

# **Court Recorder 10**

## **USER GUIDE**



## **About This Manual**

This manual covers the features of the SoniClear Court Recorder 10 digital recording software product.

SoniClear Court Recorder 10 makes digital recording as straightforward and efficient as possible. It is important to review the instructions provided in this User Guide to reduce the risk of losing audio information. You should not use Court Recorder 10 for critical recording work until you have become familiar with the operation of the software and have tested the software and hardware configuration thoroughly.

Court Recorder 10 is a very reliable product that has been carefully tested, and customers have used software based on the Court Recorder 10 technology for many years. However, because of the complexity of recording using a Windows computer system, there is a slight possibility of the computer system failing. For that reason, it is essential that you use backup recording equipment to ensure 100% reliability.

Revision Date: 2/29/24  
Printed in the United States.

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# Quick Start

## Installation

Follow the one-page Computer Configuration guide included with the SoniClear software. For maximum reliability, it is recommended that you follow the more detailed installation process described in the Court Recorder Installation Guide.

## Recording

Follow these steps to record:

1. Plug in the computer microphone included with SoniClear.
2. Start SoniClear using the icon on the desktop.
3. Click the Record button to begin the recording.
4. Click the Stop button to end the recording.

Note: no additional steps are required to save the recording. It is automatically saved to the Documents folder under a unique folder for this recording. The name of the folder and the name of the recording file are automatically assigned with the assigned file prefix and date.

## Playback

Follow these steps to play recordings:

1. Start SoniClear.
2. Click the Open button.
3. Select the file folder with the recording name and click Open.
4. Select the BKM or BKC file with the recording name and click Open.
5. Position to the desired section of the recording.
6. Click the Play button.

## Importing MP3, MP4 and M4A File

You can import files into SoniClear that were created by other software or devices, such as online conferencing services and handheld recorders. Supported formats are MP3, MP4, and M4A. An MP4 or M4A file will be converted into a MP3 file format once it is imported.

To import a file, select File/Import Recording pulldown menu item. The software will give you a dialog to select the file name. Click the Import button to start the import process. Once the file has been imported it can be used like any audio recording created in SoniClear.

# Getting Started Step-By-Step

## Product Overview

SoniClear is a software-based system for digitally recording audio and video meetings, interviews, and court proceedings. Four versions are available:

### Court Recorder 10 Suite

Court Recorder 10 is designed for digital court reporting in courtrooms and depositions. The suite includes the Transcriber program (formerly called “Transcriber Live”) for monitoring the audio while recording, taking notes, and performing readbacks. The Transcriber program can also be provided to transcriptionists for transcript production.

### Key Court Recorder 10 Features

- Powerful and Easy to Use
  - Includes all the features required by court reporters, court clerks and judges.
  - Easy to use as a tape recorder.
- Fast Note Taking
  - Type at any time to enter timestamped notes.
  - Enter speaker identification and export formatting styles
  - 56 predefined Marker notes that can be entered using keys or macros.
- Standard File Formats
  - Records using industry-standard WAV and MP3 file audio formats.
  - Exports video to standard WMV or MP4 file format.
- Windows Hardware Support
  - Runs on all Windows computers that use Windows 10, Windows 10 Pro, Windows 10 Enterprise, Windows 10 Enterprise LTSB, Windows 10 IoT.. For highest recording reliability, SoniClear currently recommends Windows 10 Enterprise LTSB, or Windows 10 IoT.
  - Compatible with Desktop mode on Windows 10 computers. Touch screen can be used to operate the software.
  - Compatible with high density screens, such as Microsoft Surface Pro 4.
  - Integrates with the latest professional digital audio equipment for the highest recording quality.



- Confidence Monitoring
  - Listen to audio via headphones while recording.
  - Visual indication showing recording status and levels.
  - Low audio level indicator with automatic time of failure notation.
  
- Automated Backup and File Sealing
  - Automatically copy recording files while recording to backup location.
  - Validate automatic backups to ensure reliable storage.
  - Automatically digitally sign files while recording (creating a "File Seal").
  - Validate File Seals to prevent tampering.
  
- Manual Transcription Features
  - Play back dual-channel and multi-channel recordings.
  - Channel selection during playback, with toggle using foot pedal.
  - VoiceBoost audio enhancement for listening to hard to hear dialog.
  - Slow down and speed up playback without changing the pitch of the voice.
  - Optional hardware foot pedal works just like transcription machines.
  - “Virtual” foot pedal simulated using keystrokes.
  
- Cloud-based Transcription Features
  - Automatic voice to text transcription, producing a draft transcript.
  - Automatic transcript summarization based on a predefined template.
  - Transcription speaker identification and formatting applied from manually entered notes.
  - Export transcription to Microsoft Word Doc format.
  
- File Management
  - Convert recorded files to MP3 format for electronic transmission to transcriptionists and reduced storage overhead.
  - Extract sections of recording to send to judges, lawyers, transcribers, clients, and others.
  - Archive recordings in MP3 format with SoniClear Player included for playback of multi-channel recordings.
  
- Multichannel Recording
  - Record up to 14 independent audio channels in WAV or MP3 format.
  
- Video Recording
  - Record video using a SoniClear video upgrade kit.
  - Playback synchronization between video and multichannel audio.
  - Export video to MP4 format.

## **SoniClear Operation**

SoniClear uses a standard Windows graphical user interface. For computers with touch screen capability, the various buttons displayed on the screen can be “clicked” by touching them on the screen. The program looks and works much like a conventional tape recorder. The controls allow the user to operate the recording and playback process. The control buttons can be pressed using the mouse, or by pressing the matching accelerator keys as shown in the Controls pulldown menu.

Additional features are available from buttons displayed on the screen and from pulldown menu selections. These will display popup dialogs prompting the user for the required actions, such as file selection.

For the instructions provided in this Getting Started section you will need a microphone to record your voice. Many computers also include a built-in microphone. However, these are often producing poor quality recordings. It is recommended that you use a microphone supplied by SoniClear.

Consult the Products page of the SoniClear website for details about selecting a microphone for a variety of recording environments.

## **SoniClear Installation**

SoniClear runs on Windows 10 computers. Microphones or sound system audio sources are fed into the computer using the built-in audio connections, or with an external audio interface device. The recorded audio data is stored on the disk drive of the computer that is running the program. The recorded audio data can be back up to a network location, external hard drive or USB fob.

SoniClear is available as software or as complete systems with hardware and software configuration completed before delivery. For installing software on user-supplied computers, consult the SoniClear Installation Guide, which covers installation and maintenance of the computer and audio hardware components.

The SoniClear software installs multiple programs, depending on the version of the program:

- Court Recorder 10 Suite - includes the free SoniClear Player program, which is available through the Manage LAN Archives feature and the Export to CD Image feature. Court Recorder 10 also includes the free Transcriber program for monitoring and readbacks while recording, and for transcribing after the recording is completed.

## **Technical Support**

Contact your SoniClear dealer or view the SoniClear Support Page at [www.soniclear.com](http://www.soniclear.com) for technical support information.

# Court Recorder 10 Operation

In many respects Court Recorder 10 software looks and operates much like a conventional tape recorder. The controls allow the user to operate the recording and playback process.

In addition to tape-recorder-like buttons, features are available for entering notes, playing readbacks while recording, playing recordings for transcription, and extensive options for managing recording files.

Court Recorder 10 consists of two separate programs: Court Recorder 10 for recording and Transcriber 10 for taking notes, readbacks, and transcription playback. Both programs use a standard Windows GUI interface for intuitive operation for simple, familiar operation.

## Recording with Court Recorder 10

Start the computer. After the computer finishes booting up, plug in the audio interface, using USB or Firewire audio device.

It usually takes 10-20 seconds for the audio device to register with the computer. Start Court Recorder 10 after the audio interface has finished connecting. You can start Court Recorder 10 from the SoniClear program icon on the desktop. Alternatively, use the Windows Start button (such as Start/All Programs/SoniClear9/SoniClear 10).

