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TECHNICAL BULLETIN: HTH Engineering, Inc.

Bookmarks

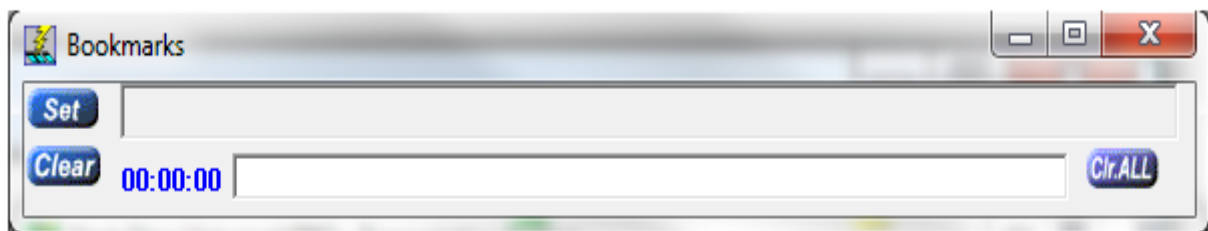
The Start-Stop will let you save up to 16 bookmarks for each transcription or recording. The bookmarks are saved with respect to Elapsed Time. You can type in a separate text label for each of the bookmarks to help you remember what they're for.

You can also add Bookmarks on the fly by using your pedal or mouse when making a RECORDING from any audio source. This is useful for REAL-TIME RECORDING as used by Court Reporters.



To start, click on the Bookmarks Button:

You can also assign a Hot Key to activate the Bookmark function or assign one of the foot pedals to launch the Bookmark while transcribing.



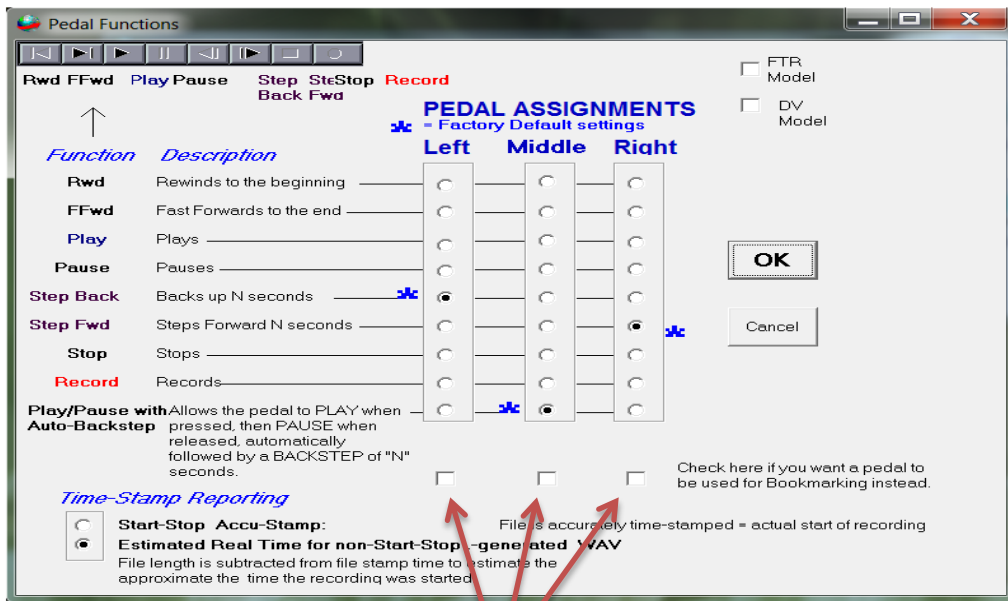
To Set Bookmarks:



1. When you are ready to set your first Bookmark at the current position in your audio file, click 'SET' using the Set button.

