

***NCH Swift Sound
Express Scribe Transcription Playback Software***

*This manual has been created for use with Express Scribe Version 4.05. More
information on other versions of Express Scribe can be found at
www.nch.com.au/scribe/index.html*

Express Scribe

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Technical Support

If you have difficulties using Express Scribe please read the applicable topic before requesting support. If your problem is not covered in this manual please view the up-to-date Express Scribe Online Technical Support www.nch.com.au/scribe/support.html. If that does not solve your problem you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to Express Scribe or suggestions for other audio software that you might need please contact our programmers using www.nch.com.au/suggestions. Many of our software projects have been undertaken after suggestions from users like you.

Express Scribe Transcription Playback Software

(c) NCH Swift Sound
www.nch.com.au/scribe

About Express Scribe

Express Scribe is professional audio playback control software designed to assist the transcription of audio recordings. It is installed on the typist's computer and can be controlled using the keyboard (Hot Keys) or foot pedals.

Express Scribe can be used to play and transcribe ordinary wav or mp3 recordings and includes its own Dock feature to transfer recordings directly from portable recorders. Express Scribe was developed for use with Express Dictate, the computer based recorder (like a dictaphone) and portable dictaphone/notetaker docking station. It can also be used to transcribe multi-channel recordings made by the MSRS conference and court recorder or dictations recorded with the telephone based recorder DialDictate. You can download Express Dictate, the MSRS and DialDictate (and the latest version of this software) at .

Express Scribe features foot pedal or hot key control, variable speed playback, automated dispatch of typed documents and can work with speech recognition software (eg. Dragon Naturally Speaking) to assist transcription.

You can type using any Windows' word processor including Microsoft Word, Wordperfect, Wordpro and others while Express Scribe runs in the background. Alternatively, you can use the Express Scribe Typing Pad.

System Requirements

- ~ Pentium 100 or above
- ~ Windows 95/98/NT/2000/Me/XP
- ~ Sound Card
- ~ Speakers (or Headset)
- ~ [Optional] Foot Pedals
- ~ [Optional] Internet Connection (to receive recordings by internet)
- ~ [Optional] Computer Network (to receive recordings over the network)
- ~ [Optional] Speech Recognition Software (eg. Dragon Naturally Speaking)

Express Scribe, Express Dictate, DialDictate and the MSRS are all part of NCH Swift Sound's Business Audio Software Package. NCH Swift Sound also offers software customization and audio software development services for corporate customers. Please visit our website at www.nch.com.au for more information.

Main Window Reference

File Management

Load Files (Ctrl+L)

If you have setup the Express Scribe automatic load recordings (see **Settings**), you should not need to manually load a file - Express Scribe will check for new files regularly while it is running.

If you do need to load wav, mp3 or dct recording(s) into Express Scribe manually, press Ctrl+L and browse to locate the recording files. You can load multiple files at the same time by holding down the shift key while selecting files.

If you often need to load all the recordings in one folder, you can use the Dock / Audio File Transfer method (see below).

Load and Delete Files (Ctrl+Shift+L)

This is the same as the load file option above except that it deletes the original file after loading. This is useful if you are loading recordings one at a time from a shared folder to ensure that no one else loads the same file after you have.

Dispatch (Ctrl+D) or Done (Ctrl+N)

When you have completed the typing for a file, you can either Dispatch the typing by email to the person who dictated the file or you can simply mark the file as Done.

To Dispatch a file by email press Ctrl+D to Dispatch the file by email to the sender. If you have typed the document using a word processor (eg. Microsoft Word), you can attach the document file to the email (click Browse).

Press Ctrl+N for Done to remove the file from the current files list (without reply by email to the sender).

If you need to recover the file to amend it, use the Ctrl+O "Recover File" option. (Files will be automatically deleted after 1 month).

Delete File (Ctrl+Delete)

To delete a file press Ctrl+Delete then confirm that you wish to delete the file. You cannot recover deleted files so normally use the Done option above instead.

Save as

This option lets you save the current material (including the associated Word Processor document) as a dct file so it can be loaded by another typist. It can be useful if you are halfway through typing and want to forward your work to another typist. Be sure to save your word processor document before selecting this option.

