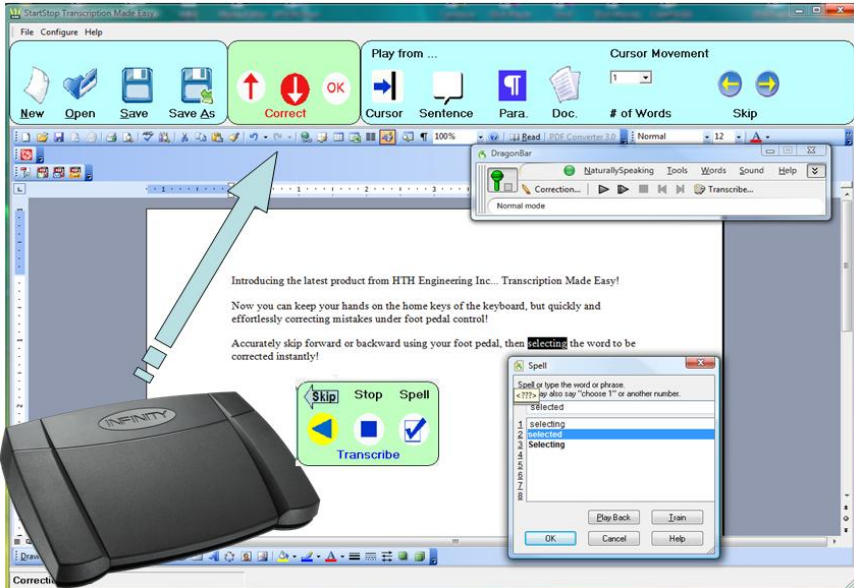


Instruction Manual for the *Start-Stop Transcription Made Easy System*



Makes correcting Dragon Naturally Speaking™ created documents fast and easy

- Utilizes the power of Microsoft Word™ for document creation
- Utilizes the power of Dragon Naturally Speaking™ for voice to text writing and editing
- Windows Vista™, XP™ compatible

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CONGRATULATIONS!

Thank you for purchasing the **Start-Stop Transcription Made Easy (TME) System**.

FEATURES INCLUDE:

- **Integrated Interface:** TME allows you to make quick and easy corrections to your Dragon Naturally Speaking TM documents in Microsoft Word™
- **Full Pedal Support:** TME includes a three button foot pedal which allows you to play, step back/step forward and invoke Word correction while in Transcription Mode
- **Multiple Modes:** TME foot pedal support includes two modes, each with its own button mapping for a large number of supported functions
- **Support for USB foot pedals**
- **System-Wide User-Assignable Hot-Keys:** provides convenient alternatives for control of playback functions, speed control, pedals, bookmarks, and Job
- **Optional Backup of documents and audio files:** TME allows you to designate a location to store original documents and audio files which can be accessed if necessary
- **Flexible Work Settings:** Most important functions can be accessed through one of three ways. Key strokes, Mouse clicks or foot pedal clicks.
- **Simple interface:** All significant functions are available from an easy to understand toolbar and foot pedals

WHAT YOU'LL NEED TO USE TRANSCRIPTION MADE EASY:



USB port

Computer Requirements

Computer running Windows XP, or Windows Vista [®] with Minimum configuration: 1 GHz + Processor speed, 1GB RAM with Sound Card. CD-ROM drive required to install TME

Microsoft Word [™] version 2003 or 2007

Dragon Naturally Speaking [™] version 9 or 10 Professional, Medical or Legal. Preferred will work with TME in order to playback documents created with Professional, Medical or Legal

Recommended Computer

Computer running Windows XP, or Windows Vista [®] with minimum configuration: 2 GHz + Processor speed, 2GB RAM with Sound Card and a CD-ROM drive.

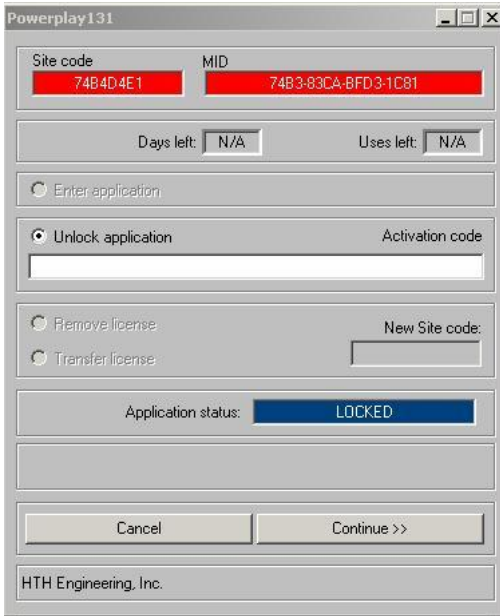
WHAT IS INCLUDED WITH YOUR Start-Stop Transcription Made Easy System:

QTY	Description
1	Start-Stop 3-Pedal Assembly (USB)
1	Transcription Made Easy Software on CD-ROM
1	Instruction Manual (this manual)

INSTALLATION INSTRUCTIONS

- 1) For the **USB 3-Pedal unit**, do **not** plug the pedal in at this time.
- 2) Insert the Start-Stop Installation CD-ROM into your computer. If installing on a Windows VISTA computer, please perform steps shown in Appendix 5 before proceeding. The Start-Stop Installation Software should begin automatically after several seconds. If so, please skip to step 5). If not, continue to step 4.
- 3) If the Install Software did not come up on the screen automatically as described in Step 3) above, then you will need to manually launch the installation: From the Windows START button, select RUN and then type **d:\setup** and click on OK. (If your CD-ROM is drive e instead of drive d, then you would type **e:\setup** instead, and so on). The Start-Stop Install Software will appear on your screen.
- 4) Follow the on-screen instructions, and answer "OK" or "Yes" to questions asked. When the FINISH button appears, be sure to reboot your PC.
- 5) **USB PEDAL:** With your PC up and running normally, connect the pedal to your USB port. A new device will be recognized when you plug in the pedal. **Windows XP will usually automatically install the new USB pedal device without your intervention.**
- 6) Registration/Unlocking the Software

The first time you start the Start-Stop application; it will show a REGISTRATION/UNLOCK Screen. Please go on web, to www.startstop.com/unlock and follow the instructions to unlock.



