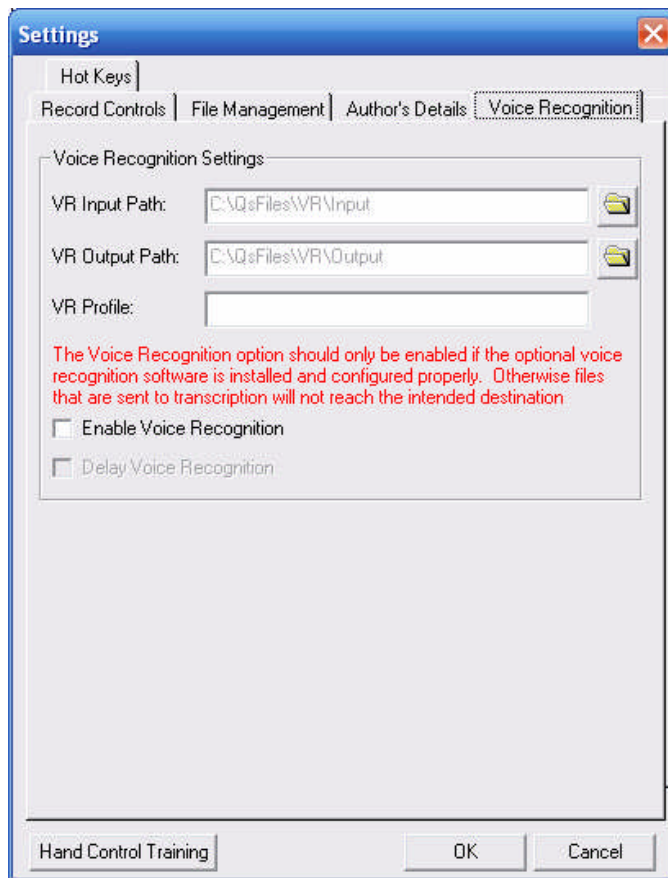
The author's details available are:

- Title, First Name, Last Name
- Department, Floor
- Company, Location
- Address, Phone, Fax
- Email, SMTP Server, Port
- Secretary Email (for notification features sent to secretary)

The panel contains a field to specify the user's SMTP Server address for your Internet Service Provider (ISP) since some ISPs require account authentication to send outgoing email messages.

Voice Recognition

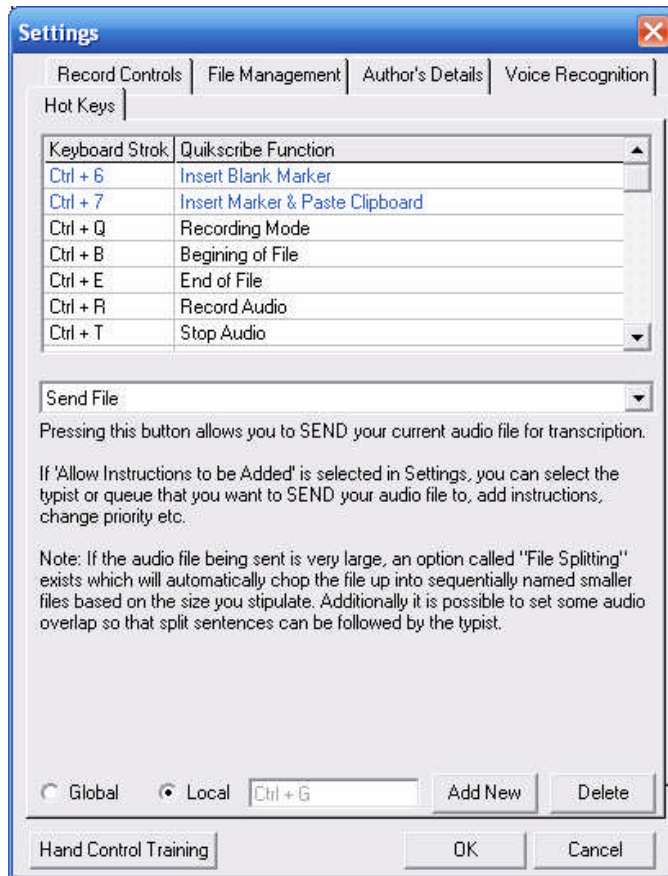
See the section Voice Recognition for detailed information about this feature.



Hotkeys

Quikscribe Recorder functions are usually managed with a hand control device such as the Philips SpeechMike. Quikscribe Recorder also has the ability to be controlled using keyboard "hot-key" strokes, which are defined in the Settings panel. This provides greater flexibility to use other devices such as the ShuttlePro. The hotkeys can be defined for 'global' actions (engaged for QSR no matter what Windows application is active) or 'local' (engaged only if QSR is the active application).

For example, if you press CTRL 6 you can create a Marker. If you press CTRL 7 you can create a Marker and Paste the contents of the Windows Clipboard (Text or Screen Shot) into this Marker.

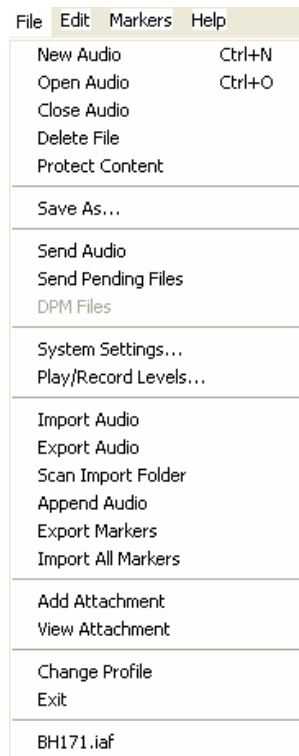


Quikscribe Function	Keyboard Stroke	Global	Local
Insert Blank Marker	Ctrl + 6		
Insert Marker & Paste Clipboard	Ctrl + 7		
Recording Mode	Ctrl + Q		
Beginning of File	Ctrl + B		
End of File	Ctrl + E		
Record Audio	Ctrl + R		
Stop Audio	Ctrl + T		
Open File	Ctrl + O		
New File	Ctrl + N		
Close File	Ctrl + H		
Send File	Ctrl + G		
Undo Audio	Ctrl + Z		
Redo Audio	Ctrl + Y		
	Ctrl +		
	Ctrl +		
	Ctrl +		
	Ctrl +		

	Ctrl +		
	Ctrl +		

File Menu

The File Menu contains the features of the icons and includes several special features that are not available through the icons of Quikscribe. These special features are described below. The **last file(s)** that were open are listed at the bottom of the File Menu.



Delete Audio: If you choose this feature with a file open, you may delete the open file.

Protect Content: allows password protection for audio files. This is useful for situations when the subject content is sensitive and designated to be opened only by someone authorized with the correct password.

Save As: provides the ability to save the audio file under a new filename and location.

Send Pending Files: Selecting this will initiate the send function for files held temporarily because the network communications had failed. Normally Quikscribe will send the pending files automatically – this allows manual intervention to send the pending files.

DPM files: If you use a Digital Pocket Memo (DPM) and you have the DPM hooked to a USB port on your computer, selecting this feature will display the files that may be downloaded from the Pocket Memo to your PC. You may select any or all of the files to download.

