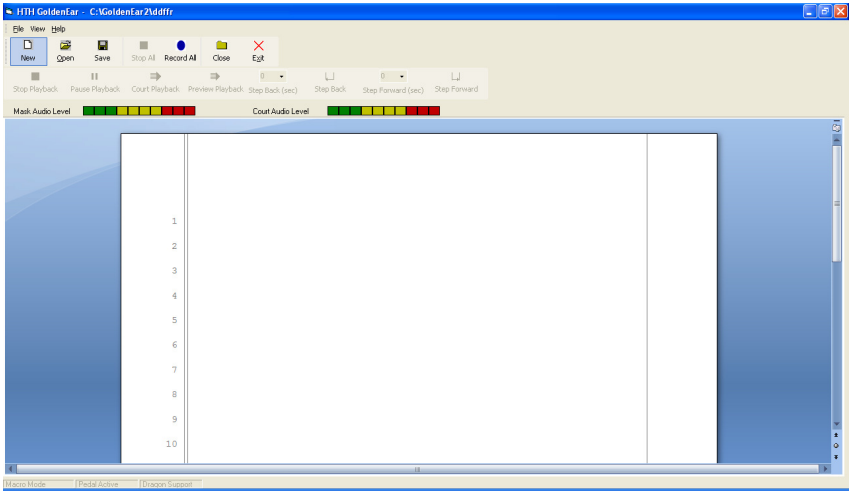
Instruction Manual for
Start–Stop GoldenEar Software



Create and Playback documents in any Court setting

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

- Windows Vista™, XP™ compatible

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CONGRATULATIONS!

Thank you for purchasing the **Start-Stop GoldenEar Software.**

FEATURES INCLUDE:

- Integrated Interface: GoldenEar enables you to create documents with your voice using Dragon Naturally Speaking ™ documents in Microsoft Word ™

- Playback Courtroom audio: GoldenEar has the capability to playback the Courtroom audio at any selected point. The judge, lawyer or witness voice is heard directly.

- Automatic Audio Tagging: GoldenEar automatically tags sections of the document being created so that when the cursor is placed in an area the audio will playback beginning in the chosen section

- Simple interface: All significant functions are available from an easy to understand toolbar

- Hot Key Support: With a simple key sequence (Alt+M) the user has access to 'key stroke' enabled functions.

- Support for USB foot pedals

WHAT YOU'LL NEED TO USE HTH GoldenEar:

USB port

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

Microsoft Word ™ version 2003 or 2007

Dragon Naturally Speaking TM version 9 or 10, Preferred, Professional, Medical or Legal.

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

WHAT IS INCLUDED WITH YOUR HTH GoldenEar Software:

QTY	Description
1	HTH GoldenEar Software on CD-ROM
1	Instruction Manual (this manual)

INSTALLATION INSTRUCTIONS

1) Insert the Start-Stop Installation CD-ROM into your computer. The Start-Stop Installation Software should begin automatically after several seconds. If so, please skip to step 3). If not, continue to step 2.

2) If the Install Software did not come up on the screen automatically as described in Step 1 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.

3) Follow the on-screen instructions, and answer "OK" or "Yes" to questions asked. When the FINISH button appears, be sure to reboot your PC.

4) Optional USB PEDAL installation: 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.**

How to Use the Start-Stop Transcription Made Easy System

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

QUICK TOUR

There are three toolbars available in HTH GoldenEar. The first two (Main and Playback) are always visible while Audio Offset can be toggled on and off through the menu.

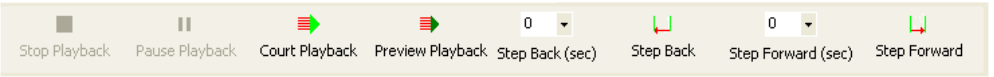
Main Toolbar

This section of icons allows the user to Create a new project. Open a prior project and Save the current project. This toolbar also serves as the location to start/stop recording sessions and to Exit the application.

Main

Playback Toolbar

This toolbar controls the playback functions in HTH GoldenEar. With the icons in this bar you can playback the reporter's audio, the courtroom audio as well as make minor changes to the start and stop points of the audio to be played back.



