



# **Quikscribe Digital Transcription System**

## **User Manual & Installation Guide**

Quikscribe Recorder  
Quikscribe Player

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# 1. The Quikscribe Transcription System Overview

Quikscribe Pty Ltd is an Australian Software Development Company specialising in developing and manufacturing digital recording systems.

The Quikscribe Transcription System consists of two separate components – the Quikscribe Recorder (Standard or Professional) and the Quikscribe Player. Quikscribe's innovative digital transcription system does not use tapes, tape recorders or transcribing machines.

The Quikscribe System utilises digital technology whereby computers are used for dictation and transcription. Dictation is recorded directly onto the PC as a digital audio file. The completed dictation can then be sent instantly through the office network or via email to the typist for transcribing with the Quikscribe Player. When transcription is completed, the document can be printed or forwarded back to the author for checking. Both the Quikscribe Recorder and Player can operate while other applications are being used.

Designed and manufactured in Australia, 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.

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

With Quikscribe there are no tapes, no machines and maintenance costs are slashed. There are no distribution costs. Efficiency increases and there are genuine timesavings. As a result businesses and training institutions benefit from reduced costs and increased productivity.

The Quikscribe Transcription System has an unconditional 90-day guarantee (if not satisfied, receive a full refund).

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

## 2. The Quikscribe Recorder

### a) Features

With Quikscribe, the computer is used to record, store and send dictation. The Quikscribe Recorder is controlled via an external Hand Control with a built-in microphone. Dictation is recorded directly into the hand-control to create an audio file on the PC. The hand control is also used to edit the audio file. Once dictation has been recorded, it can be stored or sent through the network to be transcribed, or alternatively, compressed and sent via e-mail.

There are two versions of the Quikscribe Recorder – Quikscribe Standard and Quikscribe Professional. The Professional version contains all of the features available in Quikscribe Standard plus additional features as listed.

#### **QUIKSCRIBE STANDARD**

- The Quikscribe Recorder replaces traditional tape-based recording machines and provides all of the functions found in traditional tape recorders e.g. RECORD, STOP, REWIND, FAST FORWARD & PLAY.
- Quikscribe makes it easy to correct dictation mistakes with the unique UNDO and REDO feature. If you make an error, simply press UNDO then instantly re-record the previous section.
- The Quikscribe Recorder seamlessly integrates with other programs and can operate in the background while other applications are running.
- Dictation is sent through the computer network or via email, therefore there are no delivery costs or problems. The author can work from a remote location away from the office and transmit dictation anywhere in the world between two or more computers with the Quikscribe software.
- Quikscribe is fast to operate and ideal for short memos through to lengthy documents because it is easy to use.
- There are no tapes or tape machines. Therefore no more lost tapes, no broken tapes, no re-winding of tapes or transporting of tapes and no cost for repairs to machines.
- Because Quikscribe is a digital system the sound quality is excellent with no distortion.
- The digital system allows the author to instantly 'rewind' to the beginning of the dictation, or quickly locate specific parts within audio file.
- There is no limit to recording duration.
- Dictation files can be archived as audio files on a PC.
- When dictating, you can either record in 'DICTATE' or 'CONFERENCE' mode. In 'DICTATE' mode you record only when you hold the RECORD button down. 'DICTATE' mode lets the author stop and start at will. This helps authors compose dictation because they can record in small sections at a time. In 'CONFERENCE' mode you press the RECORD button to commence recording and press it again to stop recording.

- With Quikscribe you can also insert additional dictation into any part of the recording by using the INSERT feature. This editing feature makes it easy to go back and add or alter specific sections of dictation.

Quikscribe can import .wav or .dss audio files which means that dictation recorded onto third party digital recorders utilising .wav or .dss format (eg Olympus or Phillips Digital Recorders) can be transferred into Quikscribe's .iaf format ready for editing and transcription

## **QUIKSCRIBE PROFESSIONAL**

The 'intelligent audio file' (.iaf) developed by Quikscribe provides the ability to implement the following unique features.

- During dictation, sections of text and screen shots can be inserted within the audio file. This feature allows you to Cut & Paste electronic attachments (e.g. from a computer, CD-Rom, the Internet) at any point during the recording to supplement dictation. This saves dictating and transcribing time and checking for errors.
- Additional files can also be attached separately to the audio file e.g. reports, contracts, images, spread sheets, documents, exam papers etc.
- Each file generated by Quikscribe has its own unique built-in database. This sophisticated database automatically saves details about the file e.g. author's name, phone no, e-mail, typist's instructions, matter no, subject, priority and file length and billable hours.
- The built-in database is an excellent management tool. At any time, authors can check the current status of files sent for transcription e.g. WAITING, IN PROGRESS (percentage completed & typist's details), COMPLETED. Office Managers can see how much typing is waiting in the queue, files that are being transcribed and the relevant typist, the percentage completed and estimated time of completion. Total billing time is also available. This management data can be imported into MS Excel or MS Access to create management reports based on productivity, resources etc
- Files created by the Quikscribe Recorder are sent to a Queue (a directory or folder). Files sit in the Queue in priority order until they are opened and transcribed by a typist using the Quikscribe Player. No complicated database program is required to manage these files because all necessary information to manage files is contained within each file.

Therefore a single Quikscribe .iaf file can contain audio, text, pictures and other documents or files. All information about the file and the status of the file is contained within each individual file.

## b) Setting Up

### System Requirements

- Pentium 200 MHz (or greater)
- 32 Meg Ram (minimum)
- Sound Card (preferably Sound Blaster)
- Windows 95, 98, 2000, ME or NT4.0
- Serial Interface (DB9 Comm Port)
- 20 Meg of free disc space
- CD-ROM
- Microsoft Word 95 (recommended)
- Modem & Internet Access (optional)
- Network Card (optional)

The software will run on any PC with Windows 95, 98, ME, NT or 2000 operating systems and integrates seamlessly with all Microsoft products. It works effectively in all languages without the need to alter the programming.

### Installing the Quikscribe Recorder Software

Step 1. Close all Windows applications

Step 2. Insert Quikscribe CD-ROM.

Note: If the CD does not auto-start within 10 seconds, double click on **My Computer**, then double click on the **CD Icon**.

Step 3. A Quikscribe Installation Window will appear. Click on Quikscribe Recorder.

Step 4. Follow the on-screen instructions.

**Note:**

*If it is necessary to close Windows down to update files, restart the install process from Step 1.*



Once the Quikscribe Recorder has been successfully installed, you can start the Quikscribe Recorder by selecting the **Start – Programs - Quikscribe then Quikscribe Recorder**.

From this point on, you can start to set-up and configure the Quikscribe Hand Control, Sound Card and Network Settings etc

## Connecting the Quikscribe Hand Control

The Quikscribe Hand Control activates the Quikscribe Recorder software. If the Quikscribe Hand Control is not plugged in and configured correctly, Quikscribe will only work in DEMO mode. This means that you will only be able to record audio files up to 30 seconds long in duration.

To install the Quikscribe Hand Control, do the following.

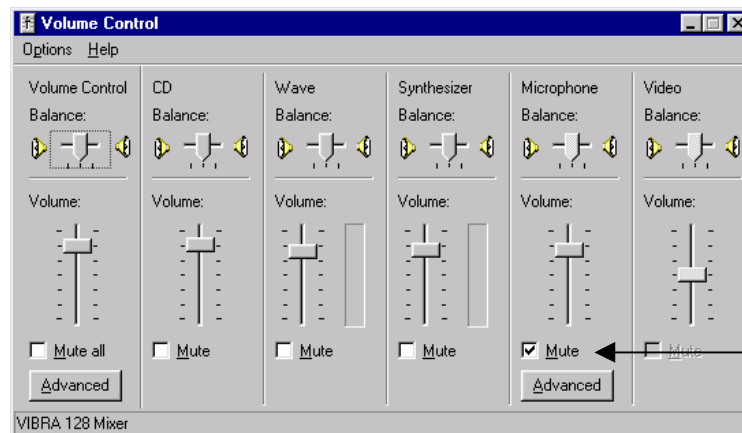
1. Plug the DB9 connector on the Hand Control into the serial port on your PC.
2. Plug the 3.5mm Microphone Plug (which loops out of the DB9 connector) into the Microphone Line input of your sound card in PC.
3. Open the **Quikscribe Recorder** from your **Programs Menu**.

***Note:** By default the Quikscribe Recorder is set up to auto-detect the Hand Control. If for some reason you wish to change the Comm Port setting for the Quikscribe Hand Control, you can do so by clicking on the **Record Tab** under the **Settings Icon** and then change the "Hand Control - Comm Port" setting from Auto-detect to either Comm 1 or Comm 2. If you ever change this setting, you will need to close Quikscribe down and re-open it again in order for these changes to take effect, as Quikscribe needs to reinitialise the Comm Port.*

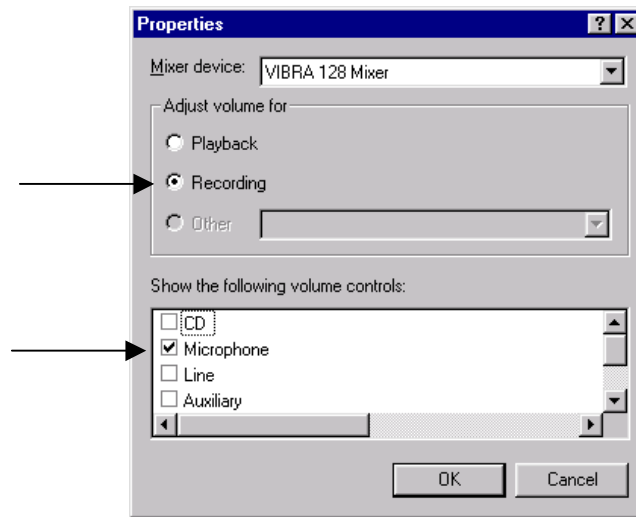
## Setting up and testing your Sound Card

In order for the Quikscribe Recorder to Record and Play audio files correctly, there are several prerequisites, otherwise Quikscribe will not work.