Play/Record Levels: With this feature speaker volume and microphone volume may be adjusted. When you select this feature a **Volume Control** panel will appear with a slider to adjust speaker volume. To adjust microphone volume, from the top of the **Volume Control** panel select **Options** → **Properties**, → your microphone from **Mixer Devices** → **OK**. A slider will appear to adjust microphone volume. Make any volume adjustment needed and exit the panel.

Import Audio: You may **import audio** files created from other sources. You will first need to create an audio file to import the desired file. You may now add to the file that you imported.

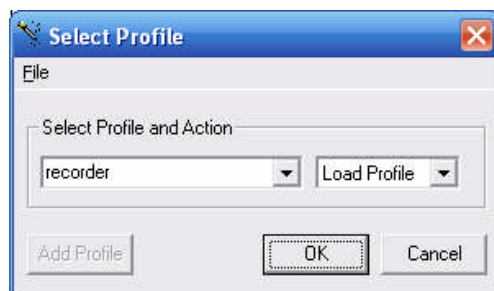
Export Audio: You may **export audio** files to a .wav format to be played by those who do not have the Quikscribe Recorder or Player.

Scan Import Folder: The Import Folder is the folder where files imported from an external source are placed. Quikscribe will periodically scan this folder and import files into the draft folder – this allows manual intervention to move the imported files into the draft folder.

Export Markers: Allows you to export markers into files on your computer.

Import All Markers: Allows you to import an exported marker to a dictation file.

Change Profile provides a popup panel to select the profile of the Quikscribe user. The profile contains all the user identification and personal system settings. The 1st pull down box lists the names of the current profiles available. The 2nd pull down box gives the option of loading or deleting a profile selected in the 1st pull down box.

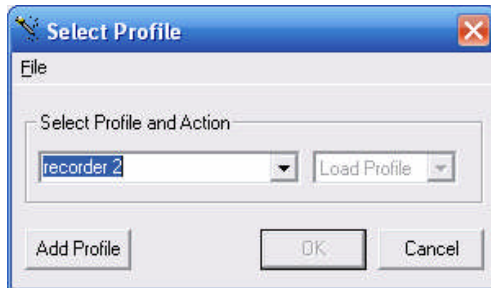


Profiles are generally used for environments where users are sharing a dictation or transcription station. If you have need for a

profile with specific settings or preferences, you may add a profile to Quikscribe Recorder.

To create a new profile:

- Change whatever settings you prefer in the Recorder, then go to **File – Change Profile**



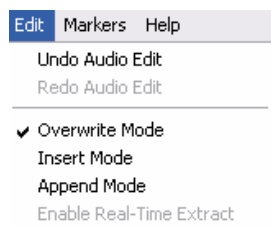
- Type the name for the new profile. This will enable the '**Add Profile**' button. In the example above the name for the new profile is 'recorder 2'.
- Click the **Add Profile** button and the profile will be added.
- You will now have the choice of the prior profile named 'Recorder' and the profile that you just created.

A profile is a text file that records your preferences and has the extension .pfl. The profiles are stored in the ... c:/**Documents and Settings/<user id>/Application Data/Quikscribe/QSRecorder** folder and can be manually edited with a text editor such as Notepad (where <user id> represents the user's login id for Windows). For larger installations, working with the profile files may ease the installation process. Please contact support@quikscribe.com for more information.

If the .pfl file is deleted, the Quikscribe Recorder will automatically make a new one using the default application settings.

Edit Menu

The Edit Menu provides several options available during recording:



Undo Audit Edit and **Redo Audio Edit** are described in the section **Undo**



Dictation and Redo Dictation

You may select Overwrite Mode, Insert Mode, or Append Mode from the edit menu. You may also define in settings the default recording mode to be used every time a new file is created.

Overwrite Mode is similar to recording using tapes – if you rewind to a previous point in the file, new recording will overwrite the existing dictation.

Insert Mode will allow you to save the existing dictation, and insert new dictation at any point in the file.

Append Mode ensures that recording content is not lost. If you rewind and review the existing recording, then select 'Record', the position pointer will move to the end of the existing file and commence recording at that point. If the same thing were done in 'Overwrite' mode (as with a tape system) and the dictation was not at the end of the file, then existing content would be overwritten.

Enable Real-Time Extract toggles the feature to send dictation immediately to the transcriptionist.

This program is useful when you have an urgent dictation and you don't want to wait until you've completed the dictation to send it for transcription. The Real-Time Extraction program will send portions of your dictation file immediately to your secretary or transcriptionist, based on the parameters you define.

For example, you've got an important case to dictate - it's the end of the day and everyone's anxious to go home. You open the Real-Time Extraction program, start recording as you usually do with the Quikscribe Recorder, and your secretary starts typing while you're dictating. It's just that simple. The Real-Time Extraction program is a separate plug-in for the Quikscribe Recorder. Please contact support@quikscribe.com for more information.

Tip: You may assign the Undo, Redo, and Insert/Overwrite functions to a button on your hand control device (such as the SpeechMike or Voice Input Station). See the section,

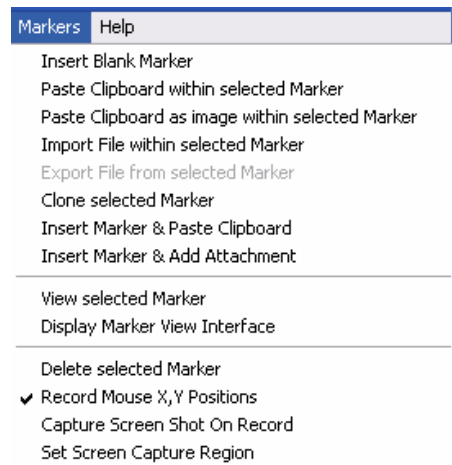
Hand Control Microphones, for more information.

Markers Menu

Quickscribe has the unique ability to embed markers at any point in the audio file, in order to insert text, images, or file attachments. The advantage of this powerful feature allows you to easily include a variety of supplemental documentation with your dictation, and send it to your transcriptionist with the dictation file.

Everything is compiled and presented in the order that you desire, so that it's clear what attachments are represented by the recorded dictation.

You may assign the desired marker function to a programmable button on the hand control, if you plan to use the feature frequently.



Insert Blank Marker

Creates a marker with a date/time stamp. You may use the marker at a later time to paste data from the Clipboard, or to insert a file into the marker. Pressing CTRL-6 may be used for this function, also.

Paste Clipboard within Selected Marker

Will paste the clipboard contents into the marker. You may highlight text with your mouse, and then use CTRL-C or right-click to copy the text, and then select **Paste Clipboard within selected Marker**.

Paste Clipboard as Image within Selected Marker

Will paste the clipboard contents as an image into the marker. You may select a Windows screen image your mouse, and then right-click to copy the image, and then select **Paste Clipboard as image within selected Marker**.

Import File within Selected Marker

Will prompt for a filename to attach to the marker. Provides the ability to attach any Windows file within the audio dictation.

Export File from Selected Marker

Provides the ability to extract a file that was previously imported and attached to a marker.

