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<tr>
<td>Olympus ProLine</td>
<td>97</td>
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</tbody>
</table>
WinScribe Author Overview

WinScribe Author allows you to dictate, edit, and review jobs using a personal computer. The technology enables a fast and efficient author-to-typist working method. You can concentrate on dictating, while WinScribe Author provides the technology for allocating resources and for typists to rapidly do the transcribing, correcting, formatting and filing.

At times, your computer is connected to a WinScribe central server via the Internet or your LAN / WAN. You can log on to the WinScribe server from any PC in the world that has WinScribe Author installed and can be connected to the Internet.

On your local PC desktop, WinScribe Author provides:

- A control panel for recording and playing back dictation.
- Sophisticated recording features, such as insert and bookmarks, which are not available with tape recording technology.
- Status display for your current jobs.
- Personal settings that allow you to customize your working environment.
- Scripting features that allow common tasks to be automated.
- The ability to access other authors' work for review purposes.
- An automatic transcription capability, if speech recognition software is installed.

The central server:

- Stores, sorts, prioritizes and manages jobs.
- Delivers jobs to typists who may be working locally or at remote sites.
- Provides automatic speech recognition (speech to text conversion), if installed.
Starting and Logging On

There are two ways to start the WinScribe Author program:

- On the Windows task bar, click Start, point to Programs, point to WinScribe, and then click WinScribe Author; or
- Double-click the WinScribe Author icon on your desktop (if this has been added by your System Administrator). The WinScribe Author Logon dialog box is displayed.

Note: You may not see the login screen if single login functionality is enabled in your organization.

1. Enter your User Id and Security Code. When logging in for the first time, use the user id and security code supplied by your System Manager.
2. If you want to work offline, select the Work Off-Line check box. When logging on for the first time, you must work online.
3. If required, select the **Save Password** check box so that you do not have to enter the user id and security code each time you log on.

4. Click **OK**. WinScribe then displays the WinScribe Author Control Panel.

**Notes:**

- When a new user logs on for the first time, default hardware settings from the previous user's hardware settings are applied.
- Your ability to change or use some of the features of WinScribe Author depend on settings assigned by your System Manager.
- You can choose to login using either your user id or your email address (provided your System manager has enabled this).
- To protect the confidentiality of your work, it's a good idea to change your security code regularly (page 81).

**Common Procedures**

Once logged on to WinScribe Author, you can start work. Here are some of the common procedures:

- Recording a job (page 25)
- Editing an open job (page 32)
- Reviewing a job (page 33)
WinScribe Author Control Panel

This topic describes the functions available on the main WinScribe Author control panel on your computer desktop. To access the control panel, see Starting and Logging On (page 7).
Tree View Tabs

There are three tree view tabs:
1. My Folders
2. Tasks, and
3. Public Folders

Click on the required tab to make it active.

You can use the arrows at the bottom to hide one or more of the tree view tabs (Show Fewer Buttons), or to unhide them (Show More Buttons).

The **My Folders** tab only shows jobs you have created. It shows:
- Jobs you have deleted (Deleted Items).
- Jobs you have created that are not yet complete (Drafts).
- Jobs you have created while offline to be sent when next online (Outbox).
- All of your submitted jobs (Sent Items).

In addition, the Search Folders filters the Sent Items according to each job's current status:
- Incomplete
- Waiting Review
- Unallocated Typing
- Allocated Typing
- Completed
The **Tasks** tab only shows jobs created by others, and does not include your jobs. It shows jobs sent for Pre-Type and Post-Type Review, as follows:
- The Before Typing folder shows other people's jobs awaiting pre-type review.
- The After Typing folder shows other people's jobs awaiting post-type review.

Note: You can only view other people's jobs if you have the appropriate security permissions.

The **Public Folders** tab only shows jobs created by others, and does not include your jobs.

The Sent Items lists other people's jobs sent for typing.
In addition, the Search Folders filters the Sent Items according to each job's current status:
- Incomplete
- Waiting Review
- Unallocated Typing
- Allocated Typing
- Completed

Note: You can only view other people's jobs if you have the appropriate security permissions.
The Job List

The list of jobs in the main job window includes information on each job, such as the job number, the status of the job, the typist group it has been allocated to, etc. The following information is also displayed:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🚨</td>
<td>Priority</td>
<td>Jobs that have been marked as High Importance are shown in red type, with an exclamation mark in the Priority column.</td>
</tr>
<tr>
<td>🚫</td>
<td>On Hold</td>
<td>Jobs that have been placed on hold have a flag showing in the On Hold column. If a typist has placed the job on hold, it may show that they are unable to finish the job (for example, if they require more information from the author).</td>
</tr>
<tr>
<td>✉️</td>
<td>Notes</td>
<td>Jobs that have notes entered into the Notes field have a blue letter i showing in the Notes column.</td>
</tr>
<tr>
<td>🔗</td>
<td>Attachments</td>
<td>A red paper clip icon shows that a job has one or more files attached to it.</td>
</tr>
<tr>
<td>🎨</td>
<td>Speech Recognition</td>
<td>If a job has speech recognition text attached to it, a page icon is shown in the Speech Recognition column:</td>
</tr>
<tr>
<td>🎨</td>
<td></td>
<td>‣ A blank page 🎨 indicates the speech recognition process is still being run, and the text is not yet available.</td>
</tr>
<tr>
<td>🎨</td>
<td></td>
<td>‣ A lined page 🎨 indicates that the speech recognition job is ready for transcription.</td>
</tr>
<tr>
<td>🎨</td>
<td></td>
<td>In addition, the lined page icon changes color to show the status of the speech recognition text, as follows:</td>
</tr>
<tr>
<td>🎨</td>
<td></td>
<td>‣ If the speech recognition text is uncorrected, the page icon will be white.</td>
</tr>
<tr>
<td>🎨</td>
<td></td>
<td>‣ If the speech recognition text (the jobs resulting .rtf file) has been partly corrected by the author, the page icon will be yellow.</td>
</tr>
<tr>
<td>🎨</td>
<td></td>
<td>‣ If the speech recognition text (the jobs resulting .rtf file) has been completely corrected by the author or typist, the page icon will be green.</td>
</tr>
</tbody>
</table>
The Menu Options

The menu bar on the Control Panel enables you to access commonly used functionality. There are three menus available:

- Home (page 13)
- Options (page 15)
- Help (page 16)

The Home Menu

Buttons available on the Home Menu are detailed below.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="New" /></td>
<td>Creates a new job in the Job Window.</td>
</tr>
<tr>
<td><img src="image" alt="Open" /></td>
<td>Opens the job that is currently selected. The job only opens if your security permissions allow this.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Import job</td>
<td>Opens the WinScribe Import Job (page 105) window to enable you to import jobs that have been recorded on an external device, such as a mobile voice recorder.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Refreshes the current display.</td>
</tr>
<tr>
<td>Delete</td>
<td>Click this to clear the Deleted Items folder, permanently removing any deleted jobs.</td>
</tr>
<tr>
<td>Reading Pane</td>
<td>Displays the Job Notes and other information about the highlighted job. When logging off your setting is retained (that is, if your reading pane is open, it will be re-opened when you restart WinScribe Author).</td>
</tr>
<tr>
<td>Find</td>
<td>Displays a toolbar for you to enter text to be located, in order to find jobs in the current grid. Click on the 'Find Now' button to run the search. Click 'Clear' or 'X' to clear the search and re-display all jobs in the grid.</td>
</tr>
<tr>
<td>Online</td>
<td>Connects to the server to work online or disconnects to work offline. Toggle to the required setting.</td>
</tr>
</tbody>
</table>
The Options Menu

Buttons on the Options menu are detailed below.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options...</td>
<td>Opens the Author Options (page 55) Window, to configure Playback, Server and Speech Recognitions options.</td>
</tr>
<tr>
<td>Scripts...</td>
<td>Opens the WinScribe Script Editor (page 46) window. This window enables you to write scripts in VBScript or JavaScript to automate aspects of the dictation or transcription process.</td>
</tr>
<tr>
<td>Hardware...</td>
<td>Opens the Hardware Settings (page 83) window, to select your hardware device and configure settings.</td>
</tr>
<tr>
<td>Security...</td>
<td>Opens the Security (page 81) window, which enables you to change your security code and configure your internet settings.</td>
</tr>
</tbody>
</table>
The Help Menu

The Help menu enables you to access information on using WinScribe Author.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Help" /> Help</td>
<td>Opens the WinScribe Author online help.</td>
</tr>
<tr>
<td><img src="image" alt="Contents &amp; Index" /> Contents &amp; Index</td>
<td>Opens the WinScribe Author online help with the Index search facility open.</td>
</tr>
<tr>
<td><img src="image" alt="About WinScribe" /> About WinScribe</td>
<td>Opens an information window that displays which version of WinScribe Author you are running.</td>
</tr>
<tr>
<td><img src="image" alt="Product News" /> Product News</td>
<td>Launches a Browser window and loads the Press Releases page of the WinScribe website.</td>
</tr>
<tr>
<td><img src="image" alt="Online Support" /> Online Support</td>
<td>Launches a Browser window and loads the WinScribe Support Portal. Note: You can adjust the web page this goes to by editing the registry. Open the Registry Editor and navigate to HKEY_LOCAL_MACHINE &gt; Software &gt; WinScribe &gt; General. Edit the SupportPageURL setting and enter the desired URL.</td>
</tr>
<tr>
<td><img src="image" alt="WinScribe Home Page" /> WinScribe Home Page</td>
<td>Launches a Browser window and loads the WinScribe website home page.</td>
</tr>
</tbody>
</table>
Creating Jobs

The Job window is used to create and view jobs, and is accessed by clicking the New button or the Open button on the Home menu in the WinScribe Author Control Panel.