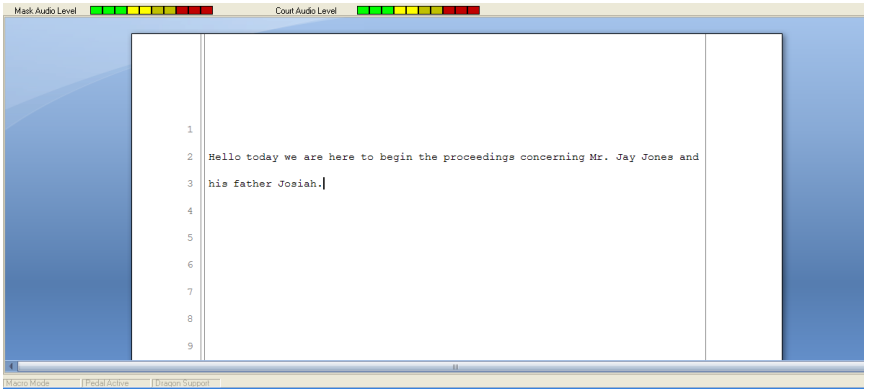
Playback

Audio Offset Toolbar

This toolbar allows the reporter to set the number of seconds delay between the courtroom audio and their own dictation of that audio.

Audio Offset

Document Area



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

Toolbar Details

File Control

New

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

The user will be instructed to give a name for the new project. It is important to note that the name given here will be used to create a new directory at the given location. This directory is the project directory and all the files necessary for a project are located in this directory. The files associated here will have the same names as the directory created.

Open

Selecting this icon will cause the current project to be closed (if any) and a dialog box to open which will prompt the user for the name and location of a valid .GEP (GoldenEar Project) file. Only .GEP files can be opened in GoldenEar.

Save

Selecting this icon will save the audio, as well as the Word document associated with the open project. The project will remain open.

Close

Selecting this icon will close the current project. The user will be prompted to save the project if any changes are unsaved. The current document will be closed and there will be no document open in the document area.

Exit

Selecting this icon will end the GoldenEar session. The user will be prompted to save any open project and a warning dialog will come up informing the user they will be Exiting the application.

Project Recording

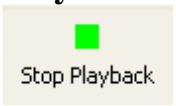
Stop All

Selecting this icon will stop the courtroom audio recording as well as the reporter audio recording.

Record All

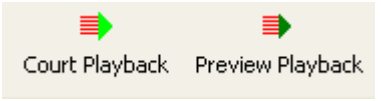
Selecting this icon will begin or continue the audio recordings of the courtroom and the reporter. This also initiates the beginning of the audio tagging and data collection for the project.

Playback Toolbar



Stop Playback

Selecting this icon will terminate the ongoing playback of the audio associated with the project document. This button is disabled if there is no playback in progress.

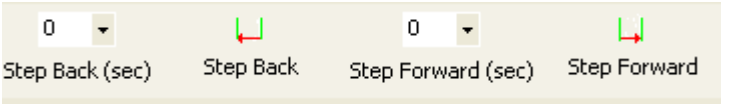


Court Playback

Selecting this icon will cause the audio to begin playing at the time associated with the current cursor selection. The audio played back will be the courtroom audio and the audio will playback in the speakers configured as the courtroom speakers. Select Preview Playback to hear the audio in the headset of the reporter.

Preview Playback

Selecting this icon will cause the audio to begin playing at the time associated with the current cursor selection. The audio played back will be the courtroom audio and the audio will playback in the speakers configured as the reporter's speakers.



Step Back

The Step Back dropdown box and the associated Step Back button work together. The purpose of these two buttons is to allow the user to adjust the starting point of the audio playback. In the dropdown box the user selects the number of seconds **earlier** to start the playback. To invoke this change the user must click the Step Back button.

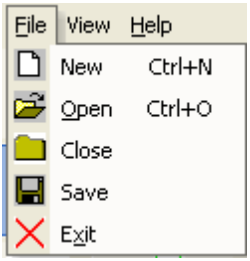
Step Forward

The Step Forward dropdown box and the associated Step Forward button work together. The purpose of these two buttons is to allow the user to adjust the starting point of the audio playback. In the dropdown box the user selects the number of seconds **later** to start the playback. To invoke this change the user must click the Step Forward button.

GoldenEar Menu Description

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

File



When the menu choice File is selected the above menu choices are revealed. The choices are consistent with their usage on the toolbar.

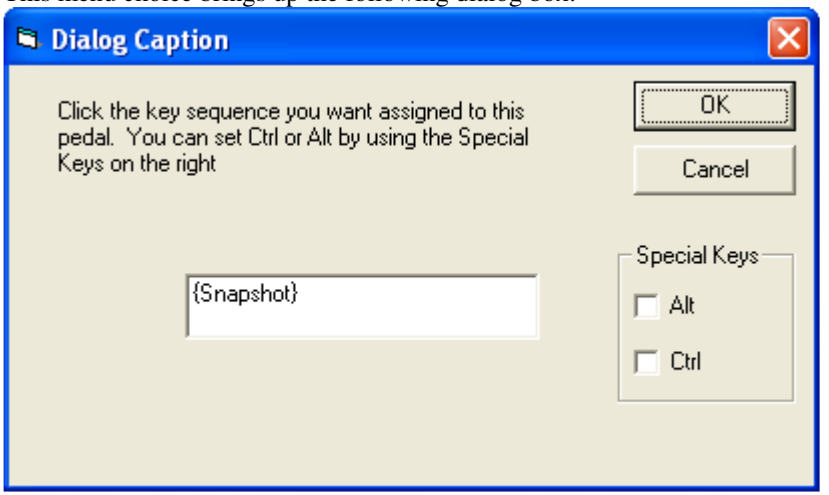
Please refer to the toolbar section on these choices for details on their usage.