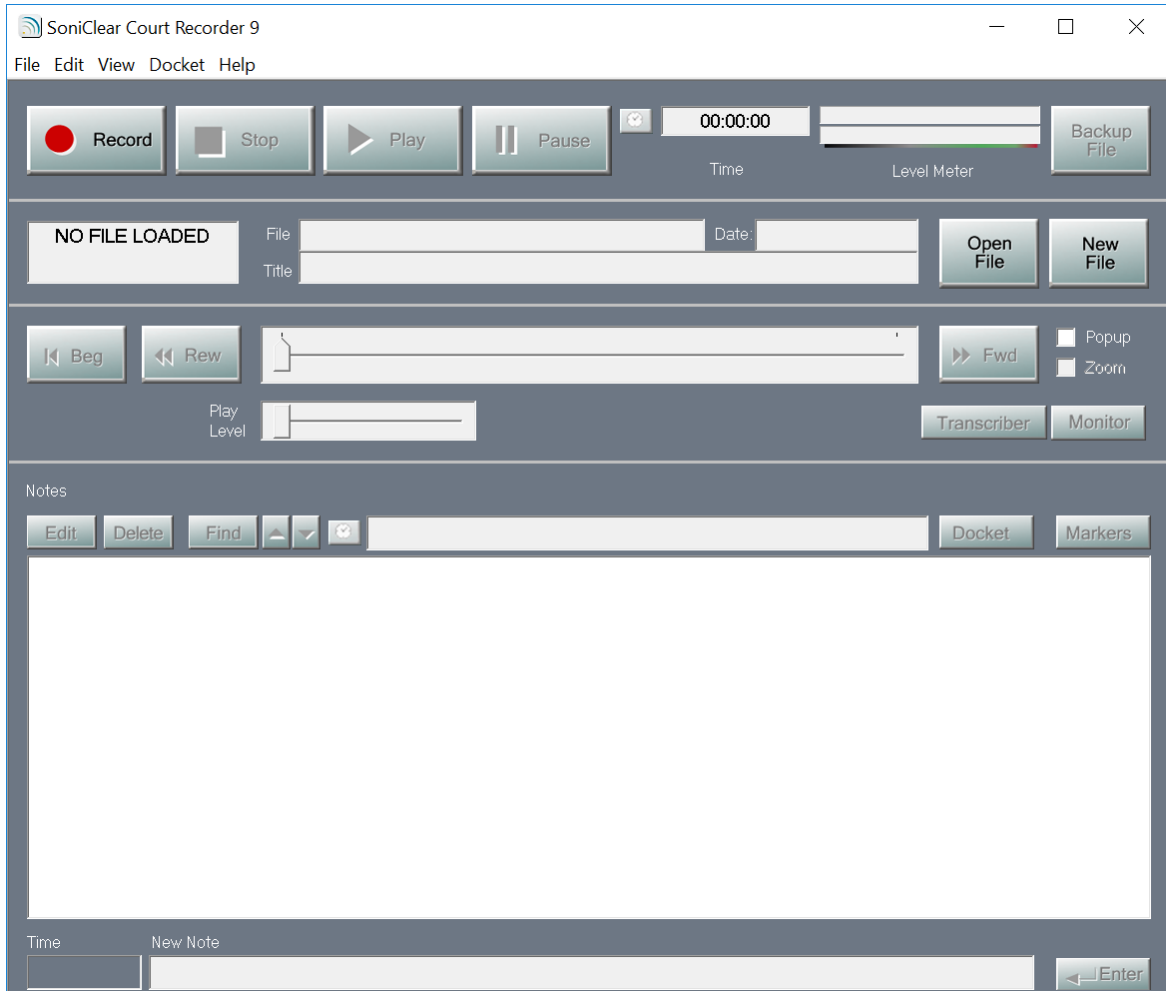
If you are using Court Recorder 10 to record more than two channels, you will need to be sure that no other programs are running on the computer, such as email clients, web browsers, fax receiving programs, and system resource monitors. This is because Court Recorder 10 needs all the computer's resources while recording multiple, independent channels. Running other programs at the same time as recording can cause clicking or other distortion in the recording, as well as a variety of other problems. The exception to this rule is the use of programs that have been tested for compatibility with Court Recorder 10, such as word processors.

**Important Note:** reboot the computer after it has been in "sleep" mode or hibernated. Laptops that have been suspended will not always resume correctly for recording audio from the external USB or Firewire interface device. In addition, the computer will slowly consume system resources over time, resulting in system problems if it is not rebooted regularly.

Recording sound files takes a large amount of disk space, so be sure that the computer has adequate space available. Disk space requirements for recording are discussed in the Court Recorder 10 Installation Guide.

## Initial Main Window Display

When Court Recorder 10 starts, it displays the following screen:



The program is controlled like any Windows program, by clicking on display buttons and using the pulldown menus.

Advanced note taking features, including speaker identification and style formatting, can be enabled in Preferences. See *Advanced Note Taking Features* in this manual.

## Creating a New File

Start recording immediately by clicking the Record button. This will generate a file name automatically using a predefined title and the current date.

To make a new recording with a specific file name, press the New button. This will display a popup dialog for accepting input of the file name.



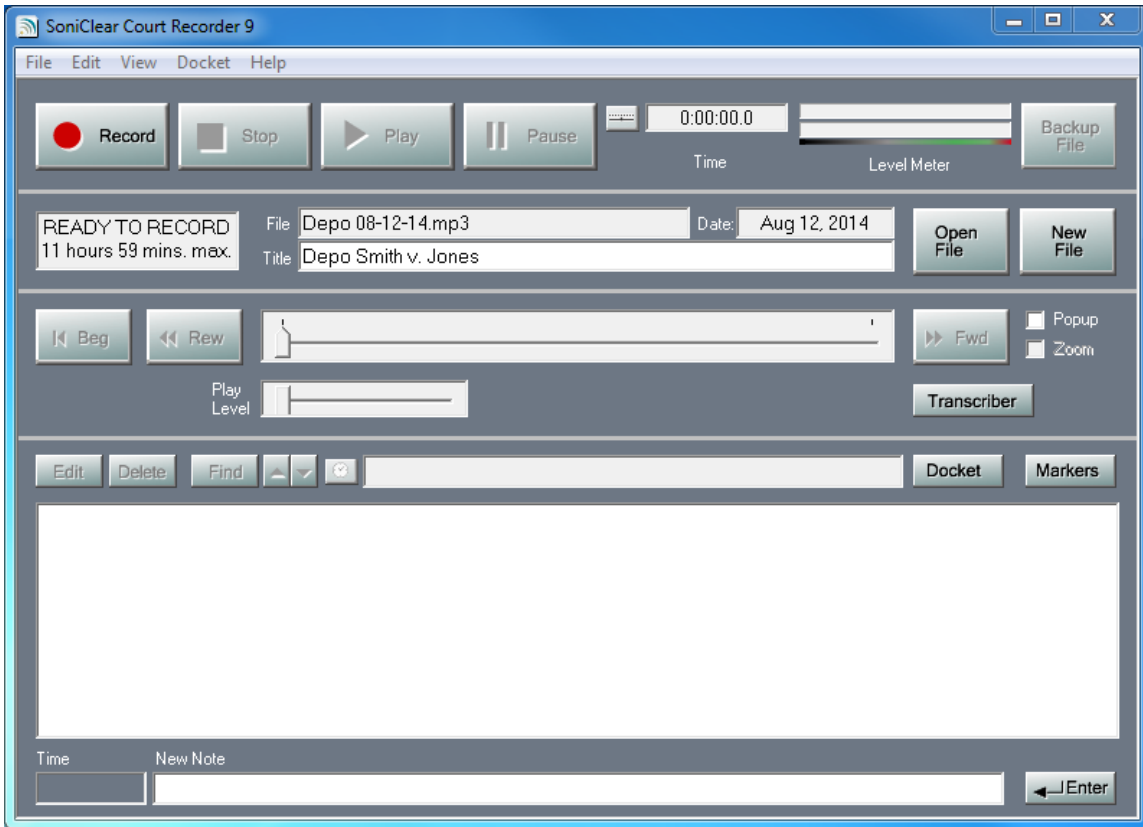
If you do not enter a name, the program will generate a default file name. The default name depends on the type of recording (such as "8-Channel.MP3", "4-Channel.wav", or "2- Channel.MP3"). A different default file name value can be specified by entering a file name "prefix" in the Files tab of the Preferences dialog.

You can also create a new file based on a Docket Template. In the New File dialog, click the Template button and select a Docket Template file. The new file will be created using the template name as the prefix of the file name (instead of the prefix specified in the Preferences or the file recording type). In addition, the Docket and Marker data will be copied from the template into the new file.

The program automatically ensures that whatever name you enter, it will be unique. So, for example, the additional new files created without entering a specific file name would be named "8-Channel (2).mp3", "8-Channel (3).mp3", and so forth. The Recording Options tab of the Preferences dialog determines the default type of file created.

NOTE: if you create a new file but do not start recording, the empty file will automatically be deleted from the disk.

