Instruction Manual

Addendum

for 4 channel playback in Start-Stop Universal Transcription System

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Version 12.0 Network PRO

with TrueSpeech™, Variable Speed, Bookmarks, Extended Play, Ultra Job Manager, Smart Line Counter, Auto-Notify and Work Sharing

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Instruction Manual for 4 channel playback in Start-Stop Universal

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How 4 channel playback is implemented in Start-Stop Universal

Start-Stop Universal 4-channel support is based on a two stereo file approach. When you have two stereo files, each file will have 2 channels; so combined they provide 4 channels. Start-Stop Universal provides a specific dialog to enable the precise management of the playback of these two files.
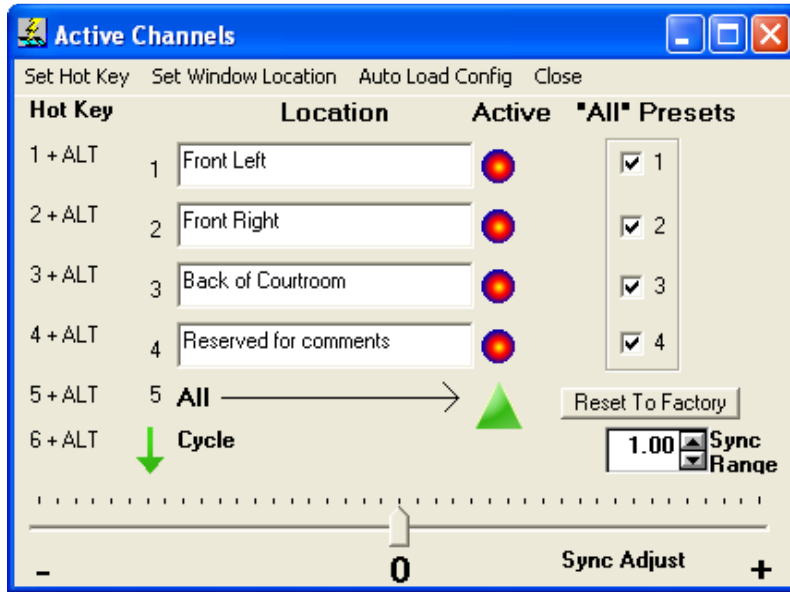
Figure 1

The various functions of this dialog will be explained in detail throughout this manual.

Accessing 4-channel support within Start-Stop Universal

As a default, Start-Stop Universal supports transcription of one file, mono or stereo, by opening one file. In order to enable 4-channel support the user must set the configuration to allow 4-channel playback.

Setting 4-channel support

From the main screen of Start-Stop universal go to the Configure menu and select "4 Channel Play (Two Files)". To return to one file support, just click on the option again.
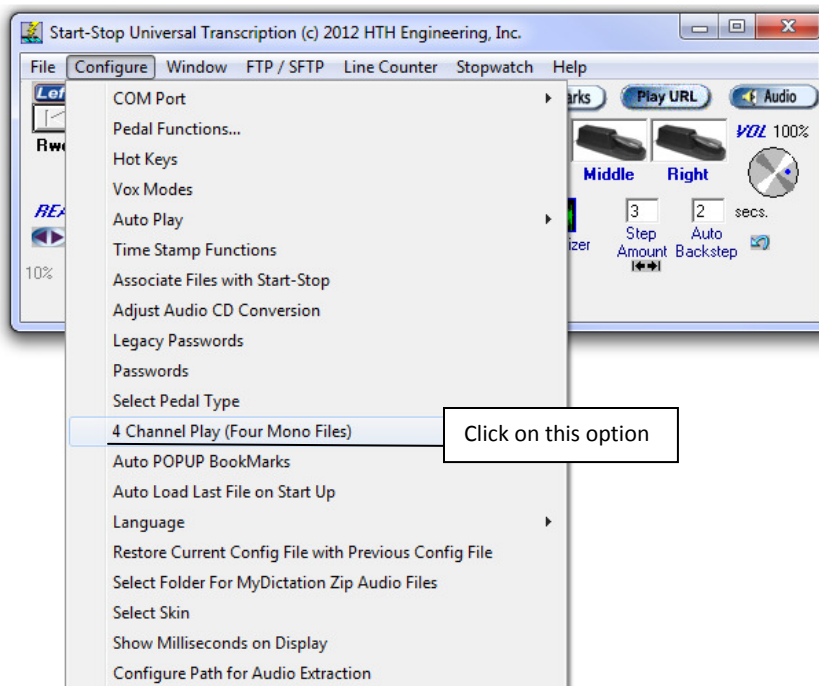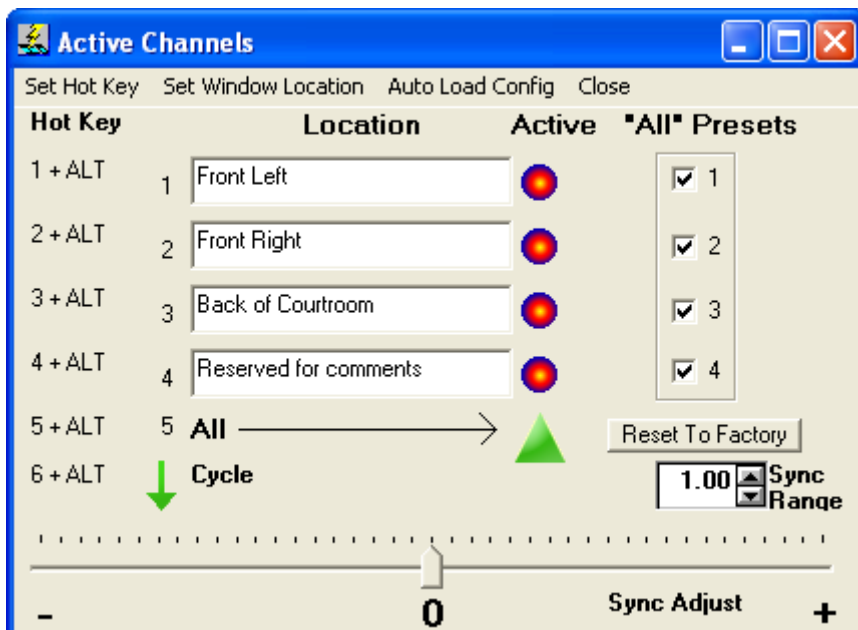

