D:Scribe Standalone
User Handbook

SONIFEX

This handbook is for use with the following software/hardware products:

DS-STS3: D:Scribe Standalone with DS-FPS3 foot-pedal, 3 pedal version with 9 pin serial connector.
DS-STU3: D:Scribe Standalone with DS-FPU3 foot-pedal, 3 pedal version with USB connector.
DS-ST01: D:Scribe Standalone licence - 1 user licence.
DS-ST05: D:Scribe Standalone licence - 5 user licence.
DS-ST25: D:Scribe Standalone licence - 25 user licence.
DS-ST100: D:Scribe Standalone licence - 100 user licence.

This handbook is for use with the following software version:
D:Scribe Standalone V2.0x

Revision 1.01 February 2020
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D:Scribe Standalone

Introduction to D:Scribe Standalone

D:Scribe Standalone (DS-STS3 or DS-STU3) is a package of PC transcription software together with a 3 pedal foot-controller, for simple, fast and effective transcription of pre-recorded audio files. The software was designed for third-party transcription services and anyone using D:Scribe Client and Server who needs to transcribe audio files off-site. For use without the foot-pedal, D:Scribe Standalone licences can be ordered (DS-ST01, DS-ST05, DS-ST25, DS-ST100).

D:Scribe Standalone is the perfect transcription package to use for quick, simple voice-to-text conversion which can be used either with it's own text editor, or which can "float" on top of another application, such as MS Word™.

D:Scribe Standalone has all the transcription features of the full Client & Server version, but doesn't have the management database structure for multiple clients.

Standard audio controls for transcription include Play, Pause, (Fast) Forward and Rewind by defined amounts. Holding the Rewind and Fast-Forward buttons makes them decrement and increment faster depending on your settings. Previous and Next buttons allow you to go to the previous and next recordings respectively, which is useful where a long session has been captured over a number of recordings. There are also volume & playback speed controls. A foot-pedal is supplied as standard with this package which controls the Play/Pause, Forward & Rewind buttons.

Bookmarks allow you to define new start and end playback points and the recorded time and date can be altered on screen to create a time-start reference point. A playlist can be compiled to play through multiple files and the playback speed can be altered between slow, normal and fast at a constant pitch.

The software includes options to change the functionality of the foot-pedal: To allow one touch start/stop of the play pedal, of 'hold down to play' operation; playback can skip back a number of seconds on pausing; fast forward and rewind pedals can be reversed and recordings can optionally be controlled by the foot-pedal.

A spell-checker is available and 12 user defined function keys can be used to enter repetitive material such as names, places and recurring events. The recorded time & date (if transcribing Net-Log audio files) and the current time & date are also available.

Finished transcripts can be simply emailed by clicking the on-screen email button, which runs your standard email client to send the text file.

D:Scribe Standalone operates with all MS Windows Media Player™ standard file types: broadcast .wav, .wav, .aif, .aifc, .aiff, .asf, .asx, .wax, .wma, .wmv, .wvx, .wmp, .wmx, .avi, .mpeg, .mpg, .m1v, .mp2, .mp3, .mpa, .mpe, .mpv2 and .m3u.

V2.0 D:Scribe Standalone adds a number of additional features including support for video playback from DVD. See page 5 for further information.

Licencing and Dongles

D:Scribe Standalone uses a USB dongle to unlock the full features and functionality of the software.

The software can be used for demonstration and evaluation purposes without a dongle, but with limited functionality.

When using D:Scribe Standalone without a dongle, a screen reminding you of the limited functionality will be shown periodically.

Limited functionality precludes saving transcripts and copying typed text to the clipboard, also recordings made in the Record Screen are limited to 30 seconds in length.

Fig 1-1: The D:Scribe Standalone Dongle.

Installation of D:Scribe Standalone and USB Dongle

D:Scribe Standalone should be installed on a Microsoft Windows based desktop PC equipped with a sound card capable of playing the required audio and video material. Install D:Scribe Standalone from the Sonifex Software Installation CD-ROM by selecting
'D:Scribe Standalone Installation' and follow the on-screen instructions.

- You must have Administrator Rights to install this product successfully.

Step 1. Run Setup.exe.

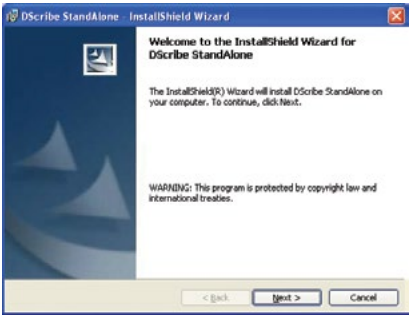


Fig 1-2: The Welcome Screen.

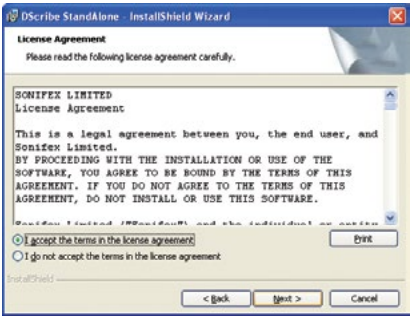


Fig 1-3: The Licence Screen.

