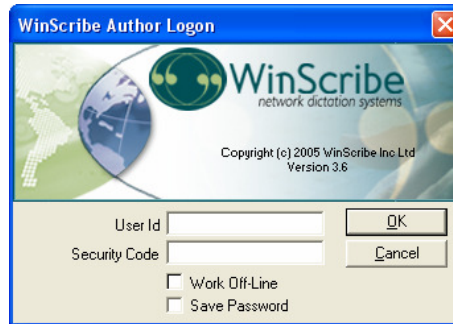


WINSCRIBE AUTHOR QUICK GUIDE



START DICTATING

Go to **Start-Programs-WinScribe Author**, login with your User ID and Security Code.



Click **File-New** to start a new dictation.



The following screen appears. Use a Philips SpeechMike or similar equipment to dictate, or use the mouse to click the controls and any PC connected microphone to dictate.

Send your dictation to Document Direct Limited

Save an unfinished dictation

Discard a dictation

Insert or overwrite dictation

Work offline from the internet. When connected dictation is sent

Jobtypes are defined to let the typist know your deadline. Select which Jobtype by clicking on the button.

You can attach any document to your dictation file, eg a template or document to be amended.

Type in any comments to your typist here.

Priority - Normal Overwrite Online

REVIEWING AND EDITING YOUR DICTATION


WinScribe Author can be used to review dictation, whether the dictation has been created by a SpeechMike (or similar equipment) or by a Philips Pocket Memo or other similar portable device.

To review or edit **sent** jobs (which have not yet been typed):

- 1 Open the Sent Items folder in the My Folders tab, or open another appropriate folder (Waiting Review, Unallocated typing, Allocated Typing) on the WinScribe Author Control Panel
- 2 Highlight the required job in the job listing.
- 3 Either double-click on the job, or click on the Open button in the toolbar. The job will open in the Job Window.
- 4 You can now edit the job details and/or review the dictation in exactly the same way as Recording a Job.

You cannot review a dictation when you or the Document Direct Server is offline, or if you have deleted the job before it was sent for typing.

To save or exit from the job being reviewed:

Click the Finish Review Job button  which saves the edited job and sends it to the appropriate queue.

If, following your review, you have made no changes you can leave the job in the queue unedited by clicking this button:

