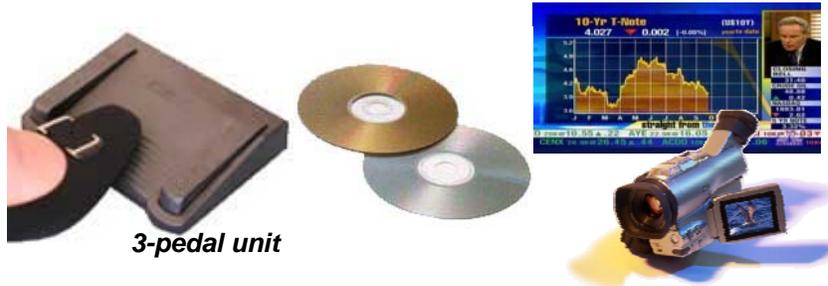




Instruction Manual for the
**Start-Stop PowerPlay Video/DVD
Transcriber System for PC**



3-pedal unit



**Easily Transcribe Digital Video and Audio
with a True Hands-free Video Transcription**

- Play Video DVDs (commercial or burned DVDs), Audio Compact Discs (music or voice), and a large variety of digital audio and video file formats under foot pedal control using your favorite Word Processor
- Windows Vista™, XP™, 2000, and 98 SE

VERSION 4.0
**with Bookmarks, Time Stamping, Smart Word Line
Counter, Stopwatch, and Video Thumbnails**

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CONGRATULATIONS!

Thank you for purchasing the **Start-Stop® PowerPlay Video/DVD Transcriber System (“SS POWERPLAY”)**.

FEATURES INCLUDE:

- **Plays a large variety of Windows™ Media, Apple Quicktime™, DVDs, DIVX, MPEG, AVI, ASF, Shockwave Flash™, and many other compatible digital video and audio formats under foot pedal control on your PC** while using your favorite word processor.
- **Transcribes Video DVDs** (commercial and burned DVDs), **Audio Compact Discs** (music or voice), and a **large variety of digital audio and video file formats** (downloaded from the internet, on CD or disk, etc.) under foot pedal control.
- Windows Vista™ (all editions, including 64 Bit VISTA), Windows XP, Windows 2000, and Windows 98 SE™ Compatible
- **Advanced Time Stamping Feature:** Your choice of elapsed time, real time or offset real time can be directly entered into your focused Word Processor screen. This lets you automatically show the exact time that each person said something.
- Choice of **automatic time stamping** (triggers every line or by the number of characters you enter per line) or **manual time stamping** (left pedal click or user-defined HOTKEY trigger)
- **Built-in “Smart” Word Line Counter** lets you keep track of how many characters or lines you’ve typed for productivity and for billing your customers. Line counter is “Smart” and lets you multiplex your tasks with email, etc. while still keeping an accurate line count within your favorite word processor.
- Versatile software included to activate Play/Pause/Auto Step Back, Fast Forward, Rewind, Stop, Step Forward and Step Back functions.
- **Pitch/speed control** for many audio and video formats! Play back your dictation, and slow down or speed up the speech to ensure accurate transcription.

- Uses a single standard USB port, Serial Port, or Gameport on your PC, depending on which pedal you have.
- **No batteries or external power supplies are required:** The SS POWERPLAY is self-powered by your computer, making it practical to use in battery-powered applications (for example, for use with a laptop PC).
- **Powerful Start-Stop Ultra Job Manager lets you see at a glance all recordings, media clips and dictations that you are transcribing.**
 - Lets you column-sort jobs by File Name, Date Created, Job Number, Job Status, and Time Created, and File Length
 - Move DONE (transcribed) files to a backup folder of your choosing
 - Automatically marks jobs as “done” when completed (optional)
 - History maintained on a virtually unlimited number of directories or folders containing dictation
 - User-Assignable Hot-Keys for each Job Manager function.
 - Automatically sequence with “auto-load” of the next dictation, or go back to the last dictation, using Next and Previous hot-keys
 - Separate Job Manager window can be placed anywhere, any size.
 - Preview/Load/Listen to any dictation with a double-click
 - Pop-up control of Job Manager with Show/Hide hot-key
 - Full statistics on files: File Name, Path, Length, Time Created, and Job Status
- **Support for USB, Gameport, and Serial Port Pedal types**
- **System-Wide User-Assignable Hot-Keys:** provides convenient alternatives for control of playback functions, speed control, pedals, bookmarks, and Job Manager functions

- **Multiple Size Start-Stop Screen Sizes** Now select from 4 different screen sizes, to suit your taste. Operates in the foreground (always on top) or in the background.
- **Sticky Windows Feature (Save Window Position):** Automatically positions the Start-Stop screen where you want it, every time it's launched, like a "sticky note!"
- **Industrial-grade components** and a custom microcontroller (serial and USB versions) assure high reliability and rugged operation
- **Window Normal Size and Thin Modes:** Displays the Start-Stop screen in a "thin sliver" mode, for better use of screen space. Normal mode shows all possible settings and information when this is desired.
- **Separate "Step Back/Step Forward" and "Backstep after Pause" STEP AMOUNT** adjustment windows.
- **Software automatically records your configuration preferences** each time you use it, so that the next time you launch the program, you're ready.
- **"ALWAYS ON TOP"** feature lets your Start-Stop stay on top, adjust its size and position on the screen, like a "sticky note," or underneath your word processor, or minimized in the background entirely.
- **BookMarks** let you keep track of and save up to 16 positions within each file transcribed and recorded! Label any bookmark with a sentence, note or phrase as a reminder. Instant click-retrieval takes you to that position.
- **Sticky Speed Settings:** Saves your last speed setting, so that you can launch and play a clip with the same speed you last set.
- **Audio Button:** Quickly access the Windows Audio Mixer panel.
- **Mouse-click on pedals:** Both Pedal Icons move up and down if you click on them, just as if you had pressed the real pedals.

New for Version 4.0!

An even more expanded list of CODECS (coder-decoders) supports ultra-fast rendering performance for high bit-rate video formats, including MP4 Video and Shockwave Flash (SWF).

Support for Philips USB Foot Pedals, and the new Philips Hand-Control 2305 as well as Start-Stop's USB Pedal, DAC, and Serial pedals



Support for Vista 64 Bit platforms, as well as all other supported Windows Operating Systems (including all versions of Vista, XP, 2000, and Windows 98SE)

Variable Frame Rate Adjustment allows correcting for non-standard video frame rates. Even if you're transcribing a video that was from a 24 frame/second or 15 frame/second source, you can still have the automatic time-stamping feature be "dead-on"

Faster Time Stamp insertion and Video Thumbnail Insertion.

Stop-Watch Timer lets you keep track of how long you've worked on each job for billing customers and clients by time.

New! Seamless Installation Experience, with optional .MSI Silent installer version, for IT departments that need to deploy installations automatically.

Improved support for Windows Vista™ Users

New! Automatic Upgrades ("True Update" technology) insures your product always stays up to date.

Upgrade-Ready with new optional PowerPlay "PRO" Hyperlinking/Editing Version PowerPlay "PRO" allows time-stamped hyperlinks to be created right inside any Microsoft Word™ document. Your client or editor/producer can then simply click on the hyperlinks to instantly position the video to that point using the companion Start Stop PowerPlay Document Player.

New! Continuous Video Thumbnailing + Timestamp feature allows you to automatically catalog an entire DVD or video clip. Set the adjustable time interval to 5 seconds for example, and Start Stop

PowerPlay will automatically create a document that contains video snapshots and timestamping (e.g. HH:MM:SS in terms of elapsed or real time) showing the action every 5 seconds. Since feature is “keyed” based on elapsed time, a transcriptionist can also type along while listening and viewing the video, and Start Stop Power Play will periodically and automatically insert the thumbnails and/or timestamp into the document as you type.

- **PLAY URL button** allows entry of any supported media clip on the web by merely entering the URL web address  Example: <http://www.startstop.com/RealMediaSample.rm>

WHAT YOU’LL NEED TO USE THE SS POWERPLAY:

- A PC with a USB port (or serial or gameport connector), depending on the type of pedal you purchased
- A single pedal, dual pedal, or stand-alone 3-pedal assembly (included).

PC Requirements

Computer running Windows 98 Second Edition, Windows 2000, Windows XP, or Windows Vista™ with minimum configuration: 2 GHz + Processor speed, 512 MB RAM minimum (1 GB RAM or more recommended) with Sound Card. CD-ROM drive required. DVD drive needed if you want to transcribe from DVD media, with 8X minimum read speed, 16X recommended for best performance.

WHAT IS INCLUDED WITH YOUR SS POWERPLAY:

QTY	Description
1	Start-Stop 3-Pedal Assembly (USB, Serial, or Gameport) <u>OR</u> the 2-Pedal Assembly with serial interface box, depending on what you purchased.
1	SS POWERPLAY Transcription Software on CD-ROM
1	Instruction Manual (this manual)

INSTALLATION INSTRUCTIONS - (Applies to all Users, including Administrators who are setting up limited rights users)

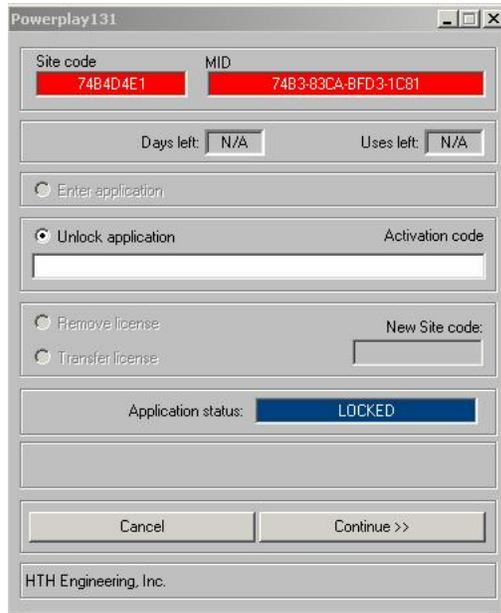
- 1) For the **USB 3-Pedal unit**, do **not** plug the pedal in at this time.

For the **Serial Port or Gameport 3-Pedal units**, plug it directly into the serial port or Gameport, depending on the model you have.

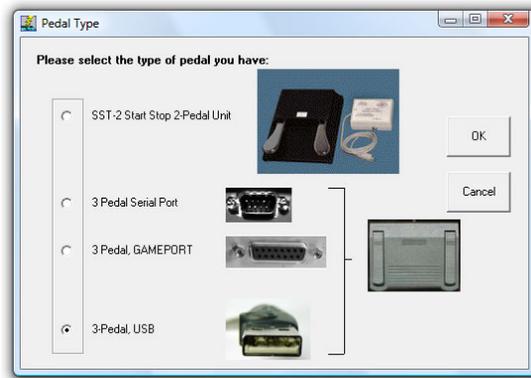
If you have the **2-Pedal Serial unit with the external interface box**, plug the serial interface box into your computer's serial port, and then plug the 2-pedal assembly into the round silver jack on the interface box. Make sure the pedal plug completely seats into the interface box.