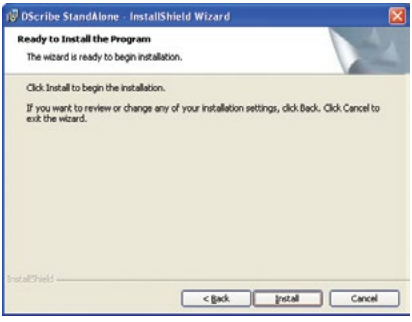


Fig 1-4: The Install Screen.

Step 2. Insert dongle into a USB port.

Step 3. Windows will start 'Found New Hardware Wizard'.

Fig 1-5: The Windows Found New Hardware Wizard Screen.

This screen will ask 'Can Windows connect to Windows Update to search for software?' - select 'No, not this time' and click 'Next'

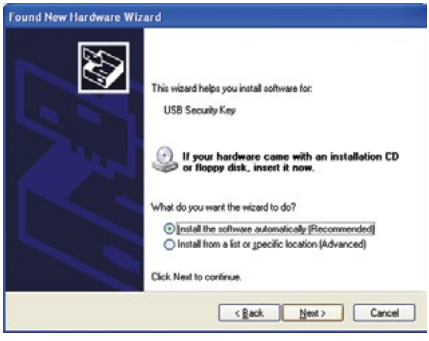


Fig 1-6: The Windows Wizard Install Screen.

This screen will ask 'What do you want the wizard to do?' - Select 'Install the software automatically (Recommended)' and click 'Next'. Windows may then create a Restore Point.

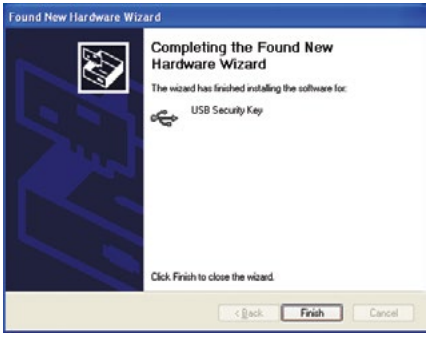


Fig 1-7: The Windows Installation Completed Screen.

Choose on 'Finish' to complete the dongle installation.

Step 4. Run D:Scribe Standalone by selecting 'Start->All Programs->Sonifex-> D:Scribe Standalone' from the start menu.

Note: you will need to have the dongle inserted into a USB port each time you use D:Scribe Standalone.

Note: Best practice is to use the same USB port each time for the dongle. Using another port may require you to reinstall the drivers (Step 3).

V1.0 to V2.0 Upgrade Features

- Screen layout changes, including support for XP themes using the manifest.
- New trackbar allows start and stop marks (also can stop on end-mark).
- Mute control added.
- 'Stay On Top' is now optional for compact and normal window size.
- Start Bar caption can optionally display Play Position, Recorded Time or Time Remaining.
- Insert List on right of transcript space instead of a status bar:
  - Ctrl+shift+I for show/hide (also from menu).
- Video Panel to left of transcript space:
  - Ctrl+shift+v for show/hide (also from menu).
- CD Ripper can optionally rip in WMA format.
- Play Speed – fast, normal, slow with constant pitch:
  - Depends on soundcard, drivers, sample rate/format of files.
  - Tested with MP3, WMA audio, WMV video.
- Play directly from audio CDs.
- MPEG4 video and audio playback (mp4, m4a files):
  - Requires third-party driver in WinXP.
- Support for USB footpedal:
  - Auto detected when starting application.
  - No USB footpedal detected, allows serial footpedal selection.
- Dongle Protected:
  - Without dongle – no save, no copy, recordings limited to 30secs, popup message every 2 minutes.
- DVD / VOB playback.
- Option to control start/stop of recording process via footpedal.
- Option to swap FWD/REW pedals to suit user.
- Able to open audio/video files from http://source
  - eg http://www.sonifex.co.uk/test/a.wmv
- Able to playback and record http:// streams
  - Ctrl+U (also from menu).
  - ASX and WVX streaming audio from Internet radio stations, e.g.
    - TalkSport http://194.46.8.124/talksport-live.asx
  - Record via 'Stereo Mix' source into MP3/WAV.

Foot Pedal Control

D:Scribe Standalone can be used with a USB (DS-STU3 and DS-FPU3) or serial (DS-STS3 and DS-FPS3) footpedal for convenient use of the playback controls.

USB Foot Pedals

The USB foot pedal is detected automatically by D:Scribe, and so no user-intervention is required. If you attached the foot pedal after starting D:Scribe, you may need to restart D:Scribe to use your foot pedal. Once the USB foot-pedal is connected, the option to select the COM port for a serial foot-pedal is disabled in the Control menu.

Fig 1-8: The D:Scribe USB Footpedal.

Serial Port Foot Pedals

If your footpedal came supplied with a USB to serial converter cable, please read the instructions and install the software supplied as required.

To select the port for the footpedal, select 'Control->Footpedal' from the menu. Then select 'Enable' from the 'Control->Footpedal' menu.

