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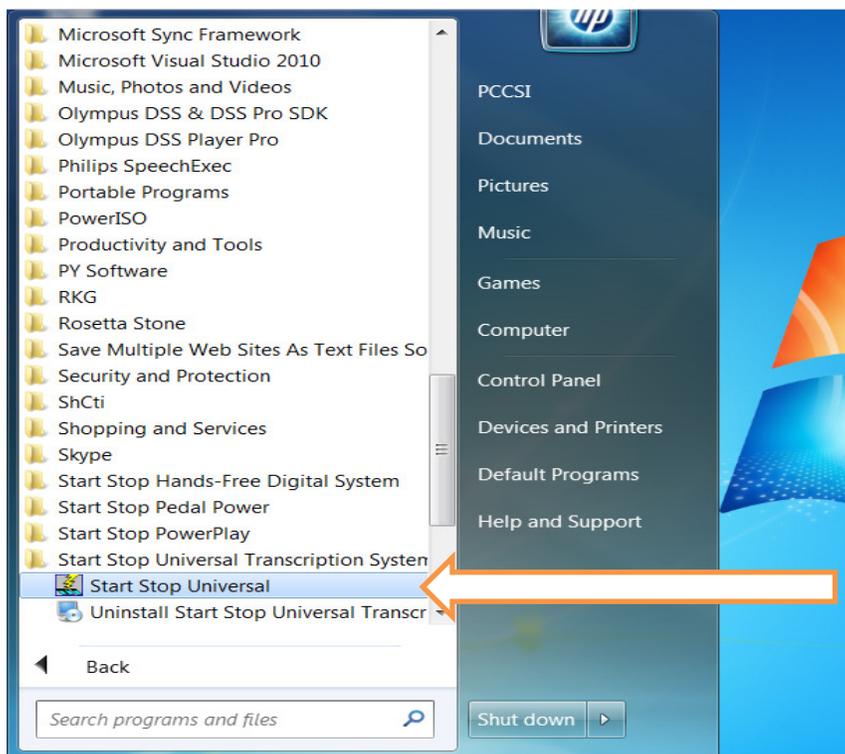
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Basic Usage for the **Student Edition** of the ***Start Stop Universal Transcription System***

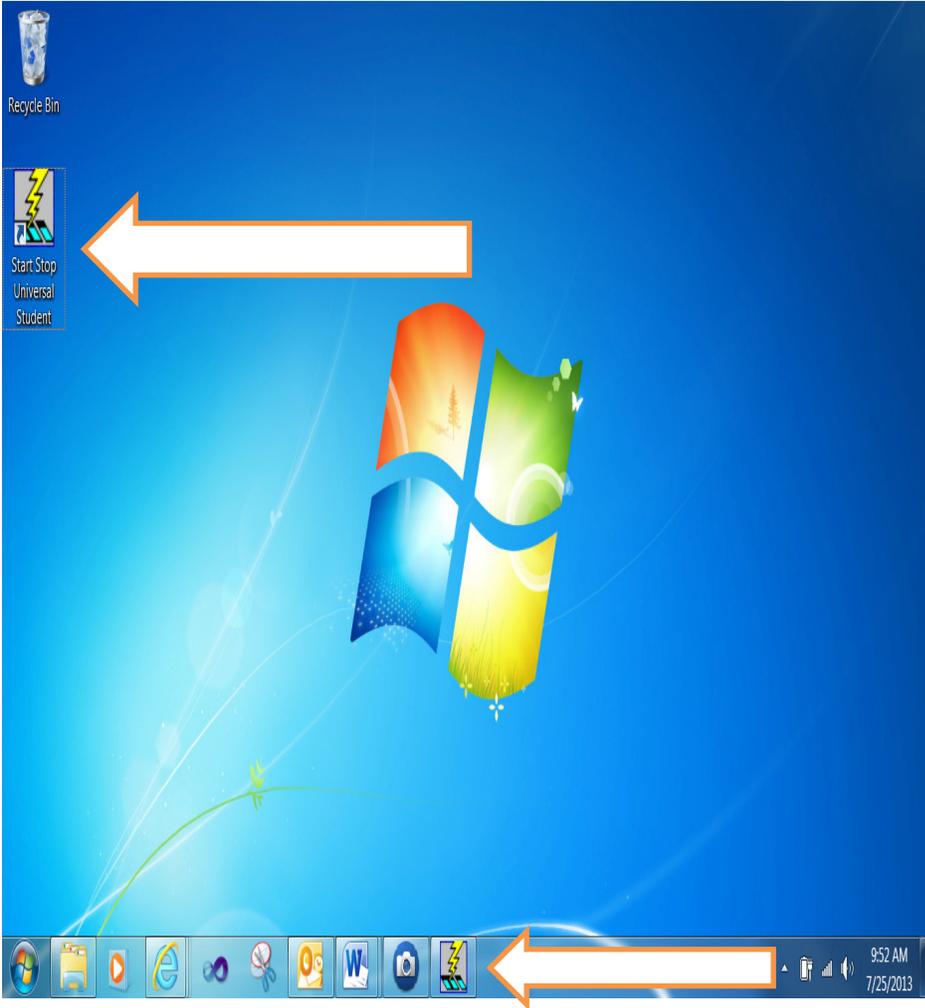
Note: This is just a basic walk-through of the Student Start Stop Universal Transcription System. For a more detailed guide, consult the User Manual –