Forward to.. (Ctrl+F)

This lets you forward the recording (and any attachments) to another person by email, network or internet. See **Forwarding Files** for more information.

Control

Play (F9 or NumPad0)

To play at the current speed, press F9 or press Numeric Keypad 0.

Press F11 to play at slow speed, F12 for fast speed or F10 to return to real speed. The slow and fast speed can be set using the **Playback** tab of **Settings**.

Stop (F4 or NumPad'.')

To stop, press F4 or the numeric keypad '.'.

Movement within the recording (F7 F8 Ctrl+Home Ctrl+End)

To rewind or fast-forward press and hold-down the F7 or F8 keys.

To move to the start directly, hold down the Control key and press Home. To move to the end, press Ctrl+End.

You can also quickly move around the file using the scroll bar in the Control part of the Express Scribe window.

You can also use foot pedals or system-wide 'hot' keys to control Express Scribe. For more information see: **Foot Pedal Control** or **Hot Key Control**.

Dock - Transfer from Portable Handheld Dictation Recorder or Notetaker

If you use a portable recorder Express Scribe can load the recordings for transcription. Both digital and analog recorders are supported. For more information about doing this see **Transfer from Portable Handheld Recorder (Dock)**.

Typing

You can type using any Windows word processor including Microsoft Word, Wordperfect, Wordpro and others while Express Scribe runs in the background. Alternatively, you can use the Express Scribe Typing Pad and then copy and paste the text into another document.

If you use a word processor, you should use system-wide hot keys so that Express Scribe can be controlled while it is in the background. Alternatively, you can use a footpedal control. For more information, see **Hot Key Control** or **Foot Pedal Control**.

If you don't use the Typing Pad, you can hide it by unticking the "Show Typing Pad" item from the Typing menu.

Keyboard Reference

Main Window

F1	Display Help
F2	Play Slow Speed
F3	Play Fast Speed
F4	Stop
F7	Rewind
F8	Fast Forward
F9	PlayF10 Play Real Speed
F11	Play Slow Speed
Ctrl+F11	Play Slow Pausing
F12	Play Fast Speed
Ctrl+Home	Go to start
CtrlEnd	Go to End
Ctrl+Del	Delete File
Ctrl+A	Copy All (Typing Pad)
Ctrl+B	Set Bookmark
Ctrl+C	Copy (Typing Pad)
Ctrl+D	Dispatch File
Ctrl+G	Go to Bookmark
Ctrl+H	Attach a file
Ctrl+L	Load File
Ctrl+Shift+L	Load and Delete File
Ctrl+N	Done
Ctrl+O	Recover File
Ctrl+T	Insert Audio Time
Ctrl+V	Paste (Typing Pad)
Ctrl+W	Open Word Processor
Ctrl+X	Cut from Typing Pad
Alt+F4	Exit Express Scribe
NumPad 0	Play (Current Speed)
NumPad .	Stop
NumPad 1	Go to End
NumPad 2	Select next recording
NumPad 4	Rewind
NumPad 5	Stop
NumPad 6	Fast Forward
NumPad 7	Go to Start
NumPad 8	Select previous recording

Default System-Wide Hot Keys (can be changed using Settings / Control)

F2 Play Slow Speed

F3 Play Fast Speed

F4 Stop

F5 Open Express Scribe

F6 Minimize Express Scribe

F7 Rewind

F8 Fast Forward

F9 Play

F10 Play Real Speed

F11 Play Slow Speed

F12 Play Fast Speed

Settings

To open the Settings window, select the Settings item from the File menu.

Settings ~ Playback

Settings ~ Control

Settings ~ Incoming

Settings ~ Files

Settings ~ Other

Settings ~ Playback

Playback

Sound Device

If you have more than one sound card installed, use this pulldown list to select the device for playback.

Volume Level

This is the volume setting for playback. It can also be adjusted on the main window of Express Scribe.

Variable Speed

You can adjust the slow (F11/F2) and fast (F12/F3) playback speeds. The speeds are represented as a percent of normal speed so 50% is half speed and 200% is double speed. Recommended settings are slow 50% and fast 150%.

The speed of play current speed (F9) is controlled using the speed control on the main window.

