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Easy Transcription Software User Guide

Easy Transcription software helps in the conversion of recorded speech into a document. The software contains a basic editor that loads and saves Rich Text Format files (RTF). RTF files can be loaded into most word processors including Microsoft Word and Open Office. The software also has an integrated sound player that can be paused, skipped backwards and forwards using defined keys on the keyboard or supported USB foot pedals.

Running the program for the first time

The first time the program is run you are asked to choose the way the sound player is controlled.
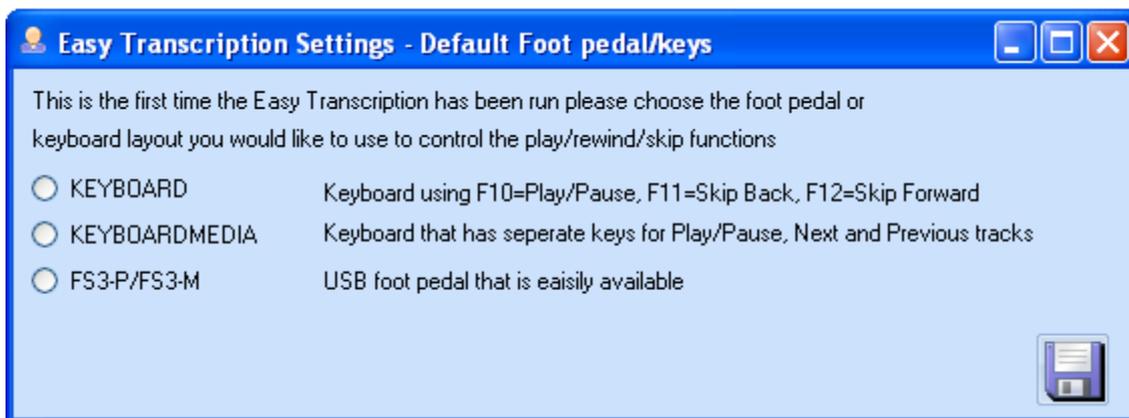
The form below will be displayed. Choose the option that is best for you then click on the Save button. You can change the keys that are allocated to Play, Skip Back, and Skip Forward later.

If you are using a FS3-P or FS3-M USB foot pedal you will also need to run the configuration program that comes with the pedal. Follow the instructions in the 'Configuring the FS3-P or FS3-M USB foot pedal' at the end of this document.