1. Make sure the Quikscribe Microphone lead is plugged into the Microphone jack in your Sound Card
2. Make sure your Speakers are plugged in correctly and turned on.
3. Make sure the Quikscribe Hand Control is plugged in.
4. From the Quikscribe **File** menu, select the **Play/Record Levels**. (A Volume dialog box should appear).
5. Make sure that both the Volume Control and Wave Balance sliders are set at 80% and that they are not turned off. However the microphone slider must be turned off (muted).



6. Next click on **Options** then **Properties**. (A Properties dialog box will appear.)
7. Select the **Recording** button and make sure the microphone is ticked in the box below, then select **OK** (A Recording Control dialog box will appear).



8. Make sure the **Microphone Balance** is enabled and is at 80%.
9. Close or exit this last dialog box and return to the Quikscribe Recorder.
10. Next, create a new audio file by pressing the **New Audio Icon** and then press **Create**.
11. Record a message by pressing the record button on your hand control down and talking into it "Test One, Two, Three" then Stop.
12. Rewind to the beginning of the audio file and press Play.

*Note: If you cannot hear anything, make sure your Microphone and Speakers are correctly plugged in.*

## Configuring Quikscribe

Before you attempt to Record or Send any audio files with the Quikscribe Recorder, it is suggested that you first configure the Quikscribe Recorder.

To do so:

1. Click on the **Settings Icon**. (a dialogue box will appear with three tabs)
2. Select the **File Management Tab**
3. Under the option for "**Automatic File Naming**", type your Name and make sure that "**Auto Numbering**" is enabled.

*Note: Every time Quikscribe creates an audio file, your name will be used and the file will be numbered e.g. Bill Smith 001, Bill Smith 002, Bill Smith 003 etc*

4. Next, select the **Author's Details Tab**

5. Enter all of your personal and business details
6. Select **OK**

***Note:** From now on, whenever Quikscribe sends an audio file, your contact and business details will be included within the file. Therefore, audio files received by the typists will automatically show all necessary contact details so the typist can contact the author if necessary.*

## **Setting up to send Audio Files via the Network**

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

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

### **Stage 1**

Setting up your Primary SEND destination location and associated sub-folders.

1. Using Windows Explorer, make a folder (directory) within a public shared folder on your File Server that everyone in your organisation has access to. Call this folder "QSFiles" or another meaningful name.
2. Then within this directory, make internal folders for each individual typist and name them accordingly e.g. Debbie, June etc.
3. Within each of these individually named folders, create another folder and name it "Completed"

### **Stage 2**

Setting up your Primary SEND path. To be able to set up your Primary Send path you need to create a test audio file. To do this:

1. Open the Quikscribe Recorder software
2. Click on the **F**ile Menu
3. Click on **N**ew Audio
4. Click on **C**reate (this will create a new audio file)
5. Click on **F**ile Menu
6. Click on the **S**end Audio
7. Under the "**Method Tab**" make sure **LAN** is selected
8. Next, double click in the empty list box below.
9. Using the "**LAN Location**" dialogue box, navigate your way to the public shared folder on your File Server
10. Select the **QS Files** directory that you created in Step 1
11. Then select **Add** and then **OK**

***Note:** At this stage you should see within the Typist list box, a list of all typists available in the QSFiles directory.*

If at any stage you want to Add or Delete typists within the QSFiles directory, just **Add** or **Remove** them anytime. The Quikscribe Recorder simply builds a list based on available typists within this directory.

*Note: If you have a large office or organisation and you would like to set up multiple typing directories, set up additional typing directories by following Steps 1 & 2 again.*

## **Setting up to send Audio Files via E-mail**

The Quikscribe Recorder can easily send files across the Internet via e-mail providing you are using a MAPI compliant e-mail client (MS Outlook, Outlook Express etc). Before you can do this, Quikscribe needs to be properly set-up and configured. To do this create a new file:

1. Click on the **F**ile Menu
2. Click on **N**ew Audio
3. Click on **C**reate ( this will create a new audio file)
4. Click on **F**ile Menu again
5. Click on the **S**end Audio Icon
6. Under the "**Method Tab**", make sure **E-mail** is selected
7. Next, double click in the empty list box below
8. Enter the e-mail address you would like to add
9. Then select **A**dd and then **O**K

*Note: Before sending an audio file via e-mail it is highly recommended that your audio file be compressed. Otherwise it will take ten times longer to send the audio file. To enable audio compression, ensure that either "Real Time Compression" or "Post Compression" is set in the **Record Controls Tab** under the **Settings Icon**.*

## **E-mail Issues**

If you are having problems sending audio files via E-mail with Quikscribe, do the following:

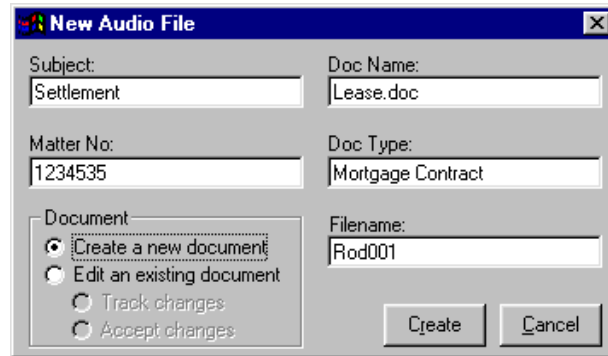
1. Create a directory within your QS file directory titled Email
2. Create a LAN send path to this directory in your Quikscribe Recorder
3. Send all files you wish to E-mail to this directory
4. Using your existing E-mail package, manually attach and send your audio files from this directory

## d) Quikscribe Icons

### New Audio Icon



The New Audio Icon allows you to create a new audio file. Pressing this icon will bring up a New Audio File dialogue box, where you can enter Filename, Matter No, Subject, Doc Name, Doc Type.



New Audio dialogue box

Tip: 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**. If however you want to change the file name, you can do so before pressing **Create**.

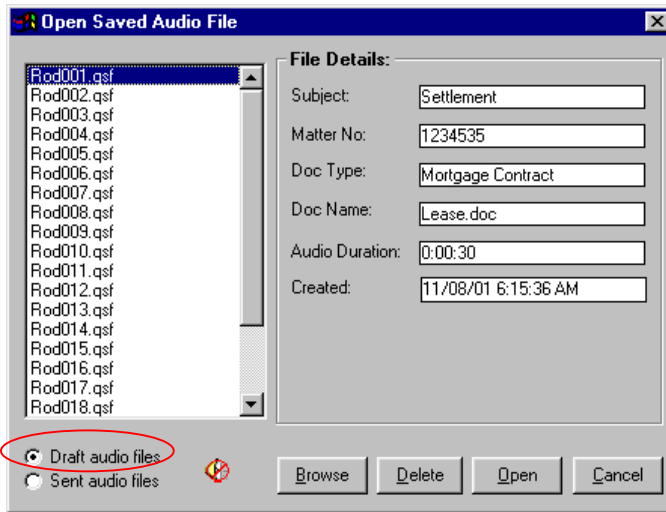
*Note: If you do not want Quikscribe to bring up the New Audio File dialogue box every time you press the New Audio icon you can disable this function. Select the **File Management Tab** under the **Settings Icon** and then select "Just create a new audio file" under the New Audio Icon option on this tab.*

### Open Audio Icon

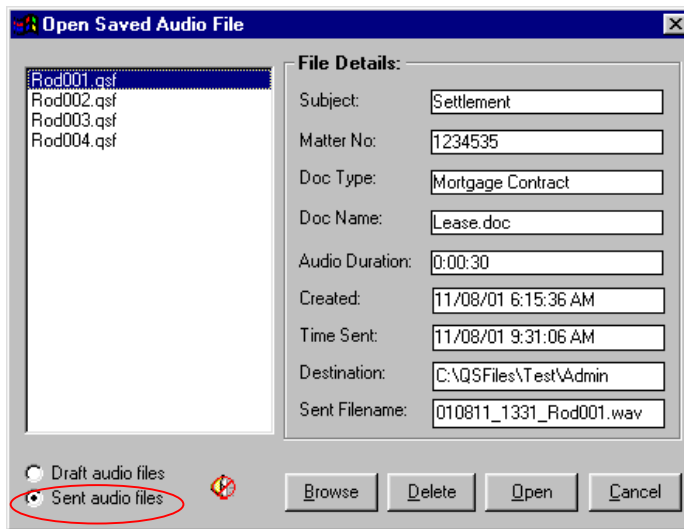


The Open Audio Icon allows you to open existing files that are in your draft directory. Selecting this icon displays the Open Saved Audio dialogue box, where you can open any file from the "Draft audio files" directory or from the "Sent audio files" directory. Alternatively you can select the "Browse"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

*Note: If the little yellow speaker is enabled, you can also listen to the audio file before opening it. If you want to disable this function, simply click on the little yellow speaker to mute this option.*



Open Audio View (under the Open Audio Icon)



Sent Audio View (under the Open Audio Icon)

## Undo & Redo Icons

The Undo & Redo Icons are designed to SAVE TIME. Never again will you have to waste time rewinding & queuing -up your position within an audio file to overwrite a mistake. Simply press Undo and start recording again.



