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- Main Offline Tasks
- Going Online and Offline
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- Goto Previous Bookmark
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WinScribe Internet Author User Guide 4.0
Overview

Internet Author Overview

WinScribe Internet 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 Internet 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 Internet Author installed and can be connected to the Internet.

On your local PC desktop, Internet 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.

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.
- Provides macros to automate your work.
Starting and Logging On

There are two ways to start the Internet Author program:

1. On the Windows task bar, click Start | Programs | WinScribe | Internet Author
   - or -
2. Double-click the Internet Author icon on your desktop (if this has been added by your System Administrator). The **WinScribe Author Logon** dialog box is displayed.

![WinScribe Author Logon Dialog Box]

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

- 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.
- If you want to work offline, select the **Work Off-Line** check box. *When logging on for the first time, you must work online.*
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.

Click **OK**. WinScribe then displays the Internet 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 Internet 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 (page 63) regularly.

**Resizing the Internet Author Application Screen**

The Internet Author application can be resized by:

1. Double clicking on the blue tool bar at the top of the application screen; or

2. Selecting the maximize button 📡

**Common Procedures**

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

- Recording a job (page 19)
- Editing an open job (page 21)
- Reviewing a job (page 22)
Internet Author Control Panel

This topic describes the functions available on the main Internet Author control panel on your computer desktop. (To access the control panel, see Starting and Logging On (page 6)).

The functions of the various buttons are described in the next section.

Help Button

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>¿</td>
<td>Accesses the Help menu.</td>
</tr>
</tbody>
</table>
### Window Control Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Minimize Button" /></td>
<td>Minimizes Internet Author to the Windows task bar.</td>
</tr>
<tr>
<td><img src="image" alt="Close Button" /></td>
<td>Exits Internet Author.</td>
</tr>
<tr>
<td><img src="image" alt="Resize Button" /></td>
<td>Resizes the Internet Author window.</td>
</tr>
</tbody>
</table>

### Job Control Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Previous Section Button" /></td>
<td>Selects previous section.</td>
</tr>
<tr>
<td><img src="image" alt="Next Section Button" /></td>
<td>Selects next section.</td>
</tr>
<tr>
<td><img src="image" alt="Options Button" /></td>
<td>Displays the Options menu.</td>
</tr>
<tr>
<td><img src="image" alt="Finish Button" /></td>
<td>Finish the job.</td>
</tr>
<tr>
<td><img src="image" alt="Leave Button" /></td>
<td>Leave the job open / incomplete.</td>
</tr>
<tr>
<td><img src="image" alt="Delete Button" /></td>
<td><strong>Note:</strong> If you are the author of a job and if the job status is &quot;waiting for typist&quot; this &quot;Delete Job&quot; icon is available.</td>
</tr>
<tr>
<td><img src="image" alt="Discard Button" /></td>
<td>Discard the job. All recorded information will be lost.</td>
</tr>
<tr>
<td><img src="image" alt="View Button" /></td>
<td>View the job properties.</td>
</tr>
</tbody>
</table>
Record and Playback Buttons

These buttons are used for dictating, editing and reviewing jobs.

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>Start recording. Flashes when recording.</td>
</tr>
<tr>
<td>▼</td>
<td>Stop current operation.</td>
</tr>
<tr>
<td>▶</td>
<td>Start playback.</td>
</tr>
<tr>
<td>◄</td>
<td>Rewind. Hold down for faster rewind speed.</td>
</tr>
<tr>
<td>►</td>
<td>Fast forward. Hold down for faster forward speed.</td>
</tr>
<tr>
<td>◄</td>
<td>Go to beginning of recording.</td>
</tr>
<tr>
<td>►</td>
<td>Go to end of recording.</td>
</tr>
<tr>
<td>✂</td>
<td>Insert or overwrite at current position in the recording.</td>
</tr>
<tr>
<td>✈</td>
<td>Position slide. You can drag to any position in the dictation.</td>
</tr>
</tbody>
</table>

The buttons have immediate effect. For example, you can click Rewind during Playback without having to click Stop first. You can change the speed of Fast Forward and Rewind.
Job Numbers and Key Numbers

Job Numbers
When you start a job, Internet Author automatically assigns a local job number to it. When the job is finished and transferred to the server, WinScriebe 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.

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.
Using the Mouse and Keyboard

Using the Mouse

<table>
<thead>
<tr>
<th>Mouse Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click</td>
<td>Press and release the left mouse button to select a job, toolbar button or menu item.</td>
</tr>
<tr>
<td>Double-click</td>
<td>Not used in Internet Author.</td>
</tr>
<tr>
<td>Right-click</td>
<td>Press and release the right mouse button while the mouse pointer is over the record position bar to access the bookmark and cut and paste menu.</td>
</tr>
<tr>
<td>Drag</td>
<td>Position the mouse pointer over a control slider. Click and hold the left mouse button, then move the mouse in the required direction. When in the correct position, release the mouse button. This action is used, for example on the volume control.</td>
</tr>
</tbody>
</table>

Keyboard Shortcuts

The standard keyboard shortcuts or **hot keys** are listed below.

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Access help</td>
</tr>
<tr>
<td>F2</td>
<td>Edit open job</td>
</tr>
<tr>
<td>F3</td>
<td>Go online / offline</td>
</tr>
<tr>
<td>F4</td>
<td>View job properties</td>
</tr>
<tr>
<td>F6</td>
<td>Review job</td>
</tr>
<tr>
<td>Key Combination</td>
<td>Action</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>F7</td>
<td>View job status</td>
</tr>
<tr>
<td>Alt – R</td>
<td>Record</td>
</tr>
<tr>
<td>Alt – P</td>
<td>Play</td>
</tr>
<tr>
<td>Alt – E</td>
<td>Rewind</td>
</tr>
<tr>
<td>Alt – O</td>
<td>Fast forward</td>
</tr>
<tr>
<td>Alt – T</td>
<td>Stop</td>
</tr>
<tr>
<td>Alt – I</td>
<td>Insert / overwrite</td>
</tr>
</tbody>
</table>

Getting Help

Getting Help from the Help Menu

1. Click question mark, then Contents and Index. Internet Author displays the Help window.
2. To scroll through a table of contents, click the Contents tab. When you want to search the index, click the Index tab. When you want to search for specific words or phrases, click the Search tab.

Getting Help from the WinScribe Website

You can connect to the WinScribe website directly from Internet Author.

1. Click question mark, then WinScribe on the Web, then click the option you require from the sub-menu.
2. Internet Author starts your default Internet browser and connects to the appropriate WinScribe page.

Getting Version Information

When requesting technical support, you may be asked to supply the version number of the product you purchased.

1. Click question mark, then About WinScribe.
2. Internet Author then displays the copyright and version information.
3. To exit the dialog box, click OK.
Frequently Asked Questions

How do I start a new job?
When you finish the current job, Internet Author is ready for you to start another job.

Can I change a job that I have marked as finished?
When you work online, your dictation jobs are stored directly on the WinScribe server. Once finished, these jobs can be reviewed. They can also be changed as long as they have not been allocated or completed by a Typist. However, when you work offline, your jobs are stored temporarily on your PC's hard drive. These jobs can be reviewed and changed before they are transferred to the server when you go online again. For further information, see Overview of Working Online and Offline (page 16).

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.
Overview of Working Online and Offline

When logging in, or at any time during an Internet 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.

Some tasks can be done when online or offline. Certain tasks, such as setting 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.
- Review or change completed jobs before uploading them to the server.
- 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 Internet Author session:

You can switch between online and offline at any time by pressing F3 or clicking Go On / Off Line on the Options menu.

Notes:

- When online, Internet Author displays the icon in the bottom right hand corner of the control panel.
- When offline, Internet Author displays the icon 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, rejected jobs and changes to the on-hold status are not updated on 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).
   Enter your user name and password.
2. 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.
3. If you want to connect automatically the next time you logon to WinScribe, select the Connect automatically check box.
4. Click Connect.
Notes:

- To configure your PC for dial-up connection, see Windows Internet Connection Wizard (page 18).
- If you use a non-standard dialer, you need to connect to the Internet manually prior to starting Internet Author.
- If you use a LAN based connection to the Internet, Internet Author automatically uses it to connect to the WinScribe server.

**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.
Recording a Job

The process of providing job details and dictating a job is divided into sections. You navigate through the sections using the (Next Section) and (Previous Section) buttons. Internet Author prompts you accordingly in each section.

The number of sections and data required in each are set up by your System Manager according to the requirements of the job type and your personal profile. Some sections require you to enter data using the keyboard, others require use of a barcode reader or microphone.

The creation of new jobs will automatically default to the job type and department of the previous job. All job types have a Record Dictation section.

Other typical sections are Enter Department and Enter Job Type. Whether these two sections apply is controlled by your profile set by the System Manager and by the options you have selected in Internet Author.

There are three main parts to dictating a job:

1. Enter data in sections as required for the type of job and your personal settings.
2. Record the dictation.
3. Finish the job.

Step 1. Enter Department

When the Enter Department prompt is displayed, access the drop down list of departments and click the one required.

Once you have selected a department, click (Next Section).
Step 2. Record the dictation

When the prompt is displayed, click (Record) and use your microphone to record the dictation. You can stop, rewind, fast forward, insert, or record over at any time.

For a description of the controls, see Record and Playback Buttons (page 10).

For guidelines on dictation, see Dictation Etiquette (page 40).

Step 3. Finish the job

If you or another author will be reviewing the job, make a note of the key number so that you can access the job later.

There are three ways to finish the current job.

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Finishes the job. Internet Author prompts you 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. Note: If you have speech recognition software installed, it is used to transcribe your dictation job into a text file.</td>
</tr>
<tr>
<td>❌</td>
<td>Leaves the job open. Internet Author prompts you to confirm. When you next log on, you are reminded about any currently open jobs. You can then Edit and complete those jobs.</td>
</tr>
<tr>
<td>✖️</td>
<td>Discards the job. All recorded information and details of the job will be lost. Internet Author prompts you to confirm before it discards the job.</td>
</tr>
</tbody>
</table>

Notes:
- Some of the information entered in the sections of a job can be reviewed and edited in the job properties window. For details, see Viewing and Changing Job Properties (page 23).
If you have a foot pedal or SpeechMike, the buttons on these can be used to move between sections (see Configuring a Philips SpeechMike (page 42), or Configuring a Foot Pedal (page 61)).

**Editing an Open Job**

If you left a job open by clicking the button after recording, you can access the job later to edit / complete it. The job cannot be accessed by another author.

(When you log on, Internet Author reminds you about any jobs you have left open.)

To edit an open job:

1. On the Options menu, click Edit Open Job. Internet Author displays a list of currently open jobs.
2. Click the required job to open it.
3. You can now edit the job details and dictation in exactly the same way as detailed in Recording a Job (page 19).
4. Finally, click one of the buttons to finish the job.
**Reviewing a Job**

All authors can review their own dictation. Authors who have appropriate access permissions can review other authors' dictation. Access permissions are set up by your System Manager. Editing finished dictation is available in Internet Author. The author can now edit review jobs, so long as appropriate permissions are set up. When reviewing jobs, three types of categories are simultaneously displayed: Author ID, Job Number, Key Number. If the Author ID is 1000, all results displaying a value of 1000 will be displayed.

Jobs can be reviewed online or offline. There are some restrictions (page 23) on when dictation is available for review.

To review a job:

1. On the Options menu, click Review Job.
2. Type the job or key number for the required job and press Enter.
3. Internet Author displays a list of jobs matching the number you entered, if any.
   
   *Note: You can also do a search on review jobs by Author Id.*

4. Click the required job. If you are working...

<table>
<thead>
<tr>
<th>Offline</th>
<th>Internet Author opens the job for review and enables the playback controls so that you can modify or listen to the dictation. When finished, click ✅ (Finish).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>Internet Author opens the job for review and enables the playback controls so that you can modify or listen to the dictation. When finished, click 🗑️ (Discard) to discard the reviewed copy from your PC. WinScribe then changes the job status to 'Review Completed' and makes the job available for typing.</td>
</tr>
</tbody>
</table>
Review Restrictions

**Online** 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.
- While being typed.
- When you do not know the key or job number.
- 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.

**Offline** Dictation cannot be reviewed offline in the following circumstances:
- When no jobs have been dictated offline.
- After completing a job offline then going online again (the job will be sent immediately to the server).

Viewing and Changing Job Properties

When recording, editing or reviewing a job, you may be able to change the job priority and some of the properties depending on the type of job and your setup as a WinScribe author.