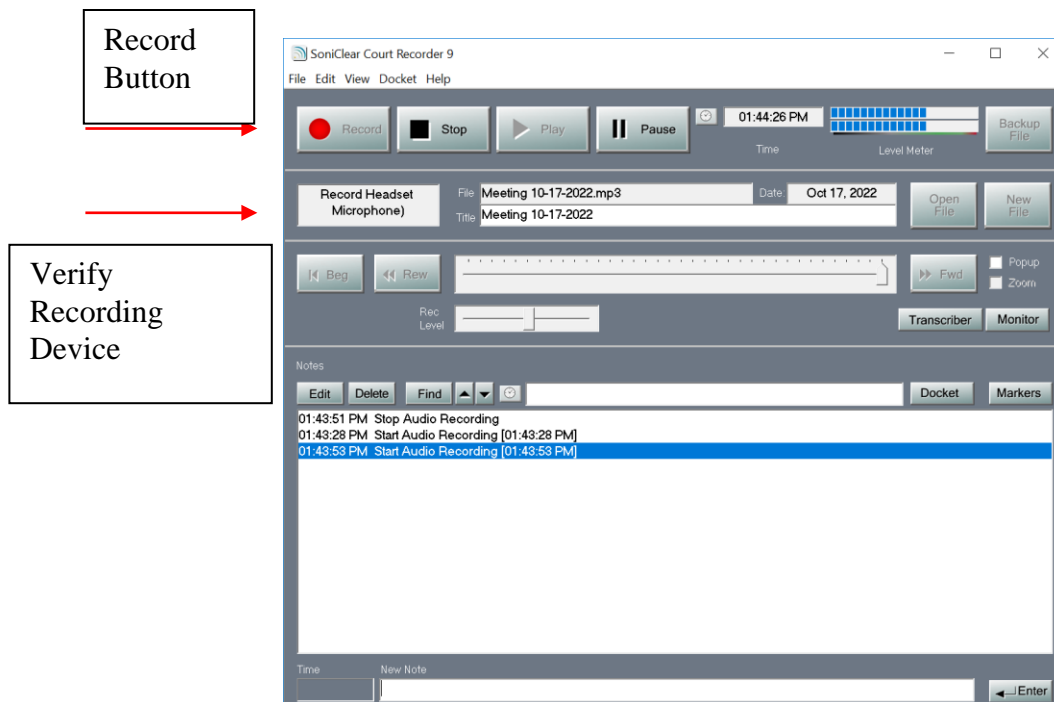
After creating a new file, the display will change to look like this:



## Start Recording

The new file is now ready for recording. Press the red Record button (“Rec”). When you are finished recording, click the Stop Recording button.

The process of making a recording will produce an audio recording on the disk drive of the Court Recorder 10 computer. There is no need for an additional "save" operation, as the data is already saved in the designated file; specified on the “file” tab of the preferences dialog.



The level meter is active when the program is recording. This can be used to determine proper setting of recording levels on the microphones, and to provide a visual confirmation that audio is being recorded. Adjust the microphone using volume knobs on the audio interface, the volume control panel supplied with the audio interface, using the Windows Volume control panel or by adjusting the recording level slider (“rec level”) on the program’s interface. A thin color bar under the level meter indicates the correct recording level.

For best results the level indicator should consistently show speaking into the middle of the green display range. If the meter shows always at the maximum level (too high), or always at the minimum level (too low), an optimal recording will not be made, and the transcriptionist may have difficulty producing an accurate transcript.

If the level meter does not move in response to talking this indicates the program is not receiving an audio signal. Generally, this would happen if there is a problem with the microphone connection to the audio interface or the level is set too low. If the meters stay constantly at a single level, or move randomly, there is an electrical problem with the setup that must be corrected. Contact your dealer or SoniClear for assistance or check the SoniClear Support Page at [www.soniclear.com](http://www.soniclear.com) for diagnostic suggestions.

You can verify the microphone you are recording by checking your SoniClear interface. The Status field located below the record button will display the recording device when you are in record mode.

## **Stop Recording**

To stop recording, click the “Stop” button. This requires confirmation to avoid accidentally stopping the recording. Recording will not stop until the moment you click the Yes button in the confirmation dialog. When you stop recording, an automatic note is entered that reads "Stop Recording".

## **Resuming Recording**

After pressing stop, it is possible to continue recording in the same file. Just press the Record button. The audio will automatically be appended to the end of the file. If you have closed and opened the file, a confirmation dialog will be displayed. Click Yes if you wish to record to the end of the file. Clicking No in this situation will cancel the recording action.

## **File Protection**

There is no way to accidentally overwrite the recording. If you have closed the file, it is marked as "read-only" at the operating system level. When Court Recorder 10 opens a read-only recording, it will not allow appending audio to the end of the file without a confirmation.



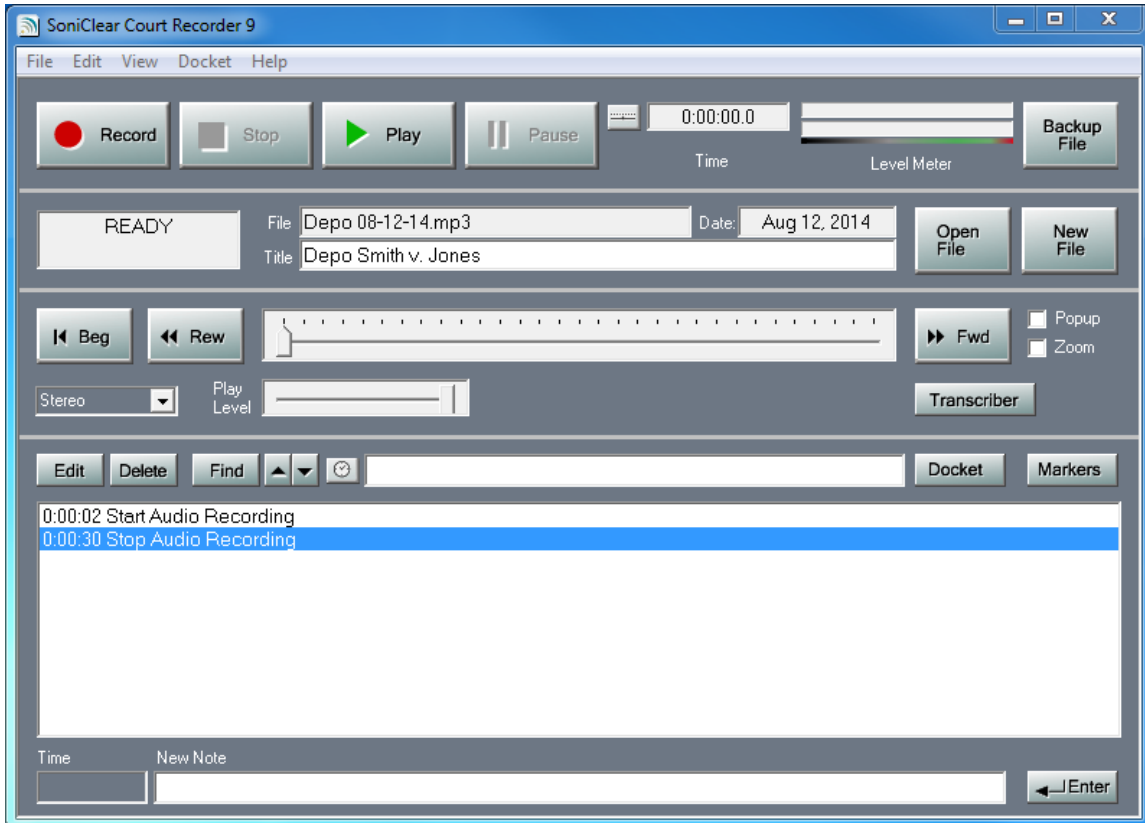
To delete a meeting recording, use File/Delete pulldown command. This will delete the recording folder and all of the recording files, placing them in the system Recycle Bin. Recordings that have been accidentally deleted can be retrieved using the Restore feature of the Recycle Bin.

To completely delete the files (for example, in the case of confidential information) you will also need to empty the Recycle Bin for the recording to be completely removed from your computer.



# Playback in Court Recorder 10

Now that you have created a sound file, Court Recorder 10 can play it back. Press the Play button to hear your recording. The playback display looks like this:



Court Recorder 10 includes buttons and a slider for moving the playback position. Moving to the extreme left, for example will move the playback position to the beginning of the file. Moving the slider to the extreme right will move the playback position to the end of the file.

The Zoom check box allows for finer control over playback position on long recordings. When this is enabled, the display changes to show 60 seconds of time, with the slider positioned to the middle. Moving to the extreme left or right will move the playback position by 30 seconds and reset the slider to the middle. The Rewind to Beginning button can also be used to move by 30 seconds when in the Zoom mode. Unchecking the Zoom check box will return to displaying the entire recording timeline.

Click the Play button to play from the current position. When you press stop, the current position is set to the location in the sound file when you pressed stop. Pressing Play again will continue playing from that location.

When you close the file and reopen it later, the slider will be in the position from when the file was last closed.

## Setting Playback Volume

In most cases, the playback volume for the selected channel can be controlled using the displayed volume control slider. For some systems, the playback volume will be controlled by hardware knobs, or by a control panel supplied with hardware device. Check the hardware documentation or contact your technical support consultant for assistance.