Tone Control (Low Frequency Cut Filter)

Express Scribe uses a tone control called a Low Cut Filter which can improve intelligibility of poor quality recordings. The tone can be controlled by setting the frequency cutoff point.

To turn tone control off use 0Hz. For a mid level settings use 450Hz or for very poor quality recordings use 1000Hz. The default settings is off (0Hz).

Auto Backstep on Stop

If you stop playback and start again later, Express Scribe can be set to 'back-step' so that you hear a short part of where you were before you stopped. This back step time can be adjusted (in ms). To turn the back step off, enter 0.

Rewind and Fast-Forward

The rewind and fast-forward mode can either be increasing (default) or constant. In both cases, Express Scribe first takes a preset step back or forward then starts at the preset speed (default 150%). If increasing mode is selected, as you hold down rewind or fast-forward the speed increases over 6 seconds to a maximum speed specified (default 800%).

Time Display

On the main window of Express Scribe the time can either be displayed is the time/duration from the start of the recording ("Audio Time") or the actual time of day when the recording was made ("Recording Time").

The Recording Time mode is particularly useful if you are transcribing material recorded with the MSRS - Multi-Channel Courtroom or Conference Recorder.

Settings ~ Control

When you are working in another document, (eg. Microsoft Word), you can control Express Scribe using pedals connected to your computer "game" or serial port or use System-Wide Hot Keys.

Foot Pedal Control

For more information about Foot Pedals, please see: ***Foot Pedal Controls***.

To control Express Scribe with foot pedals, connect them to the computer game or serial port and select the appropriate port number and number of pedals that you are using (2 or 3 pedals).

After you have selected the port and the number of pedals, you must run the Foot Pedal Control Setup Wizard to assign the correct pedals. To run the Wizard, make sure you are not pressing any pedals then click on the "Foot Pedal Control Setup Wizard" button and then follow the instructions. If you have difficulty setting up your pedals to work with Express Scribe, please see please see: ***Foot Pedal Controls***.

[2 Pedal Operation] To start playback, tap the right pedal. To stop playback, tap the right pedal again. To fast-forward, hold down the right pedal. To rewind, press and hold down the left pedal.

[3 Pedal Operation] To start playback, press the centre pedal. To stop playback, release the centre pedal. Play can be locked on by quickly tapping the centre pedal. To fast-forward, press the right pedal. To rewind, press the left pedal.

Quick tap on play pedal locks play on

By default this option is on which means that quickly pressing and releasing the pedal will start playback. Doing the same again will stop playback. You can use this 'tap' when you don't want to keep pressing the play pedal for long periods of time.

If you turn this option off, a 'tap' on the play pedal will start and stop playback. Some typists use this together with the Auto-Backstep on Stop option so that a quick tap on the play pedal is a fixed length backstep.

System-Wide Hot Key Control

Use this list to set keys that will be active even when you have another application (eg. word processor) open above Express Scribe. This is useful to give you control over playback when working in another document. For more information see: ***Hot Key Control***.

Settings ~ Incoming

Incoming Recording

Email

If this option is enabled and your email attachments folder is selected, Express Scribe will regularly scan your email software attach folder so that if you receive a recording (dct file) by email Express Scribe will automatically load the files.

Use this option if you frequently receive dictation files by email.

Note: If you use this option, all dct files in the attachment folder will be loaded then deleted.

LAN (Shared Folder on Computer Network)

To receive recordings (dct files) over the computer network, you will need your system administrator to setup a shared folder that can be accessed by you and anyone whom you type for.

Enable this option and enter the name of the shared folder (eg. "H:\Shared Folders\Typing\Your Folder").

Express Scribe will then automatically load dictations sent to the folder over the computer network.

Note: All dct and wav files in the shared folder will be deleted by Express Scribe after loading.

Direct Internet (via FTP host)

To use this service, you need to have access to your own directory on a FTP server. You do not need your own server, almost all ISP web hosting services (that can be anywhere in the world) offer FTP access which are suitable and very affordable.

When an Express Dictate or DialDictate user sends their dictation using this option, Express Dictate or DialDictate uploads the file to the FTP server. Then, if you have selected this option, Express Scribe will check the server at regular intervals. When it finds a new file, Express Scribe downloads the file for transcription.