Clone Selected Marker

Duplicates the marker and its contents.

Insert Marker & Paste Clipboard

Creates a marker and automatically pastes the contents of the last Windows Clipboard entry. Pressing CTRL-7 may be used for this function, also.

Insert Marker & Add Attachment

Creates a new marker and prompts for a file name to include as an attachment.

View Selected Marker

Displays the contents of selected marker.

Display Marker View Interface

Opens and closes the drop-down box for the markers.

Delete Selected Marker

Selecting this option deletes the marker. You may also press the Delete button on your keyboard to delete a marker. Once a marker is deleted, it cannot be retrieved.

Select screen region for capture from

The three markers, **Record Mouse X, Y Position**, **Capture Screen Shot On Record**, and **Set Screen Capture Region**, allow you to specify a region of the screen and capture the image as a marker in the IAF. This is a convenient method for including visual examples with an audio explanation.

How to Insert Markers, Text & Screen Shots

The Quikscribe Recorder can insert marker files and within these marker files you can add text attachments or screen shots. The main advantage of marker attachments is to save time. Rather than dictate text from other documents or web sites, you can select the text with your mouse and press CTRL C (which will copy the selected text to the Windows clipboard) then paste this text within a Marker file in your audio file.

To demonstrate:

- Create a New Audio File.
- RECORD "A B C D E".
- Then open up an existing text or Word document (or something from a Web page) and select some text within the document with your mouse.
- Press CTRL C (this will copy the selected text to the Windows Clipboard).

- Now press CTRL 7 (this is the default Hotkey for the Quikscribe Recorder). As a result, a Marker File containing the contents of the Windows clipboard should be created within your audio file.

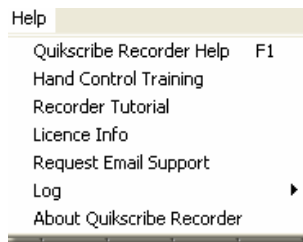
You may assign a button on the hand control to insert markers. Following are the marker options available in the **Hand Control Training** for a programmable button on the hand control microphone.

- Insert Blank Marker
- Insert Marker & Active or Full Screen
- Insert Marker & Add Attachment
- Insert Marker & Capture Active Window
- Insert Marker & Capture Full Screen
- Insert Marker & Paste Clipboard
- Insert Marker & Paste Image
- Insert Marker & Paste Plain Text
- Insert Marker & Paste Rich Text

All you have if you assign a button is highlight the text with your mouse or point to a window or screen, and then press the function button to insert the marker and copy the text or image to the marker.

Help Menu

The features on the **Help Menu** are shown below and a description of each feature follows.



Quikscribe Recorder Help

Provides basic online information and assistance for Quikscribe Recorder features, including icons and menu options.

Hand Control Training

This is a powerful tool to set the functions and features for your specific hand control microphone. You may access **Hand Control Training** through the Help menu or through the Recorder Settings icon. Please see the section

Hand Control Microphones for additional information about hand controls.

Recorder Tutorial

Starts the Quikscribe Recorder tutorial, which explains how the Quikscribe Player works, and includes interactive exercises.

License Info

Provides information on the software registration license and attached hardware used by the Quikscribe Recorder. After the Recorder has been registered the license level will display **Full Quikscribe Recorder License**.

Web Registration

Used to provide software registration.

Request Email Support

Displays pop-up panel with entry fields so that you can describe a performance issue with the Quikscribe software. Upon submission, the request will include copies of the user profile and log file to assist with investigating and troubleshooting the issue.

Log

Provides viewing access to activities log, and is useful for troubleshooting performance issues if they arise.

About Quikscribe Recorder

Provides the version number for the software.

Examples

How to Record, Rewind and Play an Audio File

- Click the **Create New Audio File** Icon.
- Enter any file details that you wish to add e.g. Matter No, Subject etc.
- Click **Create** or press '**Alt→ R**' on your keyboard. This will create your new audio file. Click **Cancel** or press '**Alt→C**' to **CANCEL** the creation of the file.
- Slide to **REC** or hold down the **REC** button on the Quikscribe Hand Control and speak to record. The microphone is built into the Hand Control. To stop recording slide to **STOP** or release the **REC** button.
- Slide to **F.RWD** or press **F.RWD** to return to the beginning of the dictation.
- Slide to **PLAY** or press the **PLAY** button to hear what you have just recorded. (If you cannot hear the recording, please refer to the video demonstration on the installation CD, "How to Configure Windows Audio Settings".)

Note: For more information about how the Hand Control works, click on the **Help** menu and then select **Hand Control Training**. This will display a training presentation about the Hand Control.

How to Insert Dictation

The Quikscribe Recorder normally records in OVERWRITE mode, like a traditional tape cassette recorder does. However, the Quikscribe Recorder can also record in INSERT mode, which means you can insert additional dictation within your existing recording (e.g. mid-sentence) rather than having to add dictation at the end of your recording.

There are three ways to change the Recording mode from OVERWRITE mode to INSERT mode.

- Use the INSERT button on the Hand Control (providing it is configured do so under the Record Tab under the Settings Icon).
- Press the "Insert" key on your keyboard, which will toggle the record mode from Overwrite Mode to Insert Mode and visa versa.
- Select the Edit menu and then select Insert or Overwrite Mode.

When you change the Recording Mode from OVERWRITE mode to INSERT mode, the status bar at the bottom of the Quikscribe Recorder will update and display which mode you are in. In addition, the indicator in the top left corner will show "O" for OVERWRITE or I for INSERT.

To demonstrate inserting dictation, do the following:

- Create a New Audio File by clicking on the **Create New Audio File** icon.
- Record "**A - B - C - D - E**" in **Overwrite** Mode.
- **Rewind** to the beginning of the audio file.
- Change the Record Mode to **INSERT** mode by using one of the three ways above.
- Record "**1 - 2 - 3 - 4 - 5**".
- **Rewind** to the beginning of the audio file and press or click **PLAY**.
- You should hear "**1 - 2 - 3 - 4 - 5 - A - B - C - D - E**".

How to Insert Markers, Text & Screen Shots

The Quikscribe Recorder can insert marker files and within these marker files you can add text attachments or screen shots.

The main advantage of marker attachments is to save time. Rather than dictate text from other documents or web sites, you can select the text with your mouse and press CTRL C (which will copy the selected text to the Windows clipboard) then paste this text within a Marker file in your audio file.

To demonstrate:

- Create a New Audio File by clicking on the **Create New Audio File** icon.
- Record "**A B C D E**".
- Open an existing Text or Word document and select some text within the document with your mouse or with keyboard keys.
- Press **CTRL C** which will copy the selected text to the Windows Clipboard.
- Now press **CTRL 7**. This is the default Hotkey for the Quikscribe Recorder to paste a marker. As a result, a Marker File containing the contents of the Windows clipboard will be created within your audio file.
- View the **Markers panel** to see the Marker that has been added.
- Click the Marker to select it. To view the Marker, double-click it or select **Markers** from the top menu and select **View selected Marker**.

How to Attach Other Files or Documents

The Quikscribe Recorder can attach other files and documents within the audio file. These files can then be extracted by the Quikscribe Player.