http://www.startstop.com/private/startstopdownload/docs/Instruction_Manual_for_Student_Edition_Start-Stop_Universal_Transcription_System_V12.pdf

To open the program, click on Start → Programs → Start-Stop Universal Transcription System...



Or use the Start-Stop Universal icon on your desktop.



The following instructions are Basic functions, Controls and Settings of the Student Edition of the Start Stop Universal Transcription.

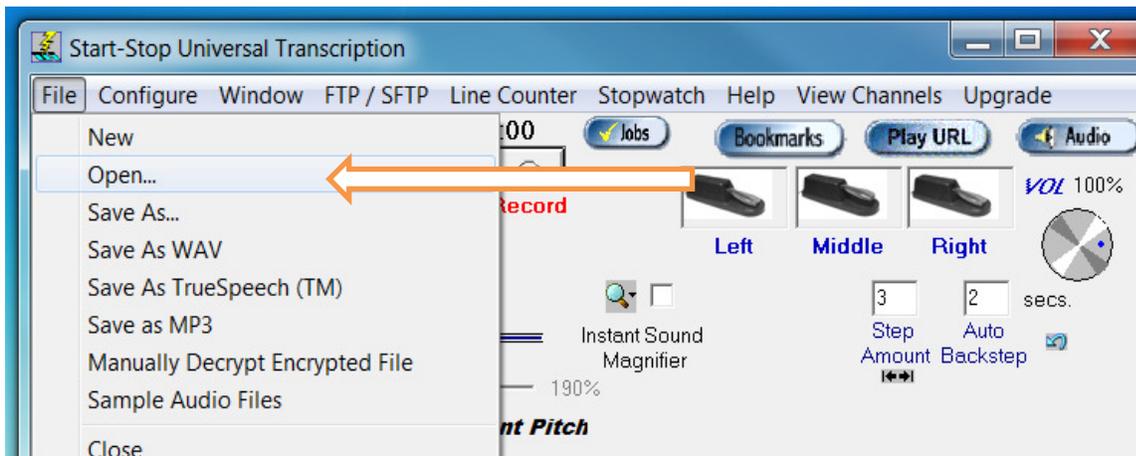
(Consult User Manual for more detailed instructions.)

➤ How to Play Back a File for Transcription:

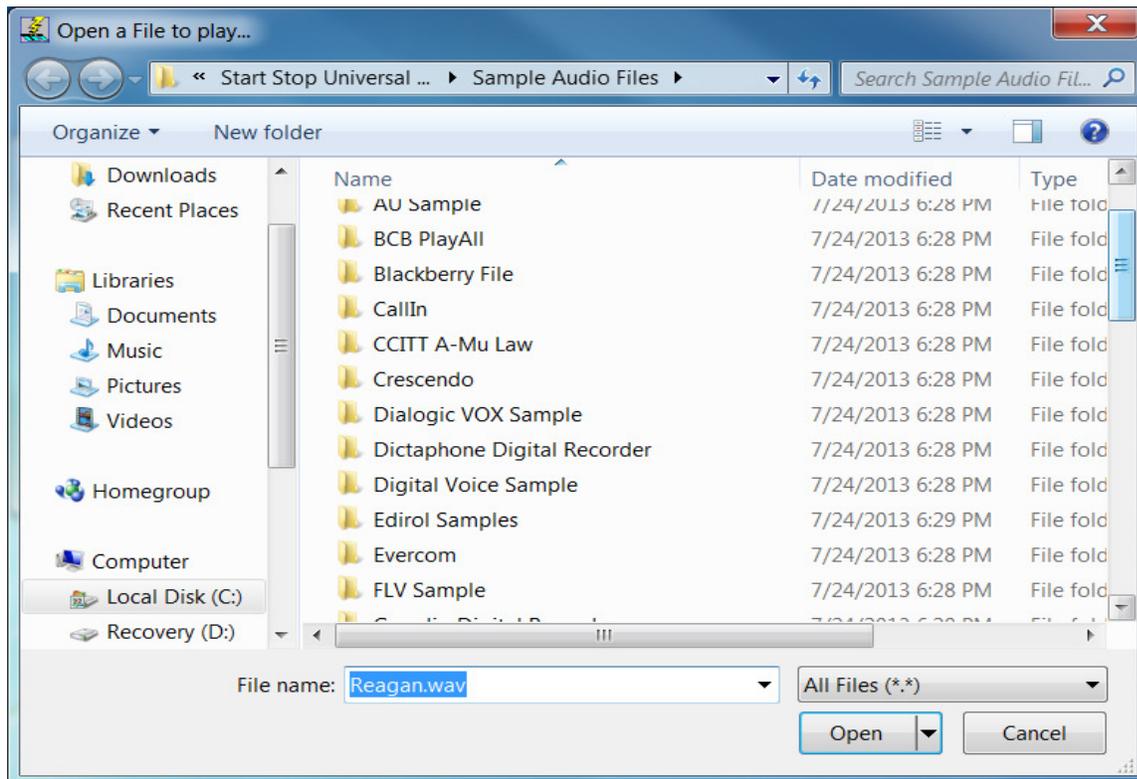
Click on File:



Open File



Then browse to your favorite file.



You can open it up by double-clicking on the file itself, or by selecting the file, then clicking the “Open” button. You can also open a file to play by just dragging the file on top of the Start-Stop System.

➤ **Time Formats:**



Left This indicates “Time Remaining” for the currently loaded audio file.

E. T. This indicates “Elapsed Playing Time” for the currently loaded audio file.

➤ **File Functions:**



Jobs Function Button allows you to load multiple audio files to one location. The Jobs Manager must be set up to view specific folder. Consult User Manual for setup instructions.



Bookmarks Function Button allows you to set an index mark within a specific audio file. This will allow you to return to the time marker that you set up. Consult User Manual for setup instructions.



URL Function or Uniform Resource Locator allows you to copy an internet location of an audio file and load it directly from the internet site. (Caution: the audio filename should be contained within the address.) Consult User Manual for setup instructions.



Audio Function Button allows you to set up Sound attributes: Volume control and settings. If you have a third-party audio controller you must adjust the sound controls from within that software.

➤ **Pedal Controls:**



The Pedal Icons function the same way as your actual Foot Pedal control.

The Default Foot Pedal settings are:

1. Middle Pedal = Holding this down plays the file. Once released it pauses the audio file.
2. Left Pedal = Tapping this pedal rewinds the audio file by the amount of seconds indicated in Step Amount.
3. Right Pedal = Tapping this pedal fast forwards the audio file by the amount of seconds indicated in Step Amount.

The Step Amount Box allows you to control the Left and Right Foot Pedal step amounts. The default setting is 3 seconds. Stepping on the left or right pedal with this setting will move the audio 3 seconds in the direction you choose.

The Auto Backstep allows you to control the middle pedal step amounts. The default setting is 2 seconds. Releasing the middle pedal moves the audio file back 2 seconds.