View

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

Set Mic On

This menu choice brings up the following dialog box:

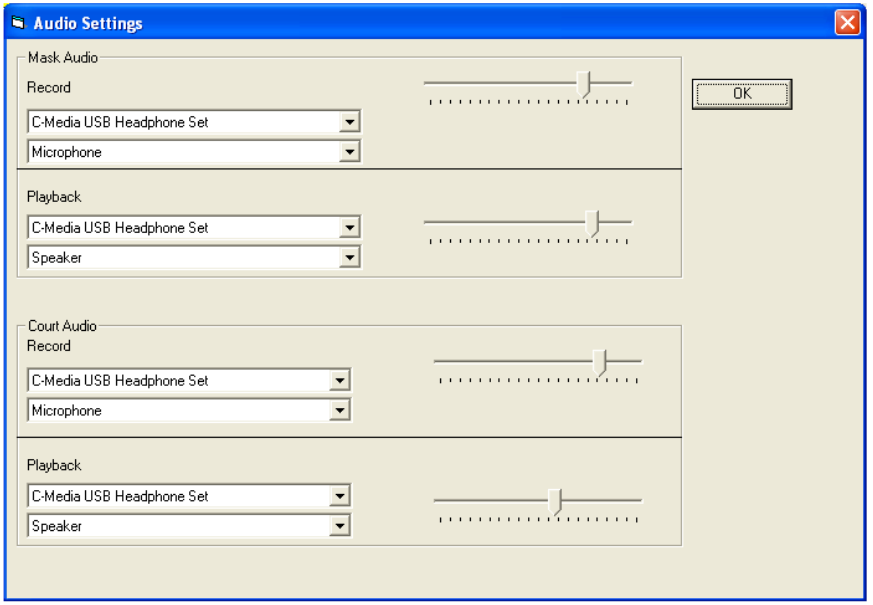


GoldenEar allows for the use of a foot pedal to toggle the Dragon Naturally Speaking ™ microphone into the active or sleeping state. To set the key sequence that corresponds to Dragon's settings the user would optionally select the Alt or Ctrl options under Special Keys and the click the keyboard button they want to assign.

With this set the user can push and release the center pedal of their foot pedal and it will toggle the state of the microphone in Dragon.

Audio Settings

Selecting this menu choice will bring up the following dialog box:



In this dialog there are four section of audio to set. For the reporter's Mask Audio there are settings for record and playback. For the Court Audio there are also settings for record and playback. To the right of these setting is a volume control slider for each of the audio settings. The settings here are saved automatically between sessions.

Word Toolbar

This menu choice enables or disables the viewing of the Word toolbar in the document section of GoldenEar. This has been disabled by default to maximize the text shown in the document area, but can easily be toggled on by this menu option.

Word Menu

This menu choice enables or disables the viewing of the Word menu in the document section of GoldenEar. This has been disabled by default to maximize the text shown in the document area, but can easily be toggled on by this menu option.

Offsets

This menu choice enables or disables the viewing of the Audio Offsets toolbar. The functionality of this toolbar is described in the toolbar section.

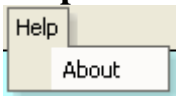
Mask Settings

This menu choice enables or disables the viewing of the Mask Settings toolbar. The functionality of this toolbar is described in the toolbar section.

Steps

This menu choice enables or disables the viewing of the Playback Steps toolbar. The functionality of this toolbar is described in the toolbar section.

Help



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

Additional Features

Foot Pedal Support

Clicking Alt+P on the keyboard will begin foot pedal support in GoldenEar. This support allows the user to select the center pedal and toggle the Dragon microphone on or off. The user can determine if they have foot pedal support by looking at the status bar on the bottom of the application. If Pedal Mode is visible then support is active.

Arrow Key Support

Clicking Alt+M on the keyboard will begin macro support in GoldenEar. This support allow the user to select the arrow keys to invoke functions in editing. The up down arrow will move up and down the document by audio segment. The left and right arrows will invoke the 'Q:' and 'A:' text in the document.

Dragon Support

Clicking Alt+D on the keyboard will begin Dragon support. This will automatically turn on the Dragon microphone at the beginning of a recording session and turn off the microphone when the GoldenEar recording is stopped.

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

High Speed Internet Users

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

LIMITED WARRANTY

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

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

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