The volume control will not be displayed in Court Recorder 10 for some types of unsupported sound cards. In this case, the volume for playback through the computer speaker is set using the Windows Volume Control Panel. The default Windows Volume Control that is displayed when using an external audio interface is that for the external device, not the internal sound card that is being used to play the audio into the room. To display the correct panel for the computer speaker, follow these instructions:

- Double click on the speaker icon in the system tray. If the speaker icon is not visible:
  - Click the Start button and select Control Panel
  - Double click “Sounds and Audio Devices”.
  - Make sure the option “Place volume icon in the taskbar” is checked and click Apply.
  - The Volume icon should appear in the system tray of the taskbar. If this does not cause the speaker icon to be displayed, consult with technical support for the computer. In any case you will be able to select the Audio tab and click the Volume button to display the volume control panel.
- When the Volume Control dialog is displayed:
  - From the Options pulldown, select from the Properties command.
  - In the Mixer device control, select the sound card in your computer, and make sure the “Adjust volume for” control is set to Playback. This will display the system sound card playback Volume Control panel.
  - In the Volume Control panel, make sure that the Wave output is not muted and that the rest of the audio sources are muted.
  - The Wave and Volume Control sliders control the volume of the playback. Adjust to a suitable level.

Note: when using Transcriber 10, the Speakers option plays through both the speaker and the headphones.

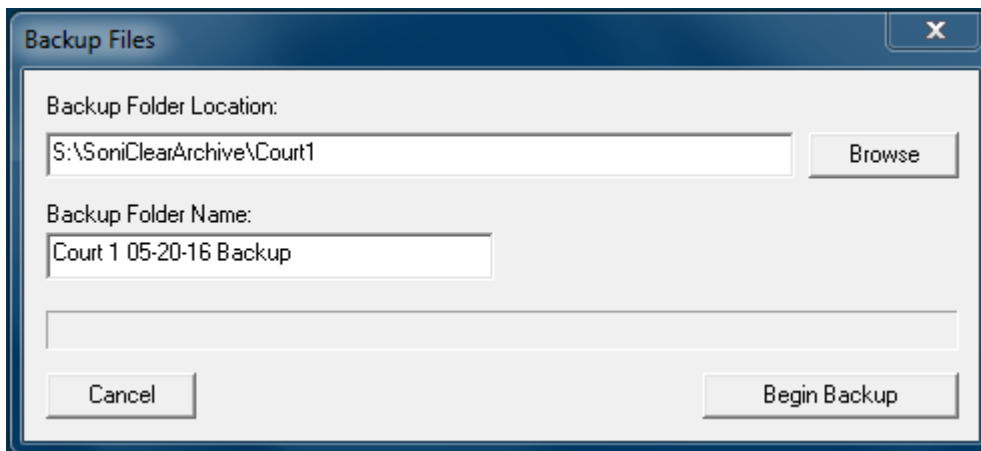
If you do not hear any sound played back, either there is a problem with the sound card configuration or settings, or the program was unable to record from the sound card. For a solution, review the computer setup in the Court Recorder 10 Installation Guide.

## Monitor Recording

While recording, the user can listen to the audio that has been stored on the disk drive. Clicking the Transcriber button to launch the Transcriber program. See the section below *“Using Transcriber 10 While Recording”* for instructions for using Transcriber.

## Back Up the Recording

After the recording has been completed, it can be transferred to an external disk drive (such as a flash drive), shared local area network drive, or CD drive. Click the “Backup File” button or select “File/Make Backup” from the pulldown menu. This will display the following dialog:

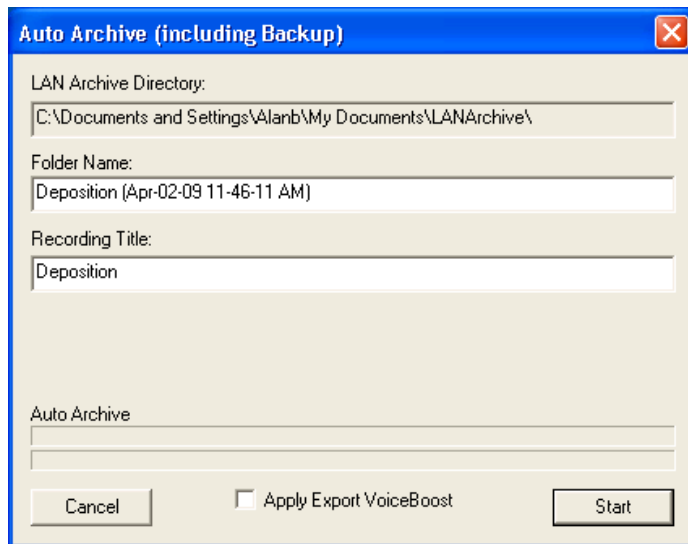


Click the Begin Backup button to start the backup process, copying the original recording files to the backup directory.

If the backup location that you specify is a CD drive, SoniClear will prompt you to insert a CD disk when the backup starts.

## Archiving the Recording

After the recording has been completed, it can be transferred to an archive on external disk drive or shared local area network drive. To do this, select File/Auto Archive from the pulldown menu (or click the Archive button, if it is showing on the screen). This will display the Auto Archive dialog:



Click the Start button to start the archiving process. The program will automatically backup the original recording files to the backup directory, and then archive the files into the LAN Archive. Once the files have been backed up and archived successfully, the original files are deleted from the recording machine. If any error occurs in the processing, the original files will not be deleted.

If the Apply Export VoiceBoost is checked, the audio added to the LAN Archive will be processed with VoiceBoost for sound enhancement. Otherwise, the audio will be copied directly to the archive without change. Selecting VoiceBoost will take longer to process.

For details about how file backup and LAN Archive processing steps work, see the sections later in this User Guide covering those operations.

## Video Recording and Playback

Court Recorder 10 can be installed and configured for recording and playing video. Recording video is essentially the same process as recording with only audio. Clicking Record will capture audio and video. Clicking Play will play back the audio and video channels that have been captured using the video recording feature.

When the video option is enabled there are two additional popup windows for viewing live and recorded video. These windows can be positioned anywhere on the screen and can also be resized.

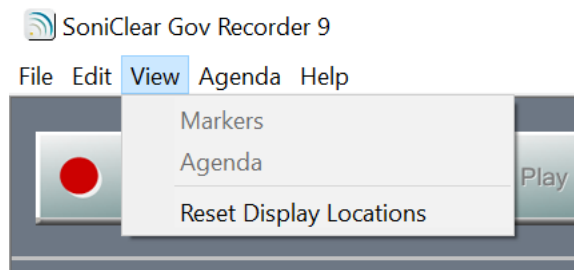
To show the live video feed select Video LiveView on the View pulldown menu. This live video feed is always available and can be used for positioning the camera and monitoring video quality. There is a very small delay (about ¼ second) from real-time in the video display because of the time it takes for the video signal to be digitally encoded. The Video Preview window will also show the status of the video feed if there are errors in transmission.

For playing video there is a Video Playback popup window. Select Video Playback from the View menu to show the window for playing video.

The video recording can be configured to capture audio from the video camera. In this case the Channel Selection combo box will have an additional selection for “Camera”.

## Multiple Monitor Support

SoniClear provides support for working with multiple monitors. In most cases, the program windows can be moved to any available window on the computer. However, in some cases the program can become confused by the combination of monitor options on a particular system. If you encounter a problem with the SoniClear main window or popups displaying incorrectly, you can use the Reset Display Locations command from the View menu:



Even if the main window is not visible, you can still reset the screen location to make it reappear. Use this set of steps:

Start SoniClear, or click on the SoniClear icon in the Task Bar (to make it active).

Press and release the Windows Option key.

Press the V key.

Press the R key.

# Managing Files in Court Recorder 10

Court Recorder 10 includes a number of advanced features for managing files that can be accessed from the File pulldown menu selections.

## Create New Audio Recording File

The File/New menu selection includes the same features that are available from the New button.

## Open Existing Audio Recording

Court Recorder 10 can play back recordings by selecting the corresponding BKC file. This automatically opens the corresponding WAV or MP3 file. Court Recorder 10 also supports opening the following file types directly (whether or not a BKC or BKM file exists):

- WAV
- MP3

To select a file to open:

- Click the Import Recording from the pulldown menu.
- Select the type of file to open. The default type is BKC.
- Select the folder for the desired recording and click Open. Then click on the BKC file and click Open. The BKC file and corresponding WAV or MP3 file will be opened. If a file is already open on the screen, it will be closed automatically before opening the selected file. SoniClear never has more than one file open at a time.