The Undo Audio Icon provides the ability to Undo audio edits. If you press it once it will Undo your last audio edit, if you press it several times it will Undo multiple audio edits. If you wish to replace what you have undone you can press the Redo Audio Icon and move forward again.

*Tip: Both the Undo and Redo functions are also available on the Quikscribe Hand Control, allowing you to quickly record and edit in real time. As a result, dictation has never been easier*



The Redo Audio Icon allows you to Redo audio edits you have undone with the Undo Audio Icon.

## Close Audio Icon



The Close Audio Icon allows you to close the current audio file. When you select the Close Audio Icon, Quikscribe automatically saves all the material within your audio file i.e. current Markers, Text Attachments, Screen Shots and your file position.

***Note:** 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.*

## Send Audio Icon

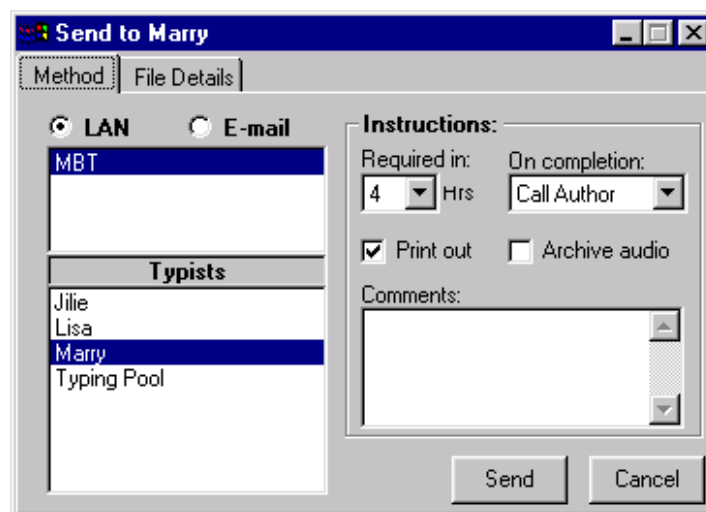


The Send File Icon allows you to send your audio file either by the Network or via E-mail. You can send either in .iaf or .wav format (depending on what option you selected under the **File Management Tab** under the **Settings Icon**).

When you press the Send File Icon, a 'Send To' dialogue box will appear. Here you can select the method (LAN or E-mail) and recipient. At the same time, you can also include the following instructions.

- Select the required turn around time (priority)
- Request the type of notification you require (e-mail or phone) upon completion
- Request that your document is printed out
- Additional notes/comments

***Tip:** If you have a 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 **Settings Icon**, select **File Management Tab** and then select the option 'Just sent the current audio file' from the **Send Audio Icon** option.*



Send To Dialogue Box

## Settings Icon



The Settings Icon allows you to configure the Quikscribe Recorder. When you click on the Settings Icon you will see that it has 3 Tabs.

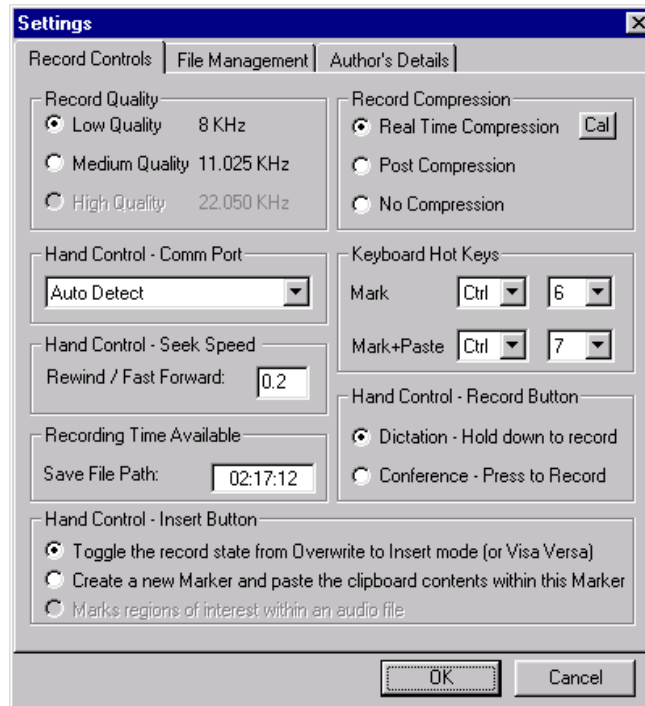
## Record Controls Tab

The Record Controls Tab lets you set the Record Functionality/Mode for the Quikscribe Recorder.

### Record Quality

This is where you choose the sample rate you wish to record with. The higher the sample rate, the better the audio quality (with a resulting larger audio file). The lower the sample rate, the lower the audio quality (with a resulting smaller audio file).

For files being used across the Internet, we suggest that you use 8kHz (Compressed) as displayed above.



Record Controls Tab (found under the Settings Icon)

## Record Compression

The Quikscribe Recorder can record in three modes:

1. **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 your files are much smaller and when you are ready to Send a file for transcription, the file is already compressed.

2. **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.
3. **No Compression** - Quikscribe saves the file in a non-compressed format within the .iaf file.

*Note: 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.*

**Cal**

This will calibrate the sound card for real time compression. (This will only be necessary if a clicking noise becomes evident when recording)

The Quikscribe Recorder can also record at three different sample rates:

<b>Sample Rate</b>	<b>Uncompressed</b>	<b>Compressed</b>
8 kHz	960 kBytes/Min	98 kBytes/Min
11 kHz	1.32 Meg/Min	135kBytes/Min
22 kHz	2.64 Meg/Min	270 kBytes/Min

*Note: If recording files which are going to be sent over the Internet, it is highly recommended that you use either 8kHz or 11kHz to keep file size to a minimum and use either Real-Time Compression or Post Compression.*

**Hand Control - Comm Port**

The Quikscribe Recorder uses the Quikscribe Hand Control to record and edit audio files. In order for the Hand Control to work, it must be connected to a working Comm Port (Serial Port). The default setting for the Hand Control is **Auto-Detect**, but if you wish you can specify a specific Comm Port with the drop down Window. If you do change this setting, you will need to close the Quikscribe Recorder down and open it up again in order for the Quikscribe Recorder to re-initialise the Comm Port.

**Hand Control - Seek Speed**

The Seek Speed determines the Rewind and Fast Forward speed for the Quikscribe Hand Control.

**Recording Time Available**

This displays the current available recording time on your Hard Drive. Changing either ‘Record Quality’ (Sample Rate) or the ‘Record Compression’ settings will directly affect the recording time available.

**Hand Control - Insert Button**

The Quikscribe Hand Control has an Insert Button (middle button). This button can be programmed to work in different modes. It can be used to change the recording mode from Overwrite Mode into Insert Mode or visa versa. Alternatively you can have the Insert button create a new Marker and copy the contents of the Windows Clipboard (Text or Screen Shots) into this Marker.

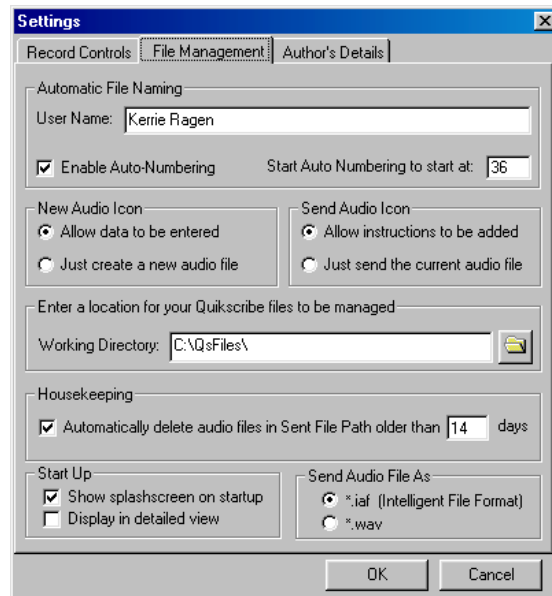
## Keyboard Hotkeys

The Hot Keys allow you to make Marker files while recording and using other Windows applications at the same time. 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.

## Hand Control - Record Button

The RECORD button on the Quikscribe Hand Control can be configured in two ways. Dictation Mode is where you hold down the RECORD button to START recording and release it to STOP recording. The other way is Conference Mode where you press the RECORD buttons once to START and the press it again to STOP.

## File Management Tab



**File Management Tab (found under the Settings Icon)**

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. BillSmith001, BillSmith002, etc)

### New Audio Icon

There are two modes the New Audio Icon can work in:

1. Allow data to be entered - If this option is selected, Quikscribe will automatically load up the New Audio dialogue box which allows you to add additional data e.g. Subject, Matter No, Doc Type etc.
2. 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.

### **Send Audio Icon**

There are two modes the Send Audio Icon can work in:

1. **Allow instructions to be added** - If this option is selected Quikscribe will load up a 'Send To' dialogue box which allows you to provide instructions with your audio file such as:
  - Required turn around time
  - Type of notification (e-mail or phone) upon completion
  - Request for your document to be printed out
  - The ability to add additional notes/comments
  - Add or modify the Subject, Matter No, Doc Type etc
  - Have the file archived
2. **Just send the current audio file** - If this option is selected Quikscribe will automatically send the audio file to the current default location via the current default mode (LAN or E-mail). It is recommended to 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.

### **Working Directory**

The working directory is the default location where all .iaf files are created and managed from. 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.

### **Housekeeping**

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 and then another copy can be sent.

### **Splash Screen**

Quikscribe will display a splash screen (if enabled) on Start Up. Conversely, the splash screen will not be displayed on Start Up if disabled.