➤ **Player Controls:**

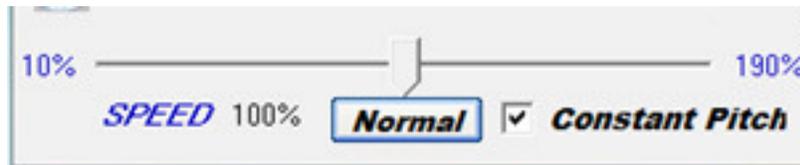


The Player Controls allow you to play the file like a normal audio player. No foot controls are used for these controls: they are operated by mouse.

REAL TIME indicates the actual file date and time of recording as an estimated time.

The Time Slider Bar indicates the relative position within the current audio file loaded. This slider can be used to jump to a different file position in relation to time.

➤ **Speed Controls:**



The Speed Control allows you to decrease or increase speed by moving the Slide pointer. Clicking on the 'Normal' button resets the speed to 100% or Normal speed.

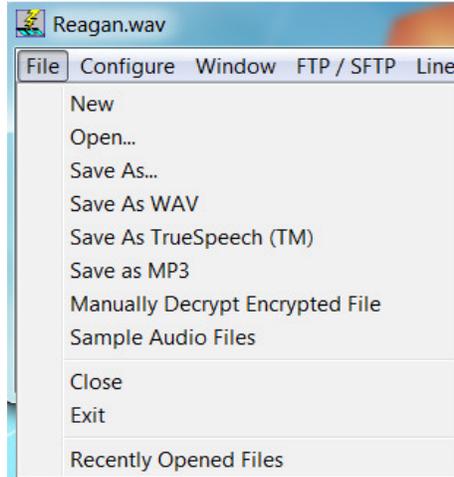
➤ **File Information:**



File Information is a general description of the currently loaded audio file based on the information provided by the audio file: File Size (size of file in bits), File Length (time of file in minutes and seconds) and Format (file type and codec information).

The following instructions are Basic Configurations and Settings of the Student Edition of the Start Stop Universal Transcription System (consult User Manual for more detailed instructions):

➤ **'FILE' Tab:**



Generally, the only options of interest at this time are the 'Open', 'Close', 'Recently Opened Files,' and 'Exit.' (As you get more familiar with the software, the User Manual provides more advanced information on the FILE tab.)

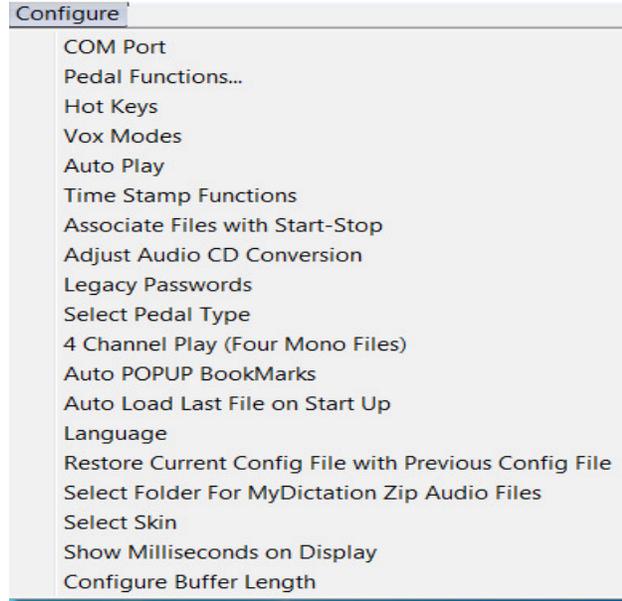
The **'Open'** file option: (Explained above)

The **'Close'** files option: Used to close the currently loaded audio file. It won't close the software.

The **'Recently Opened Files'** option: Opens files that you have already opened in the past.