The Job Window
The Playbar

You can control your audio recording and playback using the playbar.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Start recording. The button flashes when WinScribe is recording." /></td>
<td>Start recording. The button flashes when WinScribe is recording.</td>
</tr>
<tr>
<td><img src="image" alt="Stop current operation." /></td>
<td>Stop current operation.</td>
</tr>
<tr>
<td><img src="image" alt="Start playback." /></td>
<td>Start playback.</td>
</tr>
<tr>
<td><img src="image" alt="Rewind. Hold down for faster rewind speed." /></td>
<td>Rewind. Hold down for faster rewind speed.</td>
</tr>
<tr>
<td><img src="image" alt="Go to beginning of recording." /></td>
<td>Go to beginning of recording.</td>
</tr>
<tr>
<td><img src="image" alt="Go to end of recording." /></td>
<td>Go to end of recording.</td>
</tr>
<tr>
<td><img src="image" alt="Position slider. You can drag to any position in the dictation." /></td>
<td>Position slider. You can drag to any position in the dictation.</td>
</tr>
<tr>
<td><img src="image" alt="Position indicator. This shows (in seconds) your exact position within the dictation." /></td>
<td>Position indicator. This shows (in seconds) your exact position within the dictation.</td>
</tr>
</tbody>
</table>

Note: The buttons have immediate effect. You can click Rewind during playback without having to click Stop first.
# Menus on the Job Window

The menu bar on the Job window enables you to access commonly used functionality. There are five menus available:

- Jobs
- Bookmarks
- Actions
- Options
- Help

## Jobs

The options available on the Jobs tab are described below.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="send.png" alt="Send" /></td>
<td>If this is a new job, use the Send option to complete the job and upload it to the WinScribe Server (if you are online), making it available for typing or for review. If this is a review job, use the Send option to complete the review of the job. If you have modified a review job that has already been typed, you will be asked if you want to send the job back to the original Typist.</td>
</tr>
<tr>
<td><img src="save.png" alt="Save" /></td>
<td>Use this option to save a new job to your Drafts folder rather than sending it to the WinScribe server for typing. This enables you to save incomplete jobs you wish to finish later.</td>
</tr>
<tr>
<td><img src="delete.png" alt="Delete" /></td>
<td>Discards the job. If this is a new job you have just created, you are simply returned to the WinScribe Author Control Panel and the job is not saved. If you have opened an existing job, when you select this option you are returned to the WinScribe Author Control Panel and the job is moved into the Deleted folder.</td>
</tr>
<tr>
<td>Jobs folder.</td>
<td>Marks the priority of the job. Click to change the priority to high, and click again to change it back to normal. High priority jobs are highlighted in red in the WinScribe Client, and are prioritized over normal jobs in the Typist Queues.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><img src="image" alt="Priority - Normal" /></td>
<td>Marks the confidentiality of the job. Click to set the job as confidential, and click again to set it back to not confidential. Note: You can only mark a job as confidential when a specific typist is selected.</td>
</tr>
</tbody>
</table>
| ![Not confidential](image) | Sets Insert / Overwrite options. Click to switch to Insert mode, and click again to change back to Overwrite mode.  
- Insert mode will insert new dictation at any position in a job without overwriting existing words.  
- Overwrite mode enables you to overwrite existing dictation from any position in a job. Overwrite mode is the default mode for jobs. See Inserting and Overwriting (page 42) for more details. |
| ![Overwrite](image) | You can select to work online or offline by toggling to the required setting.  
- When working online your workstation is connected to the WinScribe server, and information is automatically transferred to and from the server as you work.  
- When working offline, your dictation is temporarily stored on your local hard drive. The data is automatically transferred to the server when you next go online. See Working Online and Offline (page 52) for more details. |
| ![Online](image) |
**Bookmarks**

The Bookmarks tab contains commands for both Bookmarks and Blockmarks:

- **Bookmarks** enable you to mark places in the dictation file for future reference. As well as from the Bookmarks menu, bookmarks can be accessed by right clicking on the recording time slider.

- **Blockmarks** enable you to cut a block of dictation and paste it in at another position in the same job. You can do this when recording the audio file, or during playback of the file. You can also use blockmarks to cut out unwanted sections of audio (use the same procedure, but don't paste the text back in to the audio file). Note that once a job has been uploaded to the WinScribe Server for typing or review, blockmarks cannot be used.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Block Start Mark</td>
<td>Ensure you are at the desired location in the audio file and then click this button to set the start location of the blockmark.</td>
</tr>
<tr>
<td>Set Block End Mark</td>
<td>Ensure you are at the desired location in the audio file and then click this button to set the end location of the blockmark.</td>
</tr>
<tr>
<td>Clear Block Marks</td>
<td>If you have set blockmarks that are now unwanted, click this button to clear them. Both Start and End blockmarks will be cleared if they exist.</td>
</tr>
<tr>
<td>Insert Bookmark</td>
<td>Stop the recording or playback at the required position and then select Insert Bookmark. You can insert up to 50 bookmarks.</td>
</tr>
<tr>
<td>Cut</td>
<td>Once you have marked the start and end points of the blockmark, click the Cut button to cut the section of audio out of the current location. WinScribe Author automatically joins the remaining parts of the dictation into a continuous file. You can then paste the cut section in at a different location, if required.</td>
</tr>
<tr>
<td>Paste</td>
<td>After cutting the blockmarked section of audio from the audio using the Cut button (above), navigate to the desired location in the audio, and then click the Paste button to paste the audio</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>section into the new location.</td>
</tr>
<tr>
<td><img src="image" alt="Goto Next Bookmark" /></td>
<td>Jump to the next bookmark in the audio file. WinScribe Author continues with the current operation (record, playback or stop).</td>
</tr>
<tr>
<td><img src="image" alt="Goto Previous Bookmark" /></td>
<td>Jump to the previous bookmark in the audio file. WinScribe Author continues with the current operation (record, playback or stop).</td>
</tr>
<tr>
<td><img src="image" alt="Remove Bookmark" /></td>
<td>Use Next Bookmark or Previous Bookmark to locate the bookmark you want and then select Remove Bookmark.</td>
</tr>
<tr>
<td><img src="image" alt="Remove All Bookmarks" /></td>
<td>Select this option to remove all bookmarks from the voice file.</td>
</tr>
</tbody>
</table>

Notes:
- You can click on the recording time slider to move to the required position within the dictation.
- Once a job has been stored on the server, you can use but not modify any bookmarks for that job.
- The Bookmarks tab is not available for speech recognition jobs. (Bookmarks cannot be used).

Actions
The options available on the Actions tab are described below.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Attach..." /></td>
<td>This option adds attachments to the job. These attachments follow the job wherever it goes, including to the typist and the reviewer. Double clicking on the attachment opens the file in the same way that Explorer does.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Job Options...</td>
<td>Opens the Jobs Options (page 40) window to set options for the job such as the priority of the job, the department, review options, and the job security options.</td>
</tr>
<tr>
<td>Required By...</td>
<td>Opens a calendar to set the date that typing is required to be complete. This option is only available when the Job Routing setting in WinScribe Web Manager has been enabled.</td>
</tr>
<tr>
<td>Script event</td>
<td>Click this button to run the Author Event user-defined script, if it has been set up in your system. For information on scripts, refer to the Scripts (page 46) section or contact your System Administrator.</td>
</tr>
<tr>
<td>Volume...</td>
<td>Opens the Volume Controls window to configure record and playback volume.</td>
</tr>
</tbody>
</table>

**Options**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options...</td>
<td>Opens the Author Options (page 55) Window, to configure Playback, Server and Speech Recognitions options.</td>
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<tr>
<td>Scripts...</td>
<td>Opens the WinScribe Script Editor (page 46) window. This window enables you to write scripts in VBScript or JavaScript to automate aspects of the dictation or transcription process.</td>
</tr>
</tbody>
</table>
Opens the Hardware Settings (page 83) window, to select your hardware device and configure settings.

Opens the Security (page 81) window, which enables you to change your security code and configure your internet settings.

Help

The Help menu enables you to access information on using WinScribe Author.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Help" /></td>
<td>Opens the WinScribe Author online help.</td>
</tr>
<tr>
<td><img src="image" alt="Contents &amp; Index" /></td>
<td>Opens the WinScribe Author online help with the Index search facility open.</td>
</tr>
<tr>
<td><img src="image" alt="About WinScribe" /></td>
<td>Opens an information window that displays which version of WinScribe Author you are running.</td>
</tr>
<tr>
<td><img src="image" alt="Product News" /></td>
<td>Launches a Browser window and loads the Press Releases page of the WinScribe website.</td>
</tr>
<tr>
<td><img src="image" alt="Online Support" /></td>
<td>Launches a Browser window and loads the WinScribe Support Portal.</td>
</tr>
<tr>
<td><img src="image" alt="WinScribe Home Page" /></td>
<td>Launches a Browser window and loads the WinScribe website home page.</td>
</tr>
</tbody>
</table>
Recording a Job

This section describes the process of creating and reviewing jobs.

Step 1. New Job

To create a new job:

- Click the New button from the Home tab,
- or-
- Press the keyboard shortcut (Ctrl+N)

The New Local Job window opens.
Step 2. Change Department

Departments are used to categorize jobs. The job type, typist group, and other job options will depend on the department selected.

If required, you can change the department, as follows:

1. Select Job Options from the Actions tab to open the Job Options window.
2. In the Department field, click on the down arrow to select the required department.

Notes:

- You will only be able to change the department if your user security allows it.
If the **Ask For Department** checkbox is ticked in your WinScribe Author Options (page 55), the Job Options window is automatically displayed every time a new job is created, for you to check the selected department.

Once you have changed your department, any new jobs entered automatically default to the new department, until it is changed again.

While in the Job Options (page 40) window, you can also select the job priority, the review options for the job, and security options, if required.

**Step 3. Specify Job Routing**

The 'To' field enables you to override the default routing for this job, and select a specific typist or typist group to send the job to. There are two methods for doing this:

1. Click inside the 'To' field to view a drop-down list of typists. All typists and typist groups the author has previously entered into this field are displayed.

2. Click on the 'To' button to open the Select Name dialog window, which shows a list of Typists and Typist Groups to which the job can be sent.

Refer to the Job Routing (page 34) section for more information.

**Notes:**

- The typists available for selection are determined by the selected department.
- You can only change the typist setting if your user security allows it.
- If the typist name is shown in red, it indicates that typist is not currently logged on.
- Once you have changed the typist, any new jobs entered automatically default to the new typist setting, until it is changed again.
Step 4. Specify Job Type

Select the job type to be used for the job. You can click inside the 'Jobtype' field to view a drop-down list of all job types for the selected department, and select the required job type from the list.

The Job Window resizes dynamically for each job type so as to show the correct user fields for that job type.

Notes:

- You will only be able to change the job type if your user security allows it.
- If the **Ask For Job Type** checkbox is ticked in your WinScribe Author Options (page 55), the Select Jobtype window is automatically displayed for you to select the required job type from the list provided.
Step 5. Enter Any Additional User Fields or Record Header Information

Depending on the job type selected, you could additionally have extra fields to enable you to record additional information as required. Any extra fields are defined as part of the WinScribe set up at your site.

For example:

- You could enter additional numeric / text fields
- You could record some dictation for the header section of your job.

Step 6. Add or Delete Attachments

Any author that has Dictate permission for this job can add attachments to it. These attachments follow the job wherever it goes, including to the Typist and the Reviewer. Click on the Attach field to browse for a file (or files) to attach.

Notes:

- Attachments can also be dragged and dropped into this field.
- Double clicking on the attachment name in this field opens the attachment file using the default application for that file type.
- Selecting an attachment and pressing the delete button, deletes that attachment.

Step 7. Record the Dictation

If using client speech recognition, click on the Speech Recognition button on the toolbar before starting to dictate.

Click (Record) and use your microphone to record the dictation. You can stop, rewind, fast forward, insert, or record over at any time.
Note: When using Client Speech Recognition, if you want to stop recording at any time, you must allow a small pause after speaking before doing so. This is to ensure the last few words of your recording are recognized by Dragon. Failure to do so may mean that Dragon will not recognize the last few words of recording you have done.

**Step 8. Add Comments**

If required, you can add comments into the comments pane in the Job Window. Comments for each job can be viewed in the Reading Pane in the WinScribe Author Control Panel.