Your ISP will need to provide you with the server name (eg. "ftp.yourdomain.com"), your user name, password and directory (eg. "/home/www/incoming/typing").

The user's Express Dictate / DialDictate / MSRS software must also point to the same server and folder.

Settings ~ Files

Delete old 'done' files after number of days

If your hard drive is running low, you can set or reduce the number of days after which Express Scribe will automatically delete 'done' recordings. Set this to 0 if you do not want files to be deleted.

Set User's Decryption Key

Express Dictate and DialDictate can encrypt the recordings prior to transmission to protect security and privacy. If this has been done, you must enter the same key in Express Scribe to decrypt the audio.

The decryption key is related to the User ID of the sender, which is obtained when the person who created and sent the dictation file registered his/her Express Dictate or DialDictate user licence. If you have not yet registered, use the id 0 (zero). The dictation sender must provide the Express Scribe user with the details of the User ID and encryption key to be used.

Settings ~ Other

Use Speech to Text Engine

Express Scribe can use a Speech Recognition Engine (eg. Dragon Naturally Speaking) to assist you to transcribe a recording. For more information about this, please see: ***Speech to Text (Speech Recognition)***.

Play Sound when Recording Arrives

If you tick this option and browse to locate a wav file, that file will be played whenever a new file arrives to let you know you have a new dictation. Useful "sounds" are usually available in the C:\Windows\Media folder.

Use a word processor document based on this file

If you are using a word processor to type the received dictations, Express Scribe can create a new document for each recording when you press Ctrl+W. When it creates the new document, it copies a base word processor file (that might for example contain your standard template etc.). If you want to use the Ctrl+W option with Express Scribe, you should create and select a base document file for Express Scribe to copy.

You can add multiple base templates to use and select which one to use at the time you create the document.

Advanced Option: If you want to use a different base document depending on the type of the recording, you can include in the name of the base document fields circumfixed with the % character. When Express Scribe creates a document for the first time it searches first the notes for data (which could have been entered by the dictator using DialDictate or Express Dictate). If no data was entered by the Dictator using Express Dictate or DialDictate then it will prompt for the data. For example, if your word processor base document is entered as C:\My Documents\Template%doctype%.doc then Express Scribe scans for <doctype>...</doctype> data and if not found prompts for the doctype. If say a DialDictate user had entered 21 for the dictation type it would have saved <doctype>21</doctype> and Express Scribe would use "Template21.doc".

Show tips on startup

When this option is ticked, Express Scribe tips will be displayed every time you run Express Scribe.

Float Express above other windows

When this option is ticked, Express Scribe will always stay on top of any other windows. This is useful if you are typing in a word processor but want to continue to view Express Scribe.

Advanced Email Dispatch Settings

Use this button to open ***Advanced Email Dispatch Settings***.

Foot Pedal Control

You can connect foot pedals to Express Scribe to control the playback of audio. You will then be able to use your pedals to control playback while you work in another application. For example, you can use pedals to control playback while you work in a Microsoft Word document.

Foot Pedal Options

There are 3 types of foot pedals that can be used with Express Scribe. First there are professional 3 foot pedal controls that can connect to the game, serial or USB port. Second, there are game controller "rudder" style pedals. You can also make a custom cable to wire almost any other pedals (eg. Radio Shack) to the game or serial port.

For the latest information about Express Scribe pedals, and links to online resellers of pedals, please see the Express Scribe Pedals web page [www](#).

If you find any other foot pedal controllers that work with Express Scribe or are a foot pedal manufacturer, please let us know by email to nch@nch.com.au.

Option 1. [Recommended] Professional 3 pedal controllers

These are the ideal controller for professional typists.

These are 3 pedal controllers made for professional transcription work. Express Scribe will work with almost all professional pedals that connect to a computer's game, serial or USB port. For an up-to-date list of pedals, and links to online resellers, please see the Express Scribe Pedals page [www](#).

Option 2. Game Controller Pedals

These are pedals made for games. Express Scribe can be controlled using them. They should cost under \$US80. A disadvantage is that you may need to keep a steering wheel or joystick under your desk!