## Opening an Existing File

SoniClear can play back sound files in the standard WAV, MP3 file formats. Press the Open button and select the desired file. Files in the MP3, MP4, or M4A format that were not created in SoniClear need to be imported using the File/Import Recording feature. After importing, the recording can be opened and used like any SoniClear audio recording.

**If you have a file is already open, it will be closed automatically when you open a new file. SoniClear keeps only a single recording file open at a time.**



## **Open the Last Audio Recording File Used**

The File/Open Last File menu selection opens the last file that was opened using Court Recorder 10. It also positions the playback pointer to where it was when the file was last open. This is useful for continuing transcription of a file after taking a break.

## **Open Backup**

Same as File/Open, except that it displays files to open from the default backup directory.

## **Close File**

You can close an open file with this option. A file will not close if the program is actively recording.

## **Delete File**

The File/Delete menu selection deletes the currently open file. The user must confirm the deletion.

## **Rename File**

The File/Rename menu selection renames the current file to a new name. If the file is being saved to a new folder or drive, the file is copied with the new file name and the original file is deleted. There must be enough disk space for both copies of the file while the rename operation is being performed. The File/Rename menu selection is the same as the Rename button.

## **File Properties**

The File/Properties menu selection displays the operating system file information and recording format information for the currently open file.

## **Make Backup**

The File/Make Backup menu selection makes a backup copy of the currently open file. A new copy of the file is made, while leaving the open file as it is. After specifying the output file and folder click Begin Backup. The files stored in the backup folder can be burned to CD or DVD for archival purposes using the CD burning software supplied with your computer.

## **Auto Archive**

The File/Auto Archive menu selection performs three processing steps automatically. It makes a backup copy of the currently open file, just the same as File/Make Backup. After the backup step is completed, it archives the recording in the LAN Archive. If both backup and archiving steps complete without error, the original recording file is deleted from the recording machine. Selecting File/Auto Archive is the same as clicking the Archive button displayed in the main window.

## **Import Recording**

You can import files into Court Recorder 10 that are stored in the standard MP3, MP4 and M4A file format. The import process creates a new BKC file of the same name. The MP4 and M4A files are automatically converted into MP3 audio format. After the BKC file has been created the program opens the MP3 file, which is then ready for playback or for recording to the end of the existing file. The video track of MP4 files is not imported, only the audio track.

## **Validate File Seals**

The File/Validate File Seals menu selection tests that a recorded file is an authentic SoniClear recording. Each time SoniClear makes a change to a file (while recording or taking notes), the file is digitally signed (giving it a "File Seal"). If a file has been modified by an external program, an error will be indicated when testing the digital signature information.

## **Validate Backups**

The File/Validate Backups menu selection tests that all recordings that are in the Default Recording Folder have been backed up to the Auto Backup Folder. SoniClear compares the digital signature of the original recording with a computed signature for the backed-up file. If a file has been modified by an external program, an error will be indicated

when testing the digital signature information. Also, if any files or folders are missing in the Auto Backup Folder, an error will be displayed.

This feature can be used to ensure that all of the recording information is stored in a second location for data redundancy. It can also be used to determine if it is safe to delete files from the recording computer, as the disk drive on that computer fills up.

# Automatic File Backup

Court Recorder 10 can be configured to automatically back up the recording files to an alternate location. This allows saving the file on a second drive location during recording, such as an external flash drive or network drive.

## Error handling

Normally the automatic backup operation will proceed without problems. This will be indicated by notes indicating that backup started and stopped in connection with recording being started and stopped. In some cases, an error could occur when writing to an external disk drive or network location. For example, the drive can become full, or the network connection could be disrupted.

In the event that an error occurs during automatic backup, the program will display an error in the recording notes. If the error condition is corrected, it will detect this and continue automatic backup while the recording is still running.

If the error condition is not corrected while recording is running, a portion of the recording will be missing from the backup copy. The user can manually force a complete backup at a later time by using the File/Make Backup feature.

## File Sealing

Court Recorder 10 digitally signs recording files as they are saved to disk, referred to as a “File Seal”. The user can verify that the recording files have not been tampered with using File/Validate File Seals. If a file has been modified in any way, this will be reported by the software.

## Remote Transcriber Access

Files that have been copied using Automated Backup can be accessed by remote users. Transcriber can be configured to play from the backup files. This allows any number of users to play recordings while they are being created on the court reporter computer. All of the transcription features of Transcriber can be utilized, facilitating live transcription of recordings to speed up transcription delivery.

# SoniClear File Details

Each time you start a new recording, a new folder is created on your computer where the audio, video and note information is stored. You do not normally need to be concerned about these files. You can copy and archive the recording files using the features described above.

However, if you want to work directly with the recorded files, it is recommended that you review this section of the manual, which explains the types of files and their usage.

## Recording Folder and Files

By default, this folder is in the Documents folder for your system. This recording location may have been assigned to a different folder during installation. The recording folder can be manually changed in the programs preferences. Consult you IT staff if you do not find the recordings in the Documents folder.

The name of the recording folder is the same as the name of your recording you specified when creating the file, or the default file name if you clicked Record (without entering a file name).

In the recording folder, there are files for the audio data, video data, text data (notes and agenda items), and digital signatures.

### Audio Files

**MP3** – Standard compressed audio file. This is the default recording format for Court Recorder 10. It is a compressed format, which is significantly smaller than WAV files. Sound quality is nearly as high as WAV files. This can be played on any computer.

**WAV** – Standard Windows audio file. This type of file is not compressed, so it takes up the most space and has the highest audio quality. This can be played on any computer.

It is possible to play WAV and MP3 files on any computer, using the built-in music player program.

For recording in one or two channel mode, there will be a single audio file. If recording more than two channels of audio, there will be one file (the “Stereo Mix”) that contains all of the channels mixed together. In addition, there will be files that store two independent microphone channels in each file. For example, when recording with four microphones, there will be a Stereo Mix file and two additional files (microphone channels 1-2 and 3-4).

## **Video Files**

**SCV** – Proprietary SoniClear video data file. The camera H.264 video data and AAC audio data is captured in this file.

**SCI** – Proprietary SoniClear video data file. The camera video data is indexed in this file to provide synchronization with the audio files.

These files are only created with video versions of SoniClear.

If you want to view SoniClear video recordings with standard video programs (such as Windows Media Player), you will need to export it first to a WMV file. This export process is selected from File/Export to WMV on the pulldown menu.

## **Note Files**

**BKM** – Proprietary SoniClear data file. This is the file that SoniClear uses to store text information about the recording, including notes, agenda items, and marker items.

**BKC** – Proprietary SoniClear data file. This is the file that SoniClear uses to store text information that is captured by the recording program. This data is the same type of data that is stored in the BKM file and the contents of the BKC file is automatically copied to a BKM file when using Transcriber while recording.

The BKM and BKC note data can be exported to Microsoft Word or text format using the File/Export Notes feature in the pulldown menu.

## **Digital Signature Files**

**File Seal.scs** – Proprietary SoniClear digital signature data file. This contains a digital signature of all of the information in the audio and video recording files, and the BKC file. This signature is updated automatically while recording or making changes to the notes in SoniClear.

**BKMFileSeal.scs** – Proprietary SoniClear digital signature data file. This contains a digital signature of all of the information in the BKM data file. This signature is updated while recording and while making changes to the notes in SoniClear.

These digital signature files can be used to prove that the audio, video, and note information was authentically created in SoniClear and has not been edited outside of SoniClear. Use the File/Validate File Seal feature from the pulldown menu.

The digital signature files can also be used to verify that backups have been accurately made of the files. Use the File/Validate Backups feature from the pulldown menu.

## **Internal Processing File**

**STATE**– Proprietary SoniClear data file. This contains status information about SoniClear that is used only for internal processing of the program itself. You can disregard this file.

## **Docket and Marker Files**

Two files are used to store docket and marker information.

**AGD**– Proprietary SoniClear docket data file. This contains the docket items and marker items for a docket template.

**MRK**– Proprietary SoniClear marker data file. This contains the marker items for loading into preferences, recordings, and agenda templates. Older versions of SoniClear stored this type of data in files of type TXT.

## **Files that can be Imported**

The following files can be imported by SoniClear:

**DOC or DOCX**– Microsoft Word files with docket items. These files can be imported into SoniClear in the Edit Docket and Create Docket Template. The computer must have Microsoft Word installed for this feature to work.

**TXT**– standard text files with agenda items. These files can be imported into SoniClear in the Edit Docket and Create Docket Template.

Note: additional import features are available for importing data from a command line interface. Consult with your IT department about how SoniClear can be integrated with other systems in your office using those features.

## **Files that can be Exported**

Use the File/Export Notes feature from the pulldown menu to export notes to Word or standard text format:

**DOC or DOCX**– Microsoft Word files for notes. The SoniClear notes can be exported to Microsoft Word format.

**TXT**– Standard text files for notes. The SoniClear notes can be exported to standard text format.

Use the export feature from the pulldown menu to output a recording:

**MP3** – Audio recordings in WAV format can be exported to MP3 format using the File/Export to MP3 option in the pulldown menu.