### **Send As**

The Quikscribe Recorder can send audio files as an "Intelligent Audio File" (.iaf) or .wav file. By selecting .wav format, only the audio content will be sent. If you use Quikscribe's advanced .iaf format, it means that all of the following information will be sent within the audio file:

- Audio content (dictation)
- Text attachments
- Graphics and screen shots
- Other files or attachments

- Database for management purposes
- Authors details
- Typist's instructions & notes

*Note: Only the Quikscribe Recorder and Quikscribe Player can open an .iaf. If you wish to create or send audio files to someone that does not have Quikscribe, you will have to send a standard .wav file.*

### Author's Details Tab

The Author's Details Tab lets the author automatically save all contact details within every audio file created by the Quikscribe Recorder. This information can then be used by Quikscribe's built-in Management System in both the Quikscribe Recorder and Player.

The screenshot shows a 'Settings' dialog box with three tabs: 'Record Controls', 'File Management', and 'Author's Details'. The 'Author's Details' tab is active and contains the following fields:

Title:	First Name:	Last Name:
Mr	Rodney	Payne
Department:	Floor:	
Marketing		
Company:	Location:	
Quikscribe	Toormina	
Address:	Phone:	
Suit3, Level 1 Cnr Minorie & Toormina Rd Toormina NSW 2452	(02) 6658 4820	
	Fax:	
	(02) 6658 1888	
Email:	Secretary:	
rod.payne@quikscribe.com.au		

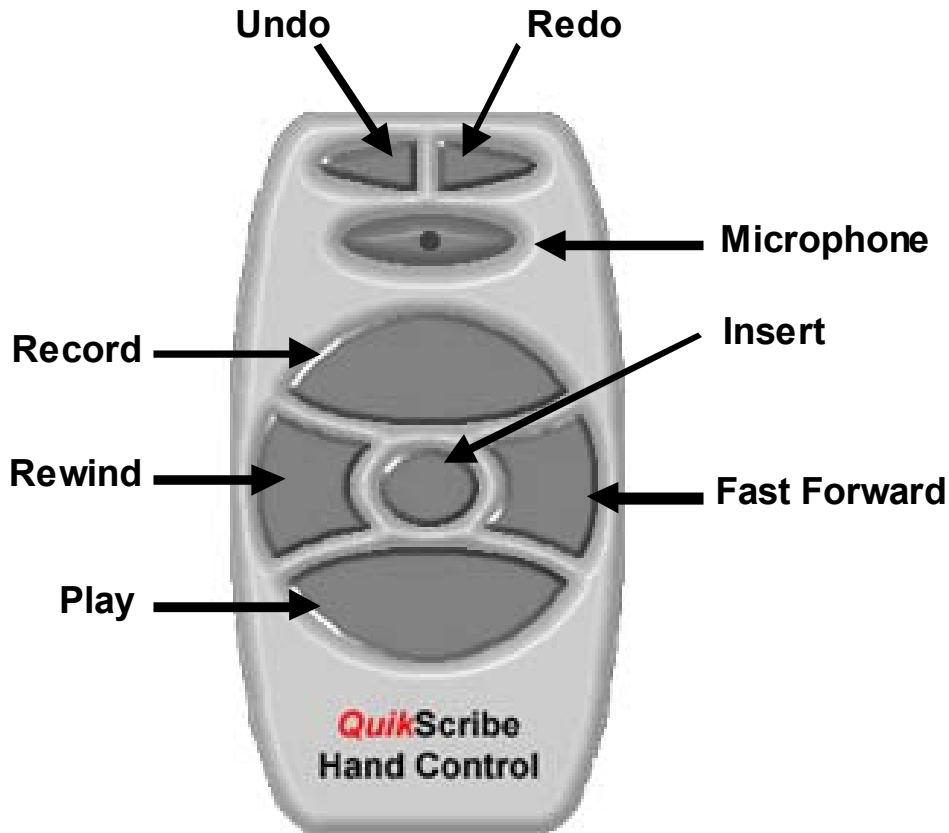
At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Author's Details Tab (found under the Settings Icon)

### c) How to use the Quikscribe Recorder

#### How the Hand Control Works (No Batteries Required)

Note: For interactive training of the Quikscribe Hand Control, click on **H**elp and then select **H**and **C**ontrol **T**rain**ing**. Then by pressing each button on the Quikscribe Hand Control, you will be shown what each button does.



The Quikscribe Hand Control  
(No Batteries Required)

**Note:**

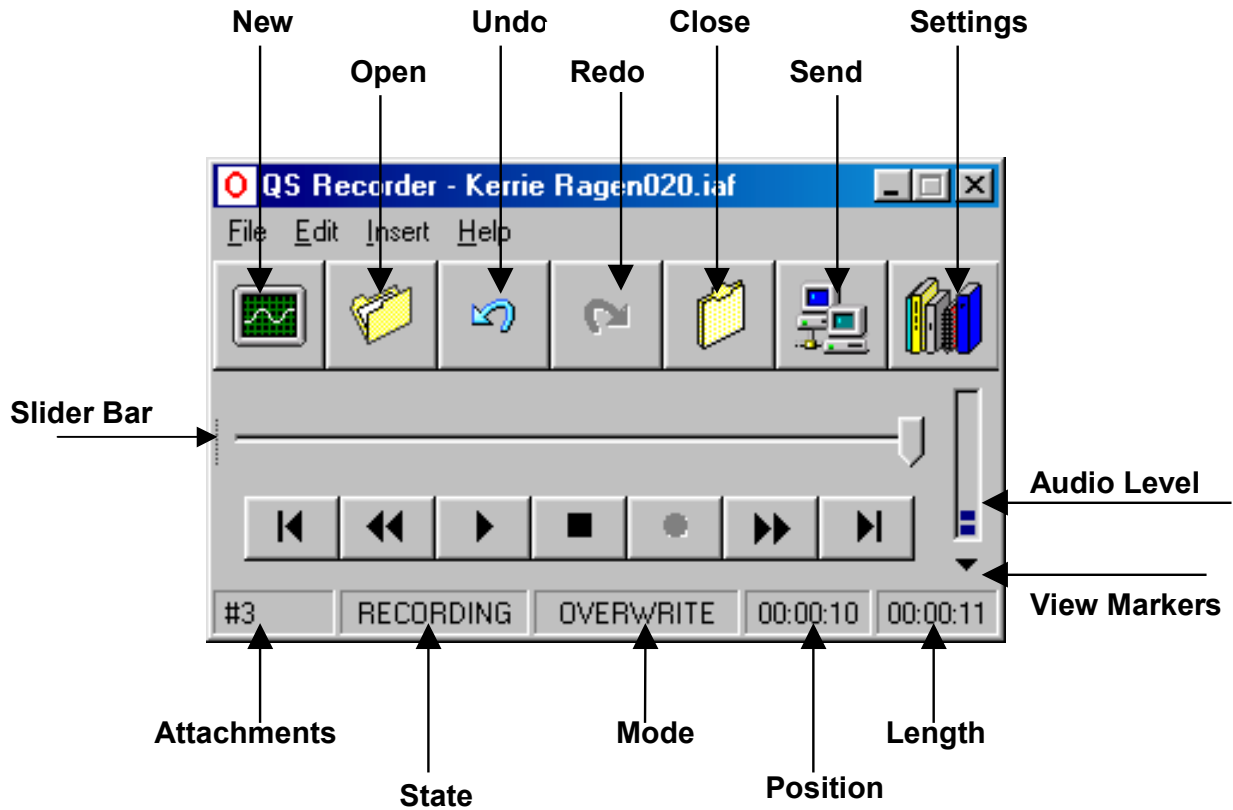
To find out how to use the Quikscribe Hand Control and information about advanced features and functions, select **H**and **C**ontrol **T**rain**ing** under the **H**elp **I**con. . This will bring up a picture of the Hand Control. By pressing each button on your hand control, the onscreen picture will display the functions.



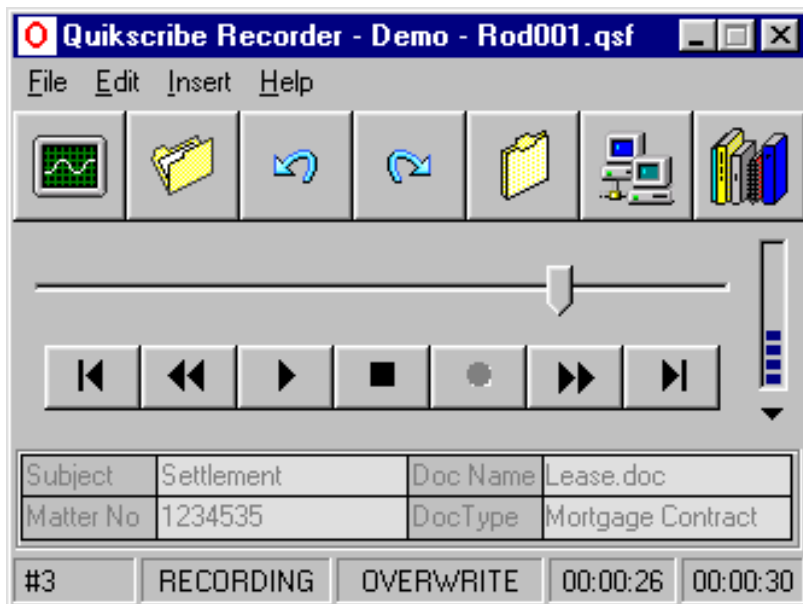
Screen Shot showing – Hand Control Training

