

Audacity Transcriber Manual

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Audacity Transcriber

Purpose

The Audacity Transcriber program facilitates the processing of files from the Audacity Digital Recorder, Audacity TAM application, and most other digital recorders. This program provides a foot pedal control to listen to the audio file while simultaneously providing a built-in Rich Text Format editor, or allowing the use of Microsoft Word for transcribing the audio content.

Features

- Built-In Rich Text Format editor with spelling checker
- Option to use Microsoft Word for text editing
- Automatic inclusion of AWI file (an exclusive Audacity enhanced feature) information in document
- Large or small audio console screen
- Choice of backgrounds for audio console screen
- Foot pedal, keyboard, or on-screen control of audio playback

Installation

Run the supplied setup program. A shortcut icon for Audacity Transcriber will be placed on your desktop. If you are going to use the foot pedal, plug the foot pedal cable into an available USB port on the PC. You may be prompted to insert your Windows disk to load additional drivers. If this is the case, follow the on-screen instructions.

In order to better understand each of the Setup Options you are encouraged to read the sections on using Transcriber first.

Using Transcriber

Screen Options

The user has a choice of two screen sizes for the audio console. The large screen indicates audio activity on two graphic displays (these can be turned off via the Screen menu). In addition there is a file position pointer that may be used to manually select the portion of the file to listen to simply by grabbing the slider with the mouse and dragging it to the desired point. Features shared by both the large and small screen include adjustable volume and speed sliders, a button to access the PC Host files, and selectable backgrounds. A Stay-On-Top option is available for the small screen (only) that allows the audio console to remain visible on the screen while entering text in the editor. The small screen shows two time values, the current position in the file and the total length of the file. Tool-tips are available for many of the items on the main screen, just hover the mouse over the control to view the keyboard shortcut assigned to the control.

Player Controls

The cluster of 5 player icons form the on-screen player controls. They are, from left to right, Skip Back, Play, Pause, Stop, and Skip Forward. Inactive controls are shown in silver, and available controls are shown in gold. There is also a text display, located below the file position bar that indicates the state of the player. The player may also be controlled from the function keys F2 through F6 (hover the mouse above an active key for a reminder of the associated function key). Also, while the file is playing or stopped you can drag the position pointer to a new location and the file will play from that point.

There are slide controls for volume and speed; just grab the slider with the mouse and drag. You can reset each control to its center position by double-clicking on the control label, or pressing CTRL-O for volume or CTRL-P for speed. The volume and speed can also be controlled from function keys F7 (increase) and F8 (decrease) in combination with Shift for volume or CTRL for speed.

All of these screen controls work while Transcriber is the active application. If you are using Microsoft Word as your editor, you must switch back to Transcriber to adjust the screen controls (the foot pedal will function normally while typing in Microsoft Word). If you are using the built-in RTF editor the controls continue to work from within the editor.

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If you are using the foot pedal to control the audio player, each section of the foot pedal will initiate a player function according to the settings made in Removable Device Settings.

Host Files

On the main screen you will find a button labeled 'Host Files'. Clicking on this button will open another window that allows you to view the filenames and locations of the files that have been transferred to the PC.

Clicking on a column heading will sort the display based on the column you clicked, clicking again will reverse the order. You can navigate to other folders by clicking the 'Up 1 Level' button and then double-clicking on the folder you want. If the folder you want is already displayed you do not need to click the Up 1 Level button, just double-click the folder name. The columns can be resized by clicking on the separator line in the heading bar and dragging.

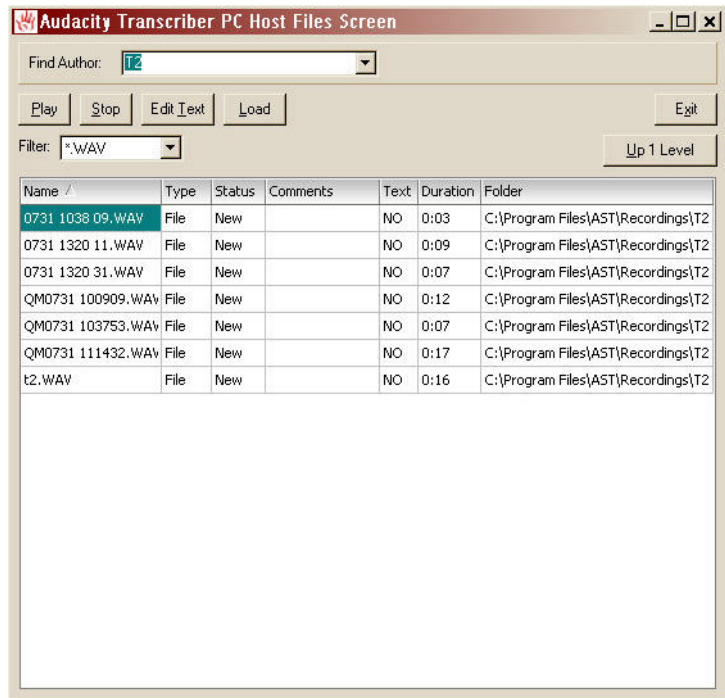
The Find Author window provides a quick method of locating files associated with a particular author (when author folders have been defined). You may either use the pull-down menu to select the author, or type the first few characters of the author's name in the window; the display will automatically jump to the base folder for the author chosen.