**Step 9. Save / Send the Job**

If you or another author will be reviewing the job, make a note of the key number to assist with accessing the job later.

There are three ways to finish the current job:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Send button](send.png) | Press the Send button to finish the job. If your Confirm End Job Commands option is switched on in the WinScribe Author Options (page 55), you will be prompted to confirm that the job is complete. If you are working online, the dictation and job properties are uploaded to the WinScribe server ready for typing or reviewing, depending on the job type and options selected. You will be able to view the job in your Sent Items folder.  

- Notes:  
  - If you are currently offline, the job will be stored in your Outbox until you reconnect to the server.  
  - If you have speech recognition software installed, it is used to transcribe your dictation job into a text file. |
Press the Save button to save the job and leave it in your Drafts folder. If your Confirm End Job Commands option is switched on in the WinScribe Author Options (page 55), you will be prompted to confirm that you wish to leave the job incomplete. When you next log on, you are reminded about any currently open jobs. You can re-open, edit and complete saved jobs at any time.

Press the Delete button to discard the job. All recorded information and details of the job will be lost. If your Confirm End Job Commands option is switched on in the WinScribe Author Options (page 55), you will be prompted to confirm that you wish to discard the job.
Working with Jobs

Opening Jobs
To open an existing job, ensure the required job is selected in the job listing pane, and:

- Select Open from the Home tab, or
- Double click on the job, or
- Press Enter on the keyboard.

Editing Open Jobs
If you left a job open (in your Drafts folder) by clicking the Save button after recording, you can access the job later to edit or complete it.

Notes:
- Incomplete (draft) jobs cannot be accessed by any other author.
- WinScribe Author reminds you about any jobs you have left open when you log on.
- Open jobs in your Drafts folder can be edited whether or not you are currently online.

To edit an open job:
1. Click the Drafts folder and select the required job in the job listing pane.
2. Double-click on the job, or click the Open button on the Home tab.
3. Edit the job details and dictation in the same way as Recording a Job (page 25).
4. Close the job, using one of the following options:
   - Click the Send button to finish the job and send it to the appropriate queue.
   - Click the Save button to save your changes and leave the job in the Drafts folder for future editing.
Click the Delete button to discard this job. The job will be moved into the Deleted Jobs folder.

Reviewing and Editing Sent Jobs

All authors can review their own dictation. Authors who have appropriate access permissions can review other authors' submitted dictation. Access permissions are set up by your System Manager.

To review or edit Sent jobs:

1. Click the Sent Items folder and select the required job in the job listing pane.
2. Double-click on the job, or click the Open button on the Home tab.
3. Edit/review the job details and dictation in the same way as Recording a Job (page 25).

To save or exit from the job being reviewed:

When you open a job that is waiting review, the Save button is replaced with a No Changes button. Once you have finished working with the job:

- Click the Send button to finish the review and send the job to the WinScribe Server for typing
- Click the No Changes button to close this job without saving any changes (the job will still require review).
- Click the Delete button to discard this job and move it to the Deleted Jobs folder.
Note: If Speech Recognition has been used, a text file containing the recognized text will also open when you open the job, to enable you to review the text. You must close this text file before you will be able to close the job.

**Review Restrictions**

Dictation cannot be reviewed online in the following circumstances:

- When the WinScribe server is not available or you are currently offline.
- When left open / incomplete, unless you are the author of the job.
- When you do not have the appropriate access permissions (see your System Manager).
- When you have deleted the job before it was sent for typing.

Note: Jobs that are currently being typed cannot be edited, but can still be reviewed.

Dictation cannot be reviewed offline in the following circumstances:

- When the job has not been left open.
- After completing a job offline then going online again (the job will be sent immediately to the server).

**Job Routing**

If required, you can override the default routing rules and select a specific typist to send jobs to, rather than the typist group specified by the WinScribe Manager.

To change the routing:

1. Ensure the Author setting in WinScribe Web Manager has been checked to allow Change Job Routing.
2. Click on the 'To' button in the Job Window.
3. Select the appropriate typist you wish to re-route the job to, from the list provided. Only typists belonging to the selected department that have access rights to jobs of the selected job type will be included in the list, unless the Advanced Routing setting in WinScribe Web Manager has been checked. If Advanced Routing is turned on, you will be able to route jobs to any typist, including typists from different departments, and typists that do not normally have access rights to jobs of the selected job type.

Notes:
- The selected typist will now receive all jobs. To reset back to the normal routing rules, select Default from the typist dropdown tab.
- When you send this job:
  - The status will be changed to 'In Typist's Personal Queue'.
  - The job will be moved to the Allocated Typing folder (under Search Folders).
  - The job will no longer be editable.
**Advanced Routing Turned On**

If Advanced Routing is turned on, the available options for filtering in the Select Name window will be:

- Default users and groups
- Default users
- Default groups
- All users and groups
- All users
- All groups

You can select any Typist or Typist Group for the job to be sent to, regardless of what Job Type they can type, or which Department they belong to.
Advanced Routing Turned Off

If Advanced Routing is turned off, the available options for filtering in the Select Name window will be:

- Default users and groups
- Default users
- Default groups
# Job Status

The Status of each job is shown in the Status Column in the main WinScribe Author window.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting For A Typist</td>
<td>If a job has not been allocated to a specific Typist and has not yet been downloaded by any Typist, the job will have this status.</td>
</tr>
<tr>
<td>In Typists Personal Queue</td>
<td>If a job has been allocated to a specific Typist, the job will automatically go straight into that typist's My Jobs folder. The status of the job will be 'In Typists Personal Queue'. When the Typist downloads the job, the status will change to 'Typist Work in Progress'.</td>
</tr>
<tr>
<td>Being Typed</td>
<td>While a Typist has a job open (the playbar is open), the status is set to Being Typed. The status changes again when the playbar is closed.</td>
</tr>
<tr>
<td>Typist Work in Progress</td>
<td>Once a job is downloaded by a Typist, the job status will be Typist Work in Progress.</td>
</tr>
<tr>
<td>Waiting for Review Before Typing</td>
<td>Jobs that have been dictated that have the Pre-Type Review option switched on have this status. They must be reviewed before they will upload into the Typist queues.</td>
</tr>
<tr>
<td>Waiting for Review After Typing</td>
<td>Jobs that have been typed and are waiting for review have this status. The Post-Type Review job option must be on for a job to wait for review after typing, otherwise the job would go straight to the Completed status.</td>
</tr>
<tr>
<td>Completed</td>
<td>Jobs that are Completed have been typed and have passed review (if review options are switched on). There is no more work to be done on Completed jobs.</td>
</tr>
</tbody>
</table>
The Status Column shows the status of the job. A status of 'Typist Work in Progress' shows that the typist has downloaded the job to their local queue. 'Being Typed' indicates the Typist is currently working on the job.
Setting Job Options

To access the Job Options window:

1. Open the required job.
2. Select Job Options from the Actions tab to open the Job Options window.

The Job Options window enables you to set the following options for the job:

- Change the priority of the job (Normal or High Importance). This can also be set using the priority button on the Job tab.
- Change the department.
- Set review options for pre-type or post-type review.
Set Security options, including the ability to password protect the job, and to flag the job as confidential to ensure that only the original author and a chosen typist can access the job.

Notes:
- Passwords can be up to 32 characters long.
- Confidential jobs must have a typist selected otherwise their jobs will not be marked as confidential.

Deleting a Job

To delete a job:
1. Open the job.
2. Click on the Delete button.

When you a delete a job:
- If you delete an Open job it is moved into the Deleted Jobs folder. You can empty this folder by clicking the Delete button on the WinScribe Author Control Panel menu, or by selecting the job(s) in the Deleted Jobs folder and pressing the Delete key.
- If you delete a job that is Waiting for Review or Waiting for a Typist the job is not deleted but its status is changed to Completed. The job will move into the Completed folder, and will remain visible in the jobs list in the Sent Items folder. The following note will be added to the job: Job moved from PreTypeReview to Completed by Author (####) – where (####) is the Author Id.

To send a deleted or completed job for retyping:
1. Open the job.
2. Add a comment to the job into the notes pane.
3. Click on the Send button.
4. You will be prompted to confirm that you wish to send the job for re-typing. When confirmed, the job status will be changed to Waiting for a Typist. It will either be moved into the Unallocated Typing folder (under Search Folders), or if the job has been previously typed it will go to the My Jobs folder of the typist who originally typed the job.

Note: Jobs that have been sent to a typist's personal queue, or that are being typed, cannot be deleted.

**Inserting and Overwriting**

WinScribe Author allows you to insert new dictation at any position in a job, with or without overwriting existing words depending on the option selected:

- **Overwrite** enables you to overwrite existing dictation from any position in a job. For example, you may want to overwrite the last paragraph of the current job. Overwrite mode is the default mode for jobs.

- **Insert** mode will insert new dictation at any position in a job without overwriting existing words.

To insert or overwrite dictation:

1. Use the Playback controls (Forward, Rewind and Play) to locate the required position in the audio.
2. Toggle the Overwrite/Insert button until dictation is in the required mode.
3. Click the Record button and record dictation as required.
Job Numbers and Key Numbers

Job Numbers

When you start a job, WinScribe Author automatically assigns a local job number to it. When the job is finished and transferred to the server, WinScribe then assigns a unique sequential job number. This number can be used to locate the job on the server. The original local job number cannot be used to find the job on the server.

Notes:
- The Drafts folder will show the local job number in the Local Job column.
- The Deleted Items folder will show the local job number in the Local Job column (only deleted local jobs are moved to this folder)
- All other folders will show the server job number in the Job column.

Key Numbers

A key number is a reference number that you may be required to enter at the start of a new job. A key number can be an account, patient or some reference number, and may be numeric or alphanumeric.

In cases where a job has a key number, the key number can be used as an alternative to the job number to access the job for editing or review.

There can be more than one job associated with the same key number. For example, in a medical environment there may be several dictations (different job numbers) relevant to the same patient (same key number). You can find all the jobs associated with that patient by entering the key number.
Searching For Jobs

To search for a job using the job number or key number, click on the **Find** button on the Home tab. This opens the Find Bar at the top of the job listing:

1. To find a job or jobs, enter either the job number or job key into the Look For field, and click on Find Now, or press the Enter key. Only the job or jobs that match your search criteria will be shown in the job listing. In the above example, the key field was searched for, and only jobs with an identical key field are shown in the job listing.

2. To clear your search and show all jobs in the job listing, click on Clear.

3. To close the Find Bar, either click on the cross (x) at the right of the Find Bar, or toggle the Find button off.

Note: Searches are not case sensitive, and will find partial matches.
Using Bookmarks and Blockmarks

Notes:

- You can click on the recording time slider to move to the required position within the dictation.
- Once a job has been stored on the server, you can use but not modify any bookmarks for that job.
- The Bookmarks menu is not available for speech recognition jobs. (Bookmarks cannot be used).