To demonstrate:

- Create a New Audio File by clicking on the **Create New Audio File** icon.
- Record some audio and then stop.
- From the menu bar select **File** and then **Add Attachment**.
- Using the **Add Attachment** dialogue box, browse your Hard Drive or Network, select a sample file, and select **Open**.

At this stage, the file you selected should be attached within your current audio file. In the bottom left hand corner of the Task Bar you should notice #1, signifying that you have one attachment within the file.

If you want to Extract or Remove any attachments from within an audio file, do the following:

- From the menu bar, select **File** and then **View Attachment**.
- Select the file you want to Remove or Extract.
- Then select either **Remove** or **Extract**.

How to Send Audio Files via the Network

Provided you have set-up Quikscribe correctly, it is very easy to send audio files over the network. To send an audio file across the **network**:

- Finish dictating.

- Click the **Send Audio File** Icon.
- Under the “**Method Tab**” make sure **Network** is selected. Select the typist who will transcribe your dictation from the list of **Typists**. If your typist’s name doesn’t appear in the list, refer to the section **Setting Up to Send Audio Files via the Network**.
- Select the “**Required In**” time and “**On Completion**” notification.
- Click **Send**.

How to E-mail an Audio File

Quikscribe can e-mail audio files as attachments. Some Internet Service Providers may require that you specify your SMTP address for outgoing mail. **If necessary, you may enter your SMTP address under System Settings → Author Details.**

Before sending an audio file via e-mail it is recommended that your audio file be compressed. Otherwise it can take ten times longer to send (and receive) the audio file. Therefore, make sure “Real Time Compression” or “Post Compression” is selected under the **File Management Tab** under the **Settings Icon**.

To e-mail an audio file:

- Finish dictating.
- Click the **Send Audio File** Icon. *
- Under the “**Method Tab**” make sure **E-mail** is selected.
- Select an e-mail address from the list box. If the e-mail address you wish to select is not in the list box, refer to the section **Setting Up to Send Audio Files via E-mail**.
- Select the “**Required In**” time and “**On Completion**” notification.
- Click **Send**.

How to Import another Audio File

To import an audio file with an extension, such as .wav or .dss, do the following:

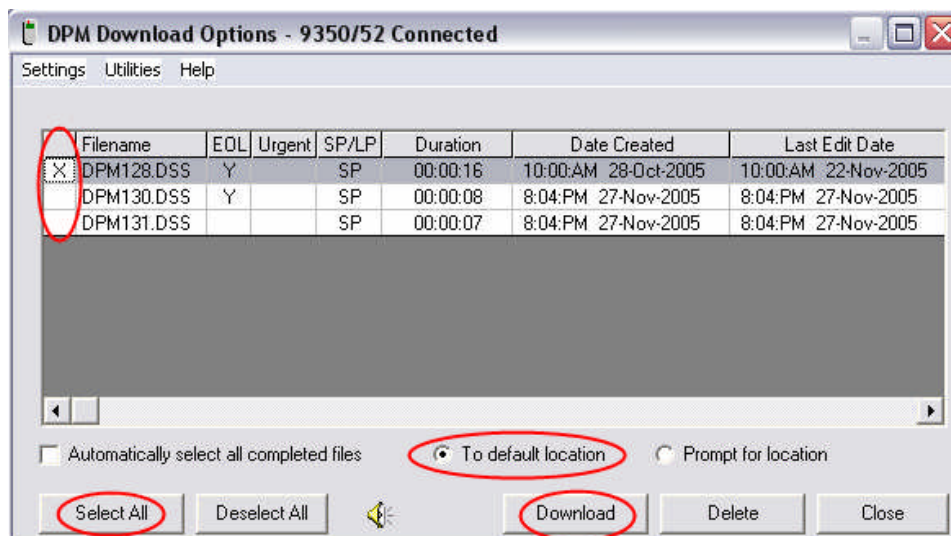
- Click **Create New Audio File** icon
- Select **F**ile then **I**mport Audio.
- In the **Import Audio** dialogue box, browse your Hard Drive and select the audio file you wish to import.
- Once found and selected, press **O**pen.

Quikscribe will then import the audio file (.wav or .dss) and at the same time convert the file into Quikscribe’s .iaf format. While this happens a status box appears showing the percentage completed. When you have finished dictating, press the **Send Audio Icon** as you would with a normal audio file.

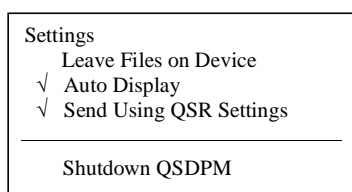
Importing Files from the Philips Digital Pocket Memo (DPM)

The Quikscribe Recorder has integrated software and hardware drivers to support professional digital recorders from Philips, including models 9350, 9360, 9400, 9450 and 9600. The Quikscribe drivers provide a pop-up panel that displays the list of files on the DPM unit, and allows you to easily transfer the files to the Quikscribe Recorder or to the Quikscribe Player.

When the DPM is connected to the PC using the USB cable or the docking cradle, the “DPM Download Options” panel will appear, as in the following example.



Before downloading review the options under the Settings menu at the top of the download box. The recommended settings are to check **Auto Display** and **Send Using QSR Settings**.



If the setting **Leave Files on Device** is checked the files will remain on the memory card after download. You may want to check this option as you test downloading files, but generally you would not check this feature since the dictation files would accumulate on the memory card.

If **Auto Display** is checked, the “DPM Download Option” panel appears when the DPM is connected to the PC. If **Auto Display** is not checked, the DPM download may be opened from the taskbar by clicking the “DPM Download Options” icon.

Notice in the files listed above in the “DPM Download Option” panel that one file has “X” in the “EOL” column. EOL marked indicates that the author has pressed the **EOL (End of Letter)** button on the DPM after recording a dictation. This signifies that the dictation is finished. You may select **individual** files to transfer to the PC by clicking anywhere on the line where the name of file is displayed, or you may simply **Select All** to mark all the files for transfer.

To download files if **Send Using QSR Settings** is checked:

- Select the item **“To default location”**.
- Now click on the **“Download”** button to transfer the files.
- Files with EOL marked will be sent directly to the **Typist** that last received transcription on the recorder where the download occurs and will be downloaded to the **Sent** folder of Quikscribe Recorder.
- Files with EOL not marked will be downloaded to the **Draft** folder of the Quikscribe Recorder.

OR

- Select the item **“Prompt for Location”**.
- Now click on the **“Download”** button to transfer the files.
- Files with EOL marked will be sent directly to the **transcriptionist** that last was sent a file on the recorder where the download occurs and will be downloaded to the **Sent** folder of Quikscribe Recorder.
- Files with EOL not marked will be downloaded to the **folder you chose** when prompted but **will not** be sent to the Sent or Draft folder Quikscribe Recorder.

To download files if **Send Using QSR Settings** is **not** checked:

- Select the item **“To default location”**.
- Now click on the **“Download”** button to transfer the files.
- All files will be downloaded to the **Draft** folder of the Quikscribe Recorder.