**MP4 or WMV**– Video recordings in proprietary SoniClear format can be exported to standard MP4 or WMV format using the File/Export Video option in the pulldown menu.



# Using Transcriber 10 While Recording

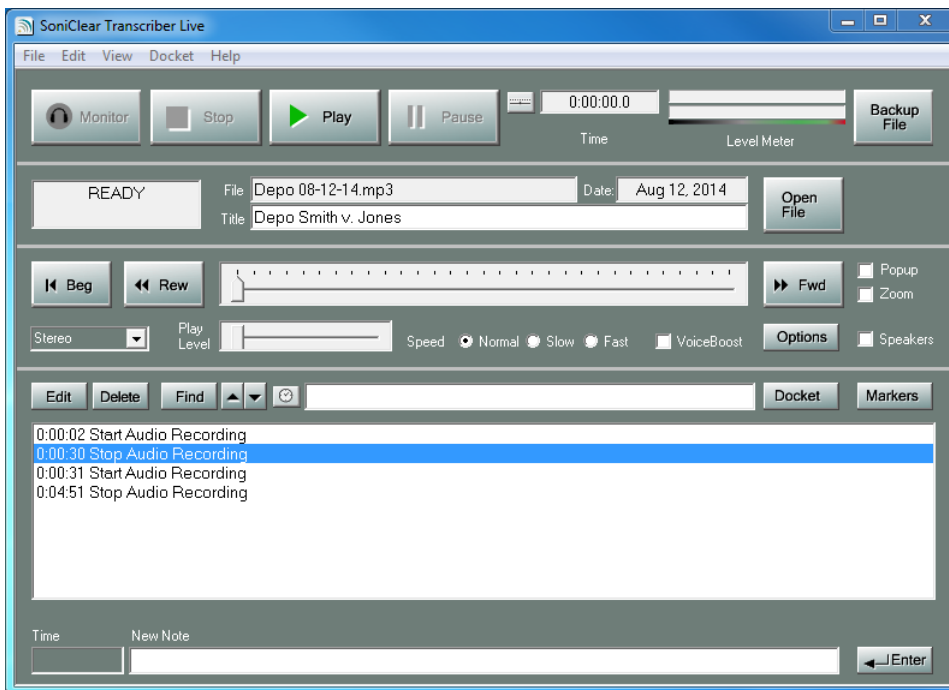
The Transcriber 10 program is used to take notes, play readbacks while recording, and play the recording for transcribing (while recording or at a later time). Transcriber 10 can be started from the Transcriber button in the Court Recorder 10 program, from the Transcriber 10 desktop icon, or from the Start menu.

## Enable Transcriber Option in Court Recorder 10

By default, the Transcriber button is hidden in Court Recorder 10. To enable the button select, Edit/Preferences from the pulldown menu, select the Options tab, Uncheck the Enable Notes option and Check the Enable Transcriber option.

## Monitoring While Recording

After launching Transcriber 10 from the Court Recorder 10 program, the playback display looks like this:



Click the Monitor button to listen to the audio being recorded in the file. There will be approximately 5 seconds of delay between the when the sound is recorded and when it plays back in Monitor mode.

## **Playing While Recording**

To play locations within the file while recording, set the current playback position to the desired location and click the Play button. Play mode can be used during recording:

- To review audio that has just been recorded
- For transcribing using the transcription features while recording continues
- To perform a readback of a section of the file while recording

## **Playing Readbacks**

While recording, it is possible to play back portions of the recording through speakers.

If the Speakers check box is unchecked, the playback will be heard through the headphones only. This makes it easy to listen to the recording to determine if it is the correct section before playing through speakers.

If the Speakers check box is checked, audio will be heard through the room speaker. In addition, a note will automatically be added to the file indicating the time of the readback and the location of the file that was played through the speaker. This ensures that the transcriptionist will know when audio is being played as a readback and is not the original occurrence of the speaking.

## **Playing Recordings After Recording Stops**

When the recording process is stopped in Court Recorder 10, the Transcriber 10 program will automatically stop Monitor mode playback, if it is active at that time. After the recording process ends, the Monitor button will be disabled, indicating that the file is not being recorded.

Playback when recording is stopped will behave exactly the same way as when opening a file at a later time, even if it is still open in the program. All of the transcription features are available.

See *Using Transcriber 10 for Transcribing* below for more details about the features available in the program while playing recordings.

## **Opening an Existing File for Playback**

Transcriber 10 can play back recordings created using Court Recorder 10. Press the Open button and select the desired file. If a file is already open, it will be closed automatically. If the file that is opened is currently being recorded, the program will automatically detect that fact and enable the monitoring features of the program.

## **Positioning Playback Using the Location Slider**

SoniClear includes buttons and a slider for moving the playback position. When the Zoom check box is unchecked (the default setting), the length of the location slider control represents the entire file. Moving the slider will move to the playback position in the file to the relative location represented by the slider. The left end of the slider is the beginning of the file and the right end is the end of the file.

The Zoom check box allows for finer control over playback position on long recordings. When Zoom is enabled, the display changes to show 60 seconds of time, with the slider positioned to the middle. Moving to the extreme left or right will move the playback position by 30 seconds and reset the slider to the middle. This makes it easier to move several minutes within a section of the recording. The Rewind to Beginning button can also be used to move back by 30 seconds when in the Zoom mode.

Unchecking the Zoom check box will return to displaying the entire recording timeline.

# Using SoniClear Cloud for Transcribing and Summarizing

The SoniClear Cloud Transcription Service makes it easy to convert recordings from voice recordings to text automatically. All SoniClear products have support for SoniClear Cloud Transcription integrated into the software. When purchasing a SoniClear product you will receive a SoniClear Cloud account number. That number will be requested the first time you start the software and can also be updated in the Edit/Preferences/Cloud dialog tab.

The SoniClear Cloud system uses AI technology to recognize a wide variety of voice types, accents, and dialects, without the need for training. In addition, the automated transcription process can switch between multiple people speaking in the recording, making it effective for creating transcripts of meetings and legal proceedings.

The transcription process includes an option for creating a summary of the information in the recording. SoniClear includes a set of Transcription Templates that contain predefined prompts for generating various types of summaries and meeting minutes.

The cost of the transcription is charged on a per-minute basis, deducting the number of minutes in the recording from the account balance shown for your SoniClear Cloud account number. The price for transcription is the same with or without the additional summary feature.

Note that if the SoniClear Cloud Transcription account does not have enough remaining credits to process the length of this recording, an error will be displayed when you try to upload the file. You can click the Purchase Time button to launch a browser to purchase additional transcription time for this account. You can also contact SoniClear sales or support to add transcription time to your account.

## Start Transcription Process

To start using the cloud transcription service open the file to be transcribed. Then select the Manage Transcriptions option from the File pulldown menu. This will display the dialog for processing transcriptions:

Manage Transcriptions

Current File: Hearing 2022-09-20.mp3 Length: 17

No Summary Single Channel 4 speakers Submit for Transcription

Transcription Activity

All SoniClear  
 Local Alan Bartholomew  
 In Progress Only

Transcription Account Balance (minutes): 2198 Purchase Time

Recording Name	Status	Date	Minutes

Open File Done

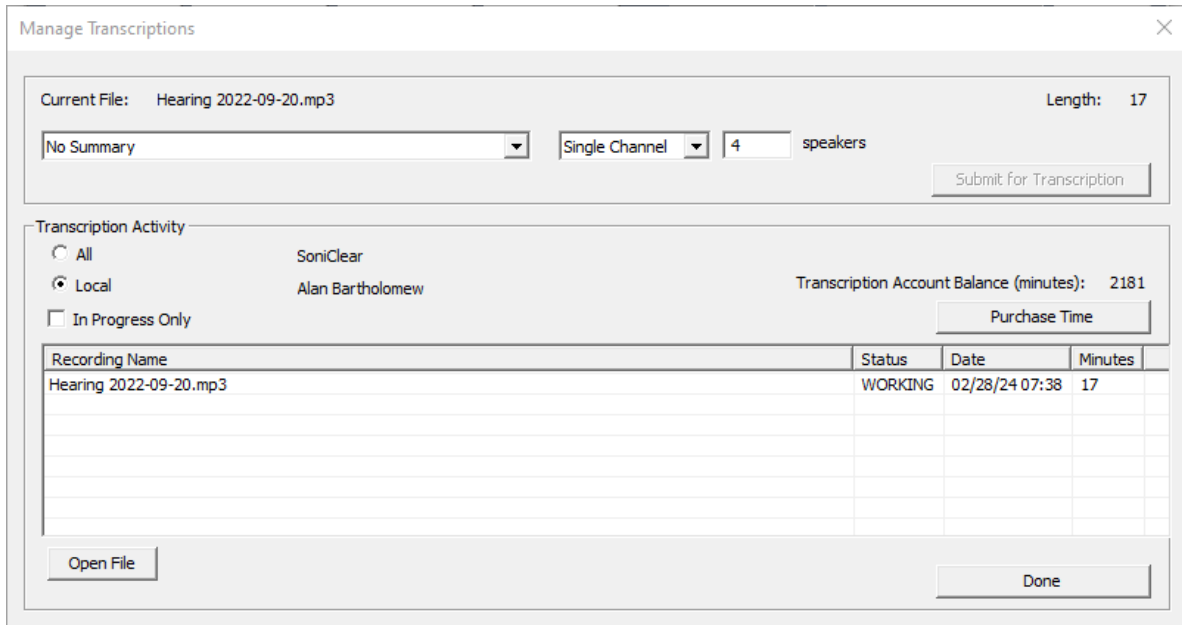
The currently open file and the length of the recording are shown at the top of the dialog. There are options for controlling the transcription process:

- Transcription Templates allow the selection of an automatic summary of the recording produced by artificial intelligence. The default template selection is No Summary.
- Number of channels: “Single Channel” and “Two Channel”. If the recording has two channels that are acoustically isolated from each other, select Two Channel. Otherwise, select Single Channel and enter the number of people who speak on the recording. This number is used by the transcription process to improve the detection of different people speaking in the recording. The default settings are for Single Channel and 4 people speaking.
- The Cloud tab of the Edit Preferences dialog includes options for controlling the transcription handling of “disfluencies” (Ums, Ahs, and verbal restarts), and profanity. These settings will be automatically applied to the processing of the transcript.

## Upload Recording

Click on the Submit for Transcription button to upload the recording file to the SoniClear Cloud server.

Once the file has been uploaded, the transcription process will automatically start, and the file status will show as “WORKING” in this dialog:



The screenshot shows a 'Manage Transcriptions' dialog box. At the top, it displays 'Current File: Hearing 2022-09-20.mp3' and 'Length: 17'. Below this, there are dropdown menus for 'No Summary', 'Single Channel', and a text input for '4' speakers. A 'Submit for Transcription' button is located to the right. The 'Transcription Activity' section includes radio buttons for 'All' (SoniClear) and 'Local' (Alan Bartholomew), with 'Local' selected. It also shows 'Transcription Account Balance (minutes): 2181' and an 'In Progress Only' checkbox. A 'Purchase Time' button is present. Below this is a table with columns for 'Recording Name', 'Status', 'Date', and 'Minutes'. The first row shows 'Hearing 2022-09-20.mp3' with a status of 'WORKING', a date of '02/28/24 07:38', and a duration of '17'. At the bottom, there are 'Open File' and 'Done' buttons.

Recording Name	Status	Date	Minutes
Hearing 2022-09-20.mp3	WORKING	02/28/24 07:38	17

## Check Transcription Status

You do not need to keep this dialog on the screen while it is transcribing, this is being processed on the server at this stage. You can return to this dialog at any time to check on the status of the transcription. When the file has completed transcription, the status will change to “TRANSCRIBED”:

Manage Transcriptions

Current File: Hearing 2022-09-20.mp3 Length: 17

No Summary Single Channel 4 speakers Submit for Transcription

Transcription Activity

All SoniClear  
 Local Alan Bartholomew  
 In Progress Only

Transcription Account Balance (minutes): 2181 Purchase Time

Recording Name	Status	Date	Minutes
Hearing 2022-09-20.mp3	TRANSCRIBED	02/28/24 07:38	17

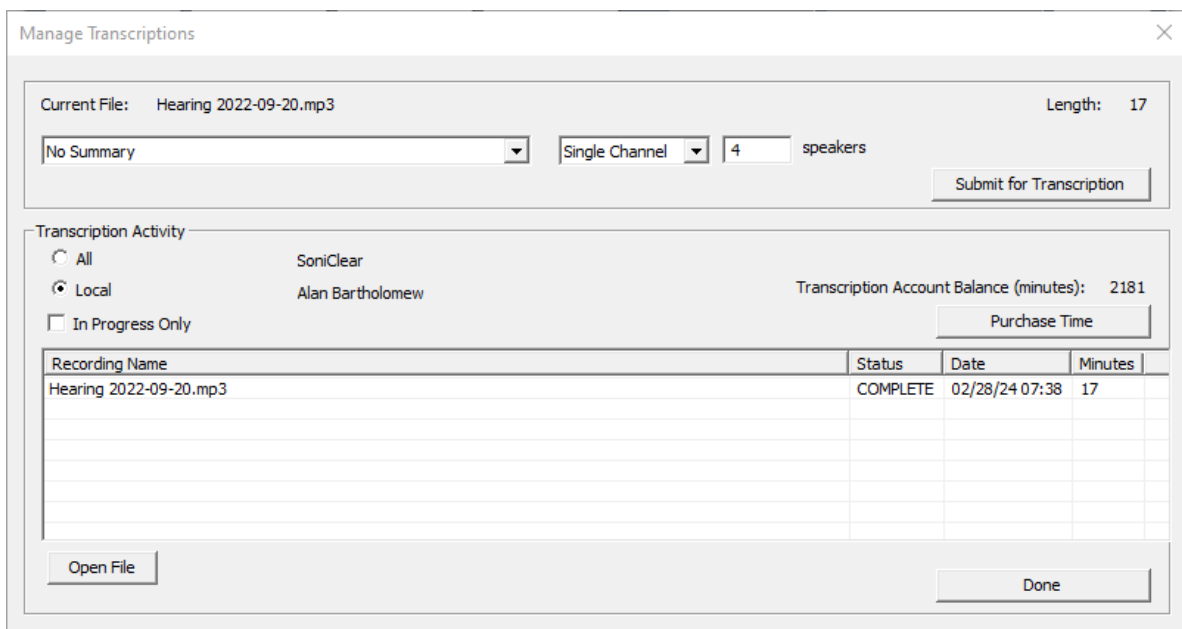
Open File Done

## Download Transcription

To download the transcribed recording text, select the recording file name on the list and click the Open File button. This will open the recording, retrieve the transcript from the server, and insert the text into the notes section of the recording file on your computer.

Alternatively, if the file is open in the main window at the time when the transcription process is completed, a popup window will prompt you to download the transcription automatically.

After the transcript has been downloaded, the status will change to “COMPLETE”:



The screenshot shows a window titled "Manage Transcriptions" with a close button (X) in the top right corner. The window contains the following elements:

- Current File:** Hearing 2022-09-20.mp3
- Length:** 17
- Summary:** No Summary (dropdown menu)
- Channel:** Single Channel (dropdown menu)
- Speakers:** 4 speakers
- Submit for Transcription:** Button
- Transcription Activity:** Section with radio buttons for "All" (SoniClear) and "Local" (Alan Bartholomew). There is also a checkbox for "In Progress Only".
- Transcription Account Balance (minutes):** 2181
- Purchase Time:** Button
- Table:** A table with columns: Recording Name, Status, Date, and Minutes. The first row shows "Hearing 2022-09-20.mp3" with status "COMPLETE", date "02/28/24 07:38", and minutes "17".
- Open File:** Button
- Done:** Button

## Errors While Transcribing

If any technical problems occur while uploading a recording file to the SoniClear Cloud server, a message will be displayed indicating the error.

If the cloud transcription software is unable to create a transcription (such as from a recording that does not have any speaking in it), the status will change to “FAILED”.



## **Transcription Accuracy**

SoniClear Cloud transcription service uses the latest artificial intelligence technology to convert the audio of the recording into text. Based on testing, it is highly accurate in most cases. However, there are situations where the transcription will be incorrect. Examples include unusual names, places, or technical terminology. Accuracy is also affected by the quality of the audio recording and the extent to which the accents of the people speaking diverge from what the AI has been trained to recognize. You will need to make corrections after exporting the transcript to Microsoft Word.

If you find that the transcription quality is not high enough, contact SoniClear Support to discuss how the recording process can be changed to improve the results.

## **Automatic Speaker Identification**

The transcription process attempts to determine when there is a change in person speaking. A default name for each person speaking will be saved in the Speaker ID field of each paragraph downloaded from the server. This will be in the form of “Speaker-A”, “Speaker-B”, “Speaker-C”, etc). If you choose the option to include the Speaker ID in the export to Microsoft Word, these names will be exported in a column next to the spoken text. These can be changed to the names of the individuals using a global “find and replace” in Microsoft Word when editing the transcription.