# Quikscribe Recorder Functions

Standard View of Recorder Interface

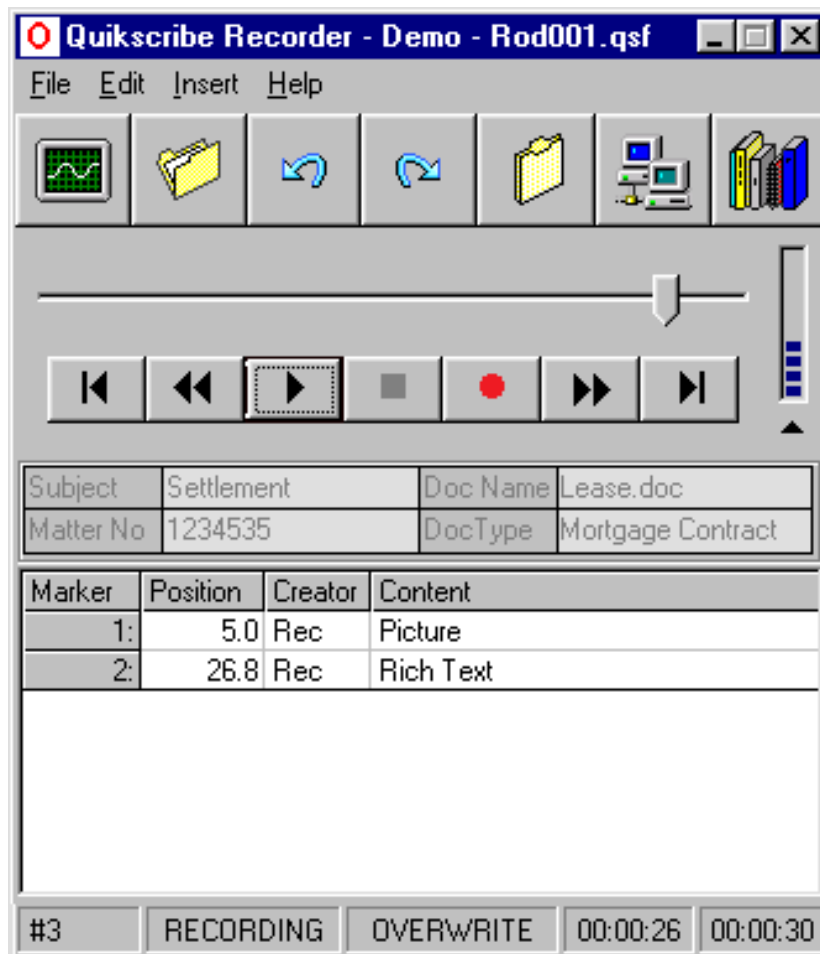


Detailed View



To display the detailed view, click on the Settings Icon, then the File Management Tab and select the Display in Detailed View (bottom left hand corner)

### Detailed View with Markers



← Press arrowhead to display the drop down window with marker attachments

### How to Record, Rewind and Play an Audio File

1. Click on the **New Audio Icon**.
2. Enter any file details that you wish to add e.g. Matter No, Subject etc
3. Select **Create**. (This will create your new audio file)
4. Hold down the RECORD button on the Quikscribe Hand Control and speak to record (the microphone is built-in to the Hand Control). To STOP recording release the RECORD button.
5. Press REWIND to return to the beginning of the dictation.
6. Press the PLAY button to hear what you have just recorded. (If you cannot hear the recording, you may need to refer to the earlier section **Setting Up and Testing Your Sound Card**). Page 8.

*Note: For more information about how the Quikscribe 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.

1. You can use the INSERT button on the Hand Control (providing it is configured do so under the **Record Tab** under the **Settings Icon**).
2. Alternatively you can use the "Insert" key on your keyboard, which will toggle the record mode from Overwrite Mode to Insert Mode and visa versa.
3. You can select the **Edit** menu and then select **Insert** or **Overwrite Mode**.

*Note: 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.*

To demonstrate, do the following

1. Create a New Audio File (click on the **New File Icon**)
2. RECORD "A - B - C - D - E" (in Overwrite Mode)
3. REWIND to the beginning of the audio file.
4. Change the Record Mode from OVERWRITE to INSERT mode.
5. RECORD "1 - 2 - 3 - 4 - 5"
6. REWIND to the beginning of the audio file and press PLAY

*Note: You should hear "1 - 2 - 3 - 4 - 5 - A - B - C - D - E".*

## How to Undo and Redo Dictation

This is a real time saver! With the Quikscribe Recorder, you can make as many mistakes as you like when dictating and remove them instantly 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 see how it works, do the following:

1. Create a New Audio File
2. RECORD "One" then STOP
3. RECORD "Two" then STOP
4. RECORD "Three" then STOP
5. RECORD "Four" then STOP
6. RECORD "Five" then STOP
7. Now press the UNDO button on the Hand Control twice.

8. Now REWIND to the beginning of the audio file and press PLAY.
9. You should hear "One - Two - Three"
10. Now press the REDO button twice and then press PLAY.
11. You should hear "Four - Five"

### **How to insert Markers, Text & Screen Shots**

The Quikscribe Recorder can Insert Marker Files and within these Marker Files you can paste Text Attachments or Screen Shots. The main aim of Marker files 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:

1. Create a New Audio File
2. RECORD "A B C D E"
3. Then open up an existing Text or Word document and select some text within the document with your mouse.
4. Press CTRL C (this will copy the selected text to the Windows Clipboard)
5. 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.

### **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:

1. Create a New Audio File
2. RECORD some audio and then STOP
3. From the menu bar select **I**nsert and then **A**dd File
4. Using the "Add Attachment" dialogue box, browse your Hard Drive or Network and attach a sample file and select **O**pen.

***Note:** 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:

1. From the menu bar, select **I**nsert and then **V**iew Files
2. Select the file you want to Extract or Remove
3. Then select either **E**xtract or **R**emove

## 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. (Refer back to **Setting Up To Send Files Via The Network** if not set-up – Page 10).

To send an audio file across the network:

1. Finish dictating
2. Select the **Send Audio Icon**
3. Under the "**Method Tab**" make sure **LAN** is selected
4. Select the typist you would like to send your audio file to
5. Select the **Priority** and any other options e.g. Call Author on Completion
6. Press **S**end

## How to e-mail an Audio File

Quikscribe can e-mail audio files as attachments providing you have a MAPI compliant e-mail client e.g. MS Outlook or MS Outlook Express.

***Note:** 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:

1. Click on the **Send Audio Icon** (which will bring up the Send Audio dialogue box)
2. Under the "**Method Tab**" make sure **E-mail** is selected
3. Select an e-mail address from the list box below.
4. Press **S**end

***Note:** If you do not have any e-mail addresses in the list box below, you will need to do the following.*

1. Double click in the empty list box below.
2. Enter the e-mail address you would like to add.
3. Then select **A**dd and then **O**K
4. Select this e-mail address from the list box.
5. Press **S**end

## How to import a .wav or .dss File

To open up a .wav or .dss file do the following:

1. Create a new Audio File
2. Select **F**ile then **I**mport **A**udio
3. In the Import Audio dialogue box, select the File Type you wish to Import (.wav or .dss)
4. Browse your Hard Drive and select the .wav or .dss you wish to import
5. Once found and selected, press **O**pen.

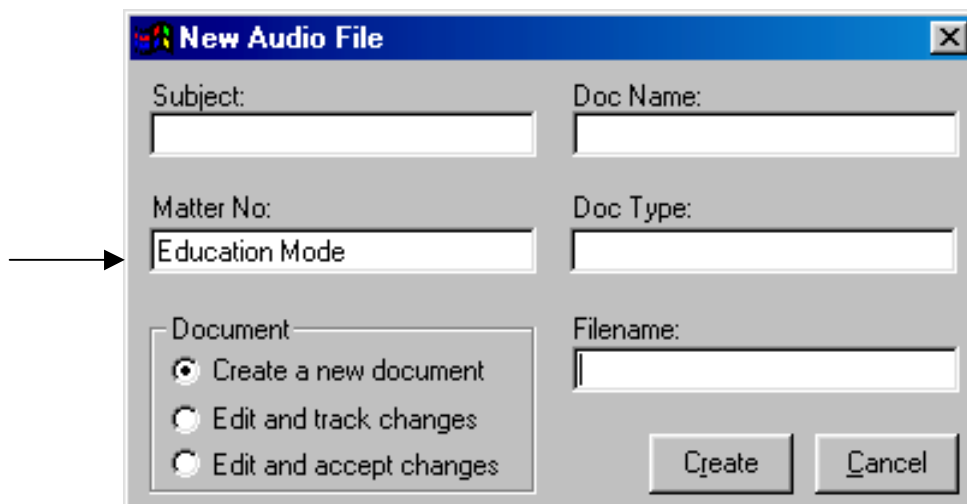
Quikscribe will then import the audio file (.wav or .dss) and at the same time convert the file into Quikscribe's .iaf format. While this happens a status box appears showing the percentage completed.

## How to record in Education Mode

When Quikscribe is used for training and educational purposes, it is important that the audio files are not deleted after the student or typist has completed them. For this reason Quikscribe has developed an option to record in **Education Mode** so the original files will not be deleted.

To record in **Education Mode** do the following:

1. Select the **N**ew **A**udio **I**con. (A New Audio File dialog box will appear.)
2. In the **M**atter **N**o. box, type "Education Mode" and then type any other relevant details in the other boxes.
3. Press **C**reate and then dictate the audio file.



New Audio File Dialogue Box

When you have finished dictating, press the **Send Audio Icon** as you would with a normal audio file.