Using Blockmarks

1. Stop the recording or playback at the required position.
2. Select Set Block Start Mark to mark the start of the Block.
3. Move to the required position and then select Set Block End Mark, or use the keyboard shortcut (Ctrl+E), to mark the end of the block.
4. Select Cut (Ctrl+X) to cut the block of dictation.
5. Move to new position using the recording time slider.
6. Select Paste (Ctrl+Z) to paste in the block.

If you want to delete a part of the dictation, you simply cut without pasting. WinScribe Author automatically joins the remaining parts of the dictation into a continuous file.

All the necessary commands can be accessed by pointing to the recording time slider and clicking the right mouse button. Alternatively, you can use the keyboard shortcuts listed on the right-click menu.

Note: Cutting and pasting is not available for speech recognition jobs.
In order to save yourself time and effort, WinScribe Author enables you to write scripts in VBScript or JavaScript to automate aspects of the dictation or transcription process. A script can be set up to respond to various events in WinScribe Author, such as: Start Job, Discard Job, Finished Job and Review Job. When the event occurs, the script associated with it is run. A script might be set up, for example, to display patient name details after the patient number has been entered.

**Setting up a Script**

You must obtain the password from your System Manager before you can access the script editor. To set up a script:

1. Open the Scripts window by selecting the Scripts button on the Options tab.
2. Enter the password as prompted into the Advanced Features Password dialog box, and click OK.
3. In the **Program Events** drop-down list, select the event you want to develop a script for.
4. Select the script language you are using in the **Script Language** drop-down list.
5. If necessary, specify the Timeout value. This value controls the delay between the script starting and a prompt appearing. The prompt indicates that the script is taking longer to complete than expected and asks you if you wish to end the script or continue waiting. If the script is likely to take several seconds to access a database, for example, you might set Timeout to 10 seconds. The default value is zero, which means you do not wish to control the display of the timeout prompt.
6. Type the script text into the box. For further details on scripts, refer to the **WinScribe Scripting Guide**.
7. Select the **Run Script** check box. If you do not select this check box, you cannot test the script and the script will not respond to the selected event.
8. If you wish, click **Test** to run the script. Correct any errors and repeat the test as required.
9. Click **Save** to store the script information, then click **Exit** to close the dialog box.
Working with Scripts / Features

You can upload any file(s) to the WinScribe server using scripting. The file(s) are uploaded to the 'Uploads' subdirectory of the WinScribe server 'Recording' directory. e.g. objSystem.sysUploadFile("FilePathName").

Note: If the file already exists on the server, it is renamed with an extension from 000 up to 999. If there are already 1000 backup copies, then the file upload will fail without error. Therefore, files should not be kept permanently in the 'Uploads' directory but should be moved or deleted as appropriate.

There is a scriptable display field at the bottom of the author job window to allow for the displaying job specific information. e.g. objSystem.sysDisplayText("Patient Name")

- The 'Userfield Entered' and 'Userfield Exited' scripts are called when the cursor enters or leaves the user field text boxes. Note that this can happen multiple times during the job creation.
- The 'Start Job' event is only called when the 'New Job' button is pressed. This allows this event to be used to fill out all the user fields as per previous user field scripts.

Script and Timeout Guidelines

Script Guidelines

The script function run by WinScribe Author must be named "Sub Main ()" or "Function Main ()".

WinScribe provides five objects that you can use in scripts: objSystem, objAuthor, objAuthorJob, objTypist and objTypistJob. Some of these objects provide information at run time only, not via the Test button.

Each object provides information about system settings and parameters. Some objects allow settings to be changed as well as referenced. For further details, refer to the WinScribe Scripting Guide.
Timeout Guidelines

This value controls the delay between the script starting and a prompt appearing. The prompt indicates that the script is taking longer to complete than expected and asks you if you wish to end the script or continue waiting.

If the script is likely to take several seconds to access a database, for example, you might set Timeout to 10 seconds.

The default value is zero, which means you do not wish to control the display of the timeout prompt.
**Keyboard Shortcuts**

WinScribe Author provides a number of standard keyboard shortcuts or "hot keys" for common functions, but you can change these settings if you wish. To change the standard keyboard shortcuts:

1. Click the **Keyboard** tab.
2. Select a hot key from an unused **Hot Key** drop-down list, then select a function from the corresponding **Function** drop-down list. Try to choose hot key letters that relate to the function they control, as shown in the dialog box.
3. Repeat Step 3 until you have allocated all the hot keys you require.
4. Click **OK** to save and exit the Hardware Settings window.
Frequently Asked Questions

How do I start a new job?
If the Auto Start New Job option in the WinScribe Author Options window is checked, WinScribe Author will bring up a job window, ready for you to start another job as soon as you have finished the current job. Follow the instructions in the Recording a Job section to record the job.

If the Auto Start New Job option in the WinScribe Author Options window is not checked, a new job can be started by:

- Clicking the New button from the Home tab,
- Pressing the keyboard shortcut (Ctrl+N)

Follow the instructions in the Recording a Job section to record the job.

Can I change a job that I have marked as finished?
You can edit any job that you have created as long as that job is not allocated to a particular typist, or being typed.

If you have appropriate access permissions, you can edit other authors' jobs. Access permissions are set up by your System Manager.

If you are currently Offline, you can only edit the saved jobs in your Drafts folder. You cannot review any jobs that are on the server until you go online. For further information, see Overview of Working Online and Offline.

Is there a limit to the length of dictation?
No, there is no limit.
What do I do if I forget my author id or security code?

Contact your System Manager.
Working Online and Offline

When logging in, or at any time during a WinScribe Author session, you can select online or offline mode.

When working online your workstation is connected to a WinScribe server. This is a central computer that stores and processes dictation data. The connection is either via the Internet using a modem or DSL (Digital Subscriber Line), or via your company's network. Information is automatically transferred to and from the server as you work.

When working offline, your dictation is temporarily stored on your local hard drive. The data is automatically transferred to the server when you next go online.

Certain tasks, such as setting a security code, can only be done when working online. The main tasks are summarized below.

Main Online Tasks

- Dictate and save jobs to the server.
- Review jobs on the server.
- View the status of jobs sent for transcription.
- Change security code.

Main Offline Tasks

- Dictate and save jobs to your local hard drive.
- Complete open jobs ready for uploading to the server.

Going Online and Offline

- You can select online or offline mode when starting and logging on, or at any time during an WinScribe Author session:
You can switch between online and offline at any time by pressing **F3**, or selecting the **Online/Offline** button from the Home or Jobs tab.

**Notes:**
- When online, WinScribe Author displays the word 'Online' in the bottom right hand corner of the control panel.
- When offline, WinScribe Author displays the word 'Offline' in the bottom right hand corner of the control panel.
- Going offline does not disconnect your Internet connection if you are using a modem.
- When working offline, completed jobs are held in your Outbox and are not sent to the server until you next go online.

**Connecting via Modem**

When you start and logon to WinScribe in online mode, if your PC is configured to use a modem for Internet connections, Windows displays the **Dial-up connection** dialog box.

1. From the **Connect to** list select the ISP (Internet Service Provider) you wish to connect to (only required if you have accounts with more than one ISP).
2. Enter your user name and password.
3. If you want to save the user name and password so that you do not have to enter them each time you connect, select the **Save password** check box.
4. If you want to connect automatically the next time you logon to WinScribe, select the **Connect automatically** check box.
5. Click **Connect**.

**Notes:**
- To configure your PC for dial-up connection, see Windows Internet Connection Wizard (page 54).
- If you use a non-standard dialer, you need to connect to the Internet manually prior to starting WinScribe Author.
- If you use a LAN based connection to the Internet, WinScribe Author automatically uses it to connect to the WinScribe server. The above dial-up dialog box does not appear.
Windows Internet Connection Wizard

The Windows Internet connection wizard guides you through the process of configuring your modem and connection to your ISP (Internet Service Provider). You only need to do this when first setting up your computer to connect to the Internet. To run the wizard:

1. Start Internet Explorer.
2. On the Tools menu, click Internet Options.
3. Click the Connections tab, click Setup to start the wizard and then follow the instructions on screen.
WinScribe Author Options

The Playback Tab

To open the WinScribe Author Options window, select the Options tab then click the Options button. Select the Playback tab to change your playback options.

To change the Language setting, click on the drop-down list.
The **Speed** setting determines your playback speed. To make it faster or slower, drag the Speed slider to the right or left.

The **Microphone** setting controls the input volume into the microphone. Drag the Microphone slider to the right or left, for more or less volume respectively. Note that if the Microphone setting is too high the received sound may be distorted, and if the Microphone setting is too low, the microphone may not pick up sufficient sound for a good result.

The **Volume** setting controls the output volume from your microphone or speakers. Drag the Volume slider to the right or left, for more or less volume respectively.

The **Normal Rewind** setting sets the speed of your normal rewinding. The slowest setting is 1 and the fastest setting is 9.

The **Fast Rewind** setting sets the speed of your fast rewinding. To change this setting, click the up or down button, or type a number between 2 and 99 in the Fast Rewind box.

If the **Inactivity minutes** box displays a time value between 1 and 99 (minutes), the Author application returns to the Logon screen after that time. If it has a time value of zero, the Author application will not revert to the Logon screen. The author who was logged in previously will need to logon again to resume activity. A new author cannot logon in this situation.

If the **Confirm end job commands** check box is selected, you will be prompted to confirm each time you end a job. This setting will apply for all jobs, regardless of whether or not speech recognition is being used.

If the **Window always on top** check box is selected, the WinScribe Author control panel will remain on top of other applications on your desktop.

If the **Ask for department** check box is selected, the Job Options window will automatically be displayed when a new job is started, so that you can select the required Department.

If the **Ask for job type** check box is selected, the Select JobType window will automatically be displayed when a new job is started, so that you can select the required Job Type.

If the **Auto Start New Job** checkbox is selected, a new job will be automatically started for you as soon as the current job is saved, sent, or discarded.

If the **Re-use Key Field For Next Job** checkbox is selected, new jobs will have the key field entry automatically default into the key field for the new job. This can then be edited as required.
If the **Auto Refresh Job Records** checkbox is selected, the server automatically refreshes the job recordset at specified intervals. Ticking this checkbox activates the **Refresh Interval (secs)** field, for you to select the time interval at which the refreshes will occur.

The **Display Completed Job Records (days)** field enables you to select how many days into the past to view completed job records for. Zero days means view all completed jobs. The default is 7 days. All other job statuses other than Complete are always viewable. The view setting is calculated using the date the job was created, so if the setting is left at 7 days, jobs that have been completed will no longer be viewable from 7 days after their creation date.

**Note:** The sound card installed in your computer may not support the recording level feature.

### The Server Tab

WinScribe Author requires a URL (Universal Resource Locator - a standard way of specifying an object on the Internet) to connect to the WinScribe server. A URL is entered when WinScribe Author is first installed. You can change the URL to connect to a different WinScribe server. If you are online, press F3 to go offline. You must be offline to change this setting.
To open the WinScribe Author Options window, select the Options tab then click the Options button. Select the Server tab to change your server options.

1. Enter the URL for the WinScribe server. If in doubt, consult your System Administrator.
2. Click OK to save the setting and exit the dialog box.