OR

- Select the item **“Prompt for Location”**.
- Now click on the **“Download”** button to transfer the files.
- All files will be downloaded to the **folder you chose** when prompted but **will not** be sent to the Sent or Draft folder Quikscribe Recorder.

Any file downloaded to the drafts folder of Quikscribe Recorder may be reviewed, modified, and then sent to the transcriptionist. The QS Recorder maintains a backup copy in the Sent folder, and the file is named according to the naming conventions established in the File Management section of the system settings. A file sent directly to a transcriptionist and also downloaded to the Sent folder of Quikscribe Recorder has, of course, a backup copy maintained in the Sent folder. Also the file is named according to the naming conventions established in the File Management section of the system settings. A file sent directly to a transcriptionist but not downloaded to the Sent folder of Quikscribe Recorder does not have a backup copy maintained in the Sent folder. Also the file is named according to the naming conventions established in the File Management section of the system settings, but does not have the date and time included in the name in Quikscribe Player.

Quikscribe Voice Recognition

This unique feature will automatically produce a draft text document, either before or after the transcriptionist receives the audio file.

Please note that “The Voice Recognition option should only be enabled if the optional voice recognition software is installed and configured properly. Otherwise files that are sent to transcription will not reach the intended destination.”

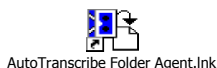
The author’s style of dictation is not impacted by the Voice Recognition feature. The author may dictate as usual using the Quikscribe Recorder and portable recorders without changing speech pattern or tempo. When the file is sent to transcription, Voice Recognition is triggered to interpret the audio file (according to the appropriate user profile) and produce the draft text document. If the author does not select Voice Recognition within Quikscribe Recorder, the transcriptionist may enable Voice Recognition within Quikscribe Player. The transcriptionist would need to employ the appropriate user profile when enabling Voice Recognition for a file.

If you have Dragon NaturallySpeaking, files are processed in the background with the Dragon NaturallySpeaking AutoTranscribe Folder Agent to produce a draft text document. The transcriptionist will then review the document for accuracy, making the necessary corrections in the word processor (or entry screen) while listening to the dictation audio file.

Transcription Agent

The AutoTranscribe Folder Agent must be open in order for Voice Recognition to occur. Dragon NaturallySpeaking must be closed when the AutoTranscribe Folder Agent is open. Voice Recognition can occur on the author's PC, the transcription PC, or a separate process server supporting multiple users.

The AutoTranscribe Folder Agent is of tool of Dragon NaturallySpeaking and may be opened by clicking Start → All Programs → Dragon Naturally Speaking → Dragon Naturally Speaking Tools → AutoTranscribe Folder Agent. For ease of use the AutoTranscribe Folder Agent may be either pinned to the Start Menu or sent to the desktop. Opening the Agent will display an icon like the image below in your system tray.

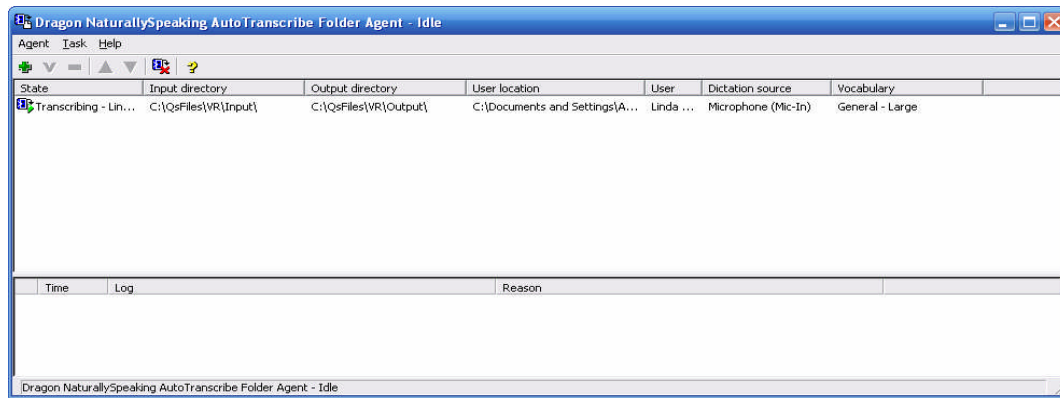


Selecting open again will display the Agent panel. An image of the panel is shown on the following page.

A task must be defined for the Agent to synchronize with Quikscribe. The image of the Agent on the following page shows one task. To define a task for the Agent to coordinate with Quikscribe please follow the steps below. The steps that are described below assume Voice Recognition occurs on the author's or the transcriptionist's PC. See the section below regarding network setup if Voice Recognition occurs on your network drive.

AutoTranscribe Folder Agent Task for Voice Recognition Occurring on Author's or Transcriptionist's PC

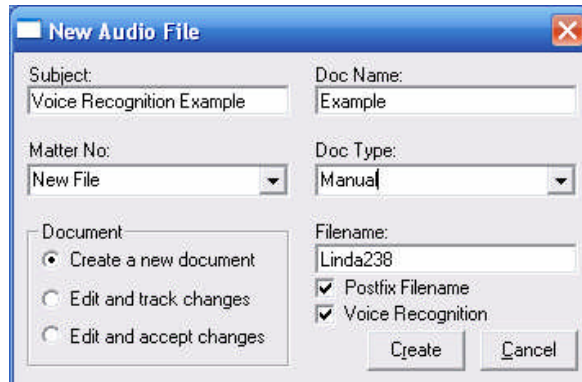
- Open the Dragon Naturally Speaking AutoTranscribe Folder Agent.
- Select Task → New.
- Set the Input directory to C:\QsFiles\VR\Input.
- Set the Output directory to C:\QsFiles\VR\Output.
- Set the User Location to:
C:\Documents and Settings\User\Application
Data\Nuance\NaturallySpeaking9\Users\
This is the default setting, so clicking the default button will insert this User Location.
- Choose the Dragon NaturallySpeaking User Name, Vocabulary, & dictation source that will be used with Quikscribe.



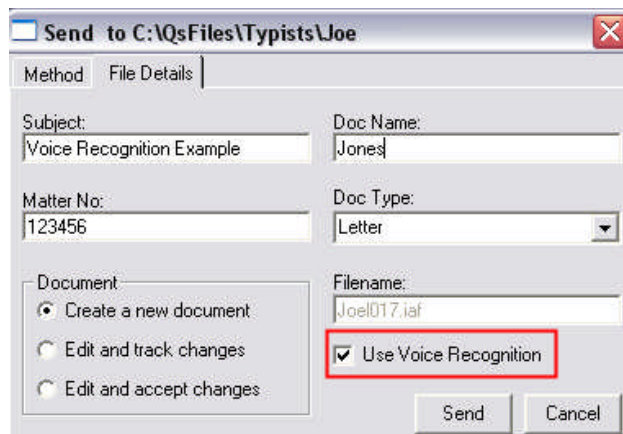
Selecting Voice Recognition in Quikscribe Recorder

Within Quikscribe Recorder the Voice Recognition option may be selected when a file is created, when a file is sent, or as a default setting for all audio files. The default method would be used only if the author wishes to *always* enable voice recognition. The panels in Quikscribe Recorder where Voice Recognition may be selected are shown below. Remember to have the AutoTranscribe Folder Agent open when performing Voice Recognition. The transcribed text is not visible to the author in Quikscribe Recorder but will be visible to the transcriptionist in Quikscribe Player via a marker embedded in the Intelligent Audio File.