If you have a USB foot pedal that is read directly then this will appear automatically at the bottom of the list of defaults. It will only show if it is plugged into the computer and has been recognised by Windows.
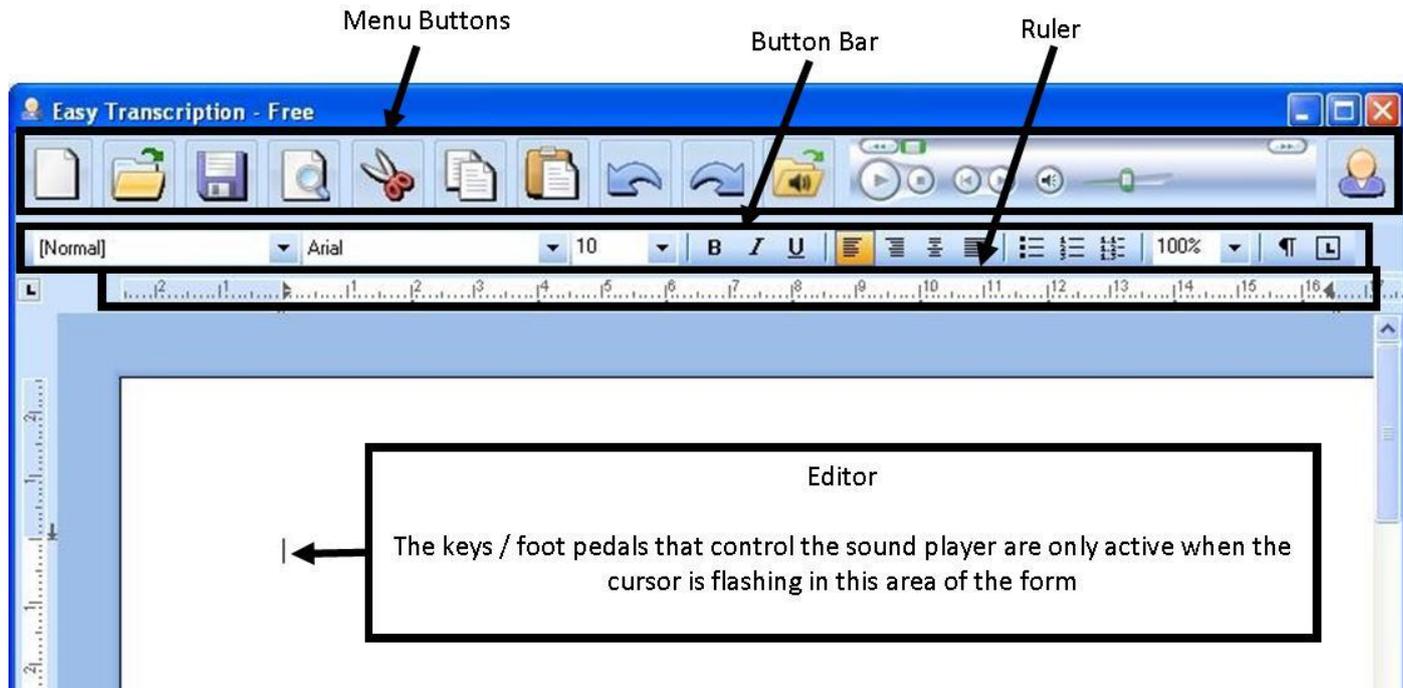
The foot pedals of this type that we support are:

- Infinity USB Digital Foot Control (IN-USB2)

After the Save button is pressed the system settings form is shown.

Easy Transcription Software - Editor

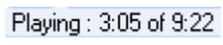The main form looks like the image below:

Menu buttons

The editor has a number of menu buttons at the top of the form for Loading, Saving, Choosing the Sound File to Play, Cut, Copy, Paste, etc.

	New. The current document is cleared from the editor.
	Open. The document needs to be in a Rich Text Format (RTF) for Easy Transcription to be able to load it.
	Save. Saves the current document. • If it has not been saved before you are asked to choose a filename and a location to save it in. • If it has been saved before, you are asked if you want to overwrite the existing copy
	Print preview
	Cut. Remove the selected text in the editor and keeps a copy ready for it to be pasted into a different area of the document as required.
	Copy. Copy the selected text in the editor ready for it to be pasted into a different area of the document as required.
	Paste. Pastes the last cut or copied text in the editor to the place where the cursor currently is in the editor.
	Undo. This undoes the last change made in the editor.
	Redo. This redoes the last change made in the editor that was removed using the undo button

	Open sound. This opens the sound file that you want to play while typing. The software supports any sound file that can be played by Windows Media Player. If a sound file does not play it usually means the computer is missing something called a codec. This is a small piece of software that tells Windows Media Player how to play the sound file. In the FAQ section on our website we have links to some of the common codec's that you might need. These include MPEG-4 Audio Layer (.M4A) and Sony compressed IC Recorder voice files (.DVF and .MSV)
	General settings. This defines the keys that control the play, skip forwards and skip back functions of the sound player. The dictionary that is being used and any autocorrect words.

Next to the buttons above there is a Windows media player control. This can also be used to control the sound file being played as well as the predefined keys and USB foot pedal that are active when the cursor is in the editor.

	Shows how much of the recording has been played. The playing position can be changed by dragging the rectangle to the left or right
	Play / Pause
	Stop
	Mute
	Volume
Playing : 3:05 of 9:22	Media player status and the current position in the recording. The status that might be shown are: • Stopped - Recording has been stopped. • Paused - Recording has been paused. • Playing - Recording is currently playing. • ScanForward - Recording is being fast-forwarded. • ScanReverse - Recording is being rewound. • Buffering - The player is getting additional information from the server. • Waiting - The player is waiting for the server to respond. • MediaEnded - Recording has ended. • Transitioning - Recording is being prepared. • Ready - Recording is ready to be played. • Reconnecting -The player is attempting to get additional information from the server.