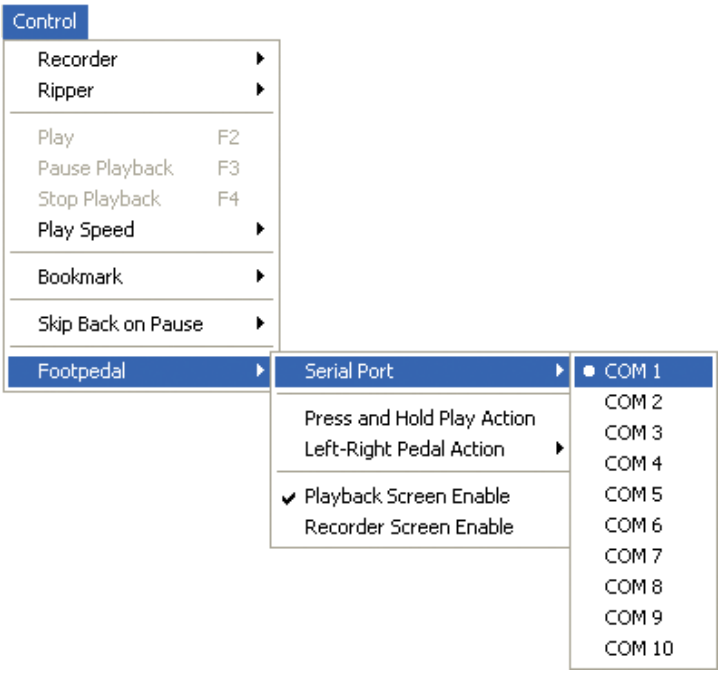


Fig 1-9: The Control Menu.

Defining Left and Right Pedals
Should you feel uncomfortable using the left pedal for forwarding and the right pedal for rewinding media, the operation of these pedals can be swapped by selecting 'Control->Footpedal->Left-Right Pedal Action' from the menu.

Playback Control
To use the foot pedal to control playback functions, select 'Control->Footpedal->Playback Screen Enable' from the menu.

Recording Control
To use the foot pedal to start/stop the recording process in the Recorder Screen, select 'Control->Footpedal->Recorder Screen Enable' from the menu.

Playback

The Playback screen is used to view the text for transcription and to control the audio selected for playback. D:Scribe uses an embedded MS Media Player™, so can open any compatible media player audio file.

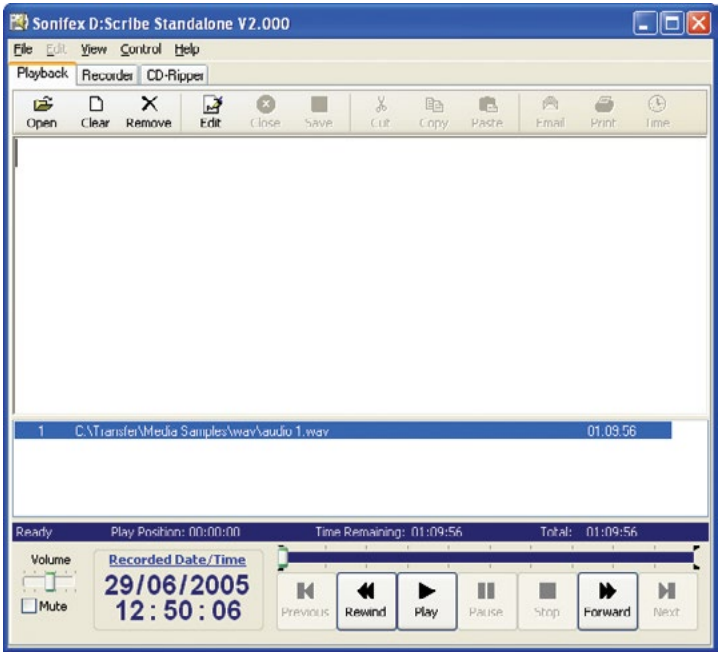


Fig 1-10: The D:Scribe Playback Screen with a single media file loaded.

Play Controls

The media playback controls are located at the bottom of the Playback screen.

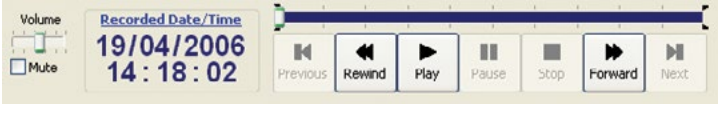


Fig 1-11: The D:Scribe Media Playback Controls.

Volume Control and Mute

The audio volume of the currently playing media clip can be adjusted using the on-screen volume and mute controls.

For further adjustment of the playback volume you may need to use your soundcard's mixer. A shortcut for this usually resides in the desktop's system tray.

Playback Speed

Playback speed can be adjusted using the 'Control->Play Speed' menu selections. Alternatively use Shift+Ctrl+G (fast), Shift+Ctrl+S (slow), Shift+Ctrl+N (normal). The ability to alter playback speeds depends upon the media type, sound/video drivers and codecs being used in your system.

Timer Display

The timer display shows the recorded date and time of the current position in the media clip. If the currently selected/playing file does not have an associated recorded time (i.e. not a broadcast wave file) the creation date and time of the file is used.

Altering the Recorded Date/Time

To alter the date and time that a recording was made (for example of an audio CD track), click on the 'Recorded Date/Time' heading on the Timer Display. Use the displayed calendar to set the required date/time, then click 'OK'.

Note: The selected date/time is stored locally for use by D:Scribe, and does not alter the audio file in any way.

Fig 1-12: The D:Scribe Recorded Date/Time Display.

PLAYBACK

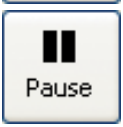
Move to the Previous File
To move to the previous media clip in the playlist, press the 'Previous' button.

Move to the Next File
To move to the next media clip in the playlist, press the 'Next' button.

Rewinding a File
To rewind the current media clip, press and hold the 'Rewind' button until the timer display has reached the required point, then release.

Forwarding a File
To move forward through the current media clip, press and hold the 'Forward' button until the timer display has reached the required point, then release.

Playing a File
To begin playback of the currently selected media clip, press the 'Play' button.



Pausing a File
To pause the currently playing media clip, press the 'Pause' button. To resume playback, press the 'Play' button.

Skip Back on Pause
Media files can be forced to skip back a number of seconds after pressing the 'Pause' button. This can be a useful feature when transcribing audio that often requires pausing. To enable the 'skip back on pause' feature select 'Control->Skip Back on Pause->Enable' from the menu. The skip backwards can be set to two, three, four or five seconds.

Stopping a File
To stop playback of the current media clip and return to the beginning, press the 'Stop' button.

The Playlist

The playlist is situated above the play controls when in 'Normal'Full Player mode (see page 18). The media files that are opened are appended to this list, and can be played through from beginning-to-end allowing you to create a single transcription file from multiple media files.

Fig 1-13: The D:Scribe Playlist.

Re-ordering Playlist Files

To re-order the media files in the playlist, select the file you wish to move, then right-click to choose 'Move Up' or 'Move Down'.

Removing Playlist Files

To remove a media file from the playlist (but not delete the media file from your computer) select the required media file, then right-click and choose 'Remove'.

The Trackbar

The media trackbar can be used to quickly move backwards or forwards through the media by selecting it and dragging it to the required position. The timer display shows the recorded time at the current position in the media.

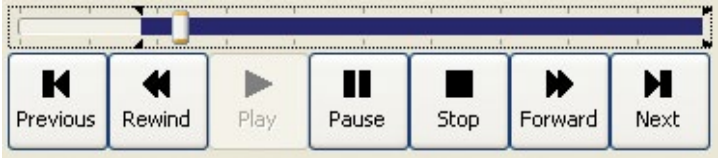
The trackbar is highlighted between the start and end marks – this indicates the selected portion of the media.

Bookmarks, or File Markers

Start and end markers can be added to an audio clip as reference points. The marks for the most recent 50 media files are stored for later use by D:Scribe Standalone, and are recalled upon loading the media file for playback.

Start Mark

The start mark can be added to the current position of a playing audio or video media file by pressing 'Ctrl+M'.



Jump to Mark

To jump back to the start mark at any moment during playback, press 'Ctrl+G'.

End Mark

The end mark can be added at the current position by pressing 'Ctrl+E'.

Stop on End Mark

To automatically stop playback of a media clip upon reaching the end mark, select 'Control->Bookmark->Stop on end mark' from the menu.

Clearing Marks

To clear the start and end marks (reset back to beginning of the file), press 'Ctrl+N'.

Recalling Marks

The marks that you use with an individual media file do not have any destructive effects upon the file.

Video Media

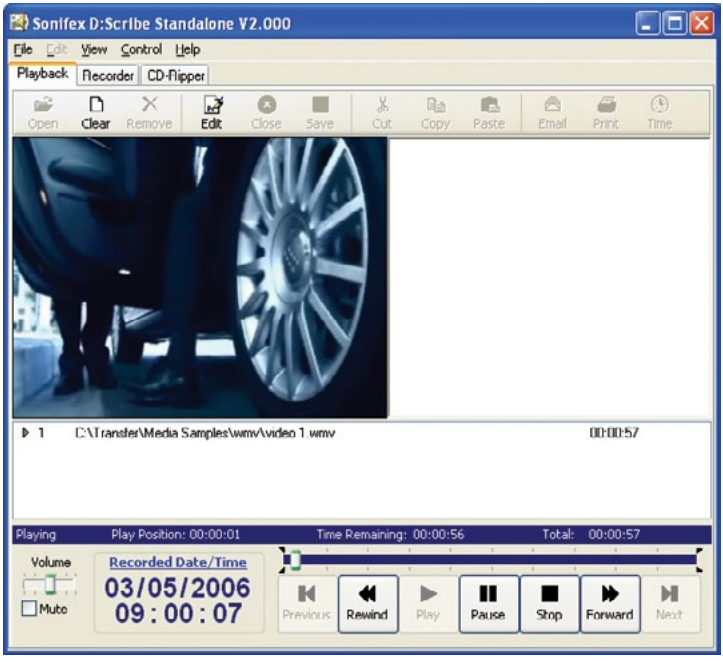


Fig 1-14: The D:Scribe Video Panel.

The Video Panel

Video media can be opened for playback and transcription using D:Scribe Standalone, with the same features available as for audio media. Select 'View->Video Panel' from the menu to show/hide the video panel. The video panel is displayed to the left of the transcript space.

Supported Video Media

The ability to playback AVI, MPEG and VOB/DVD video files depends upon the version of Windows™ Media Player™ and codecs installed on your computer. Also, DVDs must be finalised in order to ensure playback. Non-finalised DVDs can give spurious playback results.

MPEG4 video and audio playback (mp4, m4a) is also supported, but this does require a third-party driver in Windows™.

Transcription

Opening a File for Transcription

To locate and open a file for playback and transcription, press the 'Open' button on the toolbar.

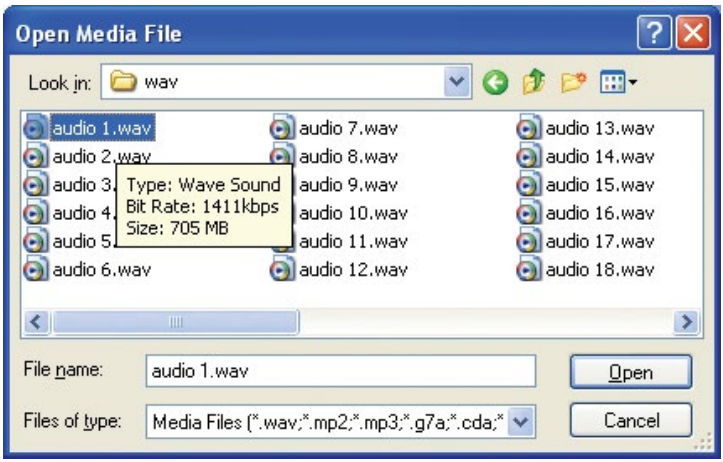


Fig 1-15: The D:Scribe Open Media File Screen.

Use the 'Open Media File' screen to locate the required audio or video file, then press 'Open'.

Audio CDs (cda) can also be used for playback without the need for recording/ripping to the hard disk.

D:Scribe Standalone will try to select a transcript text file with the same name as the selected audio or video file.

If this file has not yet been created, press 'Edit' to create this as a new file to associate with the selected media file (see page 17).

Transcript files created with the same name as the selected media file will be automatically opened next time the media file is selected.

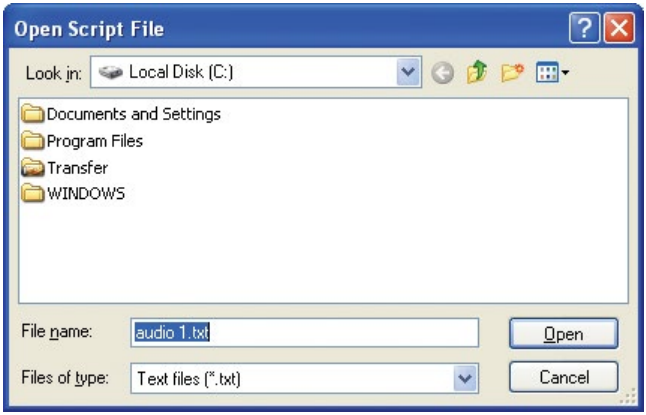


Fig 1-16: The D:Scribe Open Script Screen.

The D:Scribe Standalone window opens with a blank transcript space ready for transcription to begin and the caption bar shows the filename of the transcript.

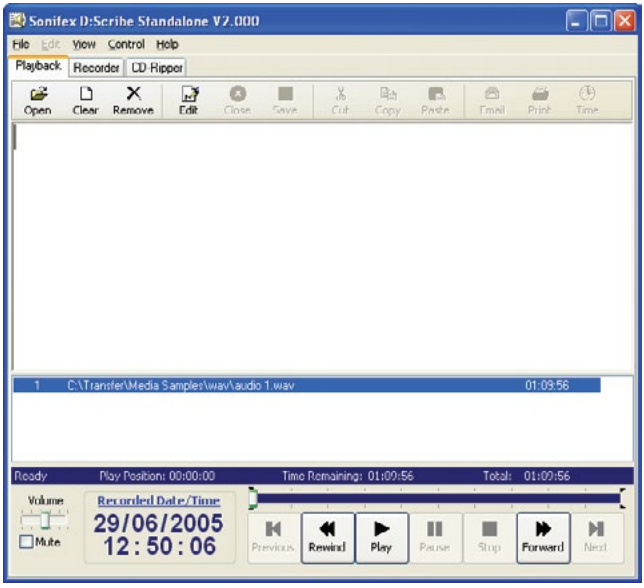


Fig 1-17: The D:Scribe Transcription Screen.

Additional audio files can be opened and added to the playlist for continual playback. This allows you to transcribe a number of audio files whilst working on transcription file.

Fig 1-18: The D:Scribe Playlist Screen.

Defining Inserts

D:Scribe Standalone allows the user to quickly insert up to twelve items of text using shortcut keys Ctrl-F1 to Ctrl-F12.

The inserts can be defined at any time during transcription for the most commonly typed words or names.

To define the inserts, select 'File->Define Inserts' from the menu.

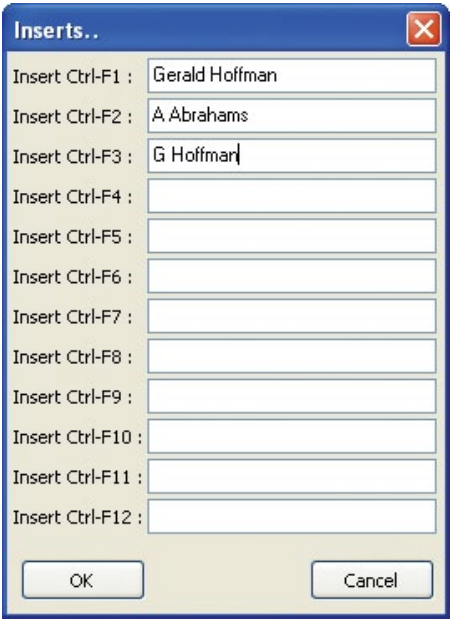
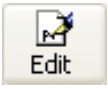


Fig 1-19: The D:Scribe Inserts Screen.



Insert List
Use 'Insert List' from the menu to show/hide the list of quick inserts. The Insert List is displayed to the right of the transcription space.

Editing Transcriptions
To begin transcription of an audio clip, or to edit an existing transcript, press the 'Edit' button on the transcription toolbar. Any existing transcription associated with the selected audio will already be displayed in the transcription window.

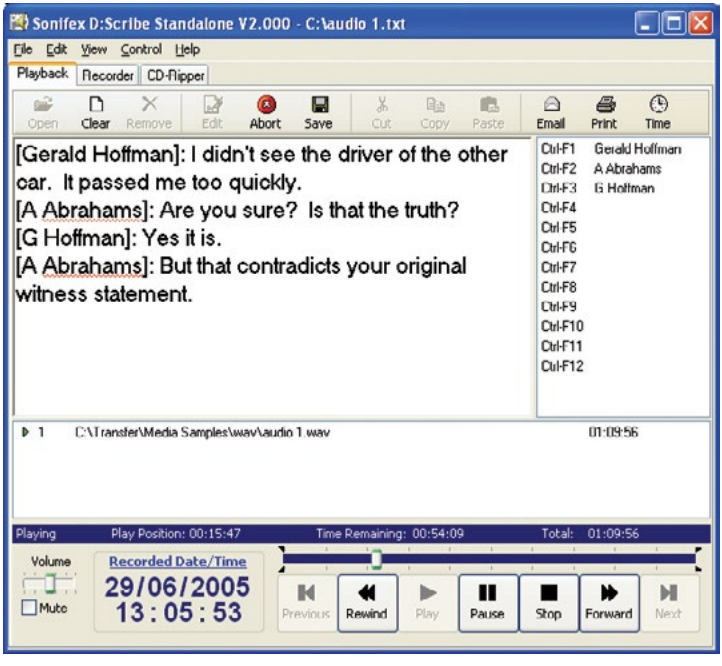


Fig 1-20: The D:Scribe Transcription Screen.

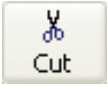
Aborting Transcriptions
To abort the transcription without saving any changes, press the 'Abort' button on the transcription toolbar.

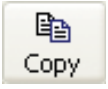
Note: Use the 'Abort' button after using the 'Save' button when you have finished transcribing the audio file to select a new file to play and transcribe.

Saving Transcriptions

Once you have completed the transcription for the current audio clip be sure to save the text you have entered. The saved transcription will be automatically associated with the audio clip, and will be available for later retrieval.

It is recommended that you save your transcription at regular intervals to reduce the risk of lost input due to systems errors. To save the transcription, press the 'Save' button on the transcription toolbar.





Cut, Copy and Paste

The standard editing tools of Cut, (Ctrl + X), Copy (Ctrl + C), and Paste (Ctrl + V), are available from the transcription toolbar.

Compact Player

If you wish to playback audio material without the need for the transcription window, select 'View->Compact' from the menu.

The small player gives you control over the audio playout, volume control and use of the foot pedal control.

To return to the full window for track selection, select 'View->Normal' from the menu.

Fig 1-21: The D:Scribe Compact Player Screen.

Stay On Top

To force the D:Scribe Standalone screen to 'float' above all other applications (such as a word-processing package that you may be using) select 'View->Stay On Top' from the menu.

Start Bar Caption

D:Scribe's start bar caption can be used to display either the current Play Position, Recorded Time or Time Remaining. Make your selection via 'View->Start Bar' from the menu.

Send As E-mail

D:Scribe Standalone can be used to e-mail individual audio clips and/or associated transcriptions to interested parties. Press the 'E-mail' button on the transcription toolbar to email the selected audio clip/transcription.

D:Scribe Standalone uses your current default e-mail program (such as Outlook) to send e-mails.

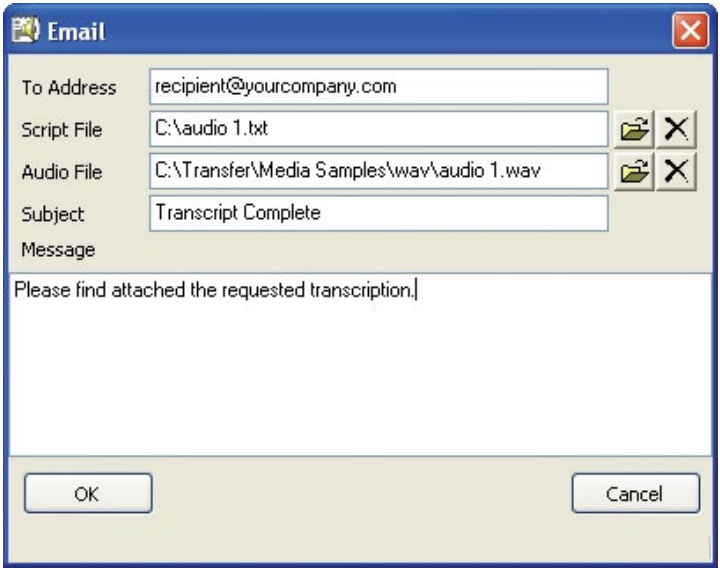
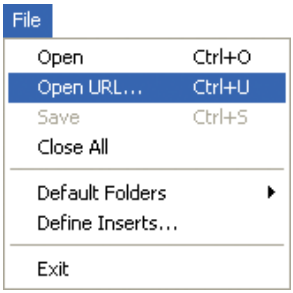


Fig 1-22: The D:Scribe Email Screen.

Opening an HTTP or Streaming Source

To open a file from an Internet source (such as a file from a website or a live stream) use the Open URL feature accessible from the File menu.

Select Open URL from the file menu.



Recorder

The recorder controls can be found on the Recorder tab at the bottom of the screen.

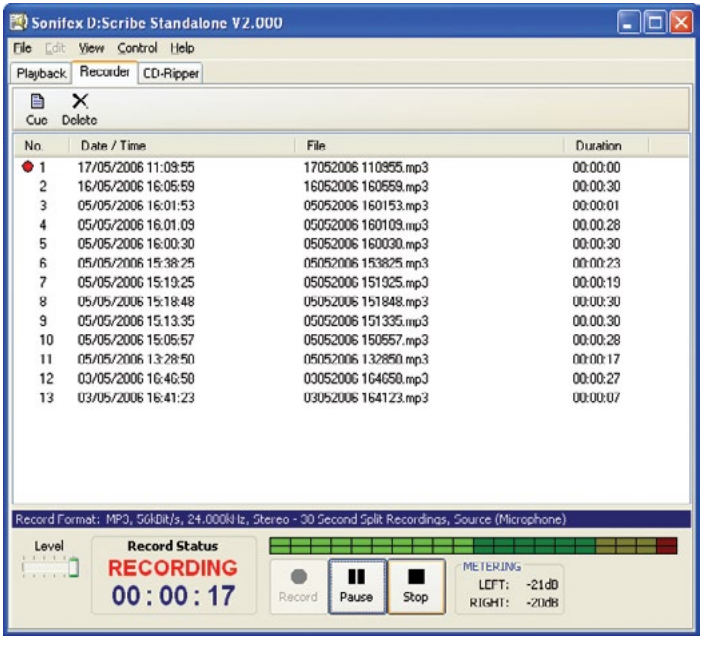


Fig 1-23: The D:Scribe Recorder Screen.

Recording Formats

To choose the format of the next recording, select 'Control->Recorder->Format' from the menu and choose from the following:

- MP3 Medium Quality (56kbps, 24kHz stereo)
- MP3 Low Quality (32kbps, 24kHz mono)
- WAV CD Quality (44.1kHz, 16bit stereo)
- WAV Radio Quality (22.05kHz, 8bit mono)
- WAV Telephone Quality (11.025kHz, 8bit mono)

Note: The ability to record in the MP3 formats will depend on the version of Windows™ Media Player™ and associated codecs installed on your computer. It is recommended that you upgrade to the latest version of Windows™ Media Player™ if MP3 recording is unsuccessful.

Recording Sources
The recording sources available to you depend upon the capabilities of your soundcard and the driver that is installed. To choose the source for the next recording, select 'Control->Recorder->Source' from the menu. You can expect to see 'Line In', 'Microphone', and 'Stereo Mix' options, possibly more depending on your soundcard.

The 'Stereo Mix' option allows you to record audio that is currently being played through your soundcard, for example audio from a video or audio file being played in the Playback screen.

VOX Automated Recordings
Automated start/stop of recordings can be useful when recording conversation or monitoring sources where long periods of silence are anticipated. To enable or disable this feature, select 'Control->Recorder->VOX Start/Stop' from the menu. To alter the trigger values for this feature, click on the 'start' or 'stop' values on the recorder screen. The value increments in steps of 5dB from –40dB to 0dB.

Split Recordings
Recording sessions can be split into recordings of set durations. Select 'Control->Recorder->Split Recordings' from the menu and then choose the required duration of the recordings from: 30 Seconds, 1 Minute, 2 Minutes, 5 Minutes, 10 Minutes, 30 Minutes, 1 Hour.

To enable the split recordings feature, select 'Control->Recorder->Split Recordings->Enable' from the menu.

Recorder Cut List
The recorder cut list contains details of tracks in the currently selected Recorder Folder. The recordings are listed in date/time order, with the most recent recording first. If a recording is currently being made, this will be displayed first, and will display a duration of '00:00:00' until the recording is stopped.

To change the default location of new recordings, select 'File->Default Folders->Select Recordings Folder' from the menu.

Making a Recording
New recordings are given filenames according to the time and date the recording commenced. Simply press the 'Record' button to begin a new recording.

Pausing a Recording
Recordings can be paused by pressing the 'Pause' button at any time during the recording process. To resume the recording, press the 'Resume' button that has replaced the 'Pause' button.

Stopping a Recording
To stop a recording, press the 'Stop' button. Once a recording has been stopped, it cannot be overwritten or appended to.

Deleting a Recording
To delete a selection of recordings, or all the recordings, right-click on the cut list and choose 'Delete All' or 'Delete Selection'. Multiple recordings can be selected from the cut list for deletion through use of the 'Shift' and/or the 'Ctrl' keys.

Playing a Recording
To queue a selection of recordings, or all the recordings in the cut list, right-click on the cut list and choose 'Cue All' or 'Cue Selection'. Multiple recordings can be selected from the cut list for playback through use of the 'Shift' and/or the 'Ctrl' keys.

Adjusting Recording Levels
The recording controls do include a level control for the selected record source. However you may also need to adjust the source level for optimum recording quality, such as the volume on your microphone, or line input equipment.

Note: Recording can be controlled by the foot-pedal.
See page 7 for further information.

CD-Ripper

The CD-Ripper is used to record from audio CDs to your computer as either compressed MP3, linear WAV or WMA files for later playback and transcription.

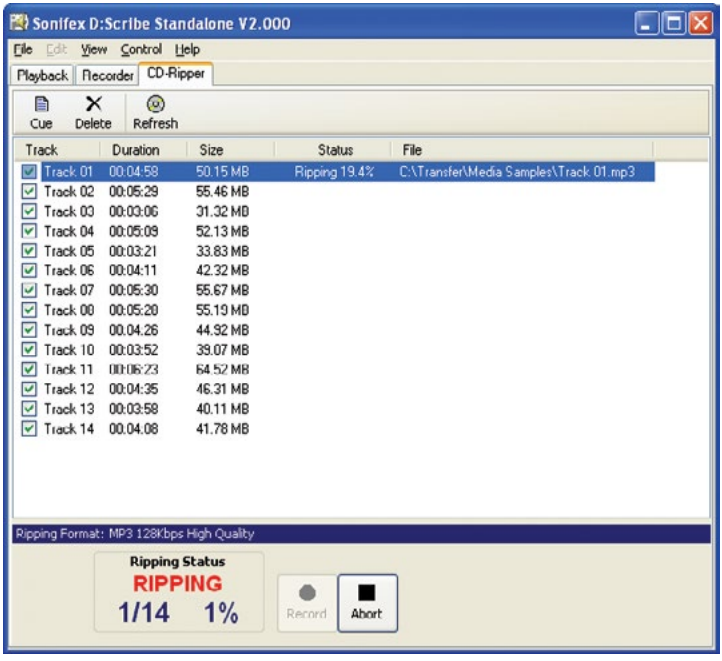


Fig 1-24: CD-Ripper screen with 14 tracks selected on an audio CD.

Ripping Formats

To choose the recording format select 'Control->Ripper->Format' from the menu, and choose from the following:

- MP3 High Quality (128kbps, 44.1kHz stereo)
- WAV CD Quality (44.1kHz, 16bit stereo)
- WMA

Ripping Sources

The ripping sources available to you depend upon the CD drives installed. To choose a CD drive for ripping from, select 'Control->Ripper->Source'. If you have only one CD drive this will be selected automatically.

Selecting Tracks
To select tracks for recording, first use the 'Refresh CD' button to retrieve track information from the audio CD into the cut list. Then, use the checkboxes to the left of each track in the cut list to indicate which tracks require recording.

Recording Tracks
Press the 'Record' button to begin recording the audio CD tracks.

Aborting Ripping Process
Press the 'Abort' button to cancel ripping tracks from the audio CD.

Playing Recorded Tracks
Audio CD tracks that have been successfully recorded can be cued to play in the playlist. Right-click on a track in the cut list and select 'Cue Selection' or 'Cue All'. Only recorded tracks can be cued for playback.

Deleting Recorded Tracks
To delete recordings of tracks from your computer (not those on the audio CD), highlight the track to delete and press the 'Delete' button.

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