Note: You can connect to more than one WinScribe server (URL) from the same PC. To achieve this, you use a separate user id and security code.
The Speech Recognition Tab

There are two options for processing speech recognition:

1. **Server Speech Recognition**
   
   If you have WinScribe Speech Recognition software installed and enabled on your server, your dictation jobs can be sent to the server for speech recognition processing.

2. **Client Speech Recognition**
   
   If you have Dragon NaturallySpeaking speech recognition software installed on your PC, WinScribe Author can process your speech recognition jobs before they are sent to the server. Once the job has been processed, the recognized text and the dictation file are sent to the server where they can be accessed by the transcriptionist.

Refer to the Speech Recognition (page 61) section for more details on these two options.

To configure speech recognition:

Open the WinScribe Author Options window, by selecting the Options tab then click the Options button. Select the **Speech Recognition** tab. There may be a slight delay while WinScribe Author loads user configuration details.

**Notes:**

- Dragon NaturallySpeaking Version 9 or above must have been installed on your PC before you can use Client Speech Recognition.
- If several authors are sharing a PC, each author must have their own logon to WinScribe Author to ensure that a single speech recognition profile is created and maintained for each user.

**Server Speech Recognition**

This option applies only to jobs where the speech recognition will be processed by the speech recognition server, and not on the client (local) machine.
If the Self Correct Before Transcription option is ticked, and the job is a server speech recognition job, then the job will always be placed into pre-type review. The author must review these jobs prior to completing them, or sending them for typing.

**Client Speech Recognition**

These options apply only to jobs where the speech recognition will be processed locally on the client machine, and not on the server.

1. To turn on client speech recognition, select Dragon from the Engine drop-down list. If it is not available, check your installation of Dragon to ensure that you have installed a compatible version (Version 9 or above is required).
2. Tick the **Use Immediate Foreground Recognition** checkbox to activate client speech recognition. This turns on the following features:
   - The Speech Recognition button will be available on the toolbar when a new job is started. Click the Speech Recognition button to turn on speech recognition for that job.
   - In addition, the Display Speech Recognition button will be available on the toolbar for jobs that have speech recognition turned on. Click the Display Speech Recognition button to toggle the display of a Recognized Text Pane at the bottom of the Job Window. The Recognized Text Pane enables you to view speech recognition text, which will be displayed during dictation, as it is processed.
3. The **Always Display Recognized Text** option will only be available if the previous option (Use Immediate Foreground Recognition) is selected. Ticking this checkbox will mean that the 'Display Speech Recognition' button will not be available for selection in the toolbar of the Job Window. Instead, the Recognized Text Pane will automatically be displayed at the bottom of the Job Window. Audio files will be processed as they are recorded, and the speech recognition text will be displayed in the Recognized Text Pane.
4. Click OK to save the settings and exit the dialog box.
Speech Recognition

Before starting to dictate work for speech recognition, we recommend that you complete the minimum training for the speech recognition software. During training in the speech recognition software, the program adapts to your voice and learns how you speak. After the training, the speech recognition program continuously updates its vocabulary from the documents you dictate. It adds unknown words and continuously improves the performance of speech recognition.

Your System Manager will inform you if speech recognition is being used for your organization and will assist with any initial training that you may be required to do.

Whenever possible, try to dictate your job in a quiet place. This will benefit you as an author, and is also important to the typist who will hear any background noise that occurred during dictation. In addition, speech recognition is more accurate if you record in a quiet environment.

ALWAYS prepare by having all the information at hand before you begin dictating.

For further information on using speech recognition with WinScribe Author, see Dictation Etiquette (page 79).

Displaying Speech Recognition Text using WinScribe Author

The format in which text is displayed by WinScribe Author depends on the type of Speech Recognition you have selected for the job type being used. These types are as follows:

**Server Speech Recognition** – Speech recognition text cannot be viewed until it has been sent to the server, and processing on the server is complete. Double-click on the job in your Sent Folder to open the job and the associated RTF file for editing.

**Client Speech Recognition** – Speech recognition text is processed locally, and can be viewed during dictation, as it is being created. Editing and formatting of the text can be done in the Recognized Text Pane while the job is incomplete. Once the job is complete and sent to the server, the text is then saved as an RTF file, which can be viewed and edited by double-clicking on the job in your Sent Folder.
Using Server Speech Recognition

Setting the Correct Volume for Server Speech Recognition

For accurate server speech recognition, it is important that your volume levels are set correctly.

If running client speech recognition, a hardware adaptation process is run that optimizes the recording volume of the device being used. However, with server speech recognition this adaptation is not run. To ensure that server speech recognition is not compromised by audio that is too loud, you must manage your own volume level by completing a testing process to find your optimum recording volume.

1. Open the Options window by selecting Options from the Tools menu.
2. Move the Microphone slider to the left to turn the microphone recording volume down.
   Move the Volume slider to the right to turn the playback volume up.
   Click OK to close the window.
3. Test the new settings by starting a job and recording some audio, then playing it back. Listen to ensure that the speech is coming through clearly and there is no background noise picked up by the microphone. If the recording volume is too loud, crackling or humming will generally be audible.
**Note:** WinScribe recommends that you lower the microphone volume to a minimum level where the volume meter in WinScribe Author is just in the green (i.e. 1 green bar). This will require you to turn up the playback volume to hear the audio at the correct level during playback. This setting should result in an improved recognition rate for server speech recognition processing and an improvement in playback levels for transcriptionists.
Using Client Speech Recognition

Client speech recognition can be used if Dragon NaturallySpeaking® Version 9 or above is installed locally on your PC.

To turn on speech recognition for a job, click the Speech Recognition button on the toolbar before starting to dictate.

When dictating jobs using client speech recognition, **always ensure that speech recognition processing has finished before stopping the recording.**

When recording a job it is best to pause your speech occasionally to allow the speech recognition process to catch up with your dictation. If you manually stop the recording while speech recognition is still being processed, the last part of the recording may be lost. It is easy to ensure that speech recognition has finished before stopping the recording, simply by viewing the text in the Recognized Text Pane and ensuring it is complete.

⚠️ CRITICAL WARNING

You **must** use voice commands to edit text. If you manually edit or delete words (by using the delete key, or selecting words and pasting or typing), these words will be deleted from the voice file. To ensure that the voice file remains intact, use voice commands (such as 'Select' or 'Scratch That') to edit the text.

**Voice Commands**

To use a voice command, simply combine an action with any one of the associated command words from the list below. The action word (or words) are always spoken first, followed by the command. For example, to bold the selected word, you could say "Bold The Selection" ('Bold' being the action and 'The Selection' being the command).

A list of Dragon voice commands is supplied with your Dragon speech recognition software, however not all Dragon formatting commands are compatible with WinScribe Author. Following is a list of voice commands that can be used with WinScribe Author.
# Text Processing

<table>
<thead>
<tr>
<th>Actions</th>
<th>Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold</td>
<td>that</td>
</tr>
<tr>
<td>Italic</td>
<td>this</td>
</tr>
<tr>
<td>Italics</td>
<td>selection</td>
</tr>
<tr>
<td>Italicize</td>
<td>the Selection</td>
</tr>
<tr>
<td>Underline</td>
<td>the Current Selection</td>
</tr>
<tr>
<td>Center</td>
<td>the Selected Text</td>
</tr>
<tr>
<td>Left Align</td>
<td></td>
</tr>
<tr>
<td>Align Left</td>
<td></td>
</tr>
<tr>
<td>Right Align</td>
<td></td>
</tr>
<tr>
<td>Align Right</td>
<td></td>
</tr>
<tr>
<td>Strike</td>
<td></td>
</tr>
<tr>
<td>Undo</td>
<td></td>
</tr>
<tr>
<td>Redo</td>
<td></td>
</tr>
<tr>
<td>Bullet</td>
<td></td>
</tr>
<tr>
<td>Bullets</td>
<td></td>
</tr>
<tr>
<td>Indent</td>
<td></td>
</tr>
<tr>
<td>Decrease Indent</td>
<td></td>
</tr>
<tr>
<td>Decrease</td>
<td></td>
</tr>
<tr>
<td>Increase Indent</td>
<td></td>
</tr>
<tr>
<td>Increase</td>
<td></td>
</tr>
<tr>
<td>Cut</td>
<td></td>
</tr>
</tbody>
</table>
### Job Processing

<table>
<thead>
<tr>
<th>Actions</th>
<th>Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send</td>
<td>job</td>
</tr>
<tr>
<td>Finish</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>Discard</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td></td>
</tr>
<tr>
<td>Not Corrected</td>
<td></td>
</tr>
<tr>
<td>Partly Corrected</td>
<td></td>
</tr>
<tr>
<td>Fully Corrected</td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

### File Processing

<table>
<thead>
<tr>
<th>Actions</th>
<th>Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>file</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Word Processor</td>
<td></td>
</tr>
<tr>
<td>Word</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>that</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Word Processor</td>
<td></td>
</tr>
<tr>
<td>Word</td>
<td></td>
</tr>
</tbody>
</table>
Dragon Global Commands

The following voice commands are used to select fields when using Dragon Global Commands to insert text into a dictation, as detailed in the Dragon Global Commands section (below).

<table>
<thead>
<tr>
<th>Actions</th>
<th>Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>field</td>
</tr>
<tr>
<td>Next</td>
<td></td>
</tr>
<tr>
<td>Previous</td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td></td>
</tr>
<tr>
<td>[Field Name]*</td>
<td></td>
</tr>
</tbody>
</table>

*Say the field name followed by the word 'field' to select the field. For example, to select the [Patient Name] field, say "Patient Name Field".

Formatting Text

When formatting text during client speech recognition, voice commands like 'Bold That' and 'Bullet That' can be used in two ways. If you say 'Bold That' while a word, phrase or sentence is selected, the selection will be bolded. However, if you say 'Bold That' while nothing is selected, bolding will be turned on so that your next utterance(s) will be transcribed in a bold font. To turn bolding off again, simply repeat the words 'Bold That'.
The Recognized Text Pane

The text correction and editing features supplied with Dragon NaturallySpeaking are enabled in the Recognized Text Pane. This means that you can use the 'Select' command to select text, the 'Scratch That' command to delete text, and all other Dragon commands, as detailed in the Dragon NaturallySpeaking documentation. You can use the Speech Recognition menu to set up your preferences for using Dragon commands. For further information on using these features, refer to the Dragon NaturallySpeaking documentation that came with your Dragon software.

This pane can be activated automatically by selecting the Always display recognized text option in your Speech Recognition options, or manually by clicking the Display speech recognition button on the toolbar.

Recognized speech recognition text is displayed here as you dictate. You can format the text using the toolbar above.
The Recognized Text Pane Toolbar

The Recognized Text Pane toolbar enables you to format the speech recognition text as required. The buttons on this toolbar are described below.