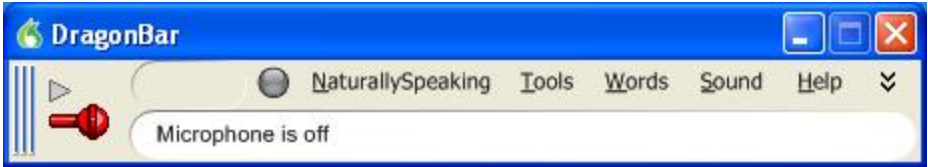
How to Use the Start-Stop Transcription Made Easy System

You can get instant help ("tool tips") by hovering the mouse cursor over any control on the screen.

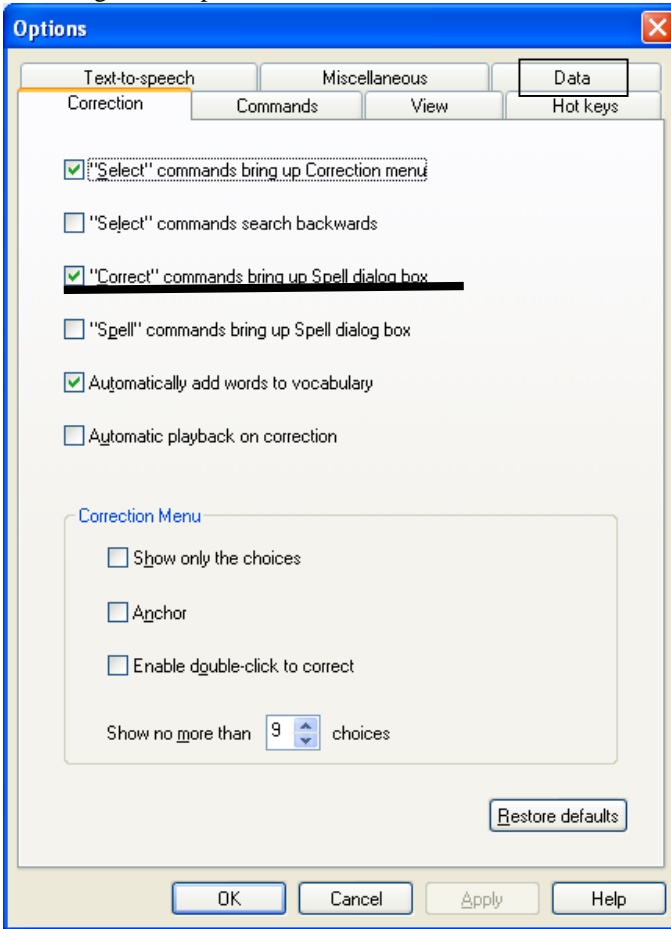
Configuration

In order for TME to work properly, there are some settings that need to be set in Dragon Naturally speaking. The following pictures and text explain these settings.

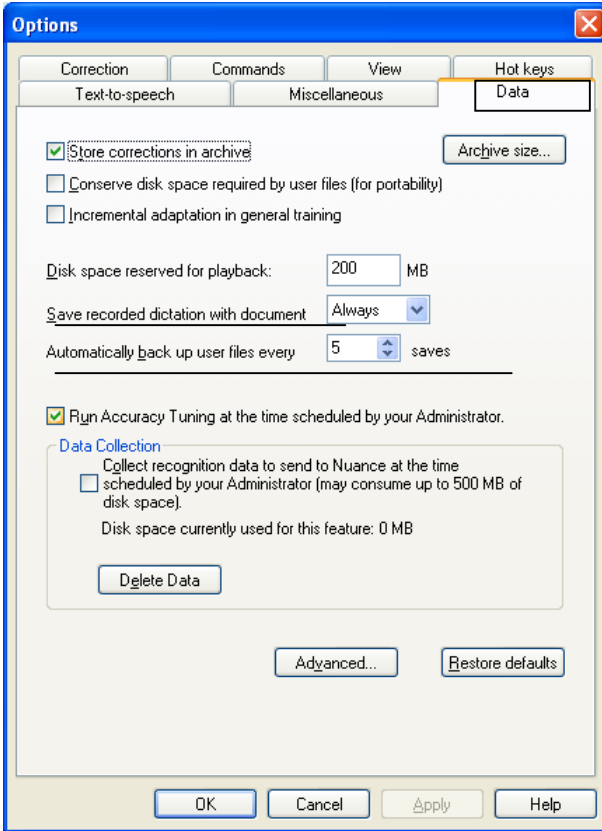
When you start Dragon you will see its main bar as shown below.