Do not rely on the information displayed in the 'Find Author' window to determine your current folder as navigating through the folder tree can change it without updating the 'Find Author' window. The Folder column shows the actual folder at all times (If the full pathname is not visible, hover the mouse pointer over the folder name and a pop-up tool tip will reveal the full path). If the filename shown does not have a file extension, then the name displayed is that of a folder; double-click on the folder name to access the files stored within. Clicking on a filename will play that file if the Auto Play option has been enabled. If Auto Play has not been enabled you may click on the file name and then click the Play button to listen to the file. If you right-click on a filename you will have other options available. Displayed files are filtered to show only files with a WAV extension, however, you may use the Filter pull-down to display AWI, RTF, or DOC files.

Clicking on a file name and then clicking Edit Text will open the editor with the contents of the associated AWI file inserted at the beginning of the document and the WAV file will be loaded in the audio player. Double-clicking on the WAV filename from the Host Files screen will both open the editor and load the associated audio file. To just load an audio file, click on the WAV file name and then click on Load.

The AWI file is an exclusive enhanced feature of the Audacity recording system. It is used to transfer information such as the author's name, comments, and subject that were created (or added) with the audio file. When audio files are created in conjunction with a database application selected fields from that database may also be included in the AWI file. The same is true for files created with the Audacity DVR Professional Web Edition. Each audio file has a filename with a WAV extension and its associated AWI file will bear the same name with an AWI extension.

The Status column displays the current status of the associated file. It is set manually by the transcriptionist. Click within the right side of the status box and you can select from several choices. This information will be visible to users of the LAM program when it has been set up to share a common file location and is run on the same PC or LAN.



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The Text File column indicates the existence of either a Real Text Format (RTF) file or *.doc file when such file has been created by a transcriptionist and saved in the same location as the corresponding WAV file. This information will be visible to users of the LAM program when it has been set up to share a common file location and is run on the same PC or LAN. Note that the filename before the file extension must match the filename of the WAV file.

The columns can be configured to display a variety of information. See the Column Settings section of this manual for details.

Creating A Written Transcription

Built-In RTF Editor

The built-in RTF editor offers a number of formatting choices all available from screen buttons or pull-down menus. These choices include font, font size, font style, font color, and font effect. The editor also offers paragraph bullets, text alignment, and spell checking. Rich Text Format files will be saved in the same folder as the audio / AWI file. Use Save As from the file menu to save to a different location.

Using Microsoft Word

If you elect to use Microsoft Word as your editor (set in System Settings), when you open a file for editing the file will open a Word document. Information from the associated AWI file will be placed in the new document; however, the cursor will need to be moved manually to the end of the file. The foot pedal will function normally while using Word, however the screen controls function keys (including bookmark controls) will not work. To use a screen control or its equivalent function key you must first make Transcriber the active application either via the Alt-Tab control or selecting the application with your mouse. The default location for saved files will be the same folder that the audio / AWI file is located in, and the default document format will be as a Microsoft Word document. You may use the Save As feature of Word to save the file to a different location.

Bookmarks

The Audacity recording system supports two classes of bookmarks. Bookmarks added from the handheld device will display as alpha characters while those added from the Transcriber program will appear as numeric characters. There are a total of 26 available bookmarks for the handheld device users convenience. The Transcriber program is limited to 9 bookmarks. Bookmarks help both the Author and Transcriber quickly navigate to a particular location in the file. For example, the Transcriber may want to mark a spot that he or she doesn't clearly understand. The Author or Supervisor can then easily jump to the section in question.