Click on this option

3

Figure 2

Upon enabling this option two significant actions take place.

1. The Active Channel dialog is opened immediately. The usage of this dialog will be explained more fully below.
2. When the File/Open dialog is opened and a file is chosen, Start Stop will find and load the associated file.

Active Channel Dialog

Once the files are loaded, then Start Stop Universal functions just as it does during normal transcription. The pedals can be used to play/ pause/ rewind etc.   See the Start Stop Universal manual for details on these actions.

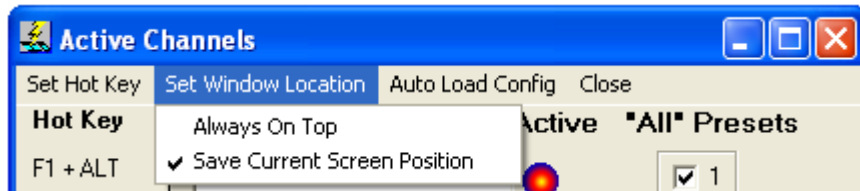## Menu Options on Active Channel Dialog

Set Hot key

This menu item opens the global set hot key dialog. Here the user can modify the key sequences for selecting channels and cycling is done. Changes made in the hot key dialog are reflected under the heading of "Hot Key" on the left hand side of the Active Channel dialog
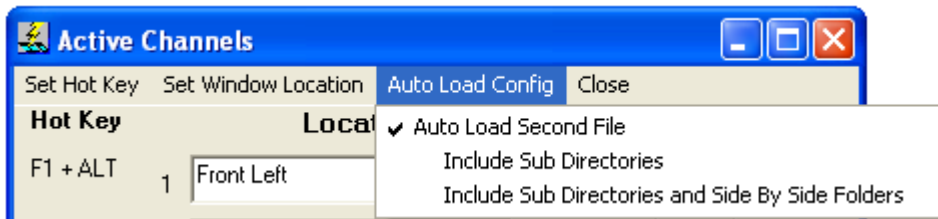
Set Window Location

There are two options under this heading:

- Always on Top: By selecting this option the Active Channels dialog will remain on top of any window on the PC. This option is enabled when a check mark is visible to the left of the text
- Save Current Screen Position: By selecting this option the current screen location will be saved whenever the dialog is opened. This option is enabled when a check mark is visible to the left of the text

Auto Load Config

This option sets the location that Start Stop Universal will look for files that are associated with the file chosen under File/Open.