Option 3. Radio Shack (Tandy) Pedals and other pedals (DIY option)

This is by far the cheapest option, but you may need to make or have a special cable/plug made for you.

With a special cable you can use the Radio Shack (Tandy) Pedals (Radio Shack Item 44-610C). The pedals should cost around \$US15 each. You then need a special cable to connect to your game or serial port. You can make this cable yourself or you can have it made by a local electronics business. The wiring diagram is below.

Connection and Setup

Step 1. Connect the pedals' cable into the game or serial port at the back of your computer. The game port is a 15 pin port that is usually on the sound card. The serial port is either a 9 or 25 pin port often used for mouse or modems. If you do not have an available game or serial port, refer to the information about USB port adapters (below).

Step 2. [GAME PORT DEVICE ONLY] Install the drivers for the port. If you were supplied drivers

with the pedals, follow the instructions provided with the drivers. If you do not have specific drivers for your pedals, you will need to install the Windows generic "2 axis, 4 button joystick" device using the Game Controllers item on the Windows Control Panel.

Step 3. Using the Control tab of Express Scribe Settings tick the "Use Foot Pedal Playback Control" box and select the port and number of pedals.

Step 4. Run the *Foot Pedal Control Setup Wizard* by clicking on the button in the Settings Dialog Box. Then follow the instructions to calibrate your pedals.

Using the Pedals

[2 Pedal Operation] To start playback, tap the right pedal. To stop playback, tap the right pedal again. To fast-forward, hold down the right pedal. To rewind, press and hold down the left pedal.

[3 Pedal Operation] To start playback, press the centre pedal. To stop playback, release the centre pedal. Play can be locked on by quickly tapping the centre pedal. To fast-forward, press the right pedal. To rewind, press the left pedal.

With a 3 pedal controller, if the "Quick tap on play pedal locks play on" option (Settings->Control) is on (default), quickly pressing and releasing the pedal will start playback. Doing the same again will stop playback. You can use this 'tap' when you don't want to keep pressing the play pedal for long periods of time. If you turn this option off, a 'tap' on the play pedal will start and stop playback. Some typists use this together with the Auto-Backstep on Stop option so that a quick tap on the play pedal is a fixed length backstep.

USB pedals

Express Scribe supports USB foot pedal controllers.

Most pedal drivers show as "Game Controllers" (virtual GamePorts). To use those types of USB pedals select GamePort1 or GamePort2 depending on the controller number.

The VEC 'Infinity' USB pedals have their own drivers. To use those USB pedals, select "VEC Pedals USB" as the port. You might need to install a special driver dll which can be downloaded free from www.nch.com.au/scribe (follow the Addons link).

If you have purchased a game or serial pedal but you do not have an available game or serial port on your computer, you can connect pedals using a USB Game Port Adapter. An example of an adapters that works well is the Rockfire USB Nest Joystick Converter. RadioShack also supply a similar adapter (model number 26-164).

Technical Specifications of Pedal Wiring

This information is supplied only, as-is, for the information of qualified electronics people to wire their own pedals and for manufacturers of pedals for Express Scribe.

Standard 2 pedal wiring - "2 Pedal Game Port Control"

The 15 pin D type male plug must be wired as follows: Pins 1, 3 and 6 must be connected to each other. A pedal switch between 2 and 4 is Reverse. A pedal switch between pins 5 and 7 is play (or stop or forward).

Standard 3 pedal wiring - "3 Pedal Game Port Control"

The 15 pin D type male plug must be wired as follows: Pins 1, 3 and 6 must be connected to each other. A pedal switch between 2 and 4 is Reverse. A pedal switch between pins 5 and 7 is fast-forward. A pedal switch between pins 10 and 5 is play.

Standard 2 pedal wiring - "2 Pedal Serial Port Control"

Wire the 9 pin D type plug as follows: Ground - Pin 4, Play / Forward - Pin 1, Rewind - Pin 6.

Standard 3 pedal wiring - "3 Pedal Serial Port Control"

Wire the 9 pin D type plug as follows: Ground - Pin 4, Play - Pin 1, Rewind - Pin 6, Forward - Pin 9 (RING) or Pin 8 (CTS).

Hot Key Control

'Hot' keys are keys which apply even when Express Scribe is in the background. For example, when you are working in your word processor you can continue to control playback using the system wide hot keys.

