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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:

Í	🧸 Boo	kmark # 1	
L	Set		
	Clear	00:00:25	Cir.ALL

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

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

Pedal Funct		2		-	
Rwd FFwd Pl	ay Pause Step SteStop Rec Back Fwd	ord			Model
\uparrow			AL ASSIGN		TS DV Model
Function	Description	Left	Middle	Righ	t
Rwd	Rewinds to the beginning	0	o	0	
FFwd	Fast Forwards to the end	0	o	0	
Play	Plays	0	o	0	[
Pause	Pauses	0	o	0	OK
Step Back	Backs up N seconds 🛛 🛁 🕺		o	0	
Step Fwd	Steps Forward N seconds	0	o		Cancel
Stop	Stops	0	o	0	
Record	Records	0	c	0	
	ith Allows the pedal to PLAY when - p pressed, then PAUSE when released, automatically followed by a BACKSTEP of "N" seconds.		3%		Check here if you want a pedal to
Timo-St	amp Reporting				be used for Bookmarking instead.
C Sta Est File	Int-Stop Accu-Stamp: imated Real Time for non-Start- length is subtracted from file stamp to roximate the time the recording was	me to	generated YVA stimate the	-	stamped = actual start of recording
			\sqrt{I}		

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.) **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:

General Antices Selection	
Hotkey for Setting Bookmarks	-
Set a Bookmark Nothing - + - Disable ALL Hot Keys	
Hot Key Assignment for Time Stamping Function	
Nothing +	
Hot Key Assignments for Job Manager	
"NEXT" File Nothing 🗨 🖡 F3 🖃	
SHOW/HIDE the Job Manager Nothing - + P2 -	
"DONE" Button CONTROL - + F10 -	
Automatically Mark each file as "Done"	
System-wide Keys for Playback Control when it's played through to the end.	
Pedal Down ALT - + UP ARROW -	
Pedal Released ALT - + DOWN ARROW - Apply	
Step Forward ALT - + RIGHT ARROV - Cancel	
Increase Playback Nothing + PAGE UP	
Decrease Playback Nothing - + PAGE DOWN	
Return Playback Nothing - + HOME -	
Disable Playback Control Hotkeys	

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.)

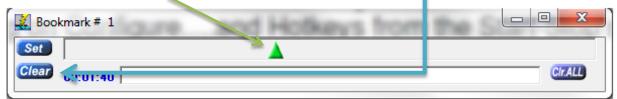
Jumping to a Bookmark – to advance to a set Bookmark, click on the yellow Bookmark (it will turn Green) with your mouse.



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.

Bookmark # 1			
Set	Δ		
Clear 00:02:18	Labeled Bookmark @ 2:18 Elapsed time	CITALL	

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.

🛃 Bookmark # 1	
Set Clear 00-01-40	
Clear 00:01:40	
	Start-Stop Universal PRO+ Transcription This will clear all of the bookmarks set for the current audio file. Are you sure?
	Yes No

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)

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

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