To change job properties, click on the Internet Author control panel. Internet Author displays the Job Properties dialog box.
Options you can change are:

- Pre-type Review or Post-type Review settings – refer to Setting Pre and Post Typing Review (page 27).
- Job Priority (Normal or High). High priority jobs are highlighted and prioritized in the Typists queues.
- Department
- Job type
- Typist – you can select a typist to which the job will be routed. Refer to Job Routing (page 27).
- Notes – you can enter notes about this job. These notes will be visible to the Typist and any reviewer.

Click OK to save and exit the dialog box.
Job Attachments

To add or review job attachments, click (Job Properties) on the Internet Author control panel. Internet Author displays the Job Properties dialog box. Click on the Attachments tab to view a list of attachments for the job.
Notes:

- Add an attachment by clicking on the Add button and then selecting the required file. Attachments can also be dragged and dropped into this window.
- Double clicking on the attachment name in this window opens the attachment file using the default application for that file type. You can also open an attachment file by highlighting the filename and then pressing the Open button.
- Highlighting an attachment item with a single click and then pressing the Remove button will remove the attachment from the job.

Job Routing

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

You will only be able to change job routing if the Change Routing security setting has been switched on for you in Web Manager.

To change the routing:

1. Select job properties for the job you wish to reroute.
2. In the job properties screen from the typist dropdown tab, select the typist you wish to reroute the job to.

Note: The selected typist will now receive all jobs. To reset back to the normal routing rules select blank from the typist dropdown tab.

Setting Pre and Post Typing Review

When recording, editing or reviewing a job, you can select options for pre-type or post-type review. This feature is available only when enabled as part of your setup as a WinScribe author.
If pre-type review is turned on, the job will not be sent to the typist queues for typing until it has been reviewed by an authorized author/reviewer.

If post-type review is turned on, the job must be reviewed by an authorized author-reviewer after typing. It will not be marked as complete until the post-type review has been done.

To set pre or post typing review:

1. Click (Job Properties) on the Internet Author control panel. Internet Author displays the Job Properties dialog box.
2. Click Pre-type review or Post-type review as required.
3. When finished, click OK to save and exit the dialog box.

The reviewer will require either the job or key number to be able to access the job for review.

**Viewing Job Status**

You can view a list of all your jobs stored on the WinScribe server. If required, you can download a job for review or editing.

On the **Options** menu, click **Job Status**. This option is available only when you are online. Internet Author displays a list of your jobs.

To download one of the jobs for review click the required job.

Priority jobs are shown in red.
Deleting a Job

If you are the author of a job and the status of this job is "Waiting for a Typist" you can delete the job.

To delete a job

1. On the Options menu, click Job Status. Select the job you wish to delete.
2. On the top right of the Internet Author screen you will see the Delete Job button.
3. Click on this button and you will be asked to confirm deletion of the job.

Deleting a job does not physically delete the job. It simply changes the job status to Completed. This prevents Typists from typing the job. Deleted jobs are visible when performing an Options | Job Status list operation.

Inserting and Overwriting

When Insert mode is switched on, Internet Author allows you to insert new dictation at any position in a job without overwriting existing words. You can see that Insert mode is switched on when the word Insert is displayed on the control panel.

When Insert mode is switched off, Internet Author allows 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.

Use the (Insert / Overwrite) button to switch Insert mode on or off.

To insert or overwrite dictation:

1. Make sure you are in the dictation section of the job.
2. Use the Forward, Rewind and Playback controls to locate the required position.
3. Click (Insert / Overwrite) to switch Insert mode on or off, as required.

4. Click (Record button on the WinScribe application, not the recording device), record dictation as per the instructions for Recording a Job.

**Refreshing Department and Job Type Codes**

If the System Manager sets up new department or job type codes on the server while you are working online, you will not see the new codes until you:

- log out of Internet Author and logon again; or
- refresh department / job type codes.

To refresh the available list of department / job type codes:

1. On the Options menu, click (Expand) then click Refresh Dept / Job types. After its first use, the Refresh Dept / Job Types item is visible on the Options menu.
2. The latest copy of department and job type codes are copied from the server onto your PC.
Bookmarks

Bookmarks allow you to mark places in the dictation file for future reference. The bookmark commands can be accessed during recording or playback by pointing to the recording time bar and clicking the right mouse button. Alternatively, you can use the keyboard shortcuts listed on the bookmark menu. Once a job has been stored on the server, you can use but not modify any bookmarks for that job.