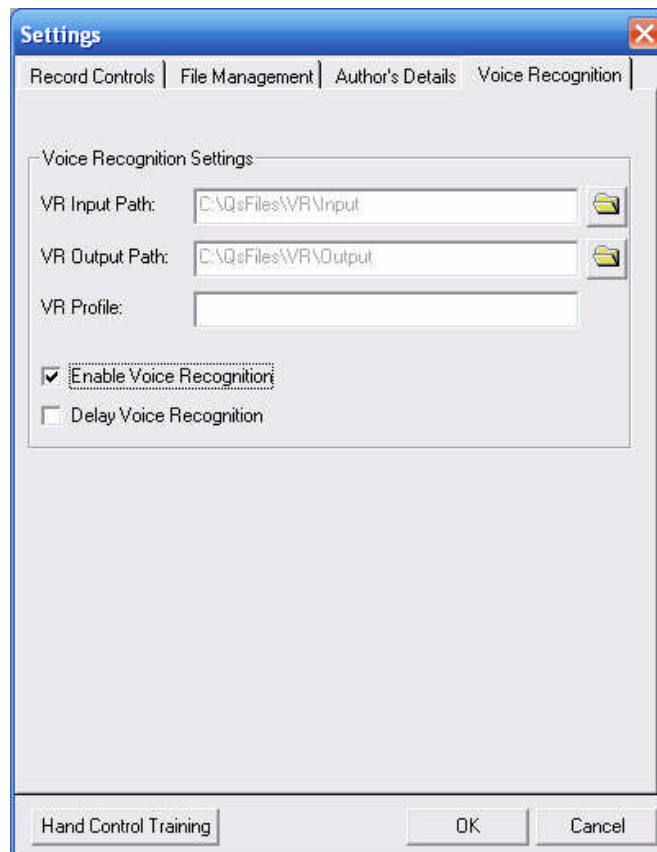
- Voice Recognition may be selected when the file is created in the **New Audio File** panel. The image below shows **Voice Recognition** checked.



- Voice Recognition may be selected when a file is sent in the **File Details** tab of the **Send to** panel. The image below shows the **Voice Recognition** option is selected in the Send File panel under File Details.



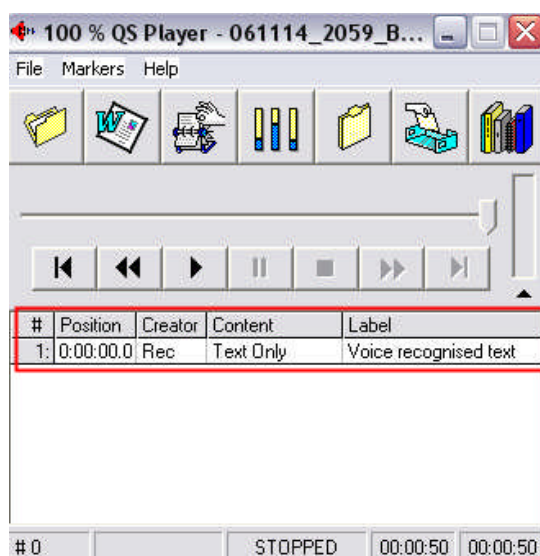
- Voice Recognition may also be selected as a default setting for all dictation files in the **Voice Recognition** tab of the **Settings** panel. The image below shows the **Voice Recognition** option is selected as a default for all dictation files.



Quikscribe Player Text Production if Voice Recognition is Performed in Quikscribe Recorder

The draft document is produced automatically in Quikscribe Recorder. Dragon NaturallySpeaking produces the text file, and Quikscribe merges the text back into the Intelligent Audio File as the contents of a marker.

- The transcriptionist receives notification of a new dictation audio file. The Quikscribe Player alerts the transcriptionist a new file has arrived and is ready to be transcribed, including priority notification if selected by the author.
- The marker table in the bottom portion of the QS Player displays the list of markers in the file. The first marker shows content labeled "Voice recognised text", indicating the marker contains text generated by the voice recognition process. See the image below with a marker labeled "Voice recognized text."

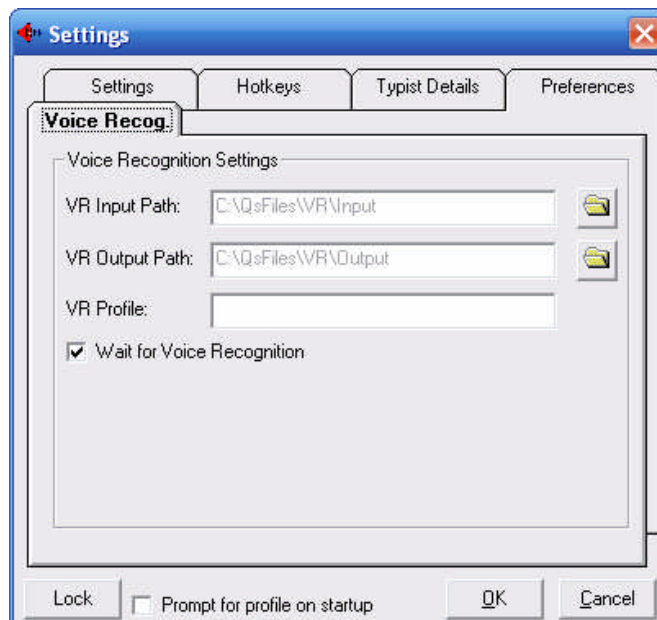


- When playing the audio file, the QS Player provides an audible alert that a marker is present. By simply pressing CTRL-V, the contents of the marker are pasted automatically into the word processing document.
- The transcriptionist then listens to the audio file and makes the necessary corrections on the screen.

Performing Voice Recognition in Quikscribe Player

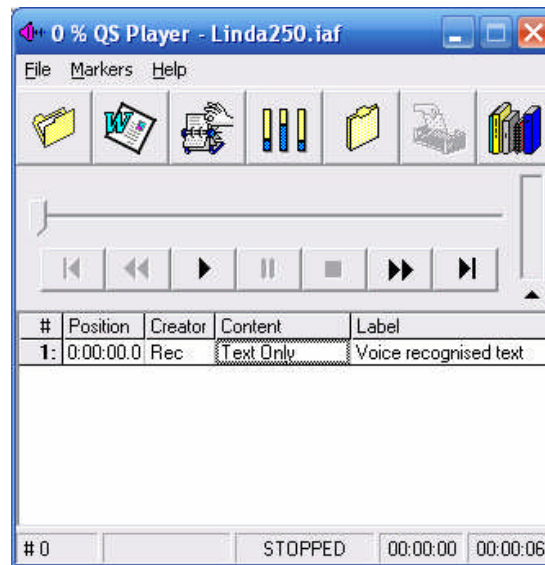
Voice Recognition may occur in Quikscribe Player instead of Quikscribe Recorder. If Voice Recognition occurs in Quikscribe Player, the author does not need to choose Voice Recognition when dictating a file. The transcriptionist would follow the steps below to perform Voice Recognition in Quikscribe Player. Remember that a task must be defined in the Dragon Naturally Speaking AutoTranscribe Folder Agent for Voice Recognition to occur.