***Note:** When a normal audio file is recorded and forwarded to the typist, the typist transcribes the audio file and presses the Completed Icon on the Quikscribe Player.*

*This moves the audio file into a completed directory where it remains for 14 days (default) before being automatically deleted.*

*However, when the file is recorded in **Education Mode**, it is automatically detected by the Quikscribe Player. As a result the audio file will remain in the source directory, and the Quikscribe Player opens up a copy of that audio file (a temporary file). A student or typist can then work on the temporary file, press complete when they are finished and the temporary file will be deleted without affecting the original audio file. The original audio file remains available for the next student.*

## **e) Troubleshooting**

### **Audio Quality**

Audio quality is determined by several factors. The following is an overview of the main factors that determine audio quality.

#### **Sample Rate**

The sample rate is the rate that the sound card samples the incoming audio file. The higher the sample rate, then the higher the audio quality. However a higher sample rate also means larger files.

#### **Bit Rate**

When recording audio on a standard sound card, it is possible to record using either 8 or 16 bit. However, for audio quality reasons, Quikscribe records all files using 16 bit.

#### **Sound Card**

The type of sound card you have in your PC or Laptop has a major effect on the sound quality recorded by Quikscribe. Almost all sound cards can play back audio with reasonable quality, however it is during recording that the good sound cards differentiate from the mediocre. If you are planning to purchase a sound card, we recommend Sound Blaster Sound Cards because they perform well and are reasonably priced. We do not recommend cheaper sound cards.

### **Microphones**

**Quikscribe Microphone** - The Quikscribe Recorder comes with a built-in microphone. This microphone is omni-directional (meaning it picks up everything) and is ideal to use for dictation.

**Noise-Cancelling Microphone** - If you wish to record high quality audio, we recommend you use a noise-cancelling microphone.

#### **Desktop Microphone**

If you want to record interviews or meetings, we suggest you use a desktop omni-directional microphone. These are designed with high gain and are purpose built to sit unobtrusively on a table.

#### **Telephone Microphones**

If you would like to record telephone conversations, there are several devices available.

***Note:** By law you need to obtain the other person's permission before you record by telephone.*

## Quikscribe will not Play or Record

If Quikscribe will not Play or Record it will normally be related to functions external to Quikscribe i.e. how the Sound Card, Microphone, Speakers or Windows settings are set-up and configured.

### If Quikscribe will not Play

- Make sure the speakers are plugged in to the correct output jack of the sound card.
- Make sure the speakers are turned on.
- Make sure the speaker output volume is turned up and is not muted

If still not working, it is possible that the system is actually playing the audio files. However if Quikscribe is not set up correctly to Record there will be no sound. To validate that the system can actually Play an audio file do the following:

1. Double click on the **My Computer** Icon
2. Double click on the **Control Panel** Icon
3. Double click on the **Sounds** Icon
4. Select an audio file from the file list
5. Press the PLAY button (to the right of **Preview**)

***Note:** If you cannot hear the audio, it would appear that you have a problem with your system. In this case ask your Network Administrator for support.*

### If Quikscribe will not Record

- Confirm that you can Play audio as previously explained
- Ensure that your microphone is plugged into your Sound Card correctly
- Ensure that your microphone settings for your sound card are configured correctly as explained in **Setting Up And Testing Your Sound Card**. (Page 8)

## Feedback when Recording

If you are experiencing audio feedback problems when recording with Quikscribe, it is because of the way your Sound Card is currently configured under Windows.

To resolve the problem:

1. Select **File** from the Menu Bar,
2. Then select **Play/Record Levels**
3. If the **Microphone** is ON , turn it OFF (mute it)
4. Then close the **Volume Control** dialogue box
5. Now create a new audio file and test to see if this resolves the problem when playing audio back.

***Note:** Muting the microphone under the Volume Control dialogue box will not turn of the microphone when recording. It will simply turn of the Microphone input when you playback the audio, so the audio doesn't feedback into the microphone. Refer to Page 8.*

### **Clicking sound when Recording**

If a clicking sound is noticeable when playing back your recording, your sound card may need to be calibrated. To fix this problem click on the **Settings Icon**, then **Record Controls Tab** and then click on the **Cal** button.

### **Quikscribe will only work in "Demo Mode"**

If Quikscribe only works in DEMO mode it is because the Quikscribe Recorder cannot find the Quikscribe Hand Control. This means that the Hand Control is not plugged in correctly or alternatively not configured correctly.

For more information read the section '**Installing the Quikscribe Hand Control**'.  
(Page 8)

### 3. The Quikscribe Player

#### a) Features

The Quikscribe Player is installed onto a PC and replaces traditional tape-based transcribing machines. The typist's headphones and Foot Switch are plugged into the computer. There are no tapes and the audio files (dictation) are received through the network or via e-mail.

The typist transcribes the audio files using the Quikscribe Player, the foot switch and the computer keyboard. The completed document can be printed or sent back to the author for review.

The Quikscribe Player can open and play back audio files in .iaf, .wav, and .dss audio files. The .iaf (Intelligent Audio File) format developed by Quikscribe provides additional unique benefits for typists, trainers and managers.

- The Quikscribe Player provides all of the functions found in traditional tape players e.g. PLAY, STOP, REWIND, FAST FORWARD.
- The Quikscribe Player seamlessly integrates with other programs and can operate in the background while other applications are running.
- The Player can be controlled by a Foot Switch, Keyboard or Mouse.
- There are no tapes or tape machines. Therefore no lost tapes, no broken tapes, no re-winding of tapes, no physical distribution of tapes and no repair cost to machines.
- Because the Player receives files through the computer network or by e-mail, there are no delivery costs or problems. Transcription can also be executed from remote locations away from the office.
- Audio files are instantly accessible and the digital format makes it easy to instantly 'rewind' or locate specific parts within the audio file.
- Typists can insert Location Markers (electronic bookmarks) while transcribing and quickly refer back to the markers later.
- The typist can easily retrieve text or graphics that had been previously inserted into the (.iaf) audio file by the author. This feature reduces transcription time, checking time and errors.
- Additional files that have been previously attached to the audio file by the author can also be retrieved by the typist e.g. spreadsheets, contracts, images, scanned documents, examination papers
- The Quikscribe Player software can be installed on multiple computers and the Quikscribe Foot Switch is used to activate the Player.
- The digital sound quality is excellent with no distortion. The Player can also slow down or speed up audio files without varying the audio pitch.
- If the audio file is closed and re-opened later, the audio file will re-open at the exact position where it was closed. A copy of the typed document can even be saved within the audio file.

- Each file generated by Quikscribe's .iaf format has a unique built-in database. This sophisticated database provides details about the file for the typist e.g. author's name, contact details, subject, instructions, priority and file length.
- Once an .iaf audio file has been transcribed, it is moved into a Completed Directory and stored. After 14 days (default) audio files in the completed directory are deleted.
- After the completion of a file, the Quikscribe Player exports a log file for management purposes. This contains a complete history of the file e.g. Author Details, Date & Time created, Duration, Billable time etc.
- The Quikscribe Player has a unique file locking option. This means that when an audio file is opened by a typist, other typists cannot access the file (avoids duplication). However this option can be disabled to allow multiple typists to load-share large files.
- If a file is ever received where the audio is low, the Quikscribe Player has a "Normalise" function which will amplify the audio file to its maximum.
- Quikscribe has "File Notification" which notifies the typist of new and urgent files when they arrive and are waiting to be transcribed. The speaker in the top left hand corner of the player will change from Yellow to Green when a new file arrives. It will change to Red when an urgent file arrives and is waiting to be typed.

## **b) Setting Up**

### **System Requirements**

- Pentium 200 MHz (or greater)
- 32 Meg Ram (minimum)
- Sound Card (preferably Sound Blaster)
- Windows 95, 98, 2000 or NT4.0
- Serial Interface (DB9 Comm Port)
- 20 Meg of free disc space
- CD-ROM
- Microsoft Word 95 (recommended)
- Modem & Internet Access (optional)
- Network Card (optional)
- Headphones

The software will run on any PC with Windows 95, 98, ME, NT or 2000 operating systems and integrates seamlessly with all Microsoft products. It works effectively in all languages without the need to alter the programming.

***Note:** When the Quikscribe Player is used for training, inexpensive headphones for students are suitable e.g. 'Walkman' style, with 3.5mm plug available from electronic outlets plus extension leads if required with 3.5mm male/female plugs. We recommend students purchase their own headphones because of occupational health reasons.*

## Installing the Quikscribe Player Software

1. Close all other Windows applications
2. Insert the Quikscribe CD-ROM.

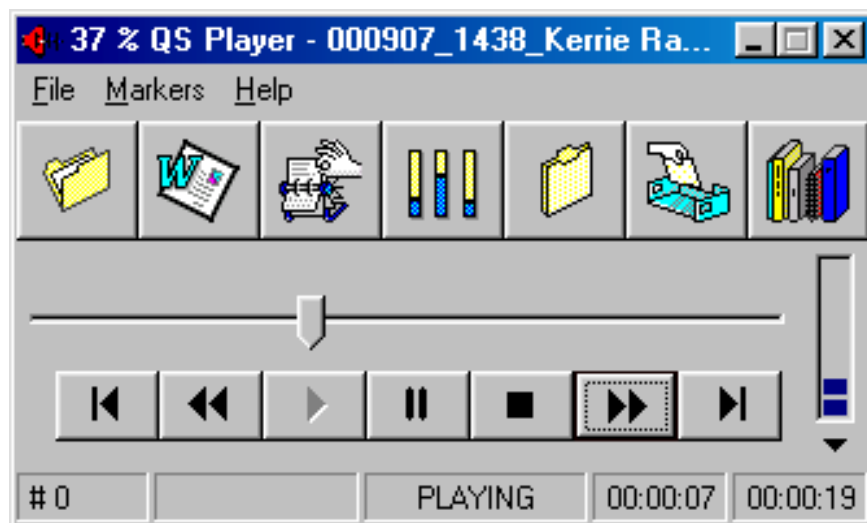
*Note: If the CD does not auto-start within 10 seconds, double click on **My Computer**, double click on the CD Icon, then select Quikscribe Player.*

3. A Quikscribe Installation Window will appear. Click **Install Player**.
4. Follow the on-screen instructions.

*Note: If at any time during the installation Windows has to be closed down to update files, restart the installation process from Step 1.*

Once the Quikscribe Player has been successfully installed, you can start the Quikscribe Player by selecting the **Start – Programs – Quikscribe** then **Quikscribe Player**.