Formatting of text (Button Bar)

Below the menu buttons there is a button bar that controls the format of the text being typed in the editor. If text has been highlighted in the editor and one of the buttons is pressed the format will be applied to the highlighted text.

When a button has an orange background this means that any text typed in the editor will have that format

[Normal] ▾	Style. You can allocate a name to different font, size, formatting combinations that can then be selected from this list. See other editing functions for information on defining styles.
Arial ▾	Font
10 ▾	Font size
B	Bold
I	Italic
U	Underline
▤	Left justify
▥	Right justify
▤	Centre
▦	Fully justify
▤	Bullet points with a square at the start of each item
▤	Numbered list. The number is automatically changed for each item list
▤	Numbered list. The number is automatically changed for each item list. Press the Tab key at the start of a line to move in a level.
100% ▾	Zoom. Makes the text in the editor larger or smaller
¶	Show nonprintable characters. e.g. Line and paragraph breaks and tabs
⨆	Tab setting. The tab function to be added when clicking on the horizontal ruler

Ruler

Below the button bar is a horizontal ruler which shows the left and right margin and also any tabs that are defined.
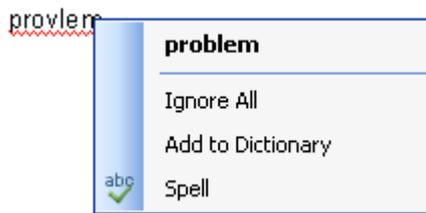
To remove a tab, click on the tab that needs to be removed and drag it away from the ruler. To add a tab click on the tab setting button to choose the type of tab required then click on the position on the ruler to add it.

	Left and right paper size. Drag the icon to change its position
	Left and right margin. Drag the icon to change its position
	Left tab.
	Right tab.
	Centred tab.
	Decimal tab.
	Right most position.

Spell checker

When typing in the editor any words underlined in red are not in the dictionary that has been selected in the system settings. Right mouse click on the underlined word and a list of suggestions are given. You also have the option to add the word to your own custom dictionary or ignore the word in the document.

provlem

	problem
	Ignore All
	Add to Dictionary
abc	Spell

Other editing functions

These are accessed by right mouse clicking in the editor. A menu is displayed next to the mouse. The contents of the menu will be different depending on if any text is selected in the editor or if text has already been copied.

Please note any images or charts that are inserted or pasted into the document will not be saved.

Cut	Cut. Remove the selected text in the editor and keeps a copy ready for it to be pasted into a different area of the document as required.
Copy	Copy. Copy the selected text in the editor ready for it to be pasted into a different area of the document as required.
Paste ▶	Paste. Pastes the last cut or copied text in the editor to the place where the cursor currently is in the editor.
Character...	Set font, size, position, foreground and background colour.
Paragraph...	Set line spacing, indentations, and pagination options.
Bullets and Numbering...	Set marker for bullet lists, starting number for numbered lists, and spacing.
Styles...	Allocate a group of character, paragraph, and bullet and numbering settings to a named style reference that is accessed from the button bar.

System settings

System settings are split into two areas - pedal and keyboard and spelling. When the required changes have been made click on the Save button to confirm the changes or the Close button to cancel them

Pedal and Keyboard

This defines which keys or buttons on a foot pedal control. Easy Transcription supports foot pedals that provide simulated key presses.

The system only looks for the key presses and pedal presses when the editor part of the form has a flashing cursor in it.

The Play/Pause key is a toggle, press it once for Play then again to Pause. Do not keep your finger on the key or foot on the pedal.

The Skip Forward and Back keys/buttons can be kept pressed down until the correct place in the recording is found.