- Open Dragon Naturally Speaking AutoTranscribe Folder Agent.
- Open Quikscribe Player.
- Open a dictation file that is waiting to be transcribed.
- Click Quikscribe Settings → Voice Recog. See the image below.
 - Check “Wait for Voice Recognition” to wait for Voice Recognition to complete, so you can continue working with the file.
 - Leave “Wait for Voice Recognition” unchecked to not wait for Voice Recognition to complete. You may close the current file and open another file and perform Voice Recognition on the second file. Voice Recognition may be performed in the background as you complete other dictation or tasks.



- Select File → Perform Voice Recognition.
- Now either (1) wait for Voice Recognition for the current file or (2) close the current file and then open another file and Perform Voice Recognition on that file. Voice Recognition is complete when the state of the Auto Transcribe Agent is Idle.

- When Voice Recognition is completed, click the drop-down arrow under the Volume Meter. You will see a marker with label of “**Voice recognised text**”. See the image below.



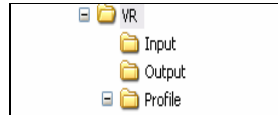
- If a word processing document didn't open automatically, click the word processing icon in Quikscribe Player, so a new document will be open for your transcription.
- Play the dictation file in Quikscribe Player.
- After hearing the musical prompt, place the cursor at the beginning of the word processing file.
- Now press Ctrl V, which will paste the contents of the Voice recognized text marker in the word processing document.
- Continue playing the dictation and edit the Voice recognized text.

Voice Recognition Folders and Users for Network Environment

Use **My Computer** in Windows to go to your Quikscribe shared folder on your network drive (such as F:\QsFiles). This shared folder is usually named "QsFiles".

Create Quikscribe folders

- Within QsFiles create a subfolder called \QsFiles\VR
- Within VR create three subfolders: INPUT, OUPUT, and PROFILE.
- Once completed your file structure should look like this.



Set Quikscribe Paths

- Open Quikscribe Recorder. Go to Settings → Voice Recognition. Browse to set the VR Input and Output Path to the files you created on your network drive. Set the VR Input Path to [Network Drive]\QsFiles\VR\Input. Set the VR Output Path to [Network Drive]\QsFiles\VR\Output. No entry is required at this time in the VR Profile Setting. Close Quikscribe Recorder.
- Open Quikscribe Player. Go to Settings → Voice Recognition. Browse to set the VR Input and Output Path to the files you created on your network drive. Set the VR Input Path to [Network Drive]\QsFiles\VR\Input. Set the VR Output Path to [Network Drive]\QsFiles\VR\Output. No entry is required at this time in the VR Profile Setting. Close Quikscribe Player.

Import DNS User

- Open Dragon NaturallySpeaking.
- Select NaturallySpeaking → Manage Users.
- Point to your user. Select Advanced → Import. Browse to [Network Drive]\QsFiles\VR\Profile. Profile should display in the box opposite **Folder:..** Click OK.
- In the Manage Users panel of Dragon NaturallySpeaking set the Location of user files to [Network Drive]\QsFiles\VR\Profile.

Define AutoTranscribe Task

- Open the Dragon Naturally Speaking AutoTranscribe Folder Agent.
- Select **Task** → **New**.
- Set the Input directory to [Network Drive]\QsFiles\VR\Input.
- Set the Output directory to [Network Drive]\QsFiles\VR\Output.
- Set the User Location to [Network Drive]\QsFiles\VR\Profile.
- Choose the User Name, Vocabulary, & dictation source that you will be using with Quikscribe.

File Management and Management Option

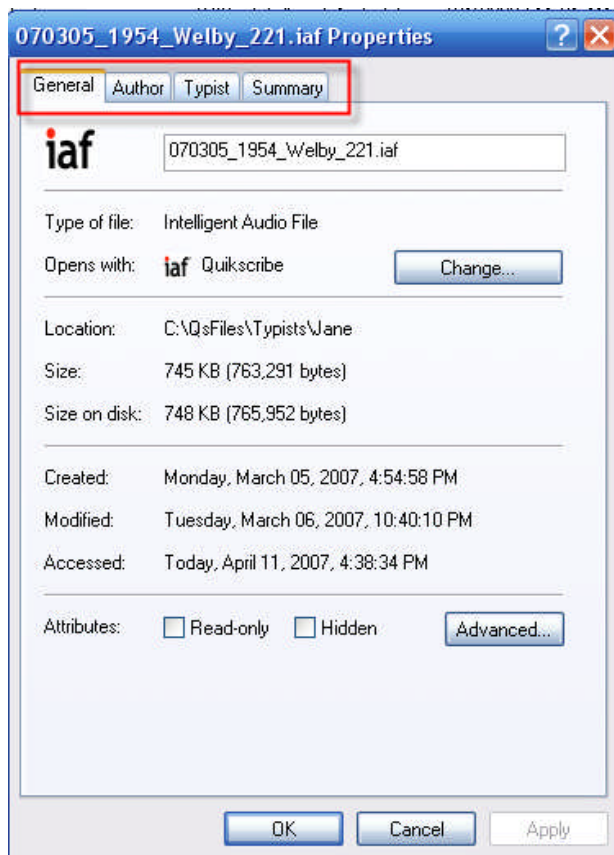
Quikscribe Recorder and Quikscribe Player have an integrated file management agent that updates file properties to track progress of work-in-progress. This feature is accomplished real time without using an external database engine. You can easily check on files to see if they've been completed (or how much of the file is completed), where it was sent, and who worked on the file and for how long. Using this foundation, future enhancements will include a central control console for enterprise management and reporting. This method works for files sent using both Network and FTP methods.

The “Management” option must be selected and installed during the Quikscribe Recorder installation process, and the Management Folder must be defined under Settings > File Management to a shared network folder (such as “Q:/QsFiles/Management”) to save the .imf management files. These files retain the statistics and characteristics of the file and the workflow progress.

File Properties

You may view file properties for the Intelligent Audio File (IAF) from within My Computer (or Windows Explorer). By right-clicking on an IAF you may select Properties and view all file details by Author and Typist. Everything pertaining to the dictation and transcription activities is easily accessible, including progress of the file, history of who opened and worked on the file, and captured billable time. With any other type of audio file, all you'll see under Properties is the “General” tab, which gives you very basic information such as when the file was created. With the IAF, you'll get two additional tabs - “Author” and “Typist”.

