Yodal on BlackBerry®

User Guide

Record/Pause

Rewind

Go to beginning

Play/Pause

Fast forward

Review

Go to end
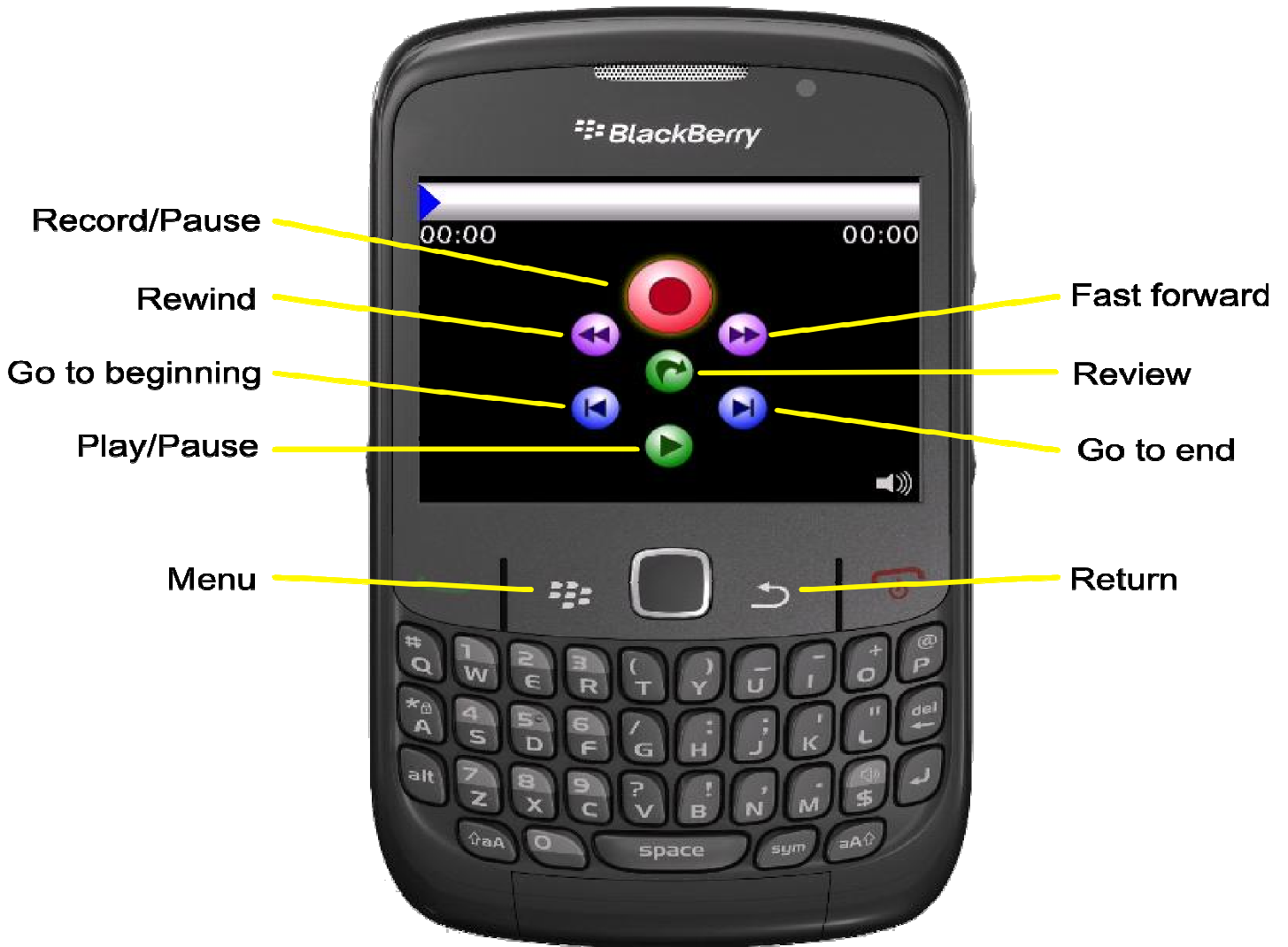
Menu

Return

1. Buttons and controls on your BlackBerry®

Please ensure that you are familiar with the following controls on your Blackberry®:

- Menu key
- Return key
- Trackball/Trackpad
- Volume Control
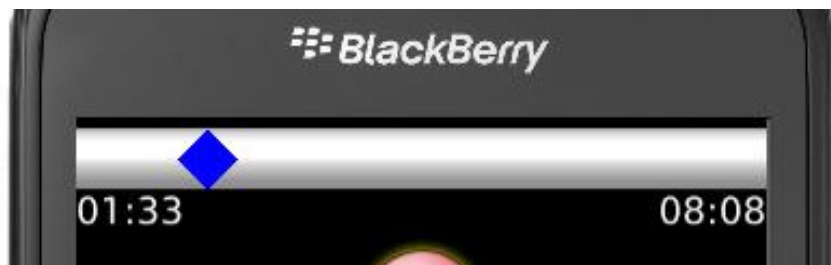
2. Recording on Yodal

2.1. Starting Yodal

Open Yodal by selecting the green Yodal icon from the Applications or Downloads folder (depending on handset type). The 'splash' screen shows the version number, and the recording screen is then displayed.

2.2. Creating a recording

Use the trackball to select the red 'recording' button. Press the trackball to start recording. The LED shows red and a 'ping' is heard. To pause or stop the recording, press on the red button again. A double 'ping' is heard and the LED goes out.

2.3. Moving the playhead

Move the trackball to the appropriate button, and press 'enter' to select. The playhead indicates the current position within the recording. The value at the left of the bar shows the current playhead position, and the value at the right shows the length of the recording.
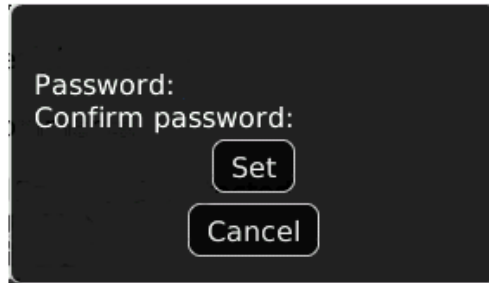

2.4. Sending a recording

Press the menu key and select 'Send'. Populate the data fields as necessary, scroll down and highlight 'send'. Click and the file is sent to the outbox and sent automatically.

2.5. 'Quick Send'

Press the letter 's' on the keypad when the recording screen is displayed. This brings up the data screen. To send without amending the data, press 's' again. If any data is amended, use the 'send' menu option as normal.

2.6. Passwords

Passwords can be used to prevent unauthorised playback of Yodal files on Yodal Player. Check 'Password-protected' on the data entry screen. The first time you carry out this action you will be prompted to enter your password.

To change your password, select the 'Set password' option from the menu on the data entry screen.

Your transcriptionist will need to be informed of your password to open your Yodal recordings. Please note that that there is no mechanism for password recovery.   If you forget your password, select an individual file from 'Sent Items' and resend it either having changed the password or de-selecting the option.

2.7. Outbox status

The bottom left corner of the recording screen shows a count of the number of items in the Outbox. When all files have been sent, the indicator isn't shown. If any errors occur on Outbox items, a yellow warning triangle is shown. Yodal will automatically resend for most types of errors.
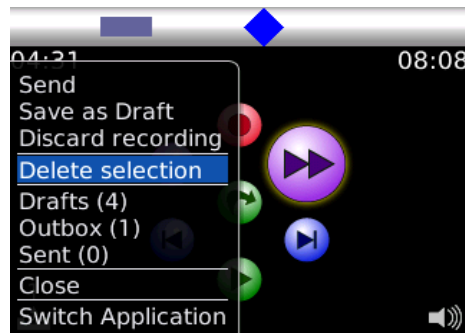

Outbox indicator

3.   Reviewing and amending a recording

3.1. Insert/Append/Overwrite

Recordings can be amended from the recording screen. Pressing the record button at any point other than the end of the file brings up a menu choice. Select as appropriate and continue to record.