SoniClear also offers two options for identifying the names of people speaking using Markers. For each person speaking, add a Marker with the name of that person in the Marker Title field and in the Speaker ID field. In addition, set the note type to “Transcription Heading”, or “Speaker ID”. Use these markers while recording to indicate who was speaking. SoniClear will update the Speaker ID in the downloaded transcription based on the value of the Speaker ID field in the marker.

The Transcription Heading type of note has an additional feature that adjusts the location based on the transcript. After the transcript is downloaded from the server, SoniClear moves each Transcription Heading note to above the paragraph where the speaking started. This has the effect of creating a title line above the text. In addition, all subsequent lines of transcription that occur after the Transcription Heading note will be modified with the Speaker ID.

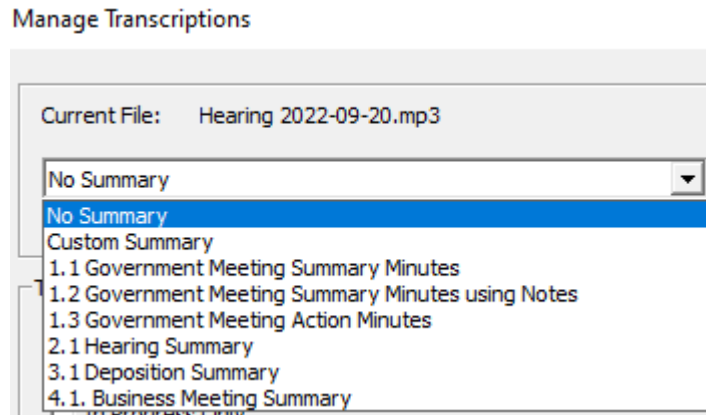
The Speaker ID type of note will only modify the Speaker ID of the single transcription paragraph from when the note was entered. It will appear after the text in the transcript, essentially like a footer. It may be desirable to exclude this type of note from being exported by enabling the Personal Note option.

The Transcription Heading and Speaker ID features are new in SoniClear 10 and may not match exactly what is required for every application. If you find that they do not work as required for your recordings, please contact SoniClear Support to discuss options for producing the needed identification.

## Summarizing Using Transcription Templates

SoniClear 10 transcription includes a feature to generate a summary of the transcript automatically using artificial intelligence. This makes it possible to create meeting minutes and other types of summaries in addition to a verbatim transcript of the speakers.

To enable the generation of a summary, select one of the Transcription Templates from the summarization dropdown menu before uploading the recording for transcription:



Selecting the default option “No Summary” will return the transcription without any summary. The choice of templates may vary depending on which version of the software you are using. Additional custom templates can be purchased from SoniClear or produced by your IT staff.

The following are examples of templates that may be included in your installation:

- **Custom Summary:** This allows you to enter a custom summary prompt for instructing how the AI should evaluate the recording. Consult SoniClear Support for assistance with this option.
- **1.1 Government Meeting Summary Minutes:** This template instructs the AI to analyze the recording based on an included agenda in the recording file. The output includes the types of details required for a typical government meeting, such as who was at the meeting, what agenda items were taken up, summaries of the discussions, and motions, seconds, and votes that occurred.
- **1.2 Government Meeting Summary Minutes using Notes:** This is the same as the 1.1 Summary Minutes template but also includes the note data entered in the recording file to inform the AI how to interpret the activities of the meeting. Use this option if the notes entered are important to help the summarization process to be more accurate. Do not use this option if the notes entered are unclear in meaning, as this will confuse the AI processing.
- **1.3 Government Meeting Action Minutes:** This similar to the 1.1 Summary template, except that it produces a summary with minimum detail needed for

- typical action minutes.
- **Hearing Summary:** produces a summary of an administrative hearing, including who participated in the hearing, what exhibits were presented, and a summary of the discussions.
  - **Deposition Summary:** produces a summary of a legal deposition, including who was present, exhibits presented, and subjects covered.
  - **Business Meeting Summary:** produces an informal summary of a business meeting, including subjects discussed and action items decided upon in the meeting.

These Transcription Templates incorporate predefined “prompts” to instruct the AI processing how the recording should be interpreted, and the type of output desired from the summarization process.

Because artificial intelligence technology is very new, you may find that it is unable to produce acceptable results. For example, the AI summary will be returned with a statement saying it cannot provide the requested summary.

To improve summary processing it is usually helpful to add information in the Docket Items section of the recording. See the section in the Court Recorder User Guide: *Taking Notes with a Docket*.

It may also be necessary to customize the Transcription Template to work properly for a particular type of recording.

Contact SoniClear Support for assistance with creating custom templates.

# Taking Notes While Recording

Transcriber 10 provides several ways to enter notes into a recording for use later:

- Type a note in the New Note field and press Enter (Return key)
- Click “Add Marker ” in Marker window
- Press a Function Key or Number Pad Key to add a Marker
- Type a Marker Macro Code that will be replaced with the Marker text
- Click “Add Item ” in the Docket window
- Press “Add Next Docket Item” switch on optional USB Foot Pedal
- Press virtual foot pedal keystroke

Any of these methods can be used for entering notes during playback as well. In that case, the timestamp entered includes only the relative time in the file, but not the “wall clock” time from the computer system clock.

When notes are entered in Transcriber 10 while the file is being recorded, the notes will always be added at the end of the file. When recording is stopped, notes will be added at the current playback location.

## Type New Notes

While recording, notes can be entered into the file at any time by typing in the New Note field. The timestamp for the note is automatically added from the recording time counter and the computer system clock at the time that the first letter of the note is typed. That way you can take as long as you need typing the note, but the time will be remembered from the point in time when you started typing. Pressing Enter without typing any letters will enter a blank note.

The cursor must be in the New Note field at the bottom of the main window. If the cursor is not in the New Note field, you can move it to that field by either clicking on the field with the mouse or pressing Ctrl-Enter (control key held down while pressing the Enter key). Then start typing the note.

## Enter Marker Using Key

A Marker can be added as a note by pressing one of the following 56 keys:

- F1 through F12
- Shift-F1 through Shift-F12

- Control-F1 through Control-F12
- Number Pad 0 through 9
- Control-Number Pad 0 through 9

The default action of a Marker is to enter the marker by itself in a note. Markers can also be defined like text macro speed entry keys. In that usage, pressing the Marker function key appends the text into the current New Note field. See the section below, “Using Predefined Markers”.

## **Enter Marker Using a Macro Code**

A Marker can be added as a note by typing a macro code for the desired marker. When you type a space after the code, or press Enter, the code will be replaced with the text of the Marker. The effect of typing the macro code is the same as pressing a predefined Marker key.

The default behavior for a Marker is to be added on a separate line. If you enter a macro code and then a space, the Marker text will replace the code and the note will be entered. If you want to have the macro code expand and allow typing on the same line to continue, be sure to uncheck the note field “Add as separate note”.

## **Add Docket Items as a Note**

By pressing the Add Docket Item foot pedal key (by default, the Control-Semicolon key), the currently highlighted docket item will be entered as a new note with the timestamp of when the note was entered. The current docket item is advanced to the next item automatically. This allows you to simply add each docket item in sequence for court sessions that do not alter the event order from that shown in the docket. You can manually change the order by first clicking on the out-of-order docket item and then clicking Add Docket Item.

## **Enter Docket Items using Foot Pedal**

The buttons on the USB Foot Pedal can be configured to enter a Docket item. By pressing the center foot pedal key, the highlighted Docket item in the Docket popup dialog will be entered as a new note. The highlighted Docket item in the list is advanced to the next item automatically. This allows you to simply add each Docket item in sequence for meetings that do not alter the event order from that shown in the agenda. You can manually change the order by clicking on the individual agenda items displayed before pressing the foot pedal.

The virtual foot pedal keyboard equivalent (the Control-Semicolon key) can be used in the same way as the foot pedal, when the foot pedal is not plugged in.

## **Edit Notes**

Notes can be edited at any time. Click on the note title shown in the list. Then click the Edit button. This will bring up the Edit Note dialog. You can change the note title, and the note details, and option check boxes.

When editing a note during playback, the time can then be modified by one second increments by clicking the forward and reverse buttons next to the play button. The timestamp of the note can also be changed by entering a new value in the time field.

The Start and Stop buttons can be used to play the audio at the note location, to make sure the position of the note is correct.

## **Delete Notes**

You can delete notes at any time. Select the note to be deleted by clicking on it with the mouse. Then click the Delete button.

## **Remote Recording Access**

When Transcriber has been configured to access a remote recording (via the automated backup recording files), recordings can be played back while the recording is being created. Transcriber works almost exactly in the same way as Transcriber running on the recording machine. Notes entered by the Transcriber user of the recording machine (the court reporter) will be accessible to all remote Transcriber users. However, notes entered by the remote Transcribe Live users will not be available to other users, as those notes are stored in a location unique to each remote user.

# Using Predefined Markers