The **'Exit'** file option: This closes the currently opened file and shuts down the software. This is the preferred method of closing the software as it saves any settings in place. *(Using the 'X' in the right corner of the software to close doesn't guarantee that settings will be saved.)*

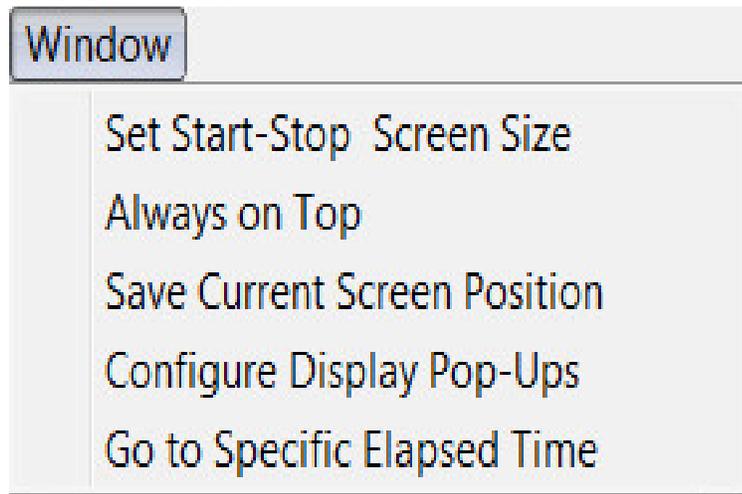
➤ **'CONFIGURE' tab:**



The **'Configure'** tab options are an advanced feature and it is not recommended you change these without Technical Support assistance.

HTH Engineering Technical Support: (<http://www.startstop.com/techsupport.asp>)