Both the large and small screens have a cluster of control buttons dedicated to bookmarks. The center button labeled with a red B is used to add or delete bookmarks (or you can press F11). If this control is pressed at a point in the audio file where no bookmark already exists within 3 seconds then a new bookmark will be added. If there is an existing bookmark then it will be deleted. The arrow keys to either side of the red B button are used to jump forward or back one bookmark at a time (the same as if F12 or F9 were pressed without using Shift or Ctrl). If you hold down the CTRL key while pressing the F12 or F9 key, the jumps will be limited to alphabetic bookmarks. Holding down the Shift key with the F12 or F9 key will limit the jumps to numeric bookmarks.

While using the built-in editor, pressing the F11 key while a file is playing will insert a bookmark in the file marked by a digit surrounded by @, a corresponding entry will be made in the associated AWI file. Bookmarks, entered from the editor, appear on the large screen display as numbers, while those created by the handheld device appear as letters.

All of the player function keys are available while using the built-in editor. If you are using Microsoft Word as your editor you must task switch back to the Transcriber program to add the bookmark to the AWI files as well as manually entering a marker within the document file you are editing.

When using the small display screen and you jump to, add, or delete a bookmark the character of the bookmark last accessed will appear to the left of the bookmark control cluster.

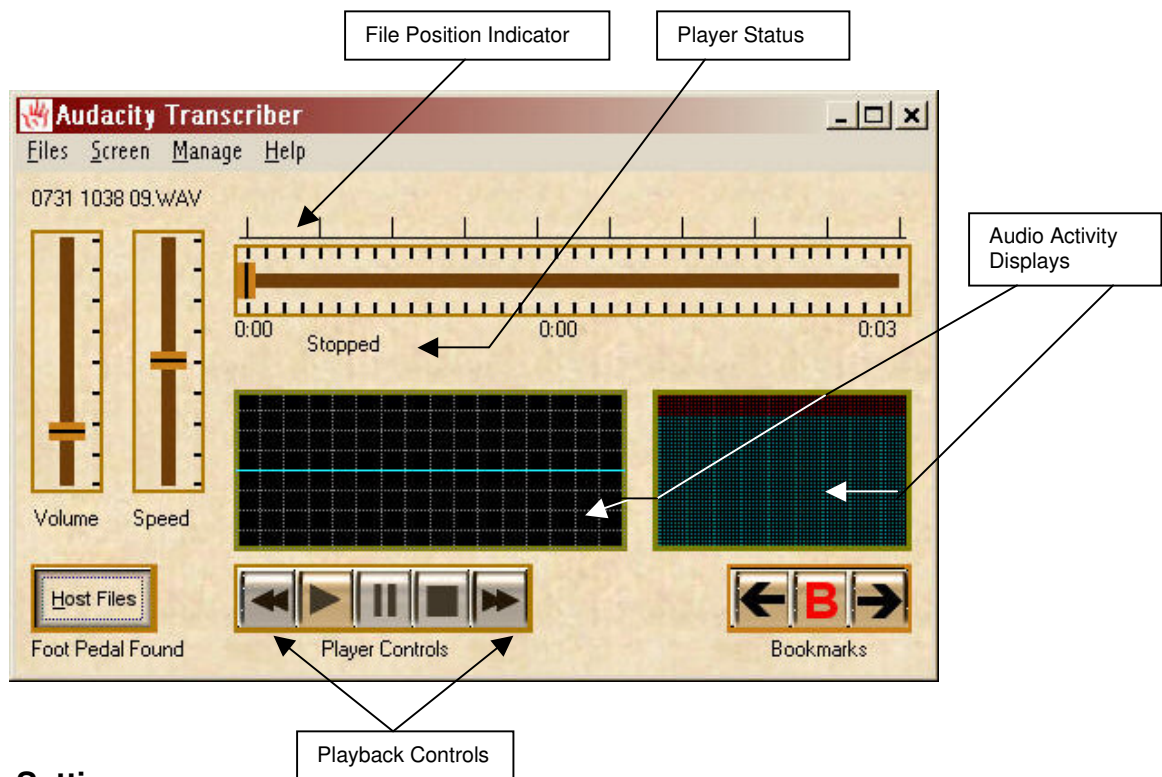
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Log

Program starts and stops are automatically entered in the file named LOG.TXT located in the folder where the Audacity Transcriber has been installed. A complete history of program activity is included. On systems where other Audacity programs such as LAM or RAM share a common location, this file is shared and will contain entries from the other applications. Each entry includes an identifier to show the source program. Entries relating to the Audacity Transcriber application contain 'Trans:' immediately following the time the activity was logged.

Setup

Upon launching the Audacity Transcriber program you will see the main screen of the application. This is also referred to as the large screen.