- 2) Insert the Start-Stop Installation CD-ROM into your computer. If installing on a Windows VISTA™ computer, please perform steps shown in Appendix E 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) 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.



6) CONFIGURE FOR YOUR TYPE OF PEDAL



After entering the unlock code in step 5) above, you will see this pedal selection screen. Choose the type of pedal you have, then click OK and follow the on-screen directions. (If you make a mistake, or want to re-

start this screen, click on “Configure”...”Select Pedal Type” from the Start-Stop’s main screen.)

After pedal selection, the program will ask you to select which drive letter corresponds with your DVD-compatible drive (if you have one). If you don’t know, just select the first one on the list.

USB Pedal owners: proceed to **Step 7**

Serial Port owners: proceed to **Appendix C-1**

Gameport Pedal owners: proceed to **Appendix C-2**

Philips Foot Pedal (LFH 2310) or Philips Hand-Control (LFH 2305 Hand): Install CD that came with pedal/control, then select USB from Pedal Screen above, then click Configure....Use Philips Foot Pedal... from the main screen of the Start Stop Powerplay System.

- 7) **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.**

FOR WINDOWS 98 Second Edition (if applicable):

If you see this screen,

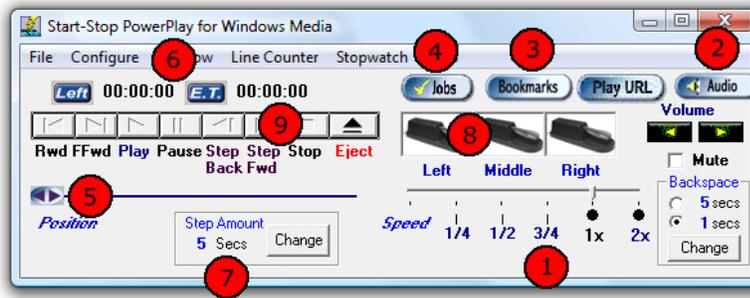


please proceed to Appendix B.

- 8) If you are a regular user, installation is now complete!
- 9) **Administrators Only:** If you are an Administrator installing for a Limited Rights user, please set up Read/Write/Execute permissions for the User, for the following default installation directory: **c:\Program Files\HTH Engineering, Inc\Start-Stop PowerPlay** so that the User’s preferences can be saved in the config file. **Installation is now complete!**

QUICK TOUR

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

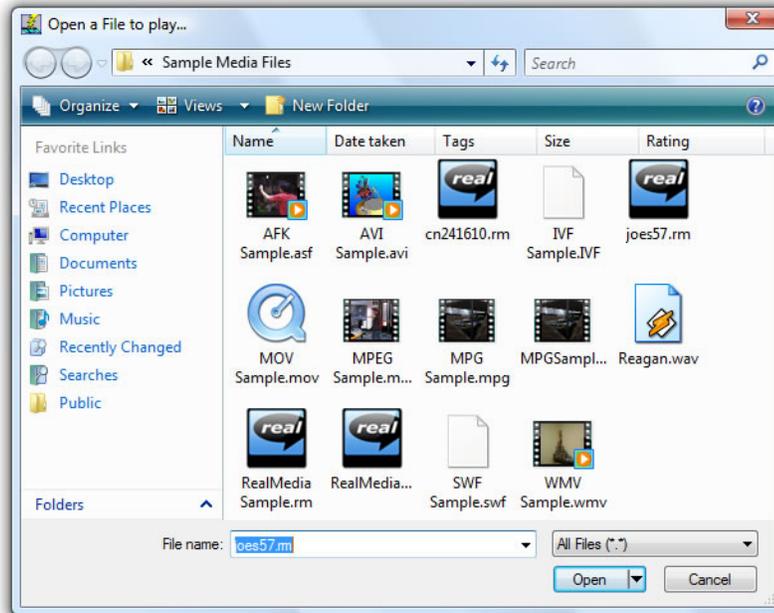


- 1 **Variable Speed** allows you to speed up or slow down the video playback.
- 2 Open your computer's **Audio Controls** from Start Stop Power Play or simply adjust the **Volume**.
- 3 You can save up to sixteen **Bookmarks** per file with text labels.
- 4 Start Stop Power Play features the Start Stop **Job Manager**, a must for easily organizing and archiving your jobs!
- 5 Use the **Slider Bar** to go to any point in the video.
- 6 The timers show time remaining and time viewed.
- 7 Customize the **Step Amount** to suit your preferences. Jump forward or backward one, five, or twenty seconds.
- 8 **Animated Foot Pedals** show you when a pedal is being activated. It lets you know that your pedal is working correctly.
- 9 Start Stop Power Play also allows for typical mouse button operation.
- 10 The Power Play video screen will play videos at any aspect ratio or resolution that the video supports.
- 11 The video screen is independent of the Power Play controls.

OPENING AND PLAYING FILES

When you click on **File...** on the main screen, you can load an audio or video clip via one of the following 4 methods:

1)...Open File Use for any digital audio or video format) This includes MP3, WAV, MPEG, AVI, Apple Quicktime™ .MOV, Real Video (.RM), Real Audio, etc. The files can be on your local hard drive, downloaded from the internet, on a removable drive, or on a CD ROM for example.



(Note: Sample Media Clips have been included for practice and familiarization, located in this folder: c:\Program Files\HTH Engineering, Inc\Start-Stop PowerPlay\Sample Media Files)

2)...Open DVD Use for playing/transcribing VIDEO DVDs. Insert the DVD into your computer, and allow it to “cue up”. If the DVD has title menus, or sections, you can click on the video screen with your mouse to navigate and load the desired video clip (just like a home DVD player allows you).



Once the clip is cued up, you can then transcribe it under foot-pedal control.

Video or Player Window →

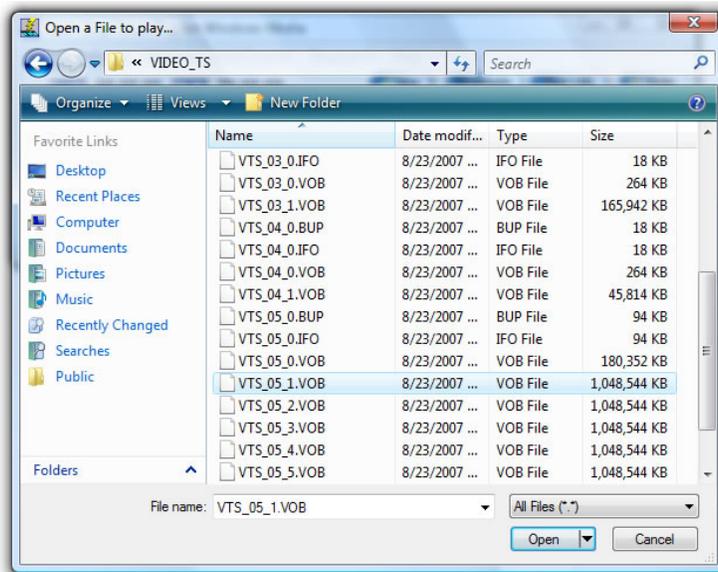
Will appear when you have opened up something to play. If it's a video (DVD or digital video file) you'll see a window with the correction proportions pop up. If it's an audio clip, you will see a player bar pop up. You can adjust window size and position to suite your preferences.*



*It is recommended that the menu options and preferences of the Video Window should not be changed, except for re-sizing and re-positioning it (drag by the corner with your mouse to re-size the window, or reposition it by dragging on the title bar at the top of the video window or player window); the video window and characteristics have been pre-configured to suit most requirements.

TIP: If you want to see the Video Window on top of your work, select VIEW...ON TOP...ALWAYS from the Video Window menu (not from the Start-Stop Menu).

Note: some burned DVDs work better if you open the file via the “Open File” method. For these files, locate the .VOB (Video Object File) on the DVD itself, usually under the Video_TS folder. Some DVDs have several .VOB files. Sometimes the first .VOB is a “small” or “title” video file. Look instead for the larger “actual content” VOB files. These are usually about 1 GB (Gigabyte) each.

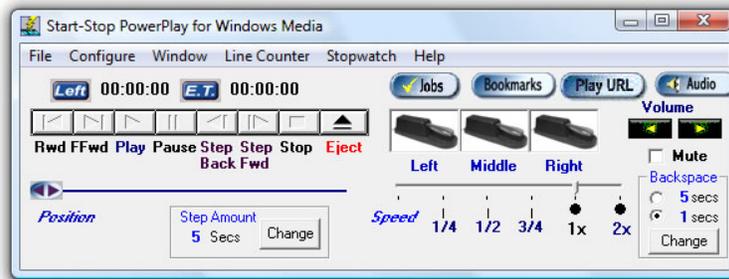


3)....Open CD-Audio Use for opening and playing a CD that was recorded in the .CDA, or Compact Disc Audio, format. This can be any music CD (commercial artist disc) or home-burned audio compact discs with either voice or music on them. These are the types of discs that will be playable in your car or home sound system.



4) You can also open a file to play using the Job Manager, that displays a convenient “all in one” list of jobs, including Job Status. Please see the Job Manager in the next section of this manual.

OVERVIEW OF MAIN SCREEN CONTROLS



Animated Pedal Icons: Move up and down in real time with the motion of your feet. Also, you can click on the appropriate icon with your mouse cursor, and the pedals will move and activate functions as if you had pressed the actual pedal with your foot. Pedal Icons also will move up and down with the hotkey functions as described later.

Elapsed Time Indicator (E.T.) (Hour, Min., Sec.): Shows the position of the recording in progress or playback in progress. Double-clicking on this blue icon will allow you to manually set an elapsed time for instant positioning.

Time Remaining Indicator (LEFT) (Hour, Min., Sec.): Shows the amount of playback time remaining.

Real Time Slider: The slider bar can be instantly set to any position within the recording using the mouse.

Volume Control: Adjust the volume from 0 to 100%. Tap on the up or down control button to move it.

Speed Control: Normal speed is 1X (one times). You can also speed up to twice normal speed, or as slow as $\frac{1}{4}$ speed, by sliding the speed control bar with your mouse (drag and drop). This will slow down Video as well as Audio.



Step Amount Window: Whenever the Step Back or Step Forward function is activated by pressing the appropriate foot pedal or mouse click, the recording (or playback) will back up or go forward by the number of seconds showing in the Step Amount box. To change the Step Amount value, select from the choices shown:



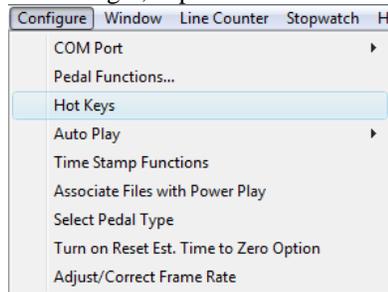
The SS POWERPLAY will automatically “remember” your current Step Amount setting when you use the SS POWERPLAY in the future.