To change, add or remove hot keys use ***Settings ~ Control.***

Default System-Wide Hot Keys

F2 Play Slow Speed

F3 Play Fast Speed

F4 Stop

F5 Open Express Scribe

F6 Minimize Express Scribe

F7 Rewind

F8 Fast Forward

F9 Play F10 Play Real Speed

F11 Play Slow Speed

F12 Play Fast Speed

Working with Word Processors

The Express Scribe Typing Pad is not intended to replace your word processor. Express Scribe works well with Microsoft Word, Word Perfect, Word Pro and most other major word processor software. You can either run both Express Scribe and your Word Processor at the same time or you can type the text in the Express Scribe Typing Pad and then copy and paste it into your word processor.

Typing directly into your word processor

After you have selected the file in Express Scribe, open your word processor. You then control playback with either the **Foot Pedal Controls** and/or the system wide **Hot Key Control** or both.

To automate the creation, opening and management of word processor files. Create a base template doc file and save it in the folder where you want Express Scribe to store documents. Then tick the use base word processor document **Settings ~ Other** and select that new file. Then whenever you want to open or create a document related to the recording, press Ctrl+W. If the document already exists it will be opened. If the document does not exist, Express Scribe copies the base file.

Advanced Option: If you want to use a different base document depending on the type of the recording, you can include in the name of the base document fields circumfixted with the % character. When Express Scribe creates a document for the first time it searches first the notes for data (which could have been entered by the dictator using DialDictate or Express Dictate). If no data was entered by the Dictator using Express Dictate or DialDictate then it will prompt for the data now. For example, if your word processor base document is entered as C:\My Documents\Template%doctype%.doc then Express Scribe scans for <doctype>...</doctype> data and if not found prompts for the doctype. If say a DialDictate user had entered 21 for the dictation type it would have saved <doctype>21</doctype> and Express Scribe would use "Template21.doc".

Typing first into the Typing Pad

Alternatively, you can type the main body of the text using the Express Scribe Typing Pad. Then press Ctrl+A to copy all the text, run your word processor and paste the text into a new document.

Dispatching Word Processor Documents

You can dispatch a word processor file as an attachment to the email you return to the person who dictated the work. When you click Dispatch, click on the Browse button to locate the file.

Working with Attachments

Add, remove, and save as Attachment

In Express Scribe you can attach additional files to the dictation. These files are then sent with the recording when you forward or dispatch the file.

To attach a file, right click the dictation you are going to send, and select "attach file(s)". Then browse to the folder where the file is kept, select it, and click open.

Express Scribe will now automatically send this file as part of your dictation.

Forward Dictation

This option lets you forward a dictation file via email, the computer network (to a folder) or the internet (using a FTP server). You can use this function when a dictation is only partially transcribed, and needs to be forwarded to another person for completion.

To forward a dictation, select it and press Ctrl+F. Then select the method you want to use to send the file or the location it needs to be sent to. If in doubt ask the person who set up the dictation system for you.

Any attachments to the dictation will be send with the dictation. To attach a file press Ctrl+H and browse to locate the attachment.

Email

If you select this option, the recipient will be sent the dictation as a file attached to an email.

Enter the email address of the typist in the Email Address box.

Email - Settings

By default Express Scribe uses the MAPI system to send email using your existing email software (Eudora, Outlook, Lotus Notes etc.). To use this you must have email software installed and set as the "default MAPI server". The advantage of this system is that your email software manages the email. However, there can be some problems with some email software. If you have MAPI problems, try the alternative internal SMTP.

If you select the "Internal Simple SMTP" option, email is sent directly by Express Scribe to your server. You must enter the SMTP mailhost used by your ISP for sending of mail (call them if you do not know it).

If when using Internal Simple SMTP it does not work it might be that your server requires an authenticated login (a username and password) to send email. If so, append :username:password to the smtp server (ie. smtp.yourserver.com:username:password).

Local Area Network

If the recipient is in your own office the fastest way to send typing to them is over your computer network. You must have a shared folder on the network. If necessary ask your systems administrator to create a suitable folder.