The first choice the user must make is whether to automatically load the second file. If this choice is selected then Start Stop Universal will try to find the best matching file to the open already chosen. If unselected: the user will be prompted to manually choose the name of the second file.
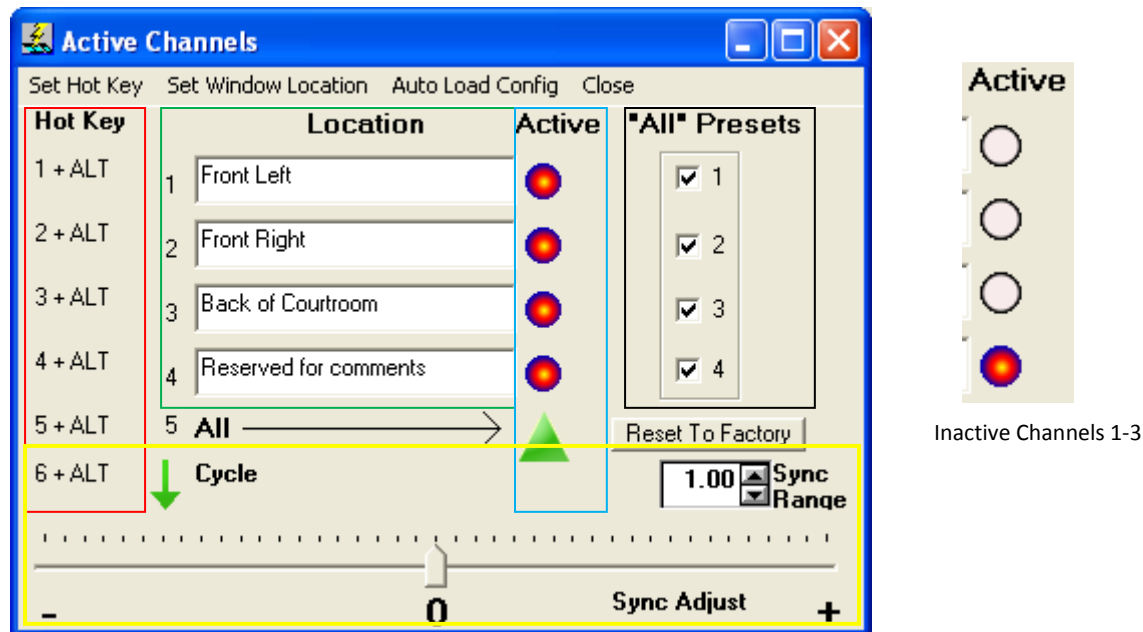
The second and third options under this menu item are dependent on the first option. If the "Auto Load Second File" is selected then the following two options describe the extent of the search Start Stop Universal will take to find a matching file to the one chosen.

- Include Sub Directories: This option will cause Start Stop Universal to traverse down the directory tree to find a file that matches the initial file opened. This option is mutually exclusive with the next option
- Include Sub Directories and Side By Side Folders: This option will traverse down the directory tree **and** go to other directories at the level of the initial file chosen.   This option should be used with caution as it can take a significant amount of time to check all directories at this level.

Close

Clicking on this menu item will cause the dialog to be closed.

Active Channels Dialog Visuals

The colored rectangles are shown to designate area for the manual; they are not present in application

Hot Key

This area, designated by a red rectangle, displays, to the user, key sequences currently configured for each channel. When the hot key is pressed it causes the status of the channel to change to active. The hot key to the left of the "All" visual will change the status of all the channels to active. The final hot key will "Cycle" the active channels. Starting with channel 1 and cycling down through channel 4 and all, this hot key will continue this cycle each time the key sequence is depressed.

Location

This area, designated by a green rectangle, allows the user to designate a name for each channel in the selected recordings. These custom names make it easier for the transcriptionist to choose the correct channel. The names are changed by clicking in the text box and typing the desired name.

Active

This area, designated by a blue rectangle, is intended to give the user a visual indication of the state of the channel. The active channels have the multiple colors in the circles; inactive channels have no coloring in the circles. The green triangle gives the user the ability to quickly enable all channels by clicking on it.

"All" Presets

This area, designated by a black rectangle, is intended to give the user an ability to define which channels will be active when "All" is selected. The reasoning for this area is that one or more channels might be determined to be "noisy" or "garbled". By un-checking this type of channel, it can be removed from the playback.

Sync Adjustments

This area, designated by a yellow rectangle, is intended to give the user the ability to modify the start time of the second audio file as compared to the start time of the first file. There are two components in this area of sync adjustment. Each one is detailed below:

1. The Sync Range text box allows the user to select the granularity of the sync adjustment. The number designated here is the number of seconds at each extreme of the slide bar adjustment. To modify this number the user can select the text and type in a new number or the user can use the up and down arrows to adjust the number by one hundredth of a second per click.
2. The Sync Adjust slider actually causes an offset in the start time of the second audio file. Each hash mark is a division of the number selected in the Sync Range text box. By moving the slider toward the "+" side will cause the adjustment of the second audio file to be increased (audio playback started later). Moving the slider toward the "-" side will cause the adjustment of the second audio file to be decreased (audio playback started sooner).

The reality that requires this Sync Adjustment functionality is that even small differences in the actual starting of a recording or the saving of the audio file can degrade the transcriptionist's ability to transcribe recording. Therefore this adjustment brings the two recordings (file 1 and file 2) actual audio play back in sync.

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and click on Email Tech Support. You will be given a short form to complete which will assist us in helping you as quickly as possible.

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