Insert a Bookmark

Stop the recording or playback at the required position and then select Insert Bookmark or Ctrl+B. You can insert up to 50 bookmarks.
**Goto Next Bookmark**
Select Next Bookmark or Ctrl+N. Internet Author goes to the next bookmark and continues with the current operation (record, playback or stop).

**Goto Previous Bookmark**
Select Previous Bookmark or Ctrl+P. Internet Author goes to the previous bookmark and continues with the current operation (record, playback or stop).

**Remove Bookmark**
Use Next Bookmark or Previous Bookmark to locate the bookmark you want and then select Remove Bookmark.

**Remove All Bookmarks**
Select this option to remove all bookmarks from the voice file.

**Cutting & Pasting**
During recording or playback you can cut a block of dictation and paste it in at another position in the same job. Once a job has been stored on the server, it cannot be modified in this way. The procedure is as follows:

1. Mark the start of the block, either by selecting **Set Block Start Mark** from the right-click menu, or by pressing Ctrl+S.
2. Mark the end of the block, either by selecting **Set Block End Mark** from the right-click menu, or by pressing Ctrl+E.
3. Cut the block, either by selecting **Cut** from the right-click menu, or by pressing Ctrl+X.
4. Move to a new position in the recording, using the slider.
5. Paste in the block, either by selecting **Paste** from the right-click menu, or by pressing Ctrl+V.
If you want to delete a part of the dictation, you simply cut without pasting. Internet 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 bar and clicking the right mouse button. Alternatively, you can use the keyboard shortcuts listed on the right-click menu.
Changing Options

Changing Playback Options

1. From the **Options** menu, click **Options** and select the **Playback** tab.

![WinScribe Author Options]

2. To change the **Language** setting, click on the drop-down list.

3. To change the **Speed** setting, drag the **Speed** slider to the right or left.

4. 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.
5. 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.

6. The Normal Rewind setting sets the speed of your normal rewinding. To change this setting, click the up or down button, or type a number between 1 and 9 in the **Normal Rewind** box.

7. 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.

8. If the **Inactivity minutes** box displays a time value between 1 and 99 (minutes), the Author application will return 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.

9. If you tick the **Confirm end job commands** check box, you will be prompted to confirm each time you end a job.

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

11. If you tick the **Ask for department** check box, you will be prompted to enter the required Department when creating a new job.

12. If you tick the **Ask for job type** check box, you will be prompted to enter the required Job Type when creating a new job.

13. The **Auto Start New Job** checkbox is not active in this version of WinScribe Internet Author.

14. The **Re-use Key Field** is not active in this version of WinScribe Internet Author.

15. The **Auto Refresh Job Records** checkbox is not active in this version of WinScribe Internet Author.

16. 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.

17. Click **OK** to save the settings and exit the dialog box.

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

Internet 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 Internet 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.

1. On the Options menu, click Options, then click the Server tab.

2. Enter the URL for the WinScribe server. If in doubt, consult your System Administrator.

3. Click OK to save the setting and exit the dialog box.

You can connect to more than one WinScribe server (URL) from the same PC by using a separate user id and security code.
Changing Speech Recognition Options

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. Refer to the Speech Recognition (page 38) section for more details.

1. Open the WinScribe Author Options window by selecting Options from the Options menu. Select the Speech Recognition tab. There may be a slight delay while the Internet Author loads user configuration details.

2. If the Self Correct Before Transcription option is ticked, 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.
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.

Setting the Correct Volume for Speech Recognition

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

To ensure that server speech recognition is not compromised by audio that is too loud, you must manage your volume level by completing a testing process to find your optimum recording volume.

Use the following procedure to set the correct volume for speech recognition:
1. Open the Options window by selecting Options from the Options 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.

We recommend that you lower the microphone volume to a minimum level where the volume meter 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 and should result in an improved recognition rate for server speech recognition processing and an improvement in playback levels for transcriptionists.
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.
Configuring Hardware

When a new user logs in for the first time, the hardware settings from the previous user are applied by default.

**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. First install the driver software that comes with the device. Then 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 dialog box

When not in the recording section of a job, the buttons assigned to rewind and fast forward on the SpeechMike have the function of moving between the Enter Department, Enter Job Type, and Enter User Defined Fields sections.
Using Philips SpeechMike Classic

Internet 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 Internet Author Application (from wherever you are on the desktop).
- top / small button - emulates an <Enter> command within Internet Author.