System Settings

The System Settings screen is reached via a menu selection located under Manage on the main screen. If you are using the companion LAM or RAM program, the base folder is defined in these programs and it is not necessary to define it here, otherwise, you can set the base folder here. The base folder is the folder where Transcriber looks for audio files. If authors have been defined to use folders under the base folders, then those files will be in sub-folders of the base folder. Also, there is a check box for electing to use Microsoft Word as the text editor instead of the built-in RTF editor. If you elect to use Microsoft Word as the editor, please note that when the document opens the cursor will be at the beginning of the document.

The skip forward and skip back times that are invoked by the skip-forward and skip-back controls are also set from this screen. The default value is 6 seconds for each.

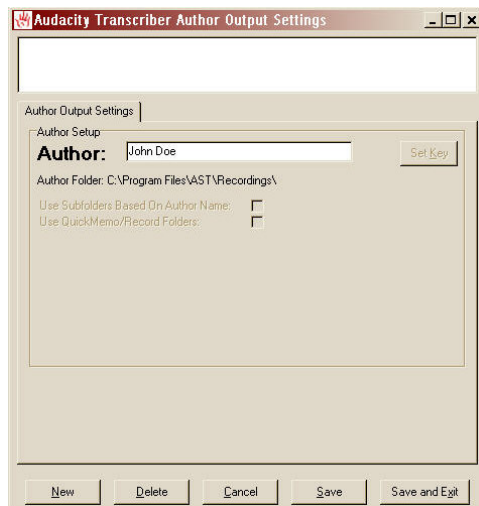
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Author Settings

Selecting Manage and then Author Settings from the main screen will bring you to the author setup screen.

If you install Transcriber in the same folder as the Audacity companion LAM or RAM programs (and LAM or RAM has already been configured), this information will not need to be entered, as it will come from shared resources.

If you are using a different program or device to supply the audio files, you enter the author's name in the space provided. To add a new author, click the New button and enter the information. Be sure to click Save between entering author names. When you are done click Save and Exit. To delete an author, select the name from the top window and then click Delete and click Save. If the LAM or RAM program exist in the same folder as Transcriber, the box for Use QuickMemo/Record Folders will display a check mark if this option was selected when setting up either of those programs and will be grayed out. It indicates whether the files associated with an author are all stored in the author's folder under base folder (unchecked), or in additional subfolders named QuickMemo, Record, and Misc. (checked).



Foot Pedal Settings

The Foot Pedal Settings menu (under the Manage menu) allows the user to define the action to be invoked by each of the three switches on the foot pedal.

The default settings are Center: Play / Pause: Left: Fast-Rewind: Right: Fast-Forward.

Registration

From the Manage menu, select Registration Settings to reach this screen:

It will be necessary to contact support@audacityaudio.com to obtain a valid registration code (it is based on the install ID generated at the time of installation). You will be supplied with a registration code that you enter here. Once the registration code has been entered, the Trial Software message will be removed from the bottom of the main screen. Please be sure to obtain and enter this information before the trial period ends.



Demo Mode

The demo mode offers the ability to automatically play files as they arrive in the specified folder. The default setting is for the demo mode to be disabled (off). This feature is available as a convenience for those individuals having a need to demonstrate this program and should not be enabled under normal usage conditions. The demo feature may be run in either of two modes, Auto or Manual. When running in Demo Mode, the specified folder is checked for new files every xx seconds (where xx is the time value set for the demo mode). In the Auto mode, whenever a new file arrives in the specified folder, that file is played. If several files arrive during the same time period, the most recent arrival will be played. In Manual Mode, the files are not automatically played, however, a button labeled 'Demo' appears on the screen. Clicking on this button causes the most recent file to play.

From the Manage menu, select Demo Settings to set the demo mode and folder to check for new files.

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Ignored Data Fields

Enter the exact field names from the AWI file that you do not want copied to the transcribed document. A number of entries exist by default. You can also set the list to the default values by clicking the 'Set Default' button

Column Setup

The Host Files screen can display up to eight columns of information. The columns may be resized as needed. You may arrange these columns in any order with the exception that column 1 must be file name and occupy the left hand display position. You may include or exclude the fields to be displayed. You may use the pre-defined field names from the drop-down menus or you may type in your own column heading that corresponds to a field that is available in the AWI file.

Auto Play

Checking the Auto Play item in the Manage menu will enable the immediate preview of an audio file when it is selected in the Host Files list.

Technical Support

For technical support call 954-229-5050 Monday through Friday 8:00 AM till 5:00 PM Eastern Time. You may also send E-mail to support@audacityaudio.com.

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