"Backstep after pause" Amount Window: Whenever the “Backstep after pause” function is activated by releasing the foot pedal, the audio recording will back up by the number of seconds showing in the "Backstep after pause" window. To change the number of seconds, select from the choices shown:



The SS POWERPLAY will automatically “remember” your current “Backstep after pause” Amount setting when you use the SS POWERPLAY in the future. A setting of “0” (zero) means that the pedal will merely play and pause the audio or video clip. A setting of “1” second will automatically rewind the clip by 1 second each time you lift off the play/pause pedal. A setting of “5” seconds will automatically rewind the clip by 5 seconds each time you lift off the play/pause pedal. This allows you to easily and automatically repeat what you just missed, while in the process of transcribing.

Hot Keys: Provide an alternative way of controlling major transcription functions. These hotkeys are system-wide, but can be enabled/disabled as a group, or changed to be whatever you want. There are hotkeys to control setting and removing of bookmarks, controlling audio playback without a foot pedal, and for control of the Job Manager, explained later in this manual.

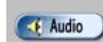


Bookmarks Button:



Click on this button to display the BookMark menu (explained later). You can save up to 16 bookmarks and labels per recording (that you make yourself), or per transcription (to mark locations in the audio clip that you'd like to return to later). You can also assign a hot-key to activate the bookmark function, or assign one of the foot pedals to automatically bring up the bookmarks while you're transcribing.

Audio Button:



Click on this button to launch the Windows Audio Mixer Panel. You can adjust your PC's master volume, .WAV slider (this is the one that the Start-Stop plays through), the Microphone Slider (if enabled...if not, click on Options...Properties...Playback, and add a check mark to "Microphone" and "Line Input" or "Aux Input" if you plan to use the Start-Stop for making recordings).

"Sticky Windows" or Save Windows Position Feature (Click on Configure...Save Window Position): The sticky windows feature lets you position the Start-Stop screen on your desktop, and then have it return to that position the next time you use it. For instance, if you want it to always be positioned in the upper right hand corner of your computer, just click and drag the main window (by holding down the left mouse button over the title bar e.g. "C:\Program Files\HTH Engineering, Inc\...") and then dragging to the place on the screen where you want it to be) and then:

- Click on "Save Current Position from the Window menu.
- Your current screen position on the monitor will be saved.
- You can always re-center the Start-Stop screen on your monitor by clicking on the "Restore to Default" button.

MOUSE-OPERATED CONTROL BAR FUNCTIONS:



- Rwd:** Rewinds the recording or playback to the beginning (time=0).
- FFwd:** Fast Forwards to the end of the recording or playback.
- Play:** Plays the selection on the PC's sound system
- Pause:** Pauses the playback until "Play" is selected.

Step Back: Backs up the recording or playback by the number of seconds shown in the Step Amount box.

Step Forward: Forwards the recording or playback by the number of seconds shown in the Step Amount box.

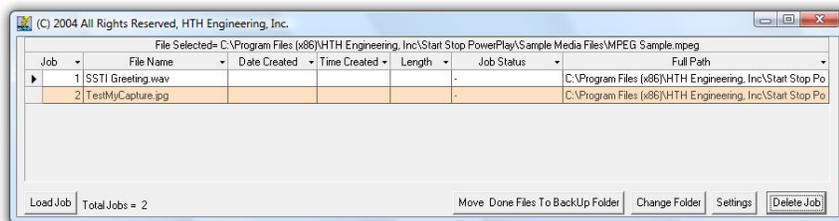
Stop: Stops the recording or playback in progress.

Eject: Opens CD/DVD tray to remove or insert a disk.

Start-Stop Ultra Job Manager:



The Job Manager can be initiated by clicking on the Jobs button on the main screen, or by tapping the “hot-key” that you have assigned to make the Job Manager pop up.



CLICKING ON ANY COLUMN SORTS ALPHABETICALLY

The Start-Stop will display all playable audio files in the folder or directory where you store your recordings or dictation. It will sequentially number each file (“Job”), display the file name, date it was created, time it was created, length in KB (kilobytes), and the Job Status (whether the job has been “done” or not).

Playing Files

There are several ways to load and/or play the file:

1. Preview/Load/Listen to any dictation with a double-click:

You can double-click with your mouse on any row (anywhere within a row) to play the file of interest. The file will be loaded into the Start-Stop. If you have Auto Play turned on (selectable from the main Start-Stop screen), it will also play the file automatically. This is handy for selecting a particular file, where you’re not sure of the contents of the file.

2. Manually load the file by row:

This is the same as 1. above, except that you use your mouse or Up Arrow/Down Arrow keys on the keyboard, to select a row. The right-facing black triangle on the left edge of the screen will move up and down to let you select a row. Once the row is selected, you can click on the “Load Job” button to load the file.

3. Automatically load the file by row:

This is the most advanced, automatic method, and lets you easily go forward or backward in the recordings, without your hands leaving the keyboard. It’s particularly useful where you have lots of little dictations to manage.

You can use your hot-keys to automatically load the next dictation on the list, and have it cued up, ready for transcription. Clicking on the **NEXT** hot-key (e.g., if your hot-key was F12) will advance to the next dictation on the list, while clicking on the **PREVIOUS** hot-key (e.g. F11) will take you back to the previous dictation or recording. The actual hot-key assignment is user-programmable (please see the section below on setting Job Manager hot keys).

If the Job Manager screen is currently not showing or hidden, clicking on the **NEXT** hot-key will automatically cause the Job Manager to pop up, so that you can see what the next dictation is.

Marking/Setting Job Status

A powerful feature of the Start-Stop Job Manager is its ability to remember which recordings or jobs you’ve transcribed, and which ones remain to be done.

There are two ways to mark a job done:

1. Manually Mark the Job as “DONE”

You can select a row (using the up and down arrow keys on your keyboard, or by single-left clicking on a row with your mouse), and then click the DONE job hot-key to mark it as “done.” If you click on the DONE hot-key again, it will mark and display that job as “-“ which means “not done.”

2. Automatically Mark the Job as “DONE”

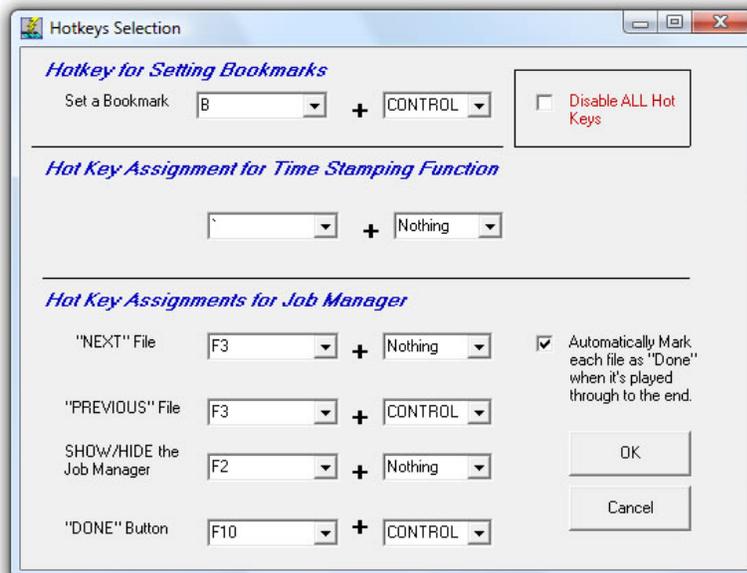
If you’ve enabled this feature from the Hotkeys setup menu, the Job Manager will automatically mark each job as “done” when you’ve played the file long enough to reach the 1 or 2 seconds remaining point in the transcription. For example, if your file was 120 seconds long (two minutes), it will automatically mark that file as “done” when you have reached an elapsed time of 118 seconds.

This lets you transcribe along from one file to the next, only hitting the **NEXT** hot-key between dictations, and it will keep track of which files you've already done.

Setting up Job Manager Hot Keys

From the main Start-Stop screen, click on "Configure"...and "Hotkeys." The following screen will appear:

This is the menu where you choose your desired **NEXT**, **PREVIOUS**, **SHOW/HIDE**, and job **DONE** hot-keys for the Start-Stop Job Manager.



Using the pull-down selections, you can choose any key on the keyboard that you want to designate for controlling each of the Job Manager's functions. The default settings are shown.

If you want to disable ALL hot keys, check the red-lettered box, "Disable All Hot Keys." If you want to selectively disable just the playback hotkeys, you can check the "Disable Playback Control Hotkeys" checkbox.

Job Manager Screen Controls and Re-sizing

The Start-Stop Job Manager screen operates similar to popular applications such as Microsoft Excel™, with many helpful features.



1. Adjusting Column Widths and Overall Screen Size and Position

You can use your mouse to click and drag between the column headers, to re-size or re-space them according to the width you want. The Start-Stop will remember your column settings the next time. You can also “swap” column positions by clicking and dragging the entire column header, or click on the little down arrow that appears to re-position it within the other column headers.

The Job Manager screen can be clicked and dragged by its window corners and sides to be any shape/size you desire. The columns will automatically, dynamically re-adjust their size to maintain a good display of your data.

2. Adjusting the *Position* of the Job Manager on your PC’s monitor

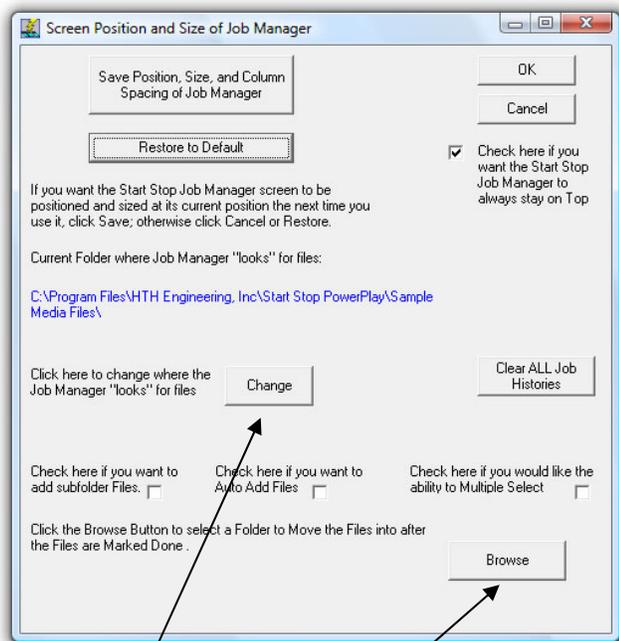
You can position the Job Manager anywhere on the screen by clicking and dragging on the title bar. For instance, it could be up in the corner, or down near the task bar.

Once you’ve positioned and sized everything where you want it to be, click on the “**Settings**” button, then a menu will pop up, as shown on the next page. Click on “**Save Position...Size**” button to save everything. The Start-Stop will then “remember” your settings, and pop it up that way the next time.

3. Changing the folder where Job Manager “looks”

This can be done “on the fly” by clicking on the Change Folder button, and browsing to the folder you want the Job Manager to look at.

Settings Window for the Job Manager



Change **Job Directory** here

Change or Set the **Backup Folder** here

Multiple Sub-Folder Monitoring: Start-Stop's powerful Job Manager can monitor many different folders at once. If you click the "Check here if you want to add Subfolder Files," an additional column will appear in the Job Manager, showing you the path to each media clip (i.e., the folder in which each clip is located).

Auto Add Files: If checked, it refreshes the Job Manager's list dynamically and continuously. Some transcriptionists prefer this to remain off, so that the "list" of work doesn't change until they manually refresh the Job Manager by closing and opening it again.

Multiple Select Enable: If checked, allows multiple selection of files for deletion. Normally this is not checked for most users, because of the danger of accidentally selecting too many files and deleting them.

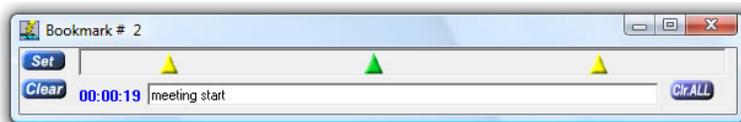
4. Move DONE Files to a Backup Folder

This handy feature lets you have your files marked “done” automatically moved to a backup folder of your choosing. To use this feature, first you must create a backup folder on your PC or network, then click the Browse button in the Settings window to “point” to that folder. When you click on the Job Manager’s button, “Move Done Files to BackUp Folder,” it will move any jobs that have been manually or automatically marked DONE to that backup folder. It will ask you if you want to move them first, just to be sure. This feature works with files located on your local hard drive or network drive. It will not work with CD-ROM or other “read only” media.

5. Deleting a Job Clicking on the Delete Job button on the Job Manager will delete the current highlighted or selected audio file(s). It will ask you to confirm that it’s OK to delete the file(s). If you answer Yes, the file will be deleted.

Book Mark Operation

The Start-Stop will let you save up to 16 bookmarks for each transcription or recording. The bookmarks are saved with respect to Elapsed Time. You can type in a separate text label for each of the bookmarks to help you remember what they're for.



Ways to Set a Bookmark:

- 1) Position your audio file to the point in time where you want the bookmark to be set, and then click on the SET pushbutton. **OR....**
- 2) Go to Configure... Pedal Configuration from the Start-Stop's main menu screen, and set up a pedal for Bookmarking operation, by checking "Check here if you want a pedal to be used for bookmarking instead." Every time you tap that pedal, a bookmark will be inserted. **OR....**
- 3) Use a keyboard "Hot Key" to instantly create bookmarks. You can change the hotkey assignment by clicking on Configure....and Hotkeys from the Start-Stop's main menu screen.

To clear a bookmark: Click on the triangle of the bookmark you want to clear. It will turn green. Now click on the CLEAR pushbutton to clear out the bookmark.

To go back to a bookmark: To instantly go to a bookmarked position (the audio clip will go to the bookmarked position), just double-click with your mouse on the triangle.

To save your bookmarks: Bookmarks are automatically saved as you create them.

To delete bookmarks for the current audio file or for all audio files:

Clearing the bookmarks can be done by clicking on the "Clr ALL" button. It will ask you if you want to delete all bookmarks for the current audio file.

Answer Yes or No.

Automatic display of bookmarks previously saved: The Start-Stop program is "smart" and will automatically bring up the bookmark menu, if you had created or saved bookmarks in a previous session.

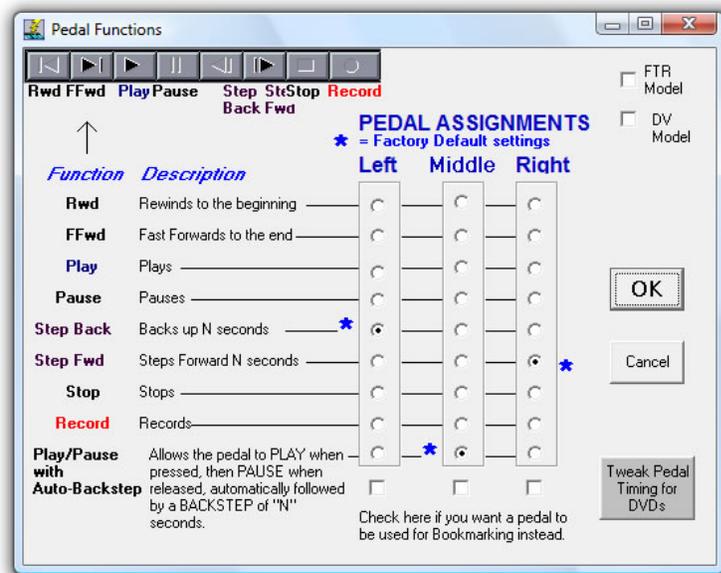
“Configure” Menu Selections



Pedal Functions Screen

Changing what Each Pedal Does: Select Configure from the menu, then Pedal Functions. The following menu will appear (2-pedal is similar, except without “Middle” column):

The Pedal Function menu allows you to assign a pedal to any transcription action on the Start-Stop Transcription control panel (default settings shown for the 3-pedal model).

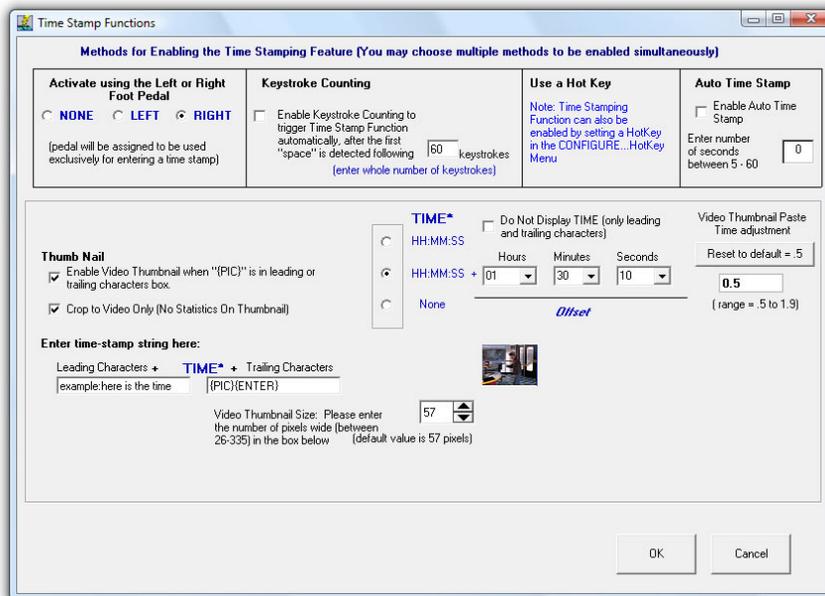


The Pedal settings shown will assign the left pedal to go backwards by “N” seconds (where you choose how many seconds “N” is, from the main Start-Stop screen), the middle pedal does play/pause/autobackstep, and the right pedal goes forwards by “N” seconds. If you tap the left or right pedal, it will take you forwards or backwards by “N” seconds. If you continue to hold down the left or right pedal, it will repeatedly step forward or backwards, when you need to move a long way within a recording or dictation.

Swap Left and Right Pedals: Normally unchecked, but useful if you want to make a quick swap of left and right pedal functions instead of setting it up in the main Left/Middle/Right columns

Special Pedal Type Checkboxes: FTR Model = “FTR” gameport pedal
 DV Model = “DVI” gameport pedal
 (Only check one of these boxes, if you have the above pedal types instead of the Start-Stop provided foot pedal.)

Time Code/Time Stamp Video Thumbnail Functions



You can assign the left pedal or right pedal to automatically type in text, and your choice of elapsed time, real time or offset real time directly into your focused Word Processor screen.

There are three ways to trigger Time-Stamping:

- 1) FOOT PEDAL Activation of Time Stamping:
Click the appropriate item (None, Left, or Right) for the pedal that you want to use for time stamping.

The pedal picture for the left pedal will change to show “Time” as its function:



2) Or, click the “Enable Keystroke Counting” feature. The Start-Stop will count the number of keystrokes and then automatically enter a time-stamp string.

3) Or, go to the Configure...HotKeys Menu, and pick a key that you'd like to use to activate the TimeStamp feature. The Start-Stop will enter a time-stamp string every time you tap the HotKey.

4) Auto Time Stamping: Timestamp will be triggered automatically every N seconds of elapsed time that is played (enter a number between 1 and 60).

- Allows you to automatically catalog an entire DVD or video clip. Set the adjustable time interval to 5 seconds for example, and Start Stop PowerPlay will automatically create a document that contains video snapshots and timestamping (e.g. HH:MM:SS in terms of elapsed or real time) showing the action every 5 seconds. Since feature is “keyed” based on elapsed time, a transcriptionist can also type along while listening and viewing the video, and Start Stop Power Play will periodically and automatically insert the thumbnails and/or timestamp into the document as they type.

Video Thumbnail Paste Wait Adjustment - The default value is .5 seconds. If you have a slower PC, you can type in a higher number and it will allow your computer to “catch up” when a video thumbnail is pasted into Microsoft Word™.

Purpose and Uses of Time-Stamping

Time Stamping lets you automatically show the exact time that each person said something. It's useful for court reporters, Hollywood movie script transcription, law enforcement interview transcription, and those doing television show transcription (e.g., Real Text transcription, closed caption and/or other synchronized text/audio system coding).

Since the time stamp is accurate to +/- 1 second (either in terms of elapsed time or "corrected" or synchronized time), it's possible to use it for video time-code transcription, once you've initially set up the Hours/Minutes/Seconds Offset desired.

Example of word processor output with time stamping enabled:
(you transcribe the audio, but tap the foot pedal to enter the **bolded text** automatically):

This is a test 00:01:02 elapsed time Hello there, how are you doing?

This is a test 00:01:04 elapsed time Doing just great, thank you!

This is a test 00:01:06 elapsed time And in the morning, I'm making waffles!

You can enter leading and trailing characters surrounding the time stamp. For instance, if you type "{ENTER} This is a test " (no quotes) and " elapsed time" (as shown in above example), the cursor on your word processor will return to the beginning of a new line every time you tap the left pedal and will type in "This is a test 00:01:04 elapsed time " at the beginning of the line.

Inserting Video Thumbnails

If you check "Enable Video Thumbnails" and put "{PIC}" (no quotes) into the Leading or Trailing Characters window string, you can have the Start Stop "snapshot" the video at the instant the timestamp was triggered. It will insert a small video screenshot as a .JPG image, into your favorite word processor (e.g., Microsoft Word). You can create almost any formatting you want using text, spaces, and Control Characters listed in Appendix "A." You also can adjust the size in pixels (default is 57) for a larger or smaller Video Thumbnail in your document. EXAMPLE:

Your new BMW 750 is waiting for you, Mr. Bond.

00:01:03 

Thank you, “Q,” I hope it’s well equipped!

00:01:07 

“Machine Guns, Rockets, all the usual refinements?”

00:01:09 

Crop Video Only (no statistics)

If this is checked, then the footer bar is not displayed in the video thumbnail that shows position, frames, time, etc. (recommended).

Do Not Display TIME

If this is checked, then the Elapsed or Real Time number is not displayed. This is useful if you only want the video thumbnails to be displayed, for example.

A complete list of “control characters” you can type, in addition to numbers, letters, and punctuation is listed in the Appendix A. Note: The quote punctuation mark (“) is the only character that is not supported for the time stamping feature.

Resetting Time Stamp Manually/Dynamically

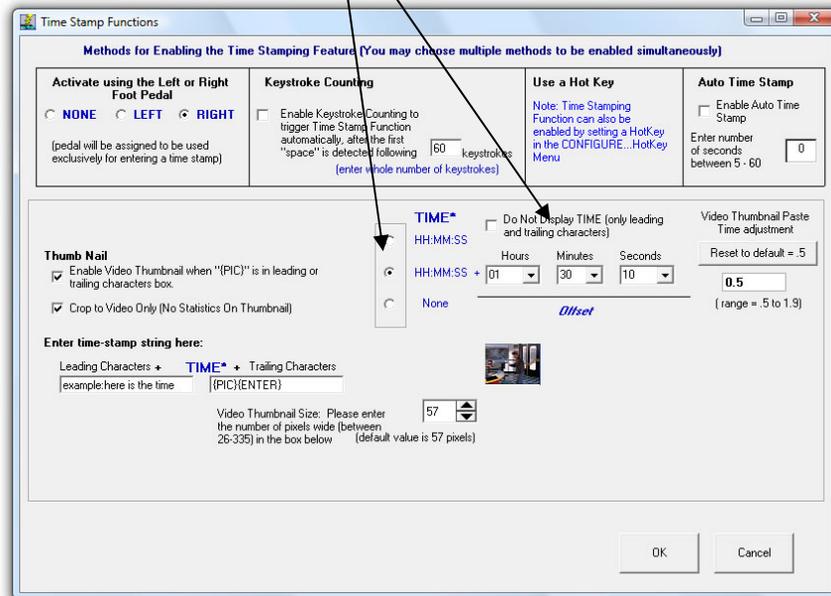


Click on Configure...”Turn on Reset Est. Time to Zero Option” and the Reset Arrow Icon will appear. When you click the arrow, the current timestamping Elapsed time will be reset to 00:00:00, even though you may be midway through the video file. This is useful when the video clip contains multiple segments that each start at 00:00:00.

Time Stamp Offset Feature

When playing back a video file that's composed of multiple "takes" (example: a news show where they interviewed several people at different times of the day), a burned in Time Code (visible on the video itself, superimposed usually in white letters, such as 01:30:00.22 = 1 hour, 30 minutes, 00 seconds, 22nd frame of the video) will be shown. For example, if a Focus Group was filmed in action at 1:30:00 AM (this would be a late night for them!), then the time code you'd see superimposed on the video would be that number.

To timestamp exactly and synchronize to the nearest second, all you have to do is enter the OFFSET time here and select the "radio button" for offset operation:



The amount you add here will be added to the time stamp that is entered into your word processor.

EXAMPLE of Time Stamp Offset Function

Here is an 11 second video clip, that's been played for 4 seconds elapsed time, with no offset:



Now here is the same 11 second video clip, only an offset of 01:30:00 has been applied in the Time Stamp Configuration window.

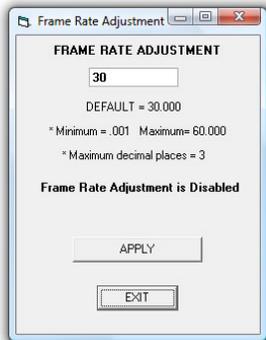
You can toggle the ET display (elapsed time) to instead display a red "TS" = Time Stamp Time display, by clicking it with your mouse.



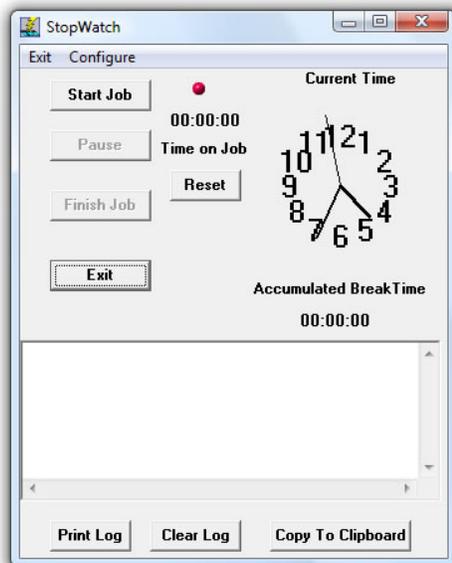
Thus, you can keep your typewritten transcript synchronized within 1 second resolution, of the actual burned in time-code present in the Video you're transcribing.

Video Frame Rate Adjustment

This feature allows correcting for non-standard video frame rates. Even if you're transcribing a video that was from a 24 frame/second or 15 frame/second source, you can still have the automatic time-stamping feature be "dead-on"



Stop Watch Feature – Allows you to keep track of your work, either by total time, or elapsed time on a particular job. This is helpful for billing clients by the hour, or just keeping track of how much time you've been working.



Smart Word Line Counter Functions

Line Count Functions

Check what you want Line Count to Trigger on

Check this box and enter how many keystrokes is equal to one line. (enter whole number of keystrokes)

Count a Carriage Return as a Line (i.e. <enter>)

Check to Enable Line Count

Counting Attributes

Count All VALID Key Strokes on SYSTEM

Select Microsoft Word program to enable counting of All VALID Key Strokes only Microsoft Word.

Select a Word Processor program to enable counting of All VALID Key Strokes only in the selected Word Processor. (Advanced User)

OK

Cancel

Check to Automatically Open This Form

Count

Reset counters when new Audio File is opened

Reset counters every time Start Stop Program is opened.

Current Line Count

Reset Counters

Current Total Character Count

The Smart Line Counter lets you keep track of how many characters, and lines, you've typed for a client or customer.

Line Counter is initiated by clicking on "Line Counter" from the top of the main screen of the Start Stop program.

Here is an explanation of the Line Counter Screen:

Check to Enable Line Count – Checking this box enables Line Counting to take place, in accordance with the features you've checked on the form.

"Check What you want Line Count to Trigger On"

You can define what a "line" of typewritten text is in the Trigger area –

1. If you check the first box, "Check this box and enter how many keystrokes is equal to one line," then, as you type, when it reaches the Xth character it will increment the Line Count by 1.

2. If you check the second box, “Count a Carriage Return as a Line,” then the Carriage Return will be counted as a line.

Both types of lines can be counted at once, if you check both checkboxes at the same time.

Counting Attributes

Here you can decide the criteria that cause a character that you type to be “counted” or ignored.

1. “Count All VALID Key Strokes on System” – This will count normal keystrokes, regardless of whether you’re typing into your word processor, email, or instant messaging program. The software will ignore backspaces and control characters like Shift, Alt, etc.
2. “Select Microsoft Word Program” – Start Stop’s “Smart” technology will only count characters that are typed in Microsoft Word™.
3. “Select a Word Processor” – the software will present to you a list of running applications, and you pick the one for which you want the keystrokes to be counted. Example: You run a medical records software form, WordPerfect™, or other unique application. Simply make sure the application is running before selecting this item, and the software will present to you a list of the open (active) applications. Choose the one that corresponds to your application, and it’s done!

“Count” Checkboxes

1. “Reset Counters when new Audio File is opened” – If checked, every time you open a new audio file, the **Current Line Count** will be reset to zero lines.
2. “Reset Counters every time Start Stop Program is Opened” – If checked, the **Current Line Count** will only be reset when you’ve closed and re-opened the Start Stop application.
3. If you check neither box (1 or 2 above), then the **Current Line Count** and **Current Total Character Count** will be recorded and grow over time, until you deem it time to reset it with the **Reset Counters** button. The count is “remembered” even if you close the Start Stop application, or shut down your computer for the day.

Current Line Count – Shows the current line count for billing or productivity monitoring purposes.

Current Total Character Count – Shows how many valid total characters have been typed

Check to Automatically Open this Form – If checked, the Line Count Function Window will stay “up” visible, and will automatically pop up when you start the Start Stop application.

Setting Start-Stop’s Screen Characteristics

You have total control over where and how the Start-Stop’s screen appears. You can transcribe with the Start-Stop screen in the background, minimized on the taskbar, or in the foreground. By selecting Always on Top operation, it can appear on your screen like a “sticky note.”

Setting Screen Size Preference

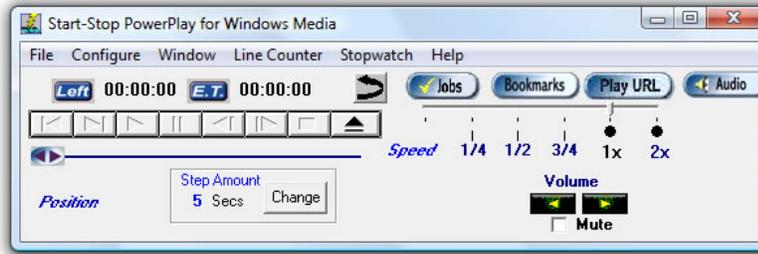
Click on Window...Set Screen Size



Select the appropriate button to customize the look and size of your Start-Stop:



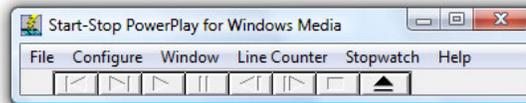
Full Size



Medium



Thin



Super Slim

Always on Top

Click to “check” and enable this feature, or click again to disable it. This feature lets you keep the Start-Stop Screen always on top of the work you’re doing, e.g., as a bar above your word processor. If un-checked, the Start-Stop screen can be minimized, in the background, or in the foreground (focused).

Save Current Position

Clicking on this menu item brings up a small button menu. If you click the Save button, your current screen position will be memorized, so it will pop up in that location the next time you use it.

Sending Large Files Securely

If you need security during transmission of large files over the internet, we recommend taking a look the following applications:

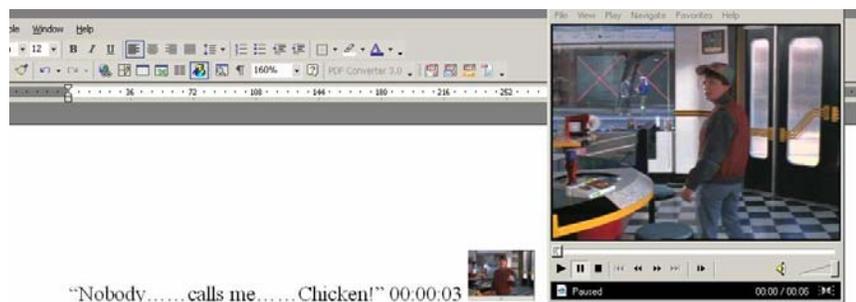
<http://www.startstop.com/transport.asp> The New Secure and Easy way to send any files securely via Email, FTP, or Port to Port

<http://www.xdrive.com>: Send, receive and store files on a 128-bit encrypted virtual 5 GB hard drive.