➤ **'WINDOW' tab:**

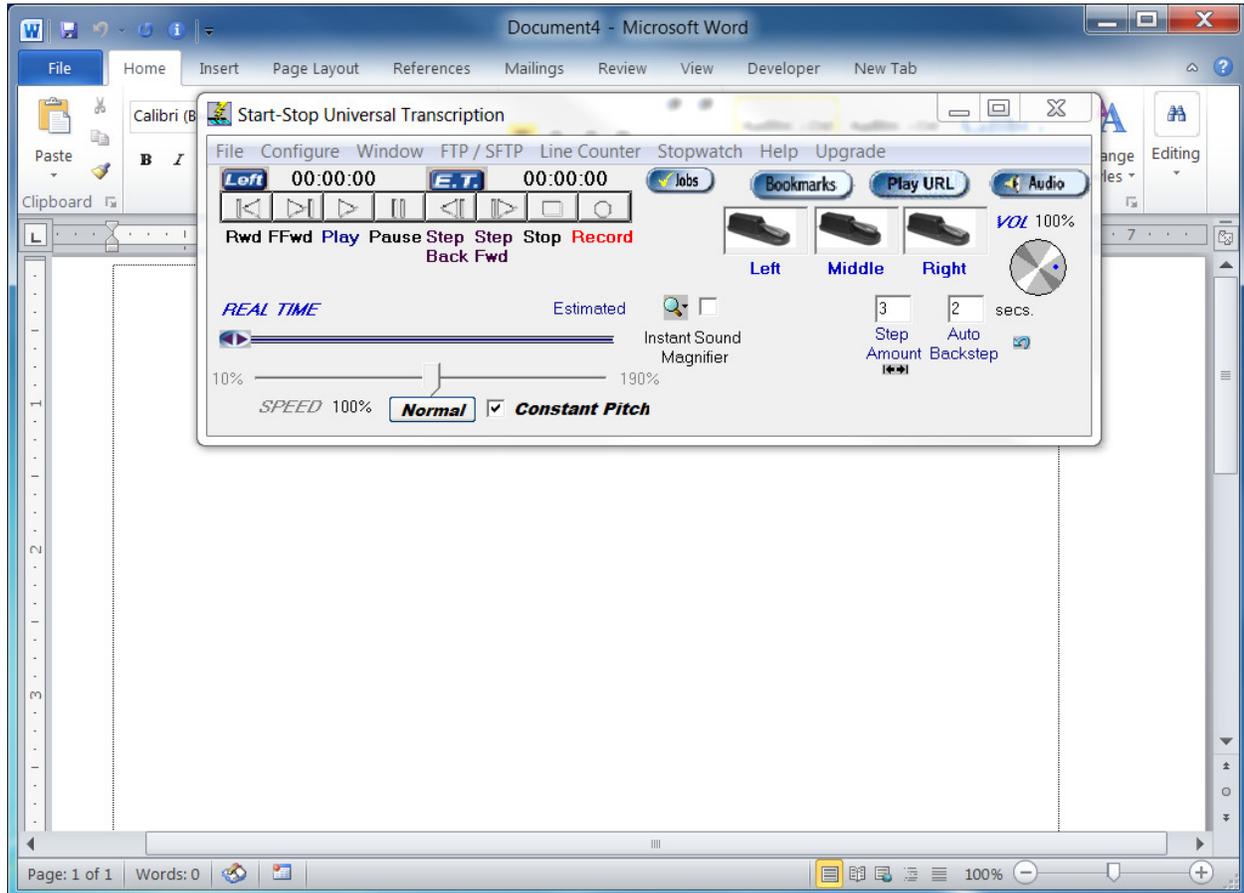


The **'Window'** tab allows the following settings:

'Set Start-Stop Screen Size': Allows you to set the size of the Start Stop main window.

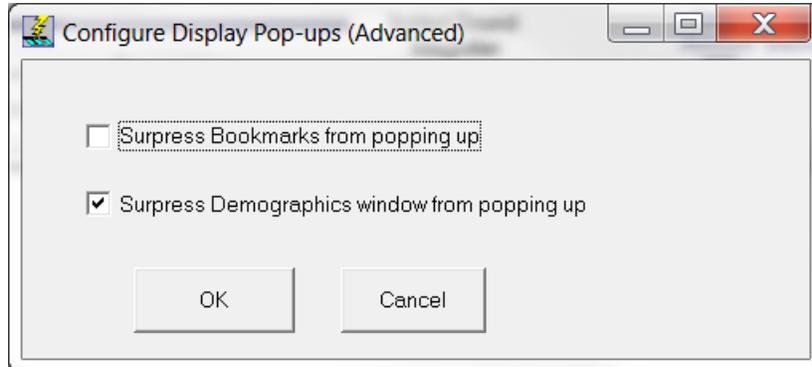


'Always on Top': this allows you to maintain the Start Stop main window on top of all others windows you may have displayed on your Desktop of your computer.



'Save Current Screen Position' option remembers the last location of the Start Stop main window.

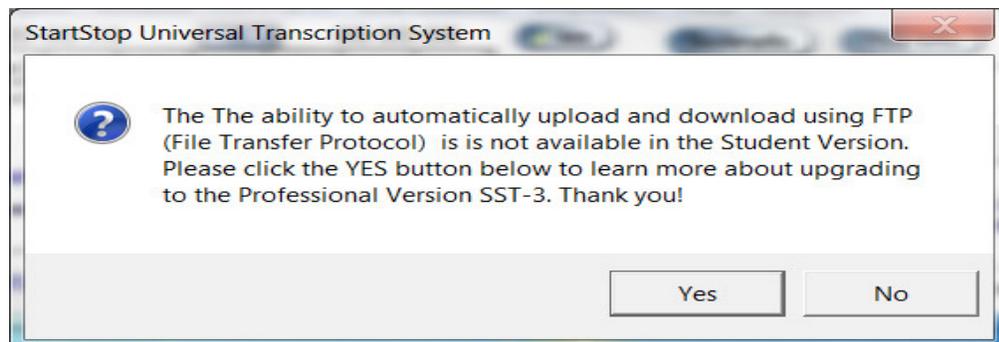
'Configure Display Pop-ups' option lets you suppress other windows from popping up.



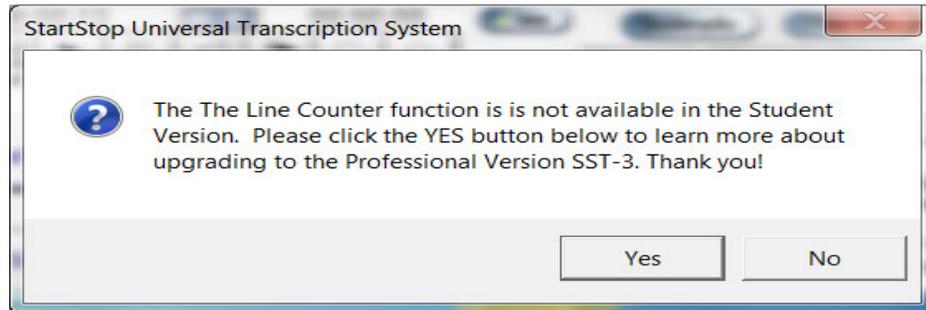
'Go to Specific Elapsed' time allows you to enter a different starting point in a time format.