Enter the full name of the shared folder in the "Folder or Drive". For example, your shared folder might be "H:Typist". Please note your typist's software ("Express Scribe") must also be setup accordingly.

Direct Internet Connection

Express Scribe can send dictations directly to an internet server. This is faster than the email option but requires that your typist have access to a web hosting (FTP) service to store the files.

Select the Direct Internet Connection option and enter the Server, User Name, Password and Directory as setup for your FTP server for the typist you need to forward the file to.

Transfer from Portable Handheld Recorders - Dock

Express Scribe supports 2 methods to transfer recordings from a handheld recorder. If you have a digital handheld recorder that uses the open wav file format and comes with its own connection cable and software you can use the Audio File Transfer Method. If you are using an analog microcassette recorder or a digital recorder that uses proprietary formats you can use the Audio Cable Method to record in the dictation.

Note: If you are using a PDA to dictate the easiest way to send and receive recordings is to install the free Pocket Dictate software from www.pocketdictate.com and use email to send the recordings directly to your typist. Then you will not need to Dock feature at all (the typist simply opens the attachment).

Dock - Audio File Transfer Method

Use this option if you are using a digital recorder that uses an open file format to record your dictation.

Your handheld recorder must come with software that will automatically transfer the recordings and place them in a folder on your hard drive.

Once you have setup your handheld software, using Express Scribe select File / Transfer from Portable (Dock) / Audio File Transfer Method then browse to the folder on your harddrive where the docking software of your handheld has been set to download the wav files.

Once you have done this once, to Dock in future, simply click on the Dock button on the main window (after the handheld software has completed downloading the files).

Philips Recorders

These recorders work well Express Scribe. You must install the software provided with the recorder on the computer running Express Scribe. Then you will be able to load the wav files from the Philips recorders.

Sanyo Recorders

You must install PCMemoScriber (from the CD-ROM supplied with the Sanyo Recorders) on the PC running Express Scribe. Using Express Scribe select File / Transfer from Portable (Dock) / Audio File Transfer Method then browse to the folder C:\Program Files\PCMemoScriber. Whenever you need to "Dock" recordings (1) from PCMemoScriber click on the "Transfer from Voice Recorder" button then, when download is complete, (2) click on the Dock button on Express Scribe.

VoiceIt Recorders - sri files

You must install the VoiceIt player software (that comes with the VoiceIt recorder) on the PC running Express Scribe. Using Express Scribe select File / Transfer from Portable (Dock) / Audio File Transfer Method then browse to the voiceit folder. Whenever you need to "Dock" recordings (1) from voiceit click on the "Transfer from Voice Recorder" button then, when download is complete, (2) click on the Dock button on Express Scribe.

Olympus Recorders - dss files

You may need to install the free dss32 components from www.nch.com.au/components to load dss files from Olympus recorders.

Sony Recorders / Memory Stick Devices

There is one additional step when docking files from Sony Recorders - using the Sony Voice editor to export to wav files. This can be done very quickly once you know how.

Open Sony Voice Editor program. Follow the normal process to load files from the recorder or memory stick into the default Voice folder of the Sony Voice Editor. Once new folders/files are loaded into the Voice Editor, select the menu item File / Save as VOICE Folder. Browse to a folder that you have created for docking recordings. Select Wav file (16 bit) under Save as Type. Click on save.

Once this process is complete, use the Express Scribe Dock Audio File Transfer method and point to the same folder that you saved to.

Dock - Audio Cable Method

This method must be used if you are using an analog microcassette recorder or the digital handheld you have uses a non-standard proprietary format.

The process is simply playing back the recording into the computer. This can be more effective than it might sound because with a duplex sound card and accurate threshold detect levels, the transfer can happen automatically in the background while you continue to type.

In order to transfer a recording from a portable dictaphone or notetaker into Express Scribe, you need to connect a lead between the Ear socket on the portable and the Line-In socket of the sound card. You should be able to purchase a suitable lead from an electronics store for under \$10.

Connection Settings

Sound Record Device

If you have more than 1 sound card in your computer, select the sound card connected to your portable in this pull down list.

Audio Input Channel

This should usually be "Line" or "Line-In" for the transfer connection.

Record Volume Level

Adjust the record volume so that the level display just touches into the red in the louder peaks during dictation.