*Note: If you would like to create a short cut to the desk top for the Quikscribe player select **Start – Programs – Quikscribe** right click on **Quikscribe Player** select **Send To** then click on **Desktop***



Quikscribe Player

## Connecting the Quikscribe Foot Switch

1. To install the Quikscribe Foot Switch, plug the connector (DB9) into the serial communications port of your PC.
2. If Quikscribe is already open, close Quikscribe down and re-open.
3. When Quikscribe starts up again, it will check the Comm Port to validate that the Quikscribe Foot Switch is present.

*Note: If Quikscribe is unable to locate the Foot Switch, it will go into DEMO Mode, which means you will only be able to play 30 seconds of audio.*

## Setting up and testing your sound card

The Quikscribe Player Software requires a sound card and a headset (or speakers) to work correctly.

If you cannot hear any audio being played, here are four possible reasons:

1. Your speakers or headset may not be correctly plugged in. Check to see they are plugged into the correct output jack. If your sound card is colour coded, Green normally represents the speaker output, and Black means Line Out. It is preferable to use the Speaker output because the signal will be amplified, whereas the Line Out jack will require amplification
2. Your speakers or headset may not be working. To check, plug in a known working set and test again.
3. Your output volume level may be too low, which means you will have to adjust the audio level of your sound card.
4. It is possible that your sound card is not working, not installed or incorrectly installed. To resolve the issue, contact your Network Administrator to re-install or replace your sound card or sound card drivers.

*Note: If you want to load an audio file that you know has good audio levels within it, select the **Play Tutorial** option under the **Help***

## Configuring the Quikscribe Player

Once the Quikscribe Player has been installed it is ready to use. However, before you can start transcribing files a Network folder needs to be created to be able to receive audio files from the Quikscribe Recorder or via email.

## Setting up to receive files via a Network

To configure Quikscribe to receive files via a Network do the following:

1. Make sure a folder was created in a typist directory for you when the Quikscribe Recorder was configured. If this has not been done, see Page 10, Stage 1.
2. Select the Open Audio icon
3. Double click on the **Default** directory
4. Within the LAN dialogue box, find your folder location in the typist directory (as created in Step 1)
5. Select **Add** and then **OK**

*Note: At this stage you should have a new Open Audio location within you Open Audio dialogue box, which means you will now be able to receive audio files sent by the Quikscribe Recorder via the Network.*

## How to open audio files received via e-mail

If you receive an .iaf (Intelligent Audio File) as an e-mail attachment you should be able to double click on it and the Quikscribe Player will automatically open the file. If however the file does not open or it is a .wav or .dss file that was sent for transcription, do the following:

1. Select the audio attachment you wish to transcribe from within the e-mail.

2. Then press CTRL C (which will copy the file to the Windows clipboard)
3. Within the Quikscribe Player, select the Open Audio Icon.
4. Then select the **Browse** button (you should now be viewing the contents of your Default directory)
5. Press SHIFT – TAB (which should place the focus within the File List Box, alternatively place you mouse in the area and click the left button on your mouse.
6. Press CTRL V (which will copy the file from the Windows clipboard into the Default directory)

## **d) Quikscribe Icons**

### **Open Audio Icon**



The Open Audio Icon allows you to select and open audio files. When you select the Open Audio Icon, an Open Audio Dialogue Box will appear. From here you can select an audio file you wish to open. When a file is selected, the QS Player will show the file properties, providing it is an .iaf audio file. If the little yellow speaker is enabled, you can preview (listen) the audio file before opening it.

### **Word Processor Icon**



The Word Processor Icon automatically loads your word processor. The default is Microsoft Word, but if you are using Word Perfect etc, you can change the default by selecting the **Settings Icon** and changing the **Word Processor** path.

### **File Properties Icon**



The File Properties Icon allows you to view the file properties for the current audio file you have open e.g. Subject, Matter No, Doc Name, Doc Type, Required By and Comments and Authors Details.

### **Controls Icon**



The Controls Icon allows you to vary the following:

#### **Back Space**

This Slider determines how far the Quikscribe Player jumps back when the typist stops the audio with the Foot Switch

#### **Seek Speed**

This Slider sets the Fast Forward and Rewind speed for both the Foot Switch and the Hotkeys. The default hotkey for Rewind is CTRL 1 and CTRL 0 for FAST FORWARD.

#### **Play Rate**

This Slider speeds-up or slows-down the audio file without varying the pitch.

## Close Audio Icon



The Close Audio Icon saves all markers, attachments and current file position within the audio file, then closes the file. If the audio file is reopened, the Quikscribe Player will open the file up at the exact position when it was closed. A copy of your current document can also be saved within the audio file.

## Completed Audio Icon



The Completed Audio Icon saves all Markers, Attachments and current File Position within the audio file and then closes the file. It then moves this file into the Completed Directory (as set under the **Settings Icon**). The file will remain here for 14 days (default duration, under Settings ) before being deleted.

*Note: Whenever a file is Completed, a data file containing a complete history of the file is exported and stored for management purposes.*

## Settings Icon



The Settings Icon allows you to change many of the default settings for the Quikscribe Player. When these settings have been configured, they can be locked and password protected and not changed without permission. An excellent feature from a management or IT perspective.

Below is an explanation of the three tabs under the Settings Icon:

### **Settings Tab**

The Settings Tab allows you to set the following variables for the Quikscribe Player.

#### **Default Folder**

The default folder is the location where the Quikscribe Player opens its audio files. This can be changed to suit your operational requirements.

#### **Completed Folder**

This is where the Quikscribe Player saves completed audio files. Files remain here for 14 days (default) before being automatically deleted.

#### **Word Processor**

This lets you set the path for your preferred Word Processor. The default is MS Word.

#### **Database Path**

A log file for each transcribed file is saved here. This data can then be used for management purposes.

#### **Automatically delete files older than 'x' days**

When transcription is finished, the typist selects **Completed** to move the audio file into the **Completed** directory. It will then be automatically deleted after the selected number of days (default 14 days).

#### **Display Splash Screen**

If this option is enabled, the Quikscribe Player Splash Screen will appear on Start-Up.

### **Enable File Locking**

If this option is enabled, the Quikscribe Player will lock all files being transcribed so that other typists cannot accidentally transcribe the same file. If a typist attempts to open a file that is being transcribed by another typist, they will receive a warning.

### **Reverse Footswitch**

If this option is enabled, **FAST FORWARD** and **REWIND** change positions on the Triple Action Footswitch.

### **Comm Port**

The Comm Port setting is used for the Quikscribe Foot Switch. The default is **Auto-Detect**. If a specific Comm Port is required, select the drop down menu and a preferred settings. If you make changes, the QS Player has to be shut down to activate the new settings.

*Note: Quikscribe's Player settings can be locked with the **Lock Button** so users cannot change the settings. Once locked, settings cannot be changed unless unlocked.*

### **Hotkeys Tab**

The Hotkeys Tab sets the hotkeys for the Quikscribe Player. These are Global Hotkeys, which means they can control the Quikscribe Player while other applications are running.

The default settings are:

REWIND	CTRL 1
PLAY/STOP	CTRL 3
F/FORWARD	CTRL 0
PREV MARKER	CTRL 5
MARKER	CTRL 6
NEXT MARKER	CTRL 7

After you rewind, fast forward or move between markers, the Quikscribe Player will stop.

If you want the Player to automatically continue to play when you use the PLAY/STOP Hotkey, tick **Enable Auto Play**.

*Note: If you change these settings and then would like to restore the default settings, select the **Set to Default**.*

### **Typist Details Tab**

The Typist Details Tab should be filled in (only needs to be done once). From this point on the Quikscribe Player will automatically save the typist's details within every audio file transcribed. This data can be used by management and is also useful for authors wanting to know the status of their file.

## **e) Menu**

### **File Menu**

#### **Open Audio**

Refer to Open Audio Icon (34)

#### **Next Audio**

Automatically loads the next audio file based on priority

#### **Close Audio**

Refer to Close Audio Icon (Page 35)

#### **Complete**

Refer to Completed Audio Icon (Page 35)

#### **Normalise Audio**

Will amplify your audio file to its maximum.

#### **Export**

Allows you to Export an .iaf audio file to .wav file format.

#### **Add**

Allows you to Add a file within your current .iaf

#### **View**

Allows you to View, Export, or Remove files or attachments from within a .iaf audio file.

#### **System Settings**

Refer to System Settings Icon (Page 35)

#### **Player Levels**

Brings up the Windows Volume Control Dialogue Box

#### **File Properties**

Refer to File Properties Icon (Page 37)

#### **Exit**

Closes the Quikscribe Player

### **Marker Menu**

#### **Add Marker**

Adds a Marker within the audio file. The default Hotkey for this function is CTRL 6

#### **Remove Marker**

Removes a Marker from the audio file

#### **Go To Previous Marker**

Jumps backward within the audio file to a Previous Marker. The default Hotkey for this function is CTRL 5

#### **Go To Next Marker**

Jumps forward to the Next Marker in the audio file. The default Hotkey for this function is CTRL 7

#### **Copy Markers Contents**

Copies the contents of the Marker file to the Windows clipboard.