3.2. Deleting a section of a recording

A section of audio can be highlighted by holding down the 'space key' whilst moving the playhead (by using Play, Fast Forward, Rewind). Release the 'space' key to end the selection. Select 'Delete selection' from the menu.
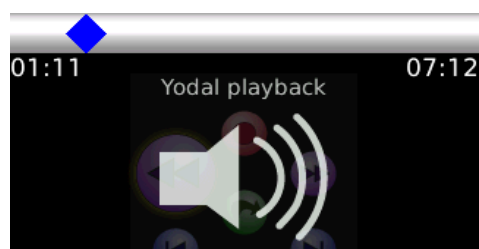

3.3. Review Button

The central button on the recording screen offers a review facility. This rewinds the recording; plays a short section; rewinds again; plays another section; and so on. Its purpose is to allow a user to locate a particular section of recording.

3.4. Saving to drafts

Recordings can be saved to drafts by selecting 'Save to drafts' from the recording screen menu.

3.5. Volume Control

The playback volume of Yodal is controlled by the volume keys on the BlackBerry®. A volume level indicator is shown on the Yodal recording screen. There is no input (microphone) volume control on Yodal.
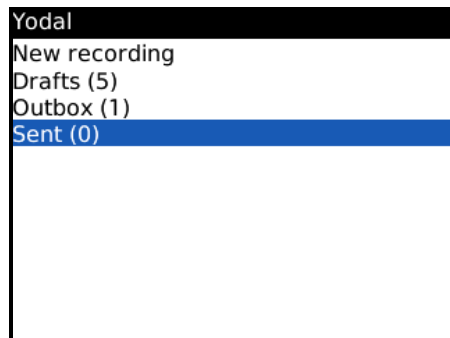
4. Using folders

Items are placed in one of the following folders:
- Drafts
- Outbox
- Sent items

The folder list is shown on the home screen, which is accessed by keying the 'Return' key from the main recording screen. You can also start a new recording from this point in the application.

4.1. Opening recordings from folders

Scroll to the appropriate folder and press 'enter' to open it. Then scroll to any item and press 'enter' again to open the item in the recording screen.

4.2. Deleting items from folders

Scroll to highlight an item and select 'Delete' from the menu.

4.3. Deleting all items in a folder

From within a folder, select 'Delete all' from the menu.

4.4. Auto-delete on memory full

Yodal will automatically delete files if the memory becomes full.

4.5. Resending items

Open an item from a folder and select 'Send' from the menu. Files can be amended at any point prior to re-sending.

5. Wi-Fi

Yodal will use Wi-Fi if the device is connected. This generally allows a faster file transfer than the mobile network.

6. Closing Yodal

Close Yodal from the menu as required. Please do not close Yodal if items are still in the Outbox. They won't be sent until you restart Yodal. It may therefore be preferable to leave Yodal running in the background by selecting another application.

7. Making using Yodal even easier on your BlackBerry®

Open the Downloads folder from the BlackBerry home screen and select the Yodal icon. From the menu key select 'Move to folder' and then select 'Home'. Once the icon is in the home screen, it can be moved by selecting it and then pressing the menu key. Select 'move' and place it at the top of the list so it's always readily available.

Alternatively, set Yodal to open on one of the BlackBerry's 'Convenience Keys' by selecting 'Options' from the device's home screen, and then 'Screen/Keyboard'. Scroll down to the Convenience Key settings and select Yodal from the menu.

8. Transcribing Yodal files

Yodal files can be transcribed using the free Yodal Player application, which is available for download at http://yodal.com/player