To use this feature, you will firstly need to configure the Philips SpeechMike Classic, then set up a new job within Internet Author in the usual way.
If Internet 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 Internet Author application.
   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 last option: Record Dictation).

2. Press the Record button on the SpeechMike Classic to place both the device and the Internet Author client into Record mode. (The LED indicator on the device will flash red).
3. 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 on Internet Author to indicate that a recording is in progress.
4. 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.
5. 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.
6. 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.
7. 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. Repeat 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). Internet 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:

- To finish the job, click the button;
- To leave the job as 'incomplete', click the button;
- To discard the job, click the button.

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 Internet 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 Internet 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 last option: Record Dictation).

3. Move the slider to the Record position on the SpeechMike Classic, which will place both the device and the Internet Author client into Record mode. You can now speak into the device. (The Red Record button on Internet Author will become active, indicating that a 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:

- To finish the job, click the button;
- To leave the job as 'incomplete, click the button;
- To discard the job, click the button.

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 Internet Author. First install the driver software that comes with the device. Then configure the device as follows:

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.

Step One: Configure the parameters for the device

1. On the Options menu, click Hardware. Internet Author displays the Hardware Settings dialog box.
2. Click Philips DPM tab.
3. Click the Configure Device button.
4. Choose the source to load the configuration information from and click OK.
5. 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

You will now see a set of tabs.

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

![WinScribe DPM Configuration](image)

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.
4. **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.

7. **Keyword Definition**

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

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

9. **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.

10. 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.

   ![Hardware Settings](image)

   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 Internet Author. First install the driver software that comes with the device. Then configure the device as follows:

1. On the **Options** menu, click **Hardware**. Internet Author displays the **Hardware Settings** dialog box.
2. Click the **Olympus** tab.
3. Select the check box for **Olympus Mike Installed**.
4. Select the function required for each button from the drop-down list. These correspond with the buttons on the Olympus device.
5. 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.
6. 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.
7. Click **OK** to save and exit the dialog box.
**Olympus ProLine**

You can configure the Olympus DS4000, as follows:

1. On the **Options** menu, click **Hardware**. Internet Author displays the **Hardware Settings** dialog box.
2. Click the **Olympus ProLine** tab.
3. Select the check box for **Olympus DS-4000 Installed**.
4. Select the function required for each button from the drop-down list. These correspond with the buttons on the Olympus device.
5. Click **OK** to save and exit the dialog box.
Olympus DirectRec

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

1. On the **Options** menu, click **Hardware**. Internet Author displays the **Hardware Settings** dialog box.
2. Click the **Olympus DirectRec** tab.
3. If you are using the Olympus DR-1000, select the check box for **Olympus DR-1000 Installed**.
4. If you are using the Olympus DR-2000, select the check box for **Olympus DR-2000 Installed**.
5. Select the function required for each button from the drop-down list. These correspond with the buttons on the Olympus device.
6. 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.
7. Tick the **Beep Sound** checkbox to make all buttons beep when they are pressed.
8. 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.
9. 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).
10. 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).

11. Click **OK** to save and exit the dialog box.

**Grundig Digta**

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

1. On the Options menu, click Hardware. Internet Author displays the Hardware Settings dialog box.
2. Click the Grundig Digta tab.
3. Select the check box for Grundig Installed.
4. Select the COM port the device is plugged into.
5. Select the function required for each letter press from the drop-down list.
6. Click OK to save and exit the dialog box.
**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. On the **Options** menu, click **Hardware**. Internet Author displays the **Hardware Settings** dialog box.
2. Click the **Grundig ProMic\SoundBox** tab.
3. Select the check box for **Grundig ProMic 840 / CordEx Installed** to configure the ProMic 840, Digta SonicMic, or the CordEx.
4. Select the function required for each button from the drop-down lists. These correspond with the buttons on the device.
5. Select the check box for **Grundig Soundbox 820 USB /830 Installed** to configure the Soundbox 820 or Soundbox 830 USB.
6. 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).
7. Click **OK** to save and exit the dialog box.
PowerMic Devices