### **View Marker Contents**

Allows you to view the contents of a Marker file. If there is text in the Marker file, it can be edited and then updated by pressing the **Update** button.

### **Enable Marker Notification**

If enabled (ticked), the Quikscribe Player will notify you when it finds a Marker created by the Quikscribe Recorder. If disabled (no tick), the Quikscribe Player will NOT notify you when it finds a Marker created by the Quikscribe Recorder.

*Note: You must use the numbers above the alphabetical letters on the keyboard for the Marker default hotkeys. Do not use the numbers on the numerical keypad on the right side of the keyboard.*

## **Help Menu**

### **Contents**

Loads up the Quikscribe Player Help

### **Play Tutorial**

Starts the Quikscribe Player tutorial, which explains how the Quikscribe Player works with interactive exercises.

### **About Quikscribe Player**

Displays the Quikscribe Player Splash Screen, Quikscribe Contact Details and Software Version Number.

## **Application Icon**

In the top left hand corner of the Quikscribe Player interface you will see a small yellow speaker. This Application Icon notifies the typist by changing colour when a new file arrives or an urgent file arrives. The speaker will turn Green when a new file arrives and is waiting to be typed. The speaker will turn Red if an urgent file arrives and is waiting to be transcribed. If the Quikscribe Player is open but not in use, the speaker will flash either Green or Red to attract attention if files are waiting to be transcribed.

## **Percentage Completed**

The Quikscribe Player displays the Percentage Completed in the task bar while transcribing. The Percentage Completed is continually updated in the file header. This means that a manager or the author can find out the current status of the file at any time.

## **Demo Mode**

If the Quikscribe Player cannot detect a Quikscribe Foot Switch when it loads it will automatically go into DEMO mode. This means audio files can only play for a maximum length of 30 seconds.

## c) How to use the Quikscribe Player

### How to use the Quikscribe Foot Switch

The Quikscribe Player is controlled by a Quikscribe Foot Switch. There are two types of Foot Switches available. A description about how each Foot Switch operates follows.

#### Single Action Foot Switch

Press it once to start PLAYING

Press it once to STOP it

Hold it down to REWIND

#### Triple Action Foot Switch

Hold the PLAY button down to PLAY

Release the PLAY button to STOP

Hold the REWIND button down to REWIND

Release the REWIND button when you want to STOP

Hold the FAST FORWARD button down to FAST FORWARD

Release the FAST FORWARD button when you want to STOP

***Note:** When the audio file is STOPPED, Quikscribe will automatically BACKSPACE a fixed distance. To alter the Backspace distance, click on the **Controls Icon** and vary the **Backspace** distance.*

#### How to change the F/Forward / Rewind function on a Triple Action Foot Switch

On the Triple Action Foot Switch you press down on the right button to REWIND and you press down on the left button to FAST FORWARD. If you would like to change these around, click on the **Settings Tab** under the **Settings Icon**, then select the **Reverse Footswitch** tick box. (The REWIND function will then be on the left and the FAST FORWARD will be on the right)

### How to listen to the Tutorial

To open the tutorial:

1. Select the **Help File**.
2. Click on **Play Tutorial**, then follow the audio instructions.

### How to open an Audio File

To open an audio file:

1. Click on the **Open Audio Icon**.
2. From within the Open Audio Dialogue Box, select one of the audio files from the list.
3. Click **Open**

***Note:** When you select an audio file, Quikscribe will automatically display the file properties for this file, providing the audio file is an .iaf file. If you have the little speaker Enabled, you can preview (listen) to the audio file before opening it.*

### How to open a .wav or .dss Audio File

To open a .wav or .dss (Digital Speech Standard) file:

1. Click on the **Open Audio Icon**
1. From within the Open Audio Dialogue Box, select the **Browse** button.
2. In the drop down list, select the file type you wish to open e.g. wav or .dss
3. Browse your Hard Drive or Network to find the file you want to open. Select **Open**. Quikscribe will then import the audio file into Quikscribe.

## How to insert Markers

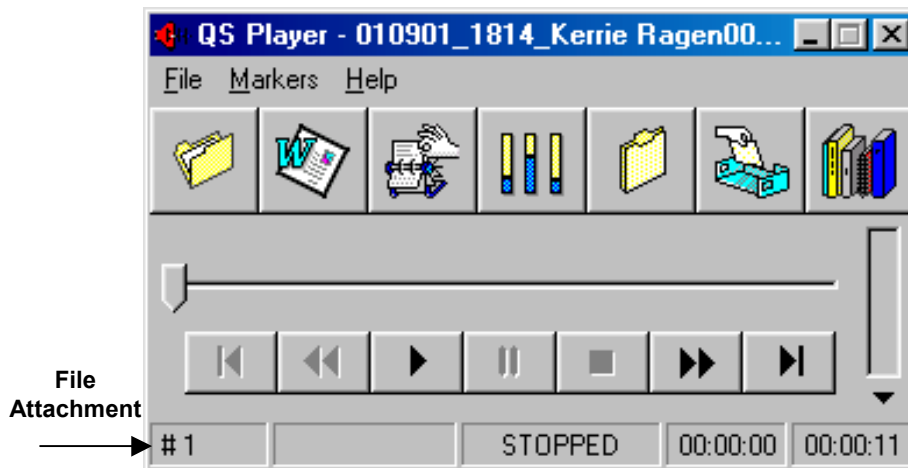
Markers are like electronic bookmarks. They can be inserted within the audio file using Hotkeys and instantly accessed by selecting the 'Next' and the Previous' Hotkeys..

To insert a Marker:

1. While an audio file is playing, press **CTRL 6** (the Default Hotkey to insert a Marker)
2. Repeat the above process two or three times within the audio file.
3. To move forward and backwards to the different marker positions, press **CTRL 5** (the Default Hotkey for Previous Marker) and **CTRL 7** (the Default Hotkey for Next Marker)

## How to extract a File Attachment

Quikscribe .iaf files can contain other files and documents within them. If Quikscribe does have attached file/s, you will notice a small # with a number beside it in the bottom left hand corner.



If you wish to Extract a file, do the following:

1. Select the **File** menu
2. Select **View Files**
3. Select the file you want to extract
4. Select **Extract**
5. Chose a location where you would like to extract the file to
6. Select **Save**
7. Then open this file to work on it.

## How to paste the contents of a Recorder Marker

A Recorder Marker can contain either text or a picture that has been copied and pasted into the audio file by the author. When a Recorder Marker has been located you will hear a musical prompt. This prompt means that there is either text or a picture on the Windows clipboard, waiting to be pasted into your document at this point.

To paste the contents of the marker within your document - press **CTRL V** on the keyboard. Whatever is on the clipboard will be pasted directly into the document you are working on.

It is possible to have multiple Recorder Markers within an audio file. Therefore every time you hear the musical prompt you should press **CTRL V**.

## How to move or forward an audio file to another typist

If you wish to move or forward an audio file onto another typist, do the following:

1. Select the **Open Audio icon**.
2. Select the **Browse** button
3. Select the file that you want to move
4. Press **CTRL X** (which will cut the file to the Windows clipboard)
5. Navigate your Network to find the typist you want to move the file too.
6. Press **CTRL V** (which will copy the file from the Windows clipboard to the other typists directory).

## f) Troubleshooting

### Quikscribe Is Not Playing Any Audio

If Quikscribe is not playing audio files:

1. Make sure an audio file is loaded into the Quikscribe Player. The easiest way to do this is to click on the **Help** file and then click on **Play Tutorial**. This will automatically open the Tutorial audio file.
2. Ensure the position indicator is moving while the file is being played. If not, then Quikscribe is not playing the file. The Foot Switch may not be plugged in.
3. Ensure your headset is plugged in and the volume is turned up.
4. Review the topic 'Setting Up Your Sound Card'.
5. Contact your network administrator for assistance if the above does not help.

## 4. Quikscribe for Education and Training

### Quikscribe Digital Transcription Training Program

Quikscribe has developed a contemporary digital transcription training program for business colleges & secretarial schools where students are trained using today's 'real world' technology.

Colleges purchase the Quikscribe Player software and Foot Switches. Audio lessons are stored in the system (or individual PCs) as 'locked' files so they cannot be deleted. If the curriculum is not available in electronic format (eg CD-Rom), the Quikscribe Recorder can be used to record transcription exercises. Forms such as letterheads and memos can also be inserted into the audio file and used by students when they open up the individual lessons.

Students transcribe the audio lessons directly from their PCs. Students and teachers save considerable time because they can instantly locate and retrieve the lessons they need. The digital format makes it fast for students to 'rewind' and find location markers when transcribing. Students' productivity increases because they have more time to transcribe. The program is easy to learn, the sound is clear and there is more workspace on students' desks.

Because Quikscribe utilises the existing computer system there is no need to purchase expensive hardware and there are no moving parts with Quikscribe. Consequently there are no damaged machines to repair or replace and no more tapes to purchase.

### Quikscribe as a Training Tool

Quikscribe is an excellent tool to use to create and playback training programs. For example, the tutorial for Quikscribe's Player was created with the Quikscribe Recorder. The Recorder is easy to use and mistakes made when dictating can be immediately edited and corrected.

Quikscribe is particularly suited for step-by-step training modules. The audio training program can be supplemented with file attachments. This means that while the audio is playing in the background, relevant information (eg spread sheets, diagrams) can be displayed on the screen as required, to make up a solid training program.

By recording in **Educational Mode** (see Page 42) training files can be saved so they cannot be accidentally deleted or modified by students with the Quikscribe Player.

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