General Tab



Author Tab

The Author panel provides all the pertinent information about the IAF surrounding the Author's perspective of creating and sending the dictation file to transcription. Click on the Author tab, and this is what you'll see:

070305_1954_Welby_221.iaf Properties

General Author Typist Summary

Author Name: Marcus Welby

File Type: Dictation

Matter: 5678

Subject: New patient

Sample Rate: 11KHz

Format: Compressed

Encrypted: No

Date & Time Created: 05-Mar-2007 15:29:44

Sent to: C:\QsFiles\Typists\Wane

Date & Time Sent: 05-Mar-2007 15:54:57

Attachments: 0

Markers: 0

Audio Duration: 00:05:39

Author Billable Time: 00:07:39

Comments:

OK Cancel Apply

Matter No. Can Identify Client or Case #

Destination Identified

Capture Billable Time Automatically

Typist Tab

Clicking on the Typist tab provides details on the transcription perspective:

070305_1954_Welby_221.iaf Properties

General Author **Typist** Summary

Typist Name: Jane Doe

Date & Time Opened: 05-Mar-2007 15:55:38

Date & Time Completed:

Status: Closed

Typist Billable Time: 00:08:46

Percentage Complete: 51%

Linked Documents:

History:

00:00:51, 06-Mar-2007 21:39:19
Jane Doe

XXXXXXXX

06-Mar-2007 08:16:22 06-Mar-2007 08:16:31
Jane Doe

XXXXXXXX

06-Mar-2007 08:15:42 06-Mar-2007 08:16:06
Jane Doe

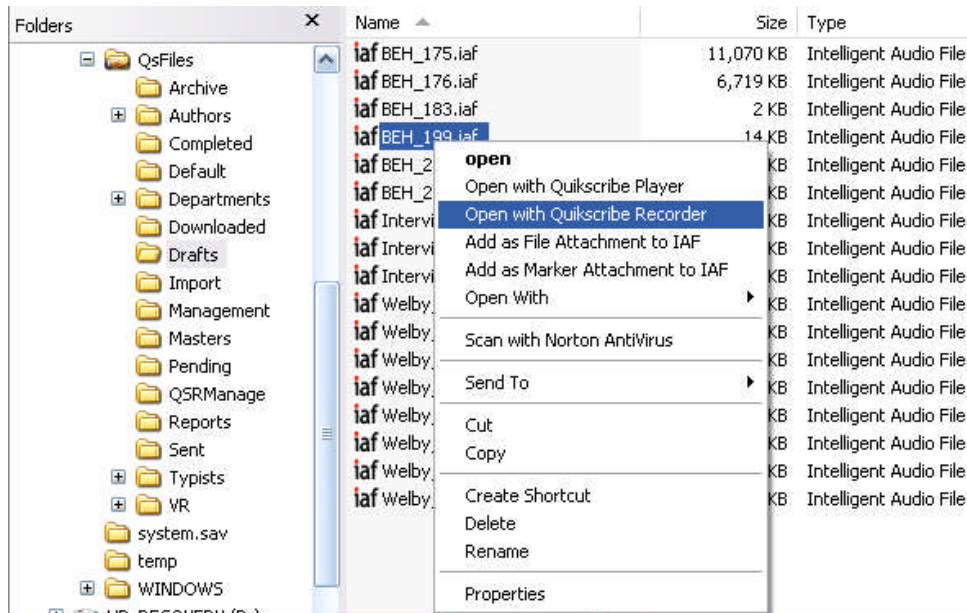
OK Cancel Apply

You can quickly see who was assigned the file, and progress of the work. The Status fields shows if the file is Locked (in progress), Closed, or Completed.

The history panel keeps a record of all people who worked on the file, and for how long.

Open IAF file from My Computer or Windows Explorer

File Properties - double-click to open: From within Windows Explorer (or My Computer) you can browse to a folder and open an IAF file directly by double-clicking the file. The file will open with the default program assigned ([QSR](#) or [QSP](#)). You may also right-click on the file, and then select the desired option:



Add Attachments and Markers to IAF file from My Computer or Windows Explorer

File Properties - Add Attachment (QSR): You'll also notice the new options to instantly create a new IAF file and add a file as an attachment. Just right-click on ANY file in Windows Explorer, then select "Add As Marker Attachment to IAF". QS Recorder will initiate and create a new file, and automatically include the selected file attachment. You can also right-click on any Windows file and add it as an attachment to your dictation file. The IAF is now recognized under Windows (outside of the QS Recorder and QS Player interface).

Index

- .iaf, 4, 38, 44, 56, 57, 66
- Administrator** rights, 7
- Advanced Record Options, 47
- Archive**, 5
- Attach Documents**, 5
- Attachment**, 18, 34, 62, 63, 66
- Audio Settings - Windows, 8, 22, 65
- Author's Details**, 12, 42, 57
- Cal, 44
- Close Audio Icon, 38
- Compression, 12, 44, 45
- Configuring Quikscribe, 11
- deregister**, 15
- Deregister**, 15
- Detail Panel, 31
- Digital Pocket Memo, 67
- Digital Pocket Memo, 8, 16
- Draft audio directory**, 35, 36, 37
- Edit Menu, 61
- Edit Path**, 11, 12, 38, 39
- E-mail, 12, 22, 38, 56, 66
- Encrypt**, 41
- encryption, 41
- Encryption**, 5
- File Backup**, 5
- file cleanup, 49
- File Length**, 5
- File Management Tab**, 35, 51, 66
- File Menu, 12, 60, 61
- File Naming - Automatic, 20, 51
- File Storage**, 5, 56
- Foot Switch, 8, 19
- FTP, 38, 39
- Hand Control**, 8, 15, 17, 22, 29, 34, 38, 45, 61, 64, 65
- Help Menu, 64
- Housekeeping, 49, 52
- Insert audio mid-file**, 5
- Insert Dictation, 29, 65
- Insert Other Media**, 5
- installation, 6, 7, 8, 22, 56, 65
- Keyboard Hotkeys, 59
- Markers, 18, 30, 32, 34, 38, 61, 63, 65
- Markers Panel, 30, 32
- Metadata**, 5
- Network Folders, 10
- New Audio Icon, 22, 54, 65
- Open Audio File**, 35, 38
- Overwrite/Insert, 24
- Passphrase**, 41
- Post Compression**, 12, 44, 66
- Pre-emption, 48
- Provide Audible Feedback, 48
- Quikscribe Player, 4, 5, 6, 34, 38, 57, 66
- Random file access**, 5
- Real Time Compression**, 12, 44, 66
- Record an Audio File, 22
- Record Controls Tab, 43
- Record Quality, 44
- Recording Examples, 51, 65
- Recording Time Available, 46
- Redo**, 5, 19, 38, 61
- register, 68
- Registration**, 68
- Registration Problems, 68
- Remote Dictation**, 5
- send Audio Files, 11, 12, 66
- Send Audio Icon, 12, 22, 38, 40, 55, 66, 67
- Sent audio directory**, 35, 36, 37
- Settings Icon, 29, 35, 40, 42, 65, 66
- Simultaneous Document Transcription**, 5
- soundcard, 6
- SpeechMike, 8, 16
- Start Up Options, 57
- Status Bar, 26
- System requirements, 6
- Typists - Add or Delete, 10
- Undo, 5, 19, 38, 44, 45, 61
- Undo changes**, 5
- User Interface**, 22, 34
- voice activation, 47, 48
- Voice Activation, 47
- Voice Recognition, **4, 5, 8, 42, 58, 69, 70, 71, 72, 73, 74, 76**
- Volume Indicator, 28