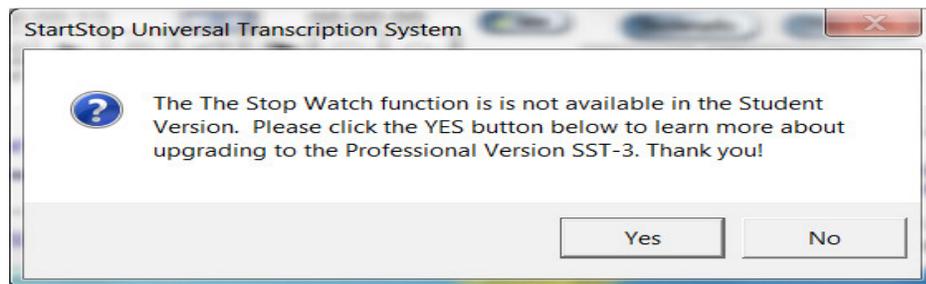
➤ **'FTP/SFTP' tab:**



➤ **'Line Counter' tab:**



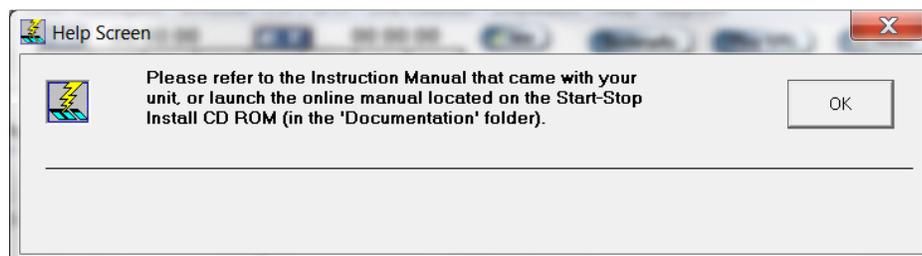
➤ **'STOPWATCH' tab:**



➤ **'Help' tab**



The **'Help'** tab option enables you to access the **USER MANUAL**.



To download the **USER MANUAL** click on this link:

([http://startstop.com/private/startstopdownload/docs/Instruction Manual for Student Edition Start-Stop Universal Transcription System V12.pdf](http://startstop.com/private/startstopdownload/docs/Instruction_Manual_for_Student_Edition_Start-Stop_Universal_Transcription_System_V12.pdf))

The **'Install Optional Components'** and **'Check for Updates'** options are an advanced feature. Please contact **Technical Support** for assistance.

HTH Engineering Technical Support: (<http://www.startstop.com/techsupport.asp>)

The **'ABOUT'** option is very important when calling for support or information. This will tell you what **'Version'** of the software you are currently using and will help with support of the software.



➤ **'UPGRADES' tab:**

The **'Upgrades'** option is an advanced option; please contact **Technical Support** for more information.

HTH Engineering Technical Support: (<http://www.startstop.com/techsupport.asp>)

Basic Troubleshooting Tips:

Pedal Doesn't Respond	<ul style="list-style-type: none">a. Restart PC with pedal plugged in.b. Shut down Start Stop. Unplug pedal. Plug in the pedal. Start the Start Stop Software.c. Try a different USB connection and repeat Item b. above.d. Reselect correct pedal under Configure-Select Pedal Type
Start Stop won't accept Registration Code	Please compare the registration code with what you entered in the boxes.
Audio Files won't open	Generally this is an issue with the type of file. Compare file type with list of supported file types: Audio .WAV Audio formats (from internet, network, or local to hard drive) that are playable by your Windows PC .MP3 .WMA .CDA Audio CDs



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