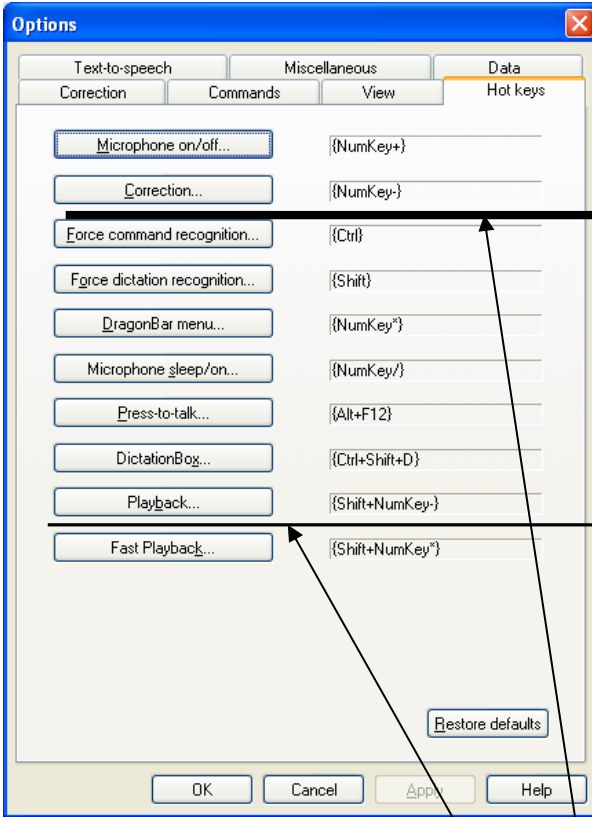
From this bar we need to select Tools, the Options which will cause the following box to open.



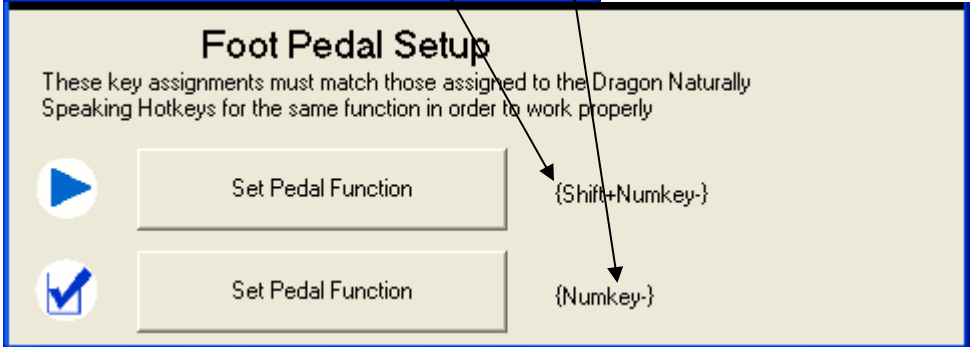
In this tab of the options dialog select the "Correct" commands bring up Spell dialog box option. This allows TME to bring up a useful dialog box for correction. Once you have selected this option then click on the tab marked "Data".



From this dialog box insure the **Save recorded dictation with document** option is set to **Always**. It is also advisable to increase the **Disk space reserved for playback** option to a number as high as your system has space. This will insure longer documents have complete audio files. When you have made these settings select the **Hot keys** tab.



This tab contains two settings vital to the proper functioning of TME. Those settings are the Correction hot key and the Playback hot key. These hot keys must correspond to the hot key settings in TME in order for TME to function properly. In TME choose the Configure/ Set Hotkeys choice from the menu. The bottom portion of that dialog box is shown below. The two setting shown with arrows on the left must match up between TME and Dragon.



Common Usage of TME

TME works well for editing documents previously created in Word using Dragon. To begin using TME in this way simply select the Open Icon from the TME toolbar and find the document you want to open and click Open in that Dialog box. TME checks for the associated audio file and opens the document. If no audio file is found, in the same directory with the proper name, TME will warn you that no playback is possible, though you may edit the document on your own. When you are ready to save your changes you can click the Save icon in TME or to save the document as a different name or location click the SaveAs icon.

Another way of using TME is to create your Dragon Naturally Speaking powered Word document. To do this simply click the New icon and begin your voice writing as you would normally do in Word. When you are finished dictating you can immediately begin playback using the foot pedal or invoking any other TME function. When you are finished with that session you can save the document and Exit TME.

Finally, another popular way of using TME is as the text area for digital recording transcription in Dragon. In this case when a file is selected using the Dragon Transcribe screen, under Advanced options you can choose the destination for the audio files text. If you choose TME with a New document open, Dragon will create the text in TME and once complete you can do any final editing in TME using foot pedal control.

QUICK TOUR

Here below is a quick tour of the **main screen's** features



The tool bar has three main areas. Each of these areas will be detailed later in the document. The three sections are: File Control, Pedal Indication, and Transcription Control

File Control

This section of icons allows the user to Create a **New** document, **Open** an existing document, **Save** the open document, **Save As** saves the document to a new name and/or location.

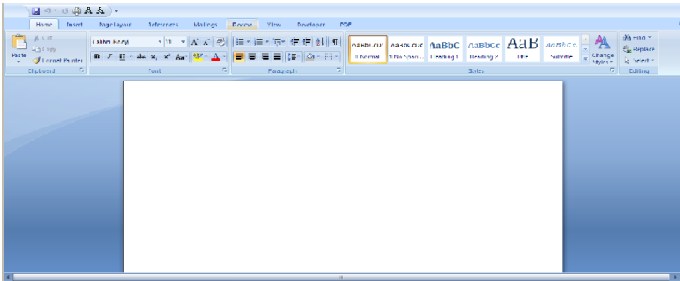
Pedal Indication

The three circles correspond to the three buttons on the foot pedal. This area also gives the user a visual cue as to the state of the buttons of the foot pedal.

Transcription Control

This area has two main functions. The 4 icons on the left allow the user to play audio from the document starting at different points in the document. The remainder of this section is labeled Cursor Movement and it allows the user to move the cursor in either direction a given number of spaces.