Use level activated recording *Activate Level*

Transfer will automatically start and stop using the level of the incoming audio. The default

setting is -15dB. If recording starts too early or does not automatically stop at the end of the tap, increase this level. If recording does not start correctly, or chops the end of a recording, reduce this level. You should correctly adjust the record volume level before you adjust the activate level.

If you want to record manually you can untick the "Use level activated recording" box.

Restart

If recording has started incorrectly, click the restart button to start recording from the start of the Tape.

Done

When transfer is complete, click the Done button.

You should not need to do this manually. The Transfer Window should automatically close 15 seconds after the end of the recording. So long as your record volume and activate levels are set correctly, you should be able to start recording and "walk away".

Duplex Operation

If you have a duplex sound card installed in your computer, you will be able to "Dock" recordings while you continue to use Express Scribe to play other recordings. To do this open the Dock window and start recording as described above. Do not click Done but simple click on the title bar of Express Scribe to bring it to the front. If you continue to hear the recording from the portable then click on the yellow speaker icon on the task bar and close the Line-In channel. You can then use Express Scribe as normal while it records in the background.

Speech to Text (Speech Recognition)

Express Scribe can use any SAPI compliant speech recognition engine to assist you to transcribe recordings. For example Dragon Naturally Speaking, Microsoft Voice or IBM Via Voice (and many more).

Once you have setup Express Scribe for Speech to Text, when you load a file it will process the file in the background and then include the full text in the Notes box. Even if your computer is fast, this can take some time (even longer than the recording itself) so this function works ideally when you have a queue of typing work. However, because the speech recognition run in the background, you can start transcription immediately.

You should not be too excited by speech to text. It will be many years before machines will be able to transcribe accurately. At the moment, even a well trained engine will offer at best around 90% accuracy. It is our concept that you will use this feature as a tool to provide you with draft text which you can play through at a faster speed and correct or re-format.

Training is essential to get reasonable text to speech. You must "train" the engine to recognise each voice that you are going to use. The training function is managed by your speech recognition software not Express Scribe. Please refer to your speech engine manual for more information.

Express Scribe automatically matches each dictation file with a trained speaker using the Express Scribe (or DialDictate) ID of the sender. This ID is obtained when they register their software (all unregistered users, wav files and docked recordings are considered to be ID 0). After you have trained the speaker, you can setup the ID that each speaker uses using the User Setup button on the settings screen.

Setup for Speech to Text

Step 1: Enable Speech to Text and select the speech recognition engine using the Settings Dialog Box. If you do not see an engine in the pull down list, then you have not fully installed your speed recognition software or it is not SAPI compliant.

Step 2: Train the engine to recognised the each voice that you use. You do that using your speech recognition software. Please refer to the manual provided with your speech recognition software.

Step 3: From the Settings Dialog Box, click on the Users Setup button to open the Speech User Setup box. Then, for each voice, typing in their ID and select their name in the pull down list. If they are registered users of Express Dictate or DialDictate, use the ID that they obtained when they registered their software. Use ID 0 for all unregistered users, wav files and docked recordings.

Then when your next dictation is loaded, Express Scribe will run the speech engine in the background. When complete, it will "paste" the text into the Notes box.

Please be patient. The process can take some time (even longer than the recording itself). Thus the function is ideal when you have a queue of items. But remember that you can start transcribing immediately.

Advanced Email Settings

You can setup the way Express Scribe dispatches email using the Advanced Email Settings dialog box.

The Advanced Email Settings can be opened by clicking on the "Email Settings" button from Dispatch.

Mail Delivery Type: MAPI or SMTP

Express Scribe can send email in two ways MAPI or internal SMTP.

By default Express Scribe uses the MAPI system to send email using your existing email software (Eudora, Outlook, Lotus Notes etc.). To use this you must have email software installed and set as the "default MAPI server". The advantage of this system is that your email software manages the email. However, there can be some problems when using Outlook (it keeps prompting for user input). If you have MAPI problems, try the alternative internal SMTP.

If you select the "Internal Simple SMTP" option, email is sent directly by Express Scribe. You must enter the SMTP mailhost used by your ISP for sending of mail (call them if you do not know it) and your email return address.

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