Or

2. Go to the Main window and click on Configure Function menu and select 'Pedal Function'

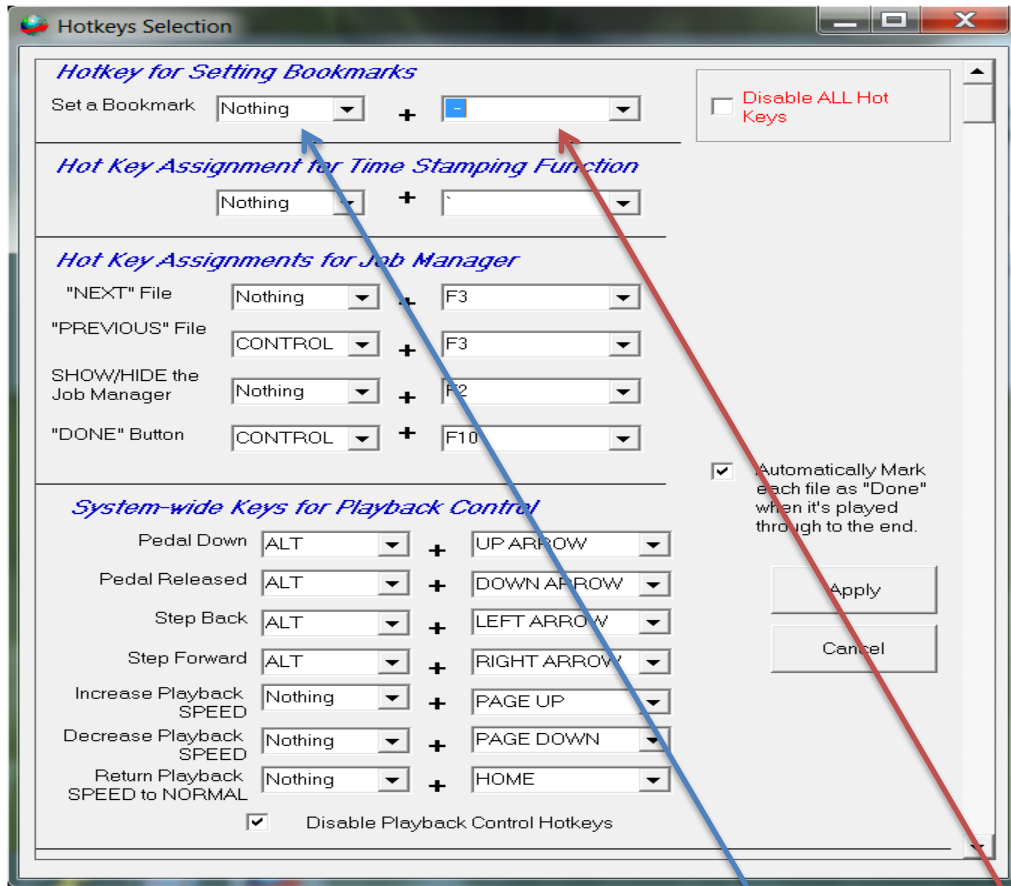


Set up Pedal to Bookmark by checking a box; you can specify which pedal by selecting the respective box under the pedal designation.

(Note: If the Bookmark window isn't visible, pressing the bookmark pedal will launch Bookmarks & Set the Bookmark.)

Or

3. You can also use a Hot Key to set the Bookmark. Click on the Configure Function menu on the Main Window and select Hot Keys:

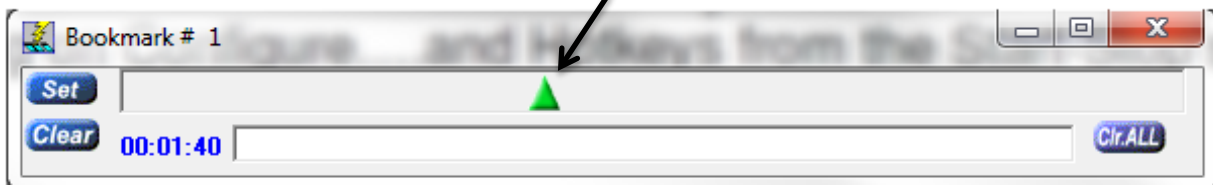


To set Hot Key for Bookmark, you can choose a Control Key and Keyboard key. Control Keys include Control (Ctrl), Alternate (Alt) and the Shift Key. Selecting "NOTHING" passes all control to a single Keyboard key.

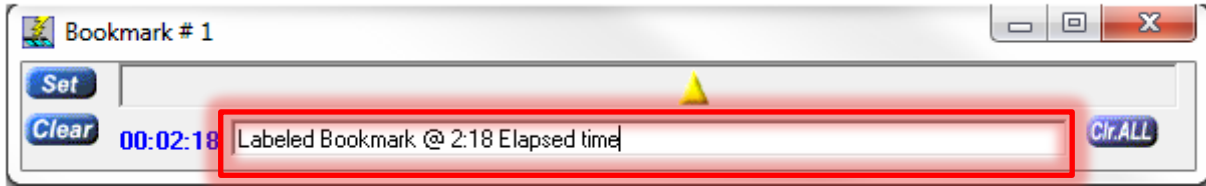
Keyboard keys can be Capital A - Z, Numbers 0 - 9, Function Keys (F1 - F12) and specific punctuation keys.