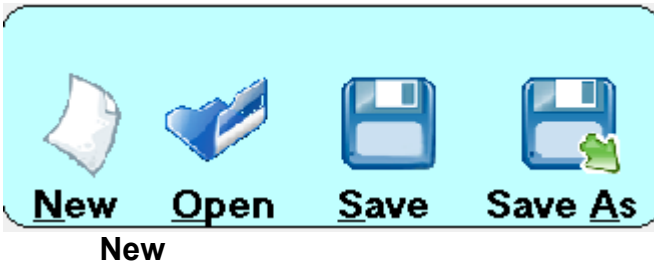
Document Area



The majority of the screen is dedicated to displaying the text of the document being edited.

Toolbar Details

File Control



Selecting this icon will cause the current document to be closed (if any) and a new document to be created and opened in the document area. Alt+N will also invoke this behavior

Open

The heart of TME is the ability to open a Word document and correct any error in voice to text writing utilizing the foot pedal. So the first step in this process is to open an existing Word document with an associated audio file (.dra)

There are two methods to opening a file in TME

- 1) Choosing File/Open from the application menu
- 2) Clicking the Open Icon from the Main toolbar

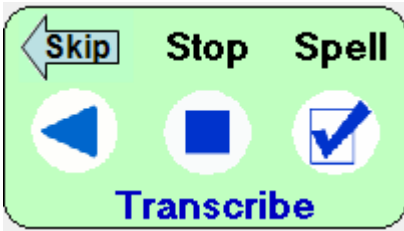
Save

This function will save the Word document with all the changes that have been made during the editing session. If the document had not yet been saved then the user is prompted for a name and location

Save As

This function will save the Word document with all the changes that have been made during the editing session. The user will be required to provide a name and location for the document to be saved.

Pedal Indication



Left Pedal Indicator

This area indicates the direction that the cursor will travel when the left pedal button is pushed. In the initial state the left pedal shows a back facing arrow. When the pedal is depressed it will display a yellow background and the cursor will skip backward one word. The arrowed indicator "Skip" can also be clicked in order change the direction of the movement of the cursor upon pedal depression.

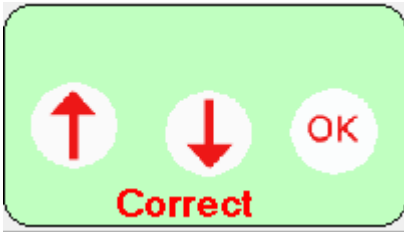
Center Pedal Indicator

This indicator indicates whether the center pedal is depressed. When the center pedal is depressed this indicator turns into a forward arrow with a yellow background to indicate that the center pedal function has been invoked. The "Stop" description above the indicator changes to "Play" also. This indicator also can be clicked during play initiated from the **Transcription Control** icons to stop the playback.

Right Pedal Indicator

This indicator indicates that when the right pedal is clicked the Dragon Naturally Speaking™ Spell dialog will be invoked. Changes made through this dialog will improve the future voice recognition.

Correction Mode Indicator



When the Spell Dialog has been invoked, TME will switch into correction mode. In this mode the foot pedal functions are tied to traversing the foot pedal.

Left Pedal Indicator

This indicator will highlight when the user depresses the left pedal. This action of the foot pedal will move the selected portion up one in the Spell dialog

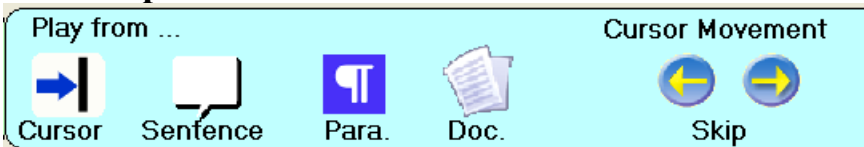
Center Pedal Indicator

The center pedal will move down the selected portion of the spell dialog

Right Pedal Indicator

The right pedal selects the highlighted choice in the dialog box and returns TME into the transcription mode.

Transcription Control



Play from ... Cursor

This icon when selected will begin playing the audio associated with the document. The playing of the audio will begin at the current location of the cursor.

Play from ... Sentence

This icon when selected will begin playing the audio associated with the document. The playing of the audio will begin at the start of the sentence associated with the current cursor position.

Play from ... Para.

This icon when selected will begin playing the audio associated with the document. The playing of the audio will begin at the start of the paragraph associated with the current cursor position.

Play from ... Doc.

This icon when selected will begin playing the audio associated with the document. The playing of the audio will begin at the start of the document.

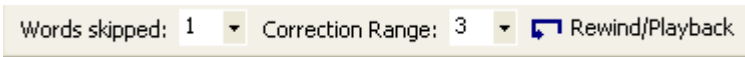
Skip Back Arrow

The selection of this icon will cause the cursor location to skip back the number of words set in the Cursor Movement dropdown.

Skip Forward Arrow

The selection of this icon will cause the cursor location to skip forward the number of words set in the Cursor Movement dropdown.

Cursor Movement Toolbar



There are three sets of functionality available on this toolbar. This section will detail each one.

Words skipped

This dropdown box gives the user the ability to customize the number of words that will be skipped when the left pedal is pressed and released. Alternately the user could click the Cursor Movement arrows from the Main toolbar to move the cursor.

Correction Range

This dropdown box gives the user the ability to determine how many words are selected when clicking the right foot pedal and thereby invoking Dragonø's spell dialog. An important note with this functionality is that if the user manually highlights one or more words then the Spell dialog will open with those highlighted words selected. If no words are highlighted then this setting is used to select the words to the left of the cursor for the Spell dialog.

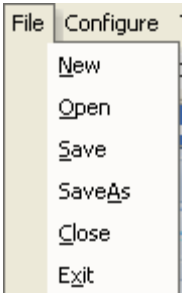
Rewind/Playback

Clicking this button caused TME to rewind the number of words selected in the Correction Range dropdown. TME will then playback the words back to the original cursor location. Use this function if you want to playback a short(1-6 word) section of your document.

TME Menu Description

There are four high level menu choices in TME. We will detail each of the four choices in this section

File



When the menu choice File is selected the above menu choices are revealed. The choices of New, Open, Save, and SaveAs are consistent with their usage on the toolbar. The two additional options: Close and Exit are detailed below

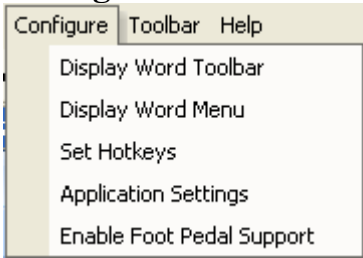
Close

This menu choice will close any document that is open in TME. If the document contains changes the user is prompted to save the changes before the closing of the document occurs.

Exit

This menu choice will cause the closing of the entire TME application. The user will be prompted to save open documents if necessary before the application is exited. Any changes to application settings will be preserved for the next execution of TME

Configuration



These configuration choices address a variety of functionality found in TME. Each of these choices is detailed below.

Display Word Toolbar

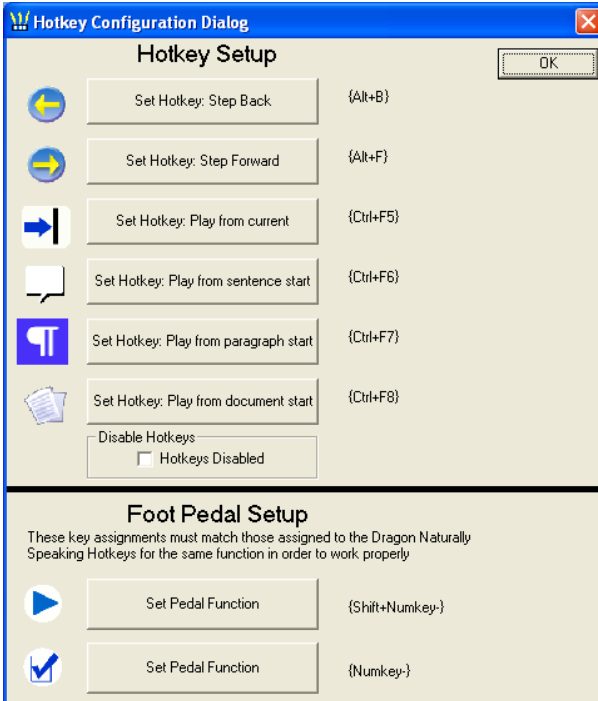
This selection toggles the Word toolbar visibility in the document area of TME. One of the strengths of TME is its use of Microsoft Word™, giving the users the full functionality of this world class word processor. TME will remember your choice to display or hide the toolbar. It will maintain the setting between sessions.

Display Word Menu

This selection toggles the Word menu visibility in the document area of TME. One of the strengths of TME is its use of Microsoft Word, giving the users the full functionality of this world class word processor. By default TME hides the menus of Word to preserve the space devoted to the text. But some user may want access to these Word menus and can gain access by making this selection.

Set Hotkeys

This menu choice brings up the following dialog box:



In this dialog there are two main sections with multiple choices in each section. Under Hotkey Setup the user has the ability to choose different hotkeys for 6 toolbar functions. The icon to the left of the buttons corresponds to the icon on the toolbar that is being set. In this section there is also the ability to disable all Hotkeys throughout the application.



By **checking** this box the user is disabling the ability to use hotkeys to invoke a function. The user might do this if they find too much interference between other applications and the hotkey functions in TME

To the right of the configuration setting buttons there is a textual representation of the key sequence currently assigned to that particular function. {Ctrl+F5} signifies that the control key is held down while the F5 key is also pressed.

{Alt} and {Shift} signify that these keys are held down along with any following key in the sequence.

The bottom section of this dialog box is for the key sequence associated with the Center and Right foot pedals. TME functions by making use of Dragon Naturally Speaking™ hotkey functionality. In order for the foot pedals to work correctly they must be coordinated with Dragon's hotkeys.

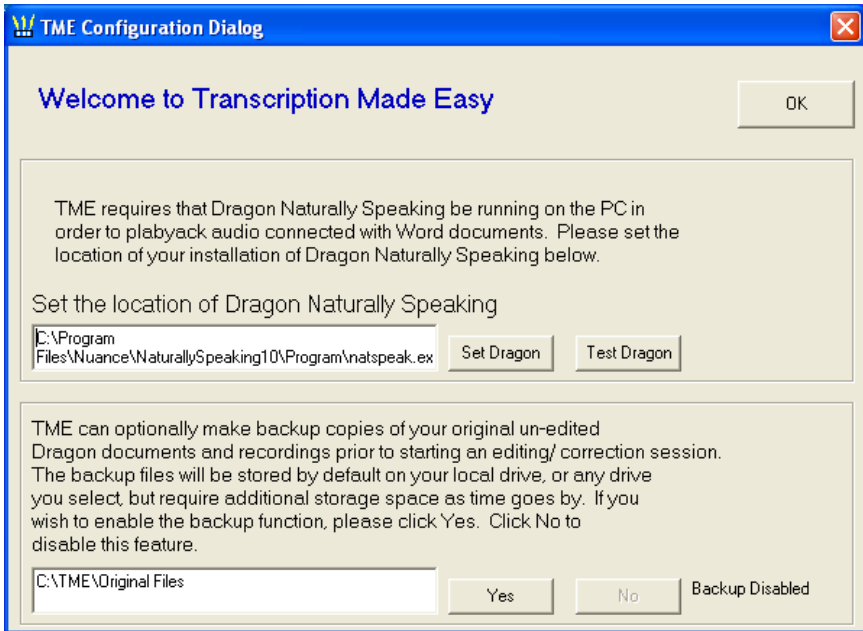
Note: TME comes with settings that match the default settings of Dragon Naturally Speaking™ for the 'playback' function and the 'correct' function. If for any reason you need to change Dragon's settings for these functions, you must also change the corresponding function in TME using the dialog under examination in this section.

Enable Foot Pedal Support

This menu choice causes TME to try to initialize a foot pedal that was connected after the start of TME. Upon starting, TME will sense if there is a USB foot pedal attached to your computer. If TME does not sense a foot pedal it gives the opportunity to open the application without foot pedal support. If the user later connects the foot pedal and wants to use it in TME then they can click this menu selection and TME will attempt to initialize pedal support. If support is successfully initiated a message will inform the user of that status.

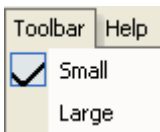
Application Settings

This dialog allows the user to identify the location of the application essential for the proper execution of TME: Dragon Naturally Speaking™. It is important for TME to know the working location of this application in order to be able to automatically start Dragon if requested.



From this dialog the user is also able to choose whether they wish to save a backup copy of their documents and associated audio files and where they want to keep this copy. In case of corruption of document or audio file, the user can copy over these backups.

Toolbar

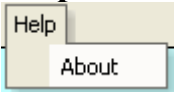


These menu choices allow the user to choose between displaying the full toolbar, or showing the minimized bar allowing for more room for text. Clicking on Large will display the full toolbar, Small will only display the minimized pedal indicators shown below.



This minimized bar still allows the user to click on the double-headed arrow to toggle the direction of the cursor movement. It also allows the user to see the action the foot pedal will undertake when pressed.

Help



This menu choice brings up the about box where you can find the version of TME installed as well as contact information for HTH Engineering.

Foot pedal Support

TME Modes

There are two TME modes that directly affect the functionality of the foot pedal buttons. The transcription mode is the main mode which allows for playing, stopping and traversing the document. The correction mode works with the Spell dialog to allow for foot pedal controlled movement in that dialog

Left Pedal Functionality

Transcription Mode: Depressing the pedal in this mode will cause the cursor to begin skipping either backward or forward as indicated on the TME toolbar. Holding this button down will cause a repeat of the movement in a constantly decreasing interval. This means the longer you hold down this pedal the faster the cursor will be moved. Lifting your foot off this pedal stops the cursor movement

Correction Mode: In this mode the pressing and releasing of this pedal causes the highlighted area in the Spell dialog to move up one choice. If the choice is already at the top, no change occurs.

Center Pedal Functionality

Transcription Mode: Depressing the pedal in this mode will cause the playback of the audio to begin at the current location of the cursor. As long as the pedal is

depressed playback will continue. When the pedal is released, the playback will stop and the cursor will remain on the last word played back.

Correction Mode: In this mode the pressing and releasing of this pedal causes the highlighted area in the Spell dialog to move down one choice. If the selection is already on the last choice then no change occurs.

Right Pedal Functionality

Transcription Mode: Press and Release of this pedal will cause the Dragon Naturally Speaking™ Spell dialog to be invoked for the highlighted word. It will also automatically invoke the Correction Mode in TME.

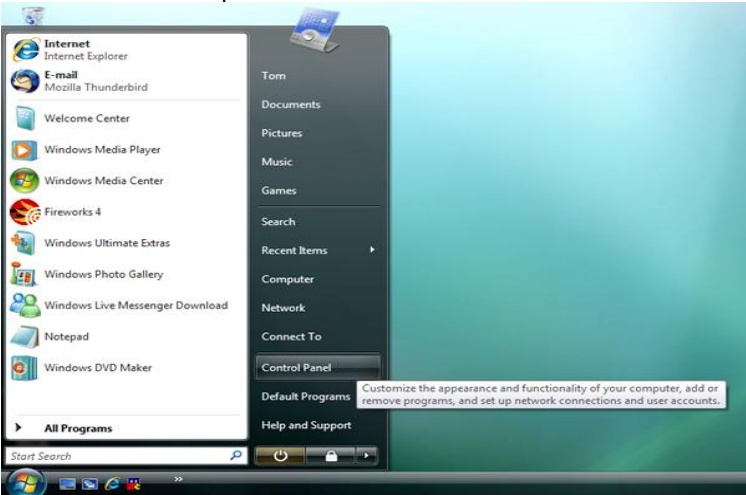
Correction Mode: Press and Release of this pedal will cause the Spell Dialog choice to be made by automatically selecting the OK button. The change will be made in the document and TME will return to Transcription Mode.

APPENDIX A – INSTALLING FOR VISTA™ USERS

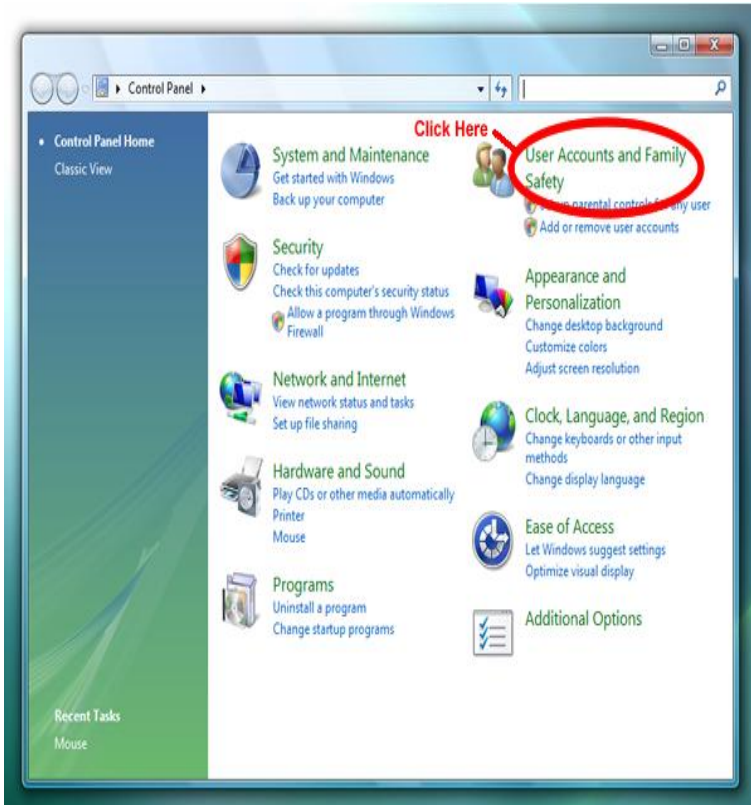
Installing Start-Stop Software on Windows Vista

Installing the Start-Stop Transcription Made Easy on Windows Vista should go smoothly. You need to disable User Account Control in order to correctly install TME

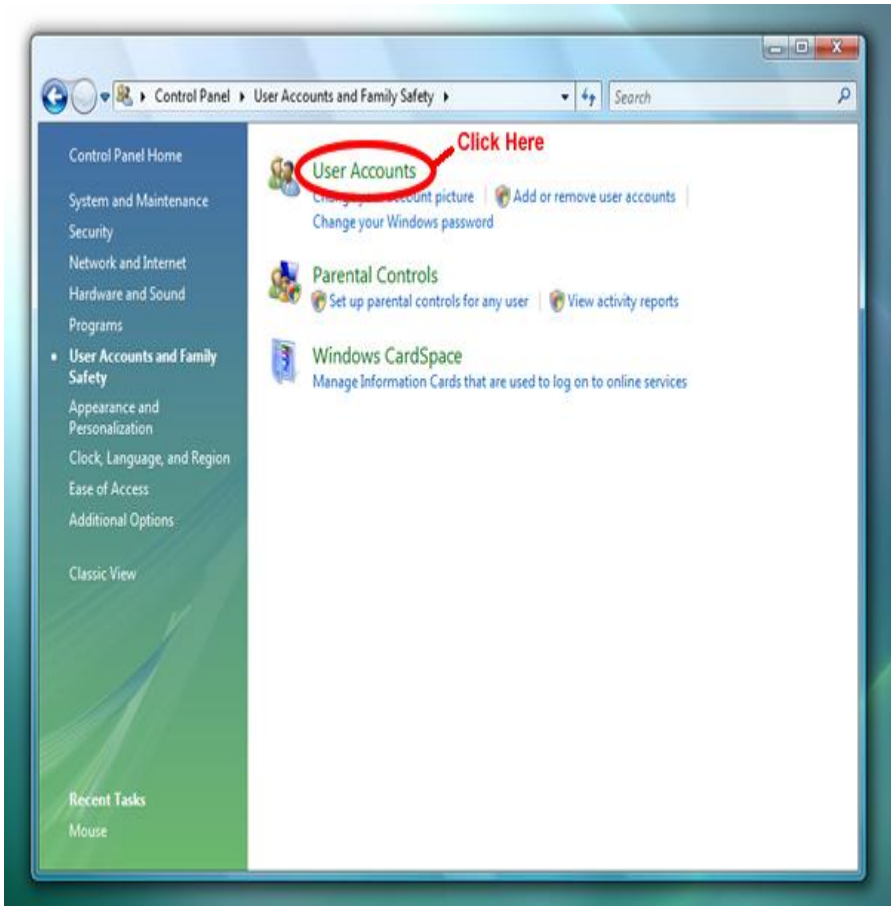
First we need to open the Control Panel from the Start Menu.



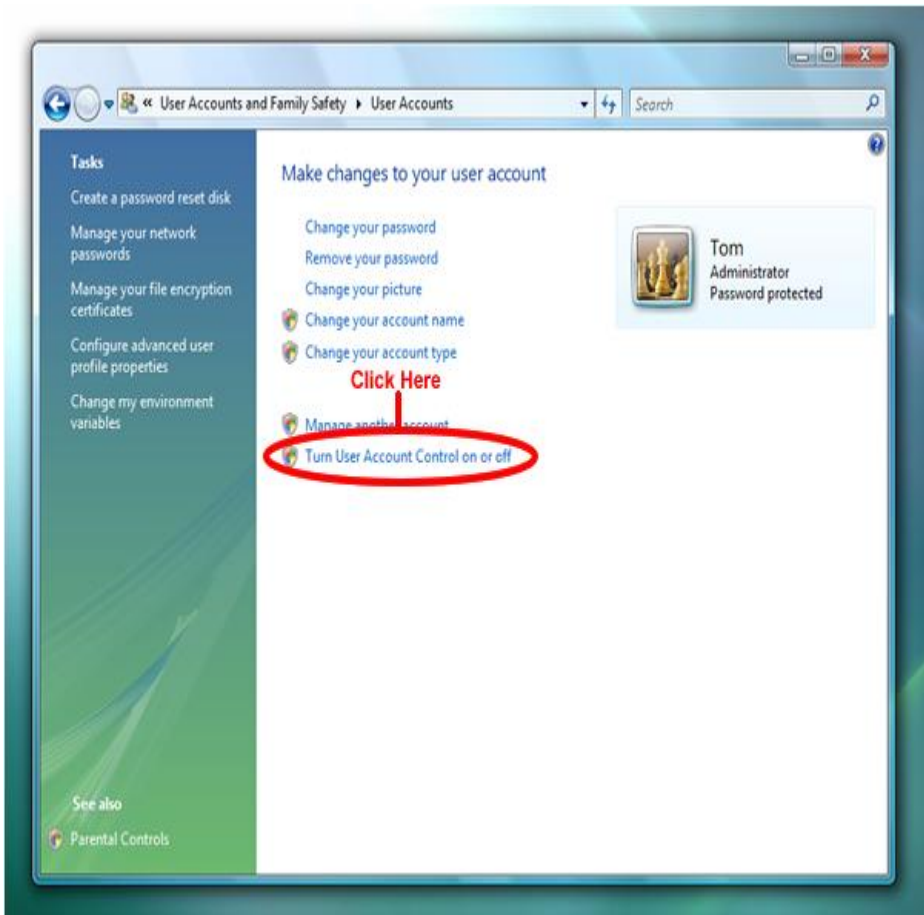
In Control Panel click on User Accounts and Family Safety.



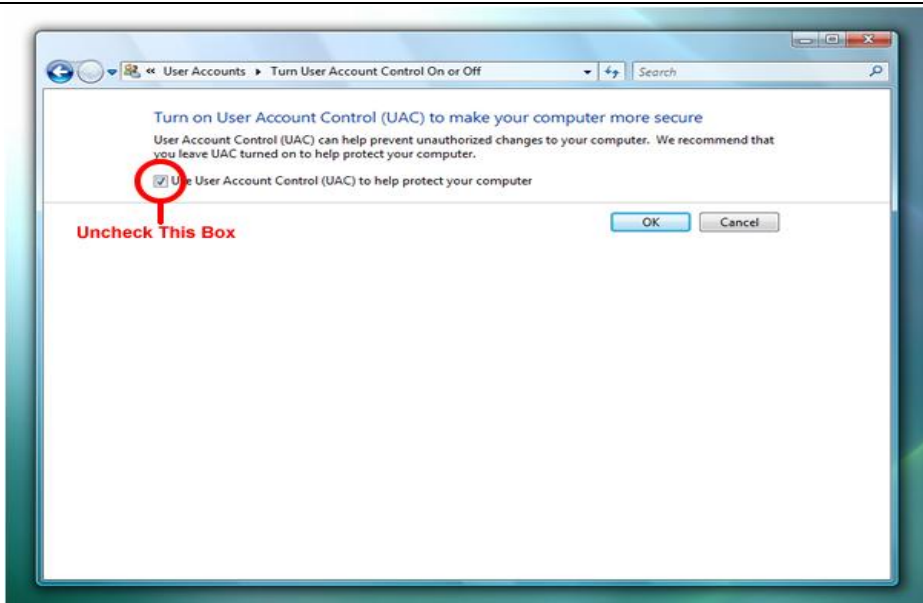
On this screen click on User Accounts.



On this screen click on Turn User Account Control on or off.



On this screen un-check the box to turn off User Account Control. You will need to re-start your computer after this change is made.



TROUBLESHOOTING GUIDE

Problem: When the Start-Stop TME software is started a message box comes up saying that no pedal has been detected even though it is connected.

Solution: Check your connections carefully. After you insure the connection is correct Unplug the foot pedal and re-connect it to the system. If that doesn't solve the problem, please call our technical support.

Problem: An incorrect version of Word is opened in TME.

Solution: TME will open the version of Word which is the default application for your .doc or .docx files. To check this go to your Windows explorer and find one of your Word documents and right click on that document. From this popup menu select properties and a properties dialog will open. In this dialog look at "Opens with" and insure the expected version of Word is included.

Problem: When I open a document for editing I get a message that there is no associated audio with the document.

Solution: Insure that a file with the same name as your document and the extension added as part of the name is present in the same directory as the Word file. This file will have a .dra extension.

TECH SUPPORT

Please visit <http://www.startstop.com/techsupport.asp>

and click on Email Tech Support. You will be given a small form to fill out which will assist us in helping you as quickly as possible.

Toll-Free Tech Support

Call us toll-free (USA 48 States) 1 (866) 254-0714 Monday - Friday 8:30 AM - 6:30 PM Eastern Time (Florida - within the USA). If you are outside the USA, call 727 939 8853. **We want you to be completely happy with your purchase. We will be glad to answer any questions you have about setup, installation or use.**

FAX Tech Support

FAX us at (810) 821-6940 any time, 24 hrs/day, 7 days/week. Please include the following information: Your Name, Company Name, Address, Telephone Number, Date Purchased, Type of product purchased from HTH Engineering, Detailed information on the type of computer you are using, Detailed description of your problem or question

High Speed Internet Users

For those customers who are using high speed internet connections, a new form of tech support is now available. This new way of providing tech support utilizes GoTo Meeting. GoTo Meeting allows the tech support technician to view your computer remotely and allows them to assist you just like they were sitting right in front of your computer.

LIMITED WARRANTY

This unit is guaranteed against defects in material or manufacture for a period of 1 year from the date of original purchase. Call (727) 939-8853 for return instructions and address, or see <http://www.startstop.com/techsupport.asp>

The unit will be repaired or replaced, at seller's discretion. Shipping costs cannot be refunded. No other warranties are expressed or implied. Seller accepts no liability for fitness for use in intended application. Liability is limited strictly to the purchase price of the unit.

HTH Engineering, Inc., 825 Cypress Trails Dr., Tarpon Springs, FL 34688

Phone: (727) 939-8853 FAX (810) 821-6940

Website: <http://www.startstop.com>

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