Foot pedal/keyboard type

This defines default key press settings they can then be edited on the form as needed

1. KEYBOARD - Normal keyboard, F10 = Play/Pause, F11 = Skip back, F12 = Skip forward
2. KEYBOARDMEDIA - Keyboard that has specific media buttons for Play/Pause, Next track, Previous track
3. FS3-P/FS3-M - USB foot pedal that is cheap and easy to find on eBay. Shift+Ctrl+P = Play/Pause, Shift+Ctrl+B = Skip back, Shift+Ctrl+F = Skip forwards. There is also a configuration program that needs to be run that is supplied with the foot pedal. See Appendix for information about this configuration program.

4. If you have a USB foot pedal that our system reads directly then this will appear automatically at the bottom of the list. The foot pedals of this type that we support are:

      o Infinity USB Digital Foot Control (IN-USB2)

Shift, Ctrl, Key

For each of the functions Play/Pause, Back and Forwards this defines the combination of keys that tells the program to perform the particular function.

For Backward and Forward

Single skip by

Seconds to skip the sound file by for a single press on the foot peddle or key

Pressed for more than

If the key or foot pedal is held down for more than this number of seconds then:

Skip by

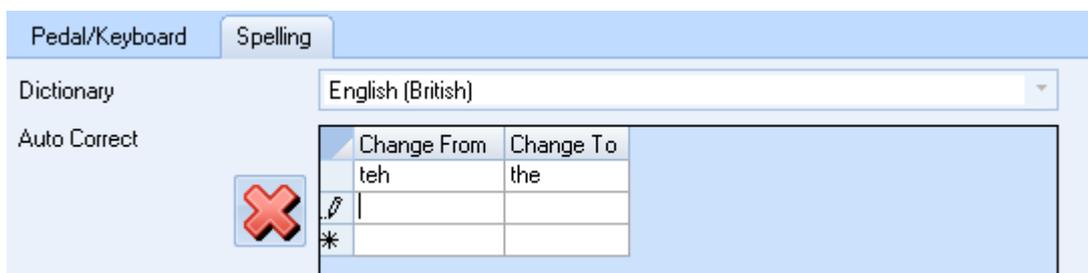Seconds to skip the sound file by

For Each

Seconds that the foot pedal is held down by

For example:

- Single skip by = 5, Pressed for more than = 0.5, Skip by = 10, For Each = 0.25

- The foot pedal is pressed down and then the foot is taken off it, the recoding will skip by 5 seconds
- The foot pedal is held down for more than half a second the recording will skip by 10 seconds. For each 0.25 of a second that the pedal is held down the recording will skip by 10 seconds

Spelling

This defines dictionary is in use and any auto correct words. The spelling checker will disable itself after the end of the trial period (15 days). To register the software there is a charge of £10 this can be done via our website.

Dictionary

The default dictionary to use for checking spellings

Auto Correct - Change From / Change To

If the word in Change From column is typed it will be changed to the word in the Change To column.
To remove a word click on the red cross button when the cursor is in the row that needs to be removed.

This feature can also be used to expand abbreviations. For example in the Change From column you could have **\dob** and in the Change To column **Date of Birth**

Appendix: Settings for the USB foot pedal FS3-P/FS3-M

After installing the software that comes with the foot pedal you should have a program on the computer called **Foot Pedal**

Plug the USB foot pedal into the computer and wait for Windows to finish installing the drivers

After running **Foot Pedal** the form below is displayed

1. Click on English and click on the FootSwitch 3 tab.
2. In turn click in each of the boxes titled **Key** then click on the **Clear** button
3. Click in the Key 1 box. Click on the Ctrl and the Shift check boxes then press the B key. The text in the box should show Ctrl+Shift+B. Click on 'Long Press' in the model box
4. Click in the Key 1 box. Click on the Ctrl and the Shift check boxes then press the P key. The text in the box should show Ctrl+Shift+P. Click on 'Single Press' in the model box
5. Click in the Key 1 box. Click on the Ctrl and the Shift check boxes then press the F key. The text in the box should show Ctrl+Shift+F. Click on 'Long Press' in the model box
6. Click on the **Save** button

7. Exit the **Foot Switch** program and run it again to confirm that the same settings have been saved. The **Foot Switch** program does not need to be run once the configuration had been done.