(Note: assigning Hot Keys can cause conflicts with other hot keys on your document processor.)

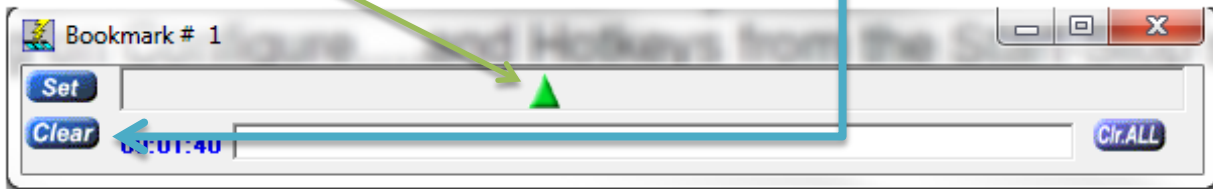
Jumping to a Bookmark - to advance to a set Bookmark, click on the yellow Bookmark (it will turn Green) with your mouse.



Labeling Bookmarks - Before clicking on the set Button you can label/name the bookmark for future reference. Just enter in the **label** and click set.



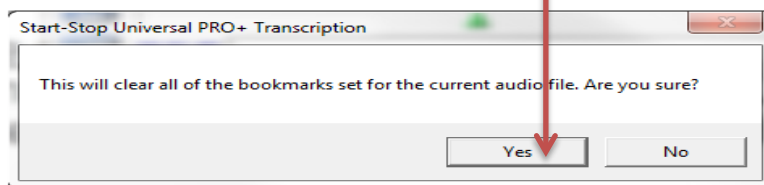
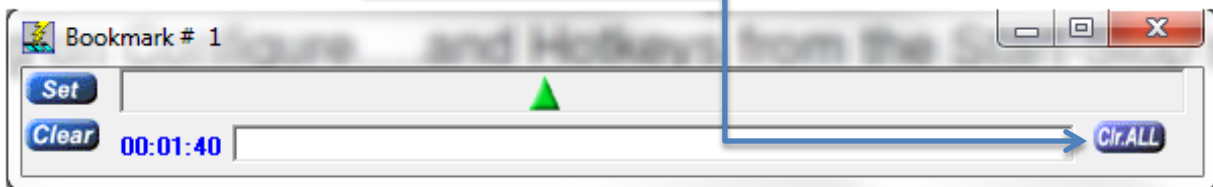
Clearing Bookmarks - Click on the Bookmark you would like to remove, the bookmark will turn green. Click on the Clear button.



Saving Bookmarks - bookmarks are saved automatically as you create them to a folder in the HTH Engineering\Start Stop Software\Bin\Bookmark folders.

(Note: If you create a lot of bookmarks, it is recommended you periodically go into this folder and remove them.)

Deleting Bookmarks - you can delete all the bookmarks within a specific audio file by selecting the 'Clear All' button. A confirmation box will appear to say Yes/No to this removal process.

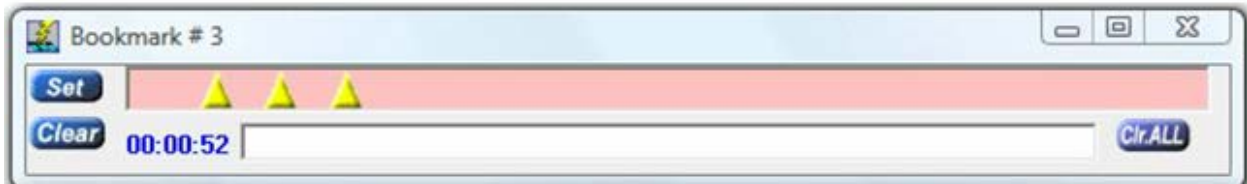


Automatic Bookmark display - Bookmarks will automatically bring up previously saved Bookmarks from ANY audio file that you have created Bookmarks in.

(Note: as previously recommended, removing bookmarks from the /Temp folder permanently deletes the record of these.)

Recording Mode Bookmarks:

During a “live” recording session, you can bookmark and annotate the recording. To set and label bookmarks follows the same process as the above instructions. When the background turns red, this indicates that your bookmarks are being created while recording. (Usage: Courtroom or Deposition recording)



The Bookmark functions create an audio bookmark file in HTH Engineering\Start Stop Software\Bin\Bookmark Records folder.