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

1. On the **Options** menu, click **Hardware**. *Internet Author displays the Hardware Settings dialog box.*
2. Click the **PowerMic** tab.
3. Select the check box for **PowerMic Installed**.
4. Select the function required for each button from the drop-down list.
5. If you want the Dictate button to toggle recording on or off at each press, tick the Dictate button toggles check box. Otherwise, recording only occurs while you hold the button down.
6. If you want the Stop / Play button to toggle playback on or off at each press, tick the Stop / Play button toggles check box.
7. Click **OK** to save and exit the dialog box.
VIS Devices

You can configure a VEC Voice Input Station (VIS) for use with Internet Author, as follows:

1. On the Options menu, click Hardware. Internet Author displays the Hardware Settings dialog.
2. Click the VIS tab.
3. Select the check box for VIS Installed.
4. Select the function required for each button from the drop-down list.
5. Select the type of microphone and speaker from the drop-down list.
6. Click OK to save and exit the dialog box.
Foot Pedals

You can use a foot pedal with Internet 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 device as follows.

1. On the Options menu, click Hardware. Internet Author displays the Hardware Settings dialog box.
2. Click the Foot Pedal tab.
3. Select the type of connection used for the Foot pedal type.
4. Press the Foot pedal buttons in turn to establish 'which is which' in the dialog box.
5. Select a function for each button from the drop-down lists
6. 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.
7. 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.
8. Click OK to save and exit the Hardware Settings window.

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**

Internet 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. On the Options menu, click Hardware. Internet Author displays the Hardware Settings dialog box.
2. Click the **Keyboard** tab.
3. 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.
4. Repeat Step 3 until you have allocated all the hot keys you require.
5. Click **OK** to save and exit the Hardware Settings window.
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.

You can only change your security code while working online.


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.

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

To enter your Internet user name and password:


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.
Automating Your Work

You can save yourself time and effort by automating parts of the dictation and transcription process. WinScribe provides two types of automation tools: Scripts and Macros.

Scripts

Internet Author allows 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 Internet 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 to:

- Display patient name details after the patient number has been entered.
- Convert a dictation job from one format to another before sending it for transcription.
- Automate job recording processing using a list of patients from a database or text document.

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

1. On the Options menu, click (Expand) then click Scripts. After its first use, the Scripts item is visible on the Options menu. Internet Author displays the Advanced Features Password dialog box.
2. Type the password and click OK. Internet Author displays the WinScribe Script Editor dialog box.
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, 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")`.

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 screen to allow for the displaying job specific information. e.g. `objSystem.sysDisplayText("Patient Name")`

**Macros**

If you often dictate the same standard report, you can automate the task by using a report type that has a macro associated with it. The macro can automatically insert information into the report. For example, the macro can insert demographic information or a block of standard text into the document, saving you the task of dictating this information.

Your System Manager will inform you of the job types (report types) that have been set up using macros.

Here is a typical example of how you would dictate a report using macros:

1. Select the job type, for example, Abnormal Chest X-ray.
2. Enter additional information when prompted. For example, key number to identify the patient.
3. Dictate additional notes.
4. Complete the job.

When the transcriptionist opens the job, the macro uses the key number to access the patient's demographic information from a database or text file and inserts it into the relevant part of the report.

As a WinScribe author, you do not use macros directly. The macros are used by the typist when processing your dictation job.

**Script and Timeout Guidelines**

**Script Guidelines**
The script function run by Internet 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.
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 WinScribre 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:

**Upload Job**

- **Department**: 01 - Sample Department
- **Job Type**: 01 - File Notes
- **Account number**: [Field]
- **Notes**: [Field]
- **Typist**: 3060 - Harris, Trudi
- **Priority Job**: [Checkbox]
- **Pre-type review**: [Checkbox]
- **Post-type review**: [Checkbox]
- **Confidential**: [Checkbox]

**Job 1**

- **Audio File**: C:\Recordings\155927619\clientreport.wav
- **Account number**: 1928
- **Priority Job**: [Checkbox]
- **Typist**: 3060 - Harris, Trudi
- **Notes**: [Field]
- **Pre-type review**: [Checkbox]
- **Post-type review**: [Checkbox]
- **Confidential**: [Checkbox]
### 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>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<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.</td>
</tr>
<tr>
<td>Post-type Review</td>
<td>If you would like the job to undergo a post-type review, tick the Post-type Review checkbox.</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.</td>
</tr>
<tr>
<td></td>
<td>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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