<table>
<thead>
<tr>
<th>Button</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Folder]</td>
<td>New</td>
<td>This option will clear the speech recognition text and will delete the voice recording.</td>
</tr>
<tr>
<td>![Word]</td>
<td>Word Processor</td>
<td>This launches Word with the correct template (if installed) for the current job type, fills out the bookmark fields that it has information for, and populates the recognized text into the appropriate part of the Word document. If there is no matching template then the 'normal.dot' template is loaded and the recognized text is pasted in. The following voice commands perform the same action: Word That, Word File, Word Processor That, or Word Processor File.</td>
</tr>
<tr>
<td>![Save]</td>
<td>Save</td>
<td>This option is used to save the text to .rtf, .doc or .txt file.</td>
</tr>
<tr>
<td>![Print]</td>
<td>Print</td>
<td>Brings up the standard Print Dialog, enabling you to print the text.</td>
</tr>
<tr>
<td>![Email]</td>
<td>Email</td>
<td>Brings up your default new email dialog (e.g. Outlook)</td>
</tr>
<tr>
<td>![Font Type]</td>
<td>Font Type</td>
<td>Enables you to choose a font type for selected text.</td>
</tr>
<tr>
<td>![Font Size]</td>
<td>Font Size</td>
<td>Enables you to choose a font size for selected text.</td>
</tr>
<tr>
<td>![Font]</td>
<td>Font</td>
<td>Brings up the Windows font selector, for you to choose other font options for selected text.</td>
</tr>
<tr>
<td>Button</td>
<td>Function</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Bold</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Italic</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Underline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left Align</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Right Align</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cut</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paste</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Redo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bullets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Decrease Indent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Increase Indent</td>
<td></td>
</tr>
</tbody>
</table>

- **Bold**: Bolds selected text.
- **Italic**: Italicizes selected text.
- **Underline**: Underlines selected text.
- **Left Align**: Aligns selected text to the left.
- **Center**: Aligns selected text to the center of the page.
- **Right Align**: Aligns selected text to the right.
- **Cut**: Cuts selected text.
- **Copy**:Copies selected text.
- **Paste**: Pastes (inserts) copied or cut text.
- **Undo**: Undoes the last action(s). Note that you can keep undoing previous actions, up to 100 times.
- **Redo**: After the Undo button has been used, this redoes the last action(s). Note that you can keep redoing undone actions, up to 100 times.
- **Bullets**: This formats the selected text into a bulleted list.
- **Decrease Indent**: If a paragraph has been indented, use this button to decrease the size of the indent by moving the paragraph(s) to the left, or remove the indent altogether.
- **Increase Indent**: This indents (moves) the selected paragraph(s) to the right. Keep pressing this button to increase the size of the indent.
The Speech Recognition Menu

If you are using client side speech recognition, you will have access to the Speech Recognition menu.

This menu enables you to set up your microphone, perform user training, set preferences, and much more. For information and assistance with using these options, refer to the Dragon NaturallySpeaking® documentation that came with your Dragon software.

Transcribing Audio Files

To automatically transcribe a voice recording using client speech recognition, open a new job and select Transcribe... from the Speech Recognition menu. This opens the Transcribe Voice File window:

Click Browse to select an audio file to transcribe (the file can be in .WAV or .WMA format). The file is transcribed into text as though it were an ordinary client speech recognition job.
Completing Speech Recognition Jobs

If using client speech recognition to create or edit a job, you need to specify the level of correction you have done when the job is saved. You can:

- Use voice commands to complete the job:
  - Not Corrected Job: This will mark the job as not corrected. The job will be sent to the typist queue.
  - Partly Corrected Job: This will mark the job as partly corrected. The job will be sent to the typist queue.
  - Fully Corrected Job: This will mark the job as fully corrected. The job will be sent to the typist queue.
  - Completed Job: This will complete the job. The job will not be sent to the typist queue.

-or-

- Press the Send button to complete the job. You are prompted to confirm the level of correction. Note that if you click on the Completed button, the job will not be sent to the typist queue.

The level of correction chosen determines the color of the Page icon displayed next to the job in WinScribe Author, and WinScribe Typist. This feature enables both the author and the typist to easily see the correction status of their speech recognition jobs.

- Not Corrected: The page icon in WinScribe Author and Internet Typist will be white.
- Partly Corrected: The page icon in WinScribe Author and Internet Typist will be yellow.
- Fully Corrected: The page icon in WinScribe Author and Internet Typist will be green.
Note that fully corrected jobs will still be sent to the typist queue. However, if you have the Pre-Type Review option switched on, you can delete the job if required, before it is sent to the typist queue.

- **Completed**: The job is completed and will **not** be sent to the typist queue. The page icon in WinScribe Author will be green.

<table>
<thead>
<tr>
<th>Job</th>
<th>Key</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>787</td>
<td>787</td>
<td>2/1/2006 2:03:00 PM</td>
</tr>
<tr>
<td>783</td>
<td>783</td>
<td>2/1/2006 11:49:00 AM</td>
</tr>
<tr>
<td>789</td>
<td>789</td>
<td>2/1/2006 4:44:00 PM</td>
</tr>
<tr>
<td>782</td>
<td>5432</td>
<td>2/1/2006 11:48:00 AM</td>
</tr>
</tbody>
</table>
**Confirm End Jobs**

In the Playback tab (accessed from the WinScribe Author Options (page 55)), the ‘Confirm end job commands’ checkbox determines whether or not you are prompted for confirmation when completing jobs.

If you intend to use the Completed Job command, having this checkbox ticked can be a good precaution, as it means you are prompted to confirm that you do want to complete the job without sending the job to the typist queue for transcription.
If you use a Completed Job voice command, and the Confirm end job commands checkbox is **ticked**, you are prompted to confirm that the job will not be sent to the typist queue for transcription:

- Click **Yes** to complete the job without sending it to the typist queue.
- Click **No** to cancel and return to the open job.

If the Confirm end jobs commands checkbox is **not ticked**, you are not prompted to confirm the action and the job will simply be completed and it will not be sent to the typist queue for transcription.

Note: This option controls whether or not you are prompted to confirm the completion of all jobs, including those that do not use speech recognition.
Using Dragon Global Commands

You can use Dragon Global Commands to automatically insert text (or an entire file) into a dictation. This file or text can contain fields that can be used to prompt for information. These fields are denoted by using square brackets around the field name.

An example of text inserted into a dictation using Dragon Global Commands could be:

[Patient Name] is a [Age] year-old [Gender], born on [DOB] and living at [Address].

The fields inside the square brackets can be manually highlighted with the following voice commands:

- First Field
- Next Field
- Previous Field
- Last Field

Or you can say the word(s) inside the square brackets followed by the world 'field' to select that field. For example, to select the [Patient Name] field, say "Patient Name Field".

Once a field is highlighted, you can simply speak the required words to replace the field name (including the square brackets) with the word(s) you speak.

In addition, the field names can be automatically replaced by running an event script (page 77).

Global Commands are set up using the Dragon Command Browser window, which can be accessed by selecting Accuracy Center from the Speech Recognition menu, then selecting Launch the Command Browser. For further information, consult the WinScribe Speech Recognition Guide, and the Nuance® Dragon NaturallySpeaking® User Documentation.
Using the WinScribe Speech Recognition Script

A WinScribe Script can be used to automatically replace square bracketed fields inserted by the Dragon Global Command with relevant information from a database, based on the key field input into the job.

For example, after you start a new job and enter the key field (in this case the Patient MRN number), you can speak a Dragon Global Command to populate the specified text into the Recognized Text Pane in WinScribe Author.

In the Dragon Global Commands window you can set up fields to be changed by surrounding them with square brackets. If a WinScribe Speech Recognition event script has been set up to automatically populate these fields, then the text in the square brackets is replaced with data from your database.

The previous example:

[Patient Name] is a [Age] year-old [Gender], born on [DOB] and living at [Address]

could be automatically replaced with information from the patient database, as:

Sam Smith is a 99 year-old male, born on 29/2/1907 and living at 113 Birdsong Drive.

Setting up the WinScribe Speech Recognition Script

Use the following procedure to set up the WinScribe Script:

1. Open the Scripts window by selecting the Scripts button on the Options tab.
2. In the Program Events field, click on the down arrow and select the Speech Recognition Event.
3. Enter your script into the Script Editor window. For more details and an example script, refer to the WinScribe Speech Recognition Guide.

Using Microsoft Word

Once WinScribe dictation is complete, you can open the dictation inside a Word document by either clicking on the Word Processor button in the Recognized Text Pane toolbar, or using one of the following voice commands:
Word File

Word Processor File

Word That

Word Processor That

(Note that you must be recording in WinScribe Author to use a voice command).

This launches Microsoft Word with the correct template (if installed) for the current job type and fills out the fields that it has information for. If the CorrectedText bookmark has been inserted into the template, the recognized text is pasted into the Word document at that location. If there is no matching template then the ‘normal.dot’ template is loaded and the recognized text is pasted in.

The formatting of the text in the WinScribe Author Recognized Text Pane is retained when the text is pasted into the Word document.

Notes:

- Ensure your dictation is complete before creating the Word document.
- When dictating, ensure the focus is on the WinScribe Author application to avoid unintentionally dictating into another text-based application. If the focus is not on WinScribe Author when recording, the audio is not saved.
- Any Word Document created using the Word Processor button is not automatically linked to the WinScribe job, however if required you can manually attach it (page 29).

Copying Text from Microsoft Word into WinScribe

If required, you can copy corrected and formatted text from Microsoft Word back into the WinScribe Text Recognition pane. However, once text has been manually copied, the link between the text and audio is no longer retained, and the job’s audio file is deleted.

The copy and paste functionality is intended for use by authors that wish to perform final correction and formatting of their jobs themselves, rather than using a transcription service.
Dictation Etiquette

Whether dictating a normal job or a job that will be routed via the speech recognition server try to do the following, as it will assist the typist to transcribe your work.

Speak Clearly

Accurate results depend on clear speaking. It may help to imagine you are giving a presentation to a group or reading the news. Words should be spoken normally, just clearer, and sounds should not be exaggerated or forced.

Pronounce Each Word

For accurate transcription, it is important to make sure every word you say is pronounced correctly and clearly. A sentence that is perfectly understandable to a person might not be clear enough for the speech recognition server. This change in speaking style does not mean you have to slow your natural pace. Just be sure to speak clearly and pronounce every word.

Speak In Context

The computer uses all available information to decipher your speech, so speaking in complete sentences gives the best accuracy. Focus on the correct words, and then speak them as full sentences rather than slower one-word-at-a-time speaking.

Ums and Ahs

Pauses such as Um or Ah, are often mistaken for similar sounding words by speech recognition software. You cannot teach the software to ignore these because they sound almost identical to other words or are used in parts of words. Teach yourself to stop saying Um by being silent instead. In time, practice will minimize your Ums and Ahs.
Speak with Feeling
You do not need to mimic the monotone sound of a computerized voice to speak to a computer. Speaking in natural tones increases accuracy as well as keeping you more refreshed and awake. Imagine you are speaking to family or friends.

Breathing and Posture
Breathing fully and sitting straight will help you speak clearly. If you slouch while dictating, your lungs will be compressed and your voice constrained, making it harder for the computer to understand your words.

Think Before You Speak
This is especially necessary when formulating complex documents. To maintain your train of thought, try composing a sentence in your head before saying it. Speak in complete sentences, or at least complete phrases.
Security

Changing Your Security Code

Your System Manager has assigned you a user id number and security code. While your user id number will never change, you can change your security code as often as you like to protect the confidentiality of your work.

Note: You can only change your security code while working online.

1. To access the WinScribe Security dialog box, select the Options tab then click the Security button.

2. Enter your current security code in the **Current security code** box. You can press the Tab button to move from one box to the next.

3. Enter your new security code in the **New security code** box. Try to use a security code that is easy for you to remember, but difficult for someone else to guess.

4. Re-enter your new security code in the **Confirm new security code** box.

5. Click **OK**.
Changing Your Internet Setting

Internet password authentication provides basic authentication protection for the WinScribe server when it is being accessed via the Internet. If your system is set up for this by your System Manager, you will need to enter a user name and password. The user name and password should be different from your normal user id and security code.

Note: You can only change your user name and password while working online.

To enter your Internet user name and password:

1. To access the WinScribe Security dialog box, select the Options tab then click the Security button.

2. Click the Internet tab.

3. Enter your user name in the User name box. You can press Tab to move from one box to the next.

4. Enter your password in the Password box. Try to use a password that is easy for you to remember, but difficult for someone else to guess.

5. Re-enter your password in the Confirm password box.

6. Click OK.
Configuring Hardware

When a new user logs in for the first time, the hardware settings from the previous user will be applied by default. Open the Hardware Settings window by selecting the Options tab then clicking the Hardware button.

Philips SpeechMikes

You can use a Philips SpeechMike with WinScribe Author. The SpeechMike allows you to control the record, playback, fast forward and rewind functions using buttons on the microphone. Before you use a SpeechMike, you need to set up the buttons to have the functions you require.
1. Click the **SpeechMike** tab.

2. Select the **Philips SpeechMike installed** check box.

3. Select the function required for the Left button from the drop-down list.

4. Select the function required for the Right button from the drop-down list.

5. If you want the Record button on the microphone to toggle recording on / off at each press, select the **Record button toggles** check box. Otherwise, recording only occurs while you hold the button down.

6. If you want the Play button on the microphone to toggle playback on / off at each press, select the **Play button toggles** check box. Otherwise, playback only occurs while you hold the button down.

7. If you have a Barcoder installed, tick the **Barcoder installed** check box.

8. Select the check box for **Philips SpeechMike Classic**, to utilize the functionality of the new Philips SpeechMike Classic range. If you use this option, the previous option of the Play button toggle is disabled.
9. Select the check box for the **Philips SpeechMike v2** to utilize the functionality of the Philips Speech Mike v2.

10. If the Philips SpeechMike v2 has been installed, select the function required for the **F1 button**, the **F2 button**, the **F3 button**, and the **INSTR button**, from the drop-down list.

11. Click **OK** to save and exit the Hardware Settings window.
Using Philips SpeechMike Classic

WinScribe Author has been configured to work with the full Philips SpeechMike Classic range (models 6164 and 6264). These models feature a 4 position switch (replacing the trackball), which emulates the Fast Forward, Play, Stop / Pause and Rewind commands. The underside of the device features two toggle buttons:

- bottom / big button - puts the focus back onto the WinScribe Author Application (from wherever you are on the desktop).
- top / small button - emulates an <Enter> command within WinScribe Author.

To use this feature, you will firstly need to refer to the section on how to configure the Philips SpeechMike Classic, then set up a new job within WinScribe Author in the usual way.
If WinScribe Author is installed correctly on your PC, and the Philips SpeechMike Classic is configured in accordance with previous instructions, you have two methods in which to use the device. Please work through the following steps:

**Method 1**

1. Open the WinScribe Author application.
2. Enter your Job Type via the keyboard. (You can click the top / small button on the underside of the SpeechMike Classic to advance through the User Field options. Enter your details until you get to the record buttons).
3. Press the Record button on the SpeechMike Classic to place both the device and the WinScribe Author client into Record mode. (The LED indicator on the device will flash red).
4. Move the slider switch up to the Play position (the LED indicator on the device will now light up solid red), you can now speak into the device. The Record button will start flashing to indicate that a recording is in progress.
5. If you wish to interrupt the job, move the slider switch back down to the Stop / Pause position. Move it up to the Play position to continue.
6. If you wish to stop the job, move the slider switch back to the Stop / Pause position, press the Record button once more to take it out of Record mode.
7. If you wish to Fast Forward through the job, move the slider switch up to the Fast Forward position. This will turn record mode off.
8. If you wish to Rewind through the job, move the slider switch down to the Rewind position. This will turn record mode off.

**Method 2**

1. Perform Steps 1 and 2 from above.
2. Move the slider switch from Stop to Play.
3. Press Record on the Device. (The LED indicator on the device will light up red). WinScribe Author is now ready to record, you can speak into the device.
4. To stop, press the Record button on the device again (The LED indicator on the device will turn off).
5. With the slider switch still in the Play position, press Record on the device to continue your dictation.
6. Repeat Steps 7 and 8 from above, for Fast Forward and Rewind functions.

Upon completion of your dictation job, you have three options:

- Click the Send button to finish the job.
- Click the Save button to save your changes as 'incomplete' for future editing.
- Click the Delete button to discard this job.

Note: Use of either the Fast Forward or Rewind position switch before the dictation has finished will take it out of Record mode. Press the Record button to recommence dictation.
Using Philips SpeechMike Classic (US Model)

For the US Model of the Philips SpeechMike Classic (6264/52), the middle button and 4 position switch are a different configuration (see screenshot below).

If WinScribe Author is installed correctly on your PC, and the Philips SpeechMike Classic is configured in accordance with previous instructions, please work through the following steps:

1. Open the WinScribe Author application.
2. Enter your Job Type via the keyboard. (You can click the top / small button on the underside of the SpeechMike Classic to advance through the User Field options. Enter your details until you get to the record buttons).
3. Move the slider to the Record position on the SpeechMike Classic, which will place both the device and the WinScribe Author client into Record mode. You can now speak into the device. The Record button will become active, indicating that recording is in progress.

4. If you wish to stop / pause the job, move the slider switch back down to the Stop / Pause position. Move it up to the Record position to continue.

5. If you wish to stop the job, move the slider switch back to the Stop / Pause position, press the Record button to take it out of Record mode.

6. If you wish to fast forward through the job, hold down the middle FFWD button.

7. If you wish to rewind through the job, move the slider switch down to the Rewind position.

Upon completion of your dictation job, you have three options:

- Click the Send button to finish the job.
- Click the Save button to save your changes as 'incomplete' for future editing.
- Click the Delete button to discard this job.

Note: Use of either the Fast Forward or Rewind position switch will take the dictation out of Record mode. To continue, move the slider switch back to the Record position.
DPM9400 Devices

You can use a DPM9400i device with WinScribe Author.

Note: You can also configure a 9350 device, however this cannot be used as a SpeechMike.

There are two parts to setting up a DPM device. Firstly, you need to configure the parameters for the device and then you need to define the hardware settings.

Select the DPM9400 tab.

Step One: Configure the parameters for the device

1. Click the Configure Device button.
2. Choose the source to load the configuration information from and click OK.
3. To load from a device, the device must be plugged in.
   To load from a file, select the file containing the previously saved configuration settings

   ![Configuration Source](image)

   You will now see a set of tabs.

4. General Settings
The **General** tab provides various options for setting the behavior of the DPM device.

These options include:

**Recording Mode:** This determines the size and quality of the jobs on the DPM when not plugged into a PC.  
Note: When using the DPM in conjunction with WinScribe Internet Importer **DO NOT** select Long Play.

**Appearance:** This determines the layout of the LCD display of the DPM when not plugged into a PC.

**Microphone Sensitivity:** This determines the sensitivity of the microphone during recording.

**Filename:** This determines the filename prefix given to jobs recorded on the DPM when not plugged into a PC.

**US Date / Time format:** This determines the format of the date and time displayed on the DPM.

**Enable DL/S button:** This determines whether the DL/S button on the DPM is enabled or not.

**Enable VA:** This determines if voice activated recording is activated or not.

**Create Next Dictation with the Number:** This determines the job number allocated to the next dictation created on the DPM when not plugged into a PC.
5. **Keyword Definition**

The **Keyword Definition** tab allows you to set up authors who will use the device, and job types that can be selected.

![Keyword Definition Tab](image)

Authors: To add a new author, enter the WinScribe author id and the author's name in the space provided. Click the **Add** button. To remove an author, select the author from the list and click the **Remove** button.

Job Types: To add a new job type, enter the WinScribe job type id and description in the space provided. Click the **Add** button. To remove a job type, select it from the list and click the **Remove** button.

Note: Authors and job types are restricted to 15 characters in length. If you enter too many characters they will be truncated to the correct size.

6. **Protection**

The **Protection** tab allows you to disable the ability for users to change the settings on a device without using this configuration application.

7. **Download Settings**
The **Download Settings** tab enables you to configure how jobs will be copied from the device.

![WinScribe DPM Configuration](image)

Note: Download settings are ignored by the WinScribe Internet Importer. These settings only apply to the WinScribe Author and WinScribe Client applications that have installed the DPM Integration and have indicated that a DPM is to be used.

8. Once completed, select the **Save** button. The **Save to** dialog box will appear which allows you to save the configuration to a connected device or file.

**Step Two: Define the hardware settings**

1. **Hardware Settings**
   
   After configuring the parameters for the DPM9400 device, the hardware settings can be configured.
   
   - On the DPM9400 tab, check the Philips 9400 Installed button.
Select the function required for each button from the drop-down list.

Note: The method of setting Priority on the DPM by pressing the EOL button twice is not available when connected to the PC. Choose one of the custom settings to change priority.

2. Upload path

When a DPM is plugged into a PC that has WinScribe Author or Typist running, and the **Philips 9400 Installed** has been checked, jobs can be copied to a local or network path by WinScribe DPM9400 Integration.

To activate this option, enter a valid path in the Upload path box.
Olympus Devices

You can configure an Olympus DS330 or DS660 to operate as a microphone for use with WinScribe Author. First install the driver software that comes with the device. Then configure the device as follows:

1. Select the **Olympus** tab.
2. Select the check box for **Olympus Mike Installed**.
3. Select the function required for each button from the drop-down list. These correspond with the buttons on the Olympus device.
4. If you want the Record button to toggle recording on or off at each press, tick the **Record button toggles** check box. Otherwise, recording only occurs while you hold the button down.
5. If you want the Play button to toggle playback on or off at each press, tick the **Play button toggles** check box. Otherwise, playback only occurs while you hold the button down.
6. Click **OK** to save and exit the Hardware Settings window.
Olympus ProLine

You can configure the Olympus DS4000 for use with WinScribe. First install the driver software that comes with the device. Then configure the device as follows:

1. Select the **Olympus ProLine** tab.
2. Select the check box for **Olympus DS-4000 Installed**.
3. Select the function required for each button from the drop-down list. These correspond with the buttons on the Olympus device.
4. Click **OK** to save and exit the Hardware Settings window.
Olympus DirectRec

You can configure the Olympus DR-1000 and the Olympus DR-2000 for use with WinScribe Author. First install the driver software that comes with the device. Then configure the device as follows:

1. Click the **Olympus DirectRec** tab.
2. If you are using the Olympus DR-1000, select the check box for **Olympus DR-1000 Installed**.
3. If you are using the Olympus DR-2000, select the check box for **Olympus DR-2000 Installed**.
4. Select the function required for each button from the drop-down list. These correspond with the buttons on the Olympus device.
5. Set the microphone sensitivity, as follows:
   - Dictation: The optimal mode for a single author dictating.
   - Conference: The optimal mode for a group of people recording a discussion.
   - Variable: The default setting. This is the optimal mode for variable recording conditions.
6. Tick the **Beep Sound** checkbox to make all buttons beep when they are pressed.
7. Tick the **Button Click Suppression** checkbox to suppress the click sound of buttons while you are recording. This function prevents operation sounds from being recorded.
8. If you want the Record button to toggle recording on or off at each press, tick the **Record button toggles** check box. Otherwise, recording only occurs while you hold the button down. (This applies for the DR-1000 only).
9. If you want the Play button to toggle playback on or off at each press, tick
the **Play button toggles** check box. Otherwise, playback only occurs while you hold the button down. (This applies for the DR-1000 only).

10. Click **OK** to save and exit the Hardware Settings window.

**Grundig Digta**

You can configure a Grundig Steno foot pedal or microphone with use with WinScribe Author. First install the driver software that comes with the device. Then configure the device as follows:

1. Select the Grundig Digta tab.
2. Select the check box for Grundig Installed.
3. Select the COM port the device is plugged into.
4. Select the function required for each letter press from the drop-down list.
5. Click **OK** to save and exit the Hardware Settings window.
Grundig ProMic / Soundbox

You can configure the Grundig ProMic 840, Digta SonicMic, CordEx, or the Grundig Soundbox for use with Internet Author. First install the driver software that comes with the device. Then configure the device as follows:

1. Click the Grundig ProMic\SoundBox tab.
2. Select the check box for Grundig ProMic 840 / CordEx Installed to configure the ProMic 840, Digta SonicMic, or the CordEx.
3. Select the function required for each button from the drop-down lists. These correspond with the buttons on the device.
4. Select the check box for Grundig Soundbox 820 USB /830 Installed to configure the Soundbox 820 or Soundbox 830 USB.
5. If required, you can customize the Left button, Middle button, and Right button with other functions. Select the function required for each button from the drop-down lists. If the default setting of no selection is retained, the buttons will perform their regular functions (rewind, fast forward, and play).
6. Click OK to save and exit the Hardware Settings window.
PowerMic Devices

You can use a Dictaphone PowerMic with WinScribe Author. First install the driver software that comes with the device. Then configure the device as follows:

1. Select the PowerMic tab.
2. Select the check box for PowerMic Installed.
3. Select the function required for each button from the drop-down list.
4. If you want the Record button to toggle recording on or off at each press, tick the Record button toggles check box. Otherwise, recording only occurs while you hold the button down.
5. If you want the Play button to toggle playback on or off at each press, tick the Play button toggles check box. Otherwise, playback only occurs while you hold the button down.
6. Click OK to save and exit the Hardware Settings window.
VIS Devices

You can configure a VEC Voice Input Station (VIS) for use with WinScribe Author. First install the driver software that comes with the device. Then configure the device as follows:

1. Select the VIS tab.
2. Select the check box for VIS Installed.
3. Select the function required for each button from the drop-down list.
4. Select the type of microphone and speaker from the drop-down lists.
5. Click OK to save and exit the Hardware Settings window.
Foot Pedals

You can use a foot pedal with WinScribe Author. The foot pedal allows you to control the record, playback, fast forward and rewind functions without using your hands. First install the driver software that comes with the device. Then configure the buttons to have the functions you require, as follows:

1. Click the **Foot Pedal** tab.
2. Select the type of connection used for the Foot pedal type.
3. Press the Foot pedal buttons in turn to establish 'which is which' in the dialog box.
4. Select a function for each button from the drop-down lists.
5. If you want the record button on the foot pedal to toggle recording on / off at each press, select the **Record button toggles** check box. Otherwise, recording only occurs while you hold the button down.
6. If you want the play button on the foot pedal to toggle playback on / off at each press, select the **Play button toggles** check box. Otherwise, playback only occurs while you hold the button down.
7. Click **OK** to save and exit the Hardware Settings window.

Note: When not in the recording section of a job, the buttons assigned to rewind and fast forward on the foot pedal have the function of moving between the **Enter Department**, **Enter Job Type**, and **Enter User Defined Fields** sections.
Keyboard Shortcuts

WinScribe Author provides a number of standard keyboard shortcuts or "hot keys" for common functions, but you can change these settings if you wish. To change the standard keyboard shortcuts:

1. Click the **Keyboard** tab.
2. Select a hot key from an unused **Hot Key** drop-down list, then select a function from the corresponding **Function** drop-down list. Try to choose hot key letters that relate to the function they control, as shown in the dialog box.
3. Repeat Step 3 until you have allocated all the hot keys you require.
4. Click **OK** to save and exit the Hardware Settings window.
You can use the WinScribe Import window to import jobs directly into WinScribe Author from your Digital Portable Recorder. A WinScribe job is automatically created for each dictation file uploaded. Once uploaded, the jobs are sent to the typists queues in the normal manner.

The file formats that can be imported are: DSS, DS2, VOX, and WAV

Note: This feature must be enabled by your WinScribe System Administrator

Click on the Import button on the Home tab to open the WinScribe Import window.
Use the following procedure to import dictation into WinScribe Author:

1. Plug in the dictation device (if using an external device). The WinScribe Import window opens automatically.
2. If you have plugged in a dictation device, the files from the device are automatically displayed in the WinScribe Import window. If you wish to import files from a local drive or other location, click the Add Files button to browse to the files. Select the files and click the Open button. The selected files are displayed in the WinScribe Import window.
   If Author and Jobtype data has been entered into the dictation device, this data is read and included in the import.
3. If required, you can listen to any of the audio files. Select the file and click on the Play button on the toolbar. Click the Stop button on the toolbar to stop the playback.
4. Update the properties of the jobs:
   - Click on any field in the jobs grid to enter data into that field.
   - or -
   - Enter your required settings in the Workflow, Custom Fields, and Miscellaneous sections at the bottom of the Import Jobs window, then click either the Apply to Selected Jobs button or the Apply to All Jobs button to apply the settings to either the selected job(s) or all jobs.

   **Note:** All available departments and job types are displayed even if they do not apply for the selected author. The options selected must be a valid combination, and the Author’s permissions factor into how the jobs are routed:
   - If the author has Change Department, any department (and job type thereof) can be selected from the list.
   - If the author has Change Job Type, any job types within the department(s) to which he or she has access can be selected. Note that the job type chosen must be a valid type for the selected department or the import will fail.
   - If the author does not have these permissions, or if the department and job type are not selected, the default job type and default department for that author is used.
   - If the author has Change Job Routing, a specific typist can be selected from the list.
   - If the author does not have permission to change job routing, or if a typist is not selected, the jobs are routed to the default typist group for the selected department/job type.
5. If any of the dictation files are DS2 encrypted files, a padlock is displayed against those files. Click on the **Set Password** button on the toolbar to enter the password. If the password is not entered, the file cannot be imported.

6. To delete the files from the input device or folder after they have been imported into WinScribe, tick the **Remove** checkbox next to the job.

7. To link a job to your preferred typist, tick the job's **Confidential** checkbox. This will allocate the job directly to that typist.

8. The Import checkbox is automatically ticked for each dictation file. If you don't wish to import one or more of the files, untick the **Import** checkbox next to the job(s), and those jobs will not be imported when the Import button is selected.

9. When you are ready to import the jobs, click the **Import** button on the toolbar.
Uploading Jobs

Authors can upload audio files using the Web Manager facility. This enables authors to use dictation devices to record voice files without having any WinScribe software loaded onto the device they are using, and then upload those files into the WinScribe system at a later date.

Once audio files are uploaded, they will automatically be converted into WinScribe jobs by the WinScribe Importer (as long as this has been set up on your system). Refer to the WinScribe Importer documentation for more information on this process.

Uploading Audio Files

1. Open the Web Manager by browsing to the Web Manager URL using your Internet Browser window. (http://webservice name or IP address/winscribenet)
2. Log in using your usual Author ID and Password.
3. A list of active jobs associated with the Author account will be displayed. Click **Upload Job** to access the Upload Job window.
4. In the Upload Job window, enter the required fields as follows:
### Field | Description
---|---
Department | Click on the down arrow to select the required Department. Departments are used to categorize jobs. The department selected will be used for all jobs uploaded. The job type, typist group, and other job options will depend on the department selected.

**Job Default**

This section enables you to enter default settings that will automatically default in for all jobs to be uploaded. These defaults can then be changed for individual jobs, as required. For information on each field, refer to the Job 1 section (below).

**Job 1**

Tick the checkbox to activate the first job record, and expand the window so that you can enter the details of the job. Any default settings entered into the Job Default section will automatically default in and can be modified as required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio File</td>
<td>Click on the Browse button to select the audio file from its location on your local pc or server. This file can be in any format acceptable to the importer, such as: WAV, WMA, DSS, VOX, BWF, DS2, MP3, RAW, G726, OGG, G721, MPC, MP2, DPF, SPX, or AMR</td>
</tr>
<tr>
<td>User Field(s)</td>
<td>If one or more user defined fields have been set up for the selected job type, those user fields will be available here for data entry. In the example screenshot above, the selected job type has a single user defined field called &quot;Account Number&quot;.</td>
</tr>
<tr>
<td>Priority Job</td>
<td>Tick the priority job field to mark the job as high importance.</td>
</tr>
<tr>
<td>Typist</td>
<td>If required, you can click on the down arrow to select the typist to which the job will be sent for typing. If you leave this field blank, the default job routing options will apply.</td>
</tr>
<tr>
<td>Job Type</td>
<td>Click on the down arrow to select the job type required for this job.</td>
</tr>
<tr>
<td>Notes</td>
<td>If required you can enter notes for the job here.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-type Review</td>
<td>If you would like the job to undergo a pre-type review, tick the Pre-type Review checkbox. If you would like the job to undergo a post-type review, tick the Post-type Review checkbox.</td>
</tr>
<tr>
<td>Post-type Review</td>
<td></td>
</tr>
<tr>
<td>Confidential</td>
<td>If selected, flags the job as confidential to ensure that only the original author and a chosen typist can access the job. Note: Confidential jobs must have a typist selected otherwise their jobs will not be marked as confidential.</td>
</tr>
</tbody>
</table>

**Jobs 2 – 5**

You can upload up to five jobs at once. Follow the above instructions to enter details for as many jobs as you wish to upload. When you are sure that the details are correct and complete, click on the Upload button to upload the jobs, or the Cancel button to cancel the upload without saving your changes.
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