Using the SS POWERPLAY with Word Processors

The SS POWERPLAY is comfortable in the foreground, minimized, or in the background. You can use your favorite word processor in “full screen” mode, while transcribing with the SS POWERPLAY if that is your preference.

The Adjustable Size Video Window sits “always on top” if you like, in the corner of your word processor. You see the video and your word processor at the same time, so your eyes stay focused on the media while you are typing on the screen. EXAMPLE:



We recommend opening up a video, then setting its attribute to “Always on Top” (View...On Top...Always) The SS POWERPLAY does not interfere with any Windows-based word processor, so feel free to use your favorite program (e.g. Microsoft Word, Corel WordPerfect, etc.)

DOS-Based Word Processors:

The SS POWERPLAY will also work with DOS-based Word processor programs, provided that they do not require the Windows environment to re-boot to an MS-DOS mode. Under these conditions, DOS-based word processors can operate in either partial or full-screen (by hitting ALT + ENTER) mode while the Start-Stop operates in the background and responds to your foot pedal commands.

Specifications

Media Types Played:

DVDs (Commercial or burned):

Entire DVDs - including titles and sub menus
DVD Individual Video Files (.vob, ifo) Playable from DVD or by copying the individual VOB files to any other media such as a hard drive.

Windows/Microsoft™

Microsoft AVI Video (.avi)
Microsoft Audio/Video Web Streaming format (.asf)
Windows Media Files (.wmv, wmp, .wm) Streaming or on disk

Real Video™

Real Media Files (.rm, .ram, .rpm, .rmm, .rnx)
Real Script Files (.rt, .rp, .smi, .smil)

Apple Quicktime (compressed and non-compressed) Video

Apple Quicktime™ (.mov, .qt, .amr, .3gp2, .3g2, .3gpp)

MPEG VIDEO

MPEG Video/Media Files (.mpg, .mpeg, .mpe, .m1v, .mp2, .mpv2, .dat, .ts .tp) [and](#) MP4

Macromedia Flash™

Macromedia Flash (.swf)

DIVX™ Video

DIVX Video for DVDs and other media (.divx, .vp6, .rmvb, .hdmov)

Miscellaneous Video Formats

Bink and Smacker
Dirac (.dre)
DirectShow Media File (.dsm, .dsv, .dsa)
DVD2AVI Project Files (.d2v)
FLIC File (.fli, .flc, .flic)
Indeo Video File (.ivf)
Matroska Media File (mkv)
OGG Media (.ogm)
RoQ Media File (.roq)

VIDEO CODEC LIST

DivX Pro [version 5.1.1]
DivX MPEG-4 Low and Fast motion [version 4.1.0.3927]
XviD [2004-02-07]
3ivX [version D4 4.5.1]
Windows Media 7 [version 7.1.0.3055]
Windows Media 8 [version 8.0.0.371]
Windows Media 9 VCM [version 9.0.1.369]
MPEG-2
On2 VP3 [version 3.2.5.0]
On2 VP6 [version 6.1.0.2]
DVD decoder
AVI

Ligos Indeo XP [version 5.2820.15.58]
Intel Indeo [version 4.51.16.2]
Intel Indeo [version 3.24.15.03]
Intel I.263 [version 2.55.1.16]
huffyuv [version 2.1.1]
MS MPEG-4 [version 4.1.0.3927]
QuickTime codecs [version 6.5.0.48]
RealMedia codecs [version 6.0.12.690]
Fraunhofer MP3 DirectShow decoder [version 1.9.0.311]
LAME MP3 ACM codec [version 3.95.1]
DirectVobSub (vsfilter) [version 2.32]

Also plays these Audio Formats:

Audio Compact Discs (CDs) Tracks (.CDA)
DVD Audio (.ac3, .dts)
MIDI (electronic music) Files (.mid, .midi, .rmi)
Matroska Audio File (.mka, .tpr, .pva, .pss)
Microsoft Audio (WAV)
MPEG Audio Files (.mpa, .mp2, .m1a, m2a)
MP3
Windows Media Audio (WMA)
Window Audio Streaming (web) format (ASF)
Apple/MAC™ Audio (AIFF, AU)
DVD Audio
DIVX Audio
OGG Vorbis Audio File (.ogg)
MPEG4 Audio File (.aac, .m4a) non-DRM
Real™ Audio (.ra and .rm)
Apple Quicktime™ Audio
Sony Digital Recorder Audio (MSV and DVF)

Operating Systems Supported

Windows 98 Second Edition, Windows XP, Windows 2000, Windows Vista™

Recommended Computer

Computer running Windows 98 Second Edition, Windows 2000, Windows XP, or Windows Vista™ with minimum configuration: 2 GHz + Processor speed, 512MB RAM with Sound Card. CD-ROM drive required. DVD drive is needed if you want to transcribe from DVD media.

TROUBLESHOOTING GUIDE

Problem: When the Start-Stop software is started, the screen comes up, but nothing happens when the pedals are pressed.

Solution: Check your connections carefully. Have you selected the proper Pedal Type from the Start-Stop *Configure* menu?

If you have a USB Port Pedal and it's not working

-Did you install the foot pedal *after* installing the software? If so, good. If not, please call us for technical assistance in re-setting your USB install properties. If you have a serial port foot pedal: Please check to make sure that your serial port is correctly configured to match--COM1: must be selected for physical COM1: if this is the port that you are using (see step 7 of the Instruction Manual). Sometimes, someone else or some other program has installed software that "usurps" or takes over the port. Examples include: if you have a hot-syncing program for PALM PILOT, or LAPLINK, or an over-zealous mouse driver. Sometimes you might think the COM port is free, but has really been disabled by the factory or by a PC technician who installed your internal modem and needed a spare COM port, thereby disabling your external COM port (the connector is there, but "nobody's home"). If you don't have a free, working, uncommitted COM (serial) port available, consult your PC manufacturer or a local computer technician

Some older PCs only with two COM ports will use one for the mouse, and the other port for an external modem or other serial device. If necessary, you can buy a low-cost serial card for about \$20-25 and then you will have new COM port(s) available to use with the Start-Stop.

Problem: Pedal actions are not as expected. For example, you want the right pedal to activate the step forward function, but instead it activates "play/pause" every time.

Solution: Go to Configure on the SS POWERPLAY menu, then select Pedal Functions...Click on the function you want to associate with each pedal and then say "OK."

Problem: I have a Serial Port foot pedal, but don't have a serial port.

Solution: This is unusual, but a few PCs out there may not have one. If so, you can buy a USB to Serial (RS-232) Converter from most office or computer supply stores such as Office Depot, Office Max, Best Buy, or CompUSA. You can also get them online for about \$35, or you can just buy an inexpensive serial card (e.g., about \$20 for an ISA bus serial port card) and install it yourself, or have a qualified PC technician install it.

Problem: I can see the clip playing on the screen, but there is no sound.

Solution: a) Click on the Audio button on the Start-Stop's screen, and then adjust the Master or PC Volume slider (the one on the left) to a higher setting, and also the WAV channel slider. b) Use the Start-Stop's Volume buttons to click to a higher volume setting (click on the right = higher audio level button).



Also adjust the actual Video Windows's Volume Control (located in the lower right hand corner).

APPENDIX A – TIME STAMP CONTROL CODES (optional)

Key	Code

Insert a Video Thumbnail {PIC}	
BACKSPACE	{BACKSPACE}, {BS}, or {BKSP}
BREAK	{BREAK}
CAPS LOCK	{CAPSLOCK}
DEL	{DELETE} or {DEL}
DOWN ARROW	{DOWN}
END	{END}
ENTER	{ENTER} or ~
ESC	{ESC}
HELP	{HELP}
HOME	{HOME}
INS	{INSERT}
LEFT ARROW	{LEFT}
NUM LOCK	{NUMLOCK}
PAGE DOWN	{PGDN}
PAGE UP {PGUP}	
PRINT SCREEN	{PRTSC}
RIGHT ARROW	{RIGHT}
SCROLL LOCK	{SCROLLLOCK}
TAB	{TAB}
UP ARROW	{UP}
F1	{F1}
F2	{F2}
F3	{F3}
F4	{F4}
F5	{F5}
F6	{F6}
F7	{F7}
F8	{F8}
F9	{F9}

Example:

You want to have the word processor skip to the next line, then insert the elapsed time, a few hyphens, a Video Thumbnail, then a couple of spaces, and a colon.

00:01:07---  **:**

Put these characters in the Leading and Trailing Characters boxes of the Time Stamp setup:

Leading Characters: {ENTER}---

Trailing Characters: {PIC} :

APPENDIX B - USB FOOT PEDAL INSTALLATION PROCEDURE FOR COMPUTERS NOT RUNNING WINDOWS XP or VISTA

Note: Your Windows Operating System CD might be required to complete the installation of the USB Foot Pedal, especially if your computer is not running Windows XP. Please make sure that it is available prior to connecting the Foot Pedal to your PC.

Note: **The installation sequence of the USB devices might differ from one operating system to another. The sequence below is the most common.**



Be sure and select the 2nd option, “Display a list of all drivers in a specific location, so you can select the drivers you want,” and click the Next button.



Click Next

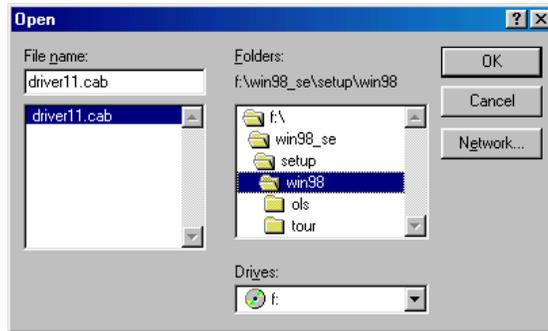
Your computer may ask you for the Windows Operating System CD. If so, you will have a screen similar to this example, shown for Windows 98 Second Edition:



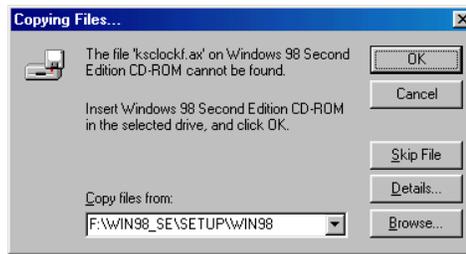
Insert the Operating System CD and click OK.



Click the Browse button and select the path for the OS source files as in the picture below:



Click OK when finished.



Click OK to continue installation.



The driver install is complete. Now you can press the pedals and look for the Start-Stop screen's photos of the pedals to animate (move) in sync with your foot.

APPENDIX C1 - INSTALLATION FOR SERIAL PORT PEDALS

SERIAL PORT PEDAL (2- and 3-pedal models): Select Configure from the menu, then COM Port, and select the COM port that matches the serial port into which your SSTI is plugged. A typical PC will use COM1:, and you can just press the pedals and look for the photo of the pedal to animate (move) in sync with your foot. If no pedals move, then place a checkmark next to “COM2:” from the Configure COM Port menu, and then click on File...Exit.. on the Start-Stop. Re-launch the Start-Stop, so that the new COM port change will take effect. Once you have found the port, the SSTI will “remember” that port forever, until you change it again.

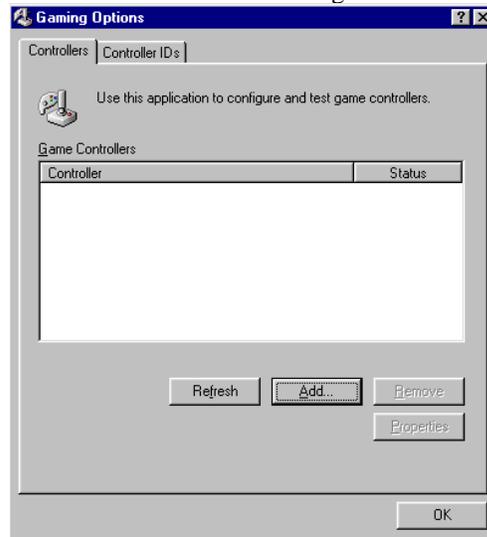
APPENDIX C2 - INSTALLATION FOR GAMEPORT PEDALS

GAMEPORT PEDAL: Connect pedal to your PC's Game (joystick) port. Make sure that the connector is firmly seated, and then gently tighten down the two thumbscrews on the pedal connector.

Go to the Windows Control Panel (Start....Settings....Control Panel),

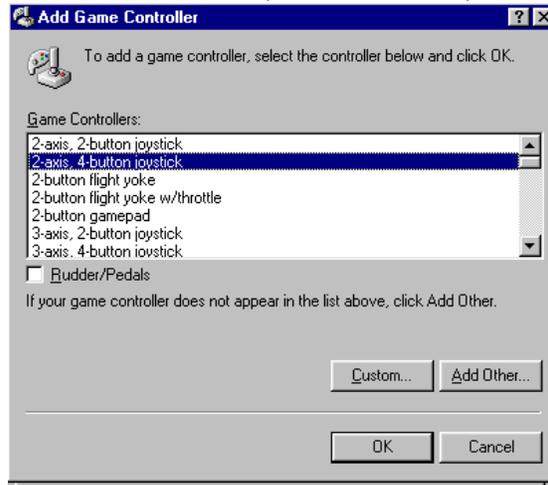


and double-click on the Gaming Options icon:
You will then see the following screen:

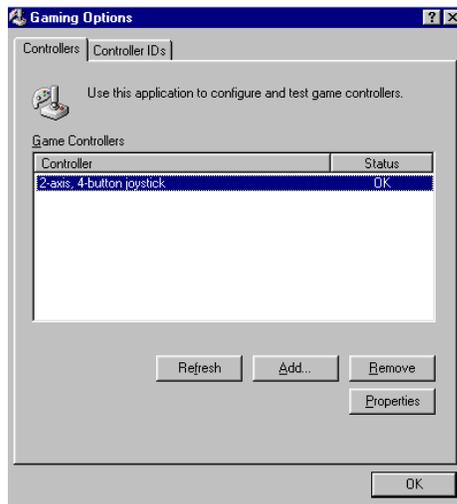


(Note: If Controllers are already listed in the white box, you will need to delete them all. Click on the Remove button to delete existing controllers).

Click on the Add button, and select “2 axis, 4 button joystick:”

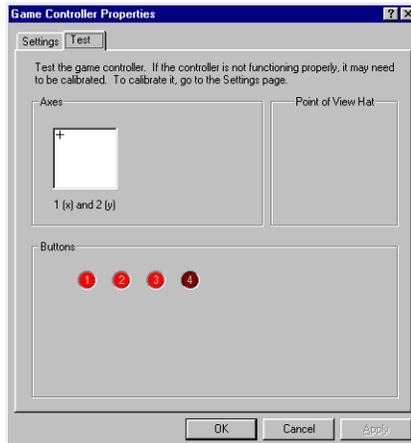


The selected item should appear on your Controller list:



You can test the pedals by clicking on the Properties button..
You will see the 1, 2 and 3 buttons light up when pedal(s) are pressed.

The example below shows what happens when all three pedals are pressed at once:



Now you can press the pedals and look for the Start-Stop screen's photos of the pedals to animate (move) in sync with your foot.

APPENDIX D - TIPS FOR DVD TRANSCRIPTION

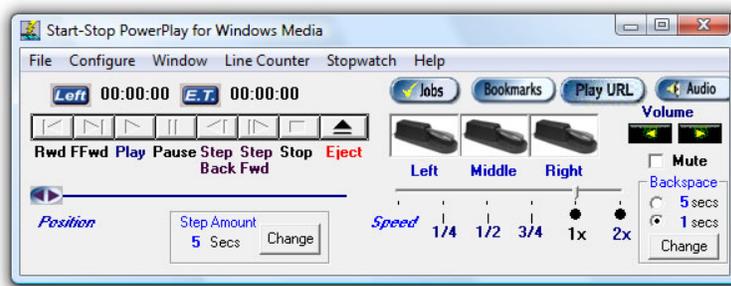
Recommended Computer for Transcribing DVDs

Optimum: Windows XP or Vista™ computer, running at 2 GHZ or higher (P4 processor or AMD, not Celeron), 1 GB or more of RAM, modern DVD ROM drive with read capability for +R/-R/+RW/-RW and read speed of 4-6X minimum for DVDs. Windows Media Player Version 9 and DirectX 9.0 or higher installed and functional prior to installation.

Minimum: Windows XP computer, running at 2 GHZ or higher (P4 processor or AMD, not Celeron), 512 MB of RAM, modern DVD ROM drive with read capability for +R/-R/+RW/-RW and read speed of 4X minimum for DVDs. Windows Media Player Version 9 and DirectX 9.0 or higher installed and functional prior to installation.

Transcribing DVDs

1. **Opening DVDs** from the Start Stop's control screen, click **File...Open DVD** Use this for playing/transcribing VIDEO DVDs. Insert the DVD into your computer, and allow it to "cue up." If the DVD has title menus, or sections, you can click on the video screen with your mouse to navigate and load the desired video clip (just like a home DVD player allows you).



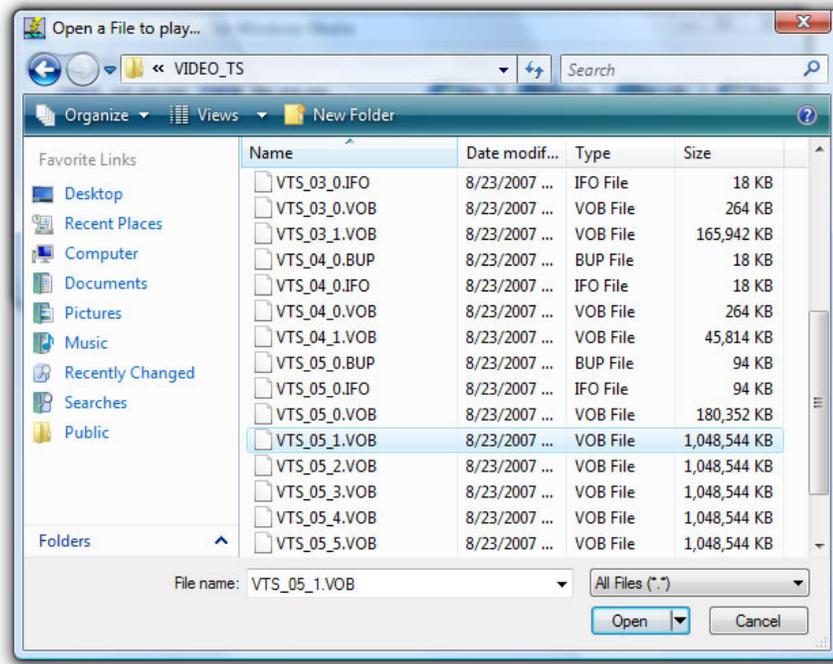
Once the clip is cued up, you can then transcribe it under foot pedal control.

You will now see a separate Video Window pop up.

This window will appear when you have opened up something to play. If it's a video (DVD or digital video file) you'll see a window with the correction proportions pop up. If it's an audio clip, you will see a player bar pop up. You can adjust window size and position to suit your preferences. It is recommended that the menu options and preferences of the Video Window should not be changed, except for re-sizing and re-positioning it (drag by the corner with your mouse to re-size the window, or reposition it by dragging on the title bar at the top of the video window or player window); the video window and characteristics have been pre-configured to suit most requirements.

Always on Top: To enable the video window to be on top of your work (that is, so it can be seen while typing into your word processor), click View....On Top...Always

Alternate Method of Opening DVDs Some burned DVDs work better if you open the file via the "Open File" method. For these files, locate the .VOB (Video Object File) on the DVD itself, usually under the Video_TS folder. Some DVDs have several .VOB files. Sometimes the first .VOB is a "small" or "title" video file. Look instead for the larger "actual content" VOB files. These are usually about 1 GB (Gigabyte) each.



A few users have reported Video Buffering delays are eliminated by using the VOB method of opening/playing the DVD. Some report that after clicking on VOB method, that a return to the File....Open DVD method the next time will also eliminate a video buffering delay.

2. Operational Tips

Because video transcription of a DVD involves playback of a physical disk that is high in data density, sometimes computers can't keep up with the human's request for action, if it's done too quickly.

When you press a foot pedal to rewind, or go forward, please don't do multiple presses until the computer has a chance to catch up. Some users make the mistake of pressing pedals rapidly, one after another, and then the computer spends the next 20 seconds or more, trying to execute each requested pedal action in a sequential manner.

3. Recording your Own DVDs

If you have the option to reduce the bit rate or quality setting of a DVD that you're creating (for example, from a DVD burning machine, or using Video Editing software), try to do that, consistent with still obtaining a quality video image.

Sometimes users will burn a DVD with a high video bit rate setting (e.g., 6 MBPS) that's suitable for a Hollywood-quality movie, when in fact the video itself only warrants 200-300 lines of resolution (for example, when recording an interview).

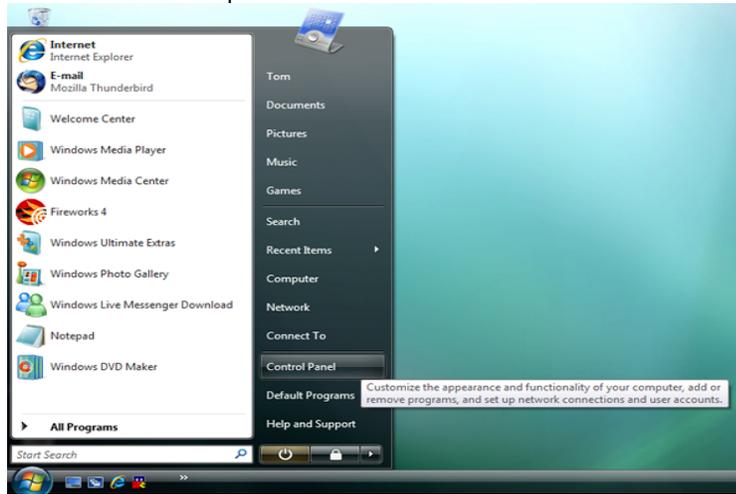
If you have the option, please use the minimum bit rate during recording (e.g. NTSC VHS Quality 20-30 FPS at lower bit rates) to relieve the CPU processing burden on the PC itself during playback while using the Start Stop PowerPlay for Windows Media Transcription software. We have not verified PAL-Encoded DVD playback operation with this product.

APPENDIX E – INSTALLING FOR VISTA™ USERS

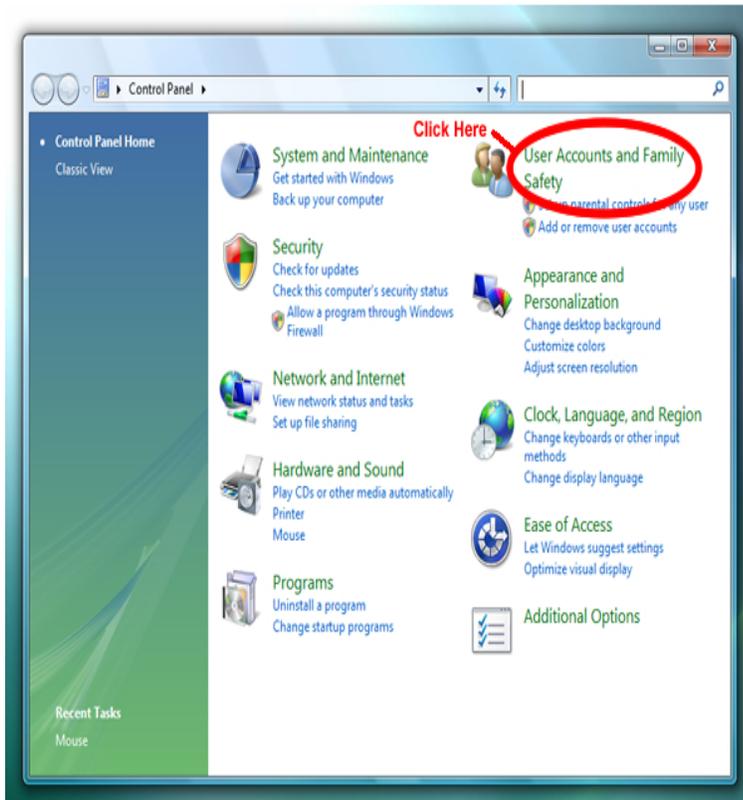
Installing Start-Stop Software on Windows Vista

Installing the Start-Stop Universal or PowerPlay on Windows Vista should go smoothly. There is a minor error in the current Start-Stop Universal installer but it will not affect the program. When trying to choose a foot pedal you will get a runtime error due to Windows Vista not allowing unsigned device drivers. Follow the steps below to disable the security feature. You will then be able to choose a pedal and install its driver.

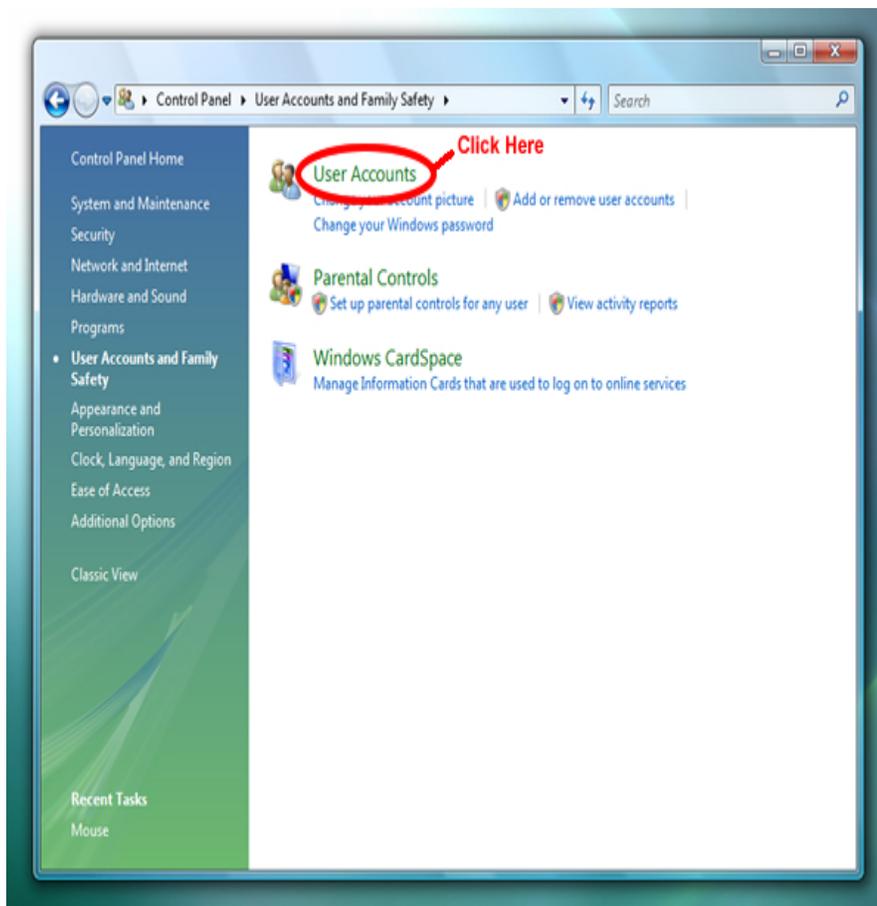
First we need to open the Control Panel from the Start Menu.



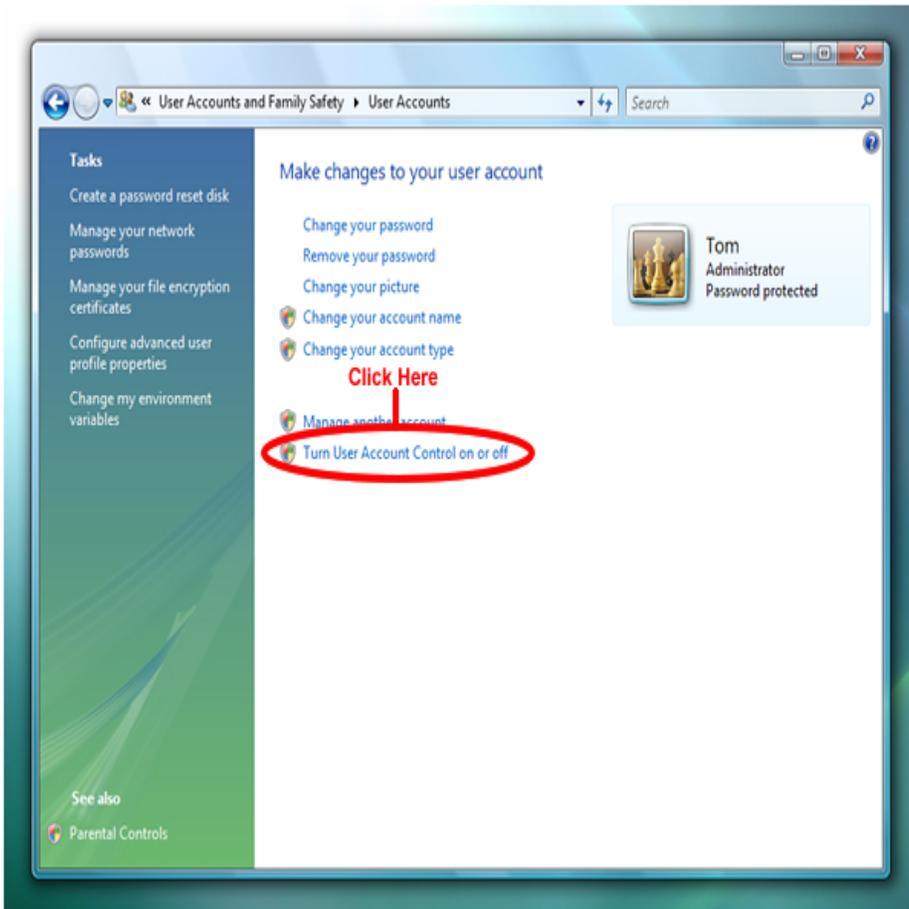
In Control Panel click on User Accounts and Family Safety.



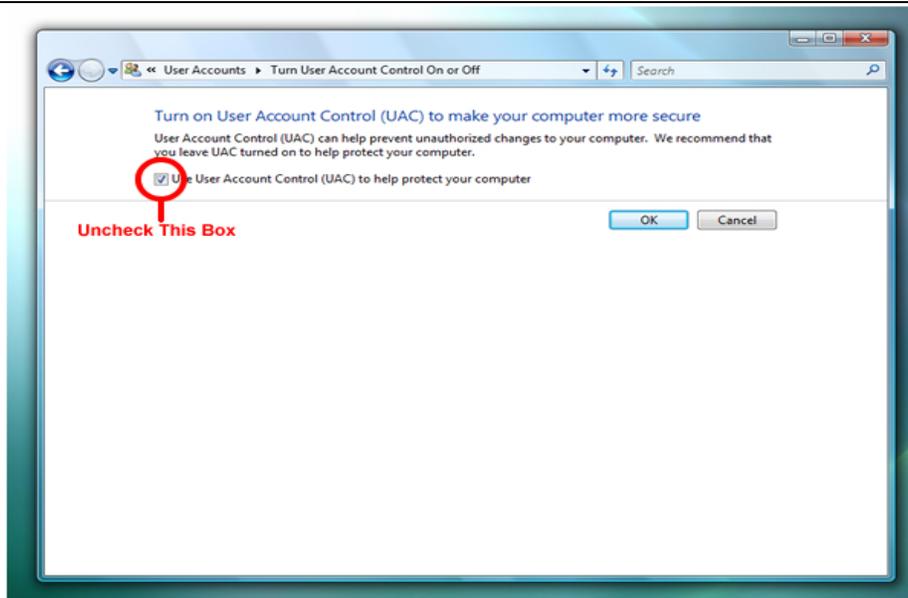
On this screen click on User Accounts.



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.



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're 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.

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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 Microsoft Net Meeting. Net Meeting allows the tech support technicians to view

your computer remotely and allows them to assist you just like they were sitting right in front of your computer.

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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., Tarpon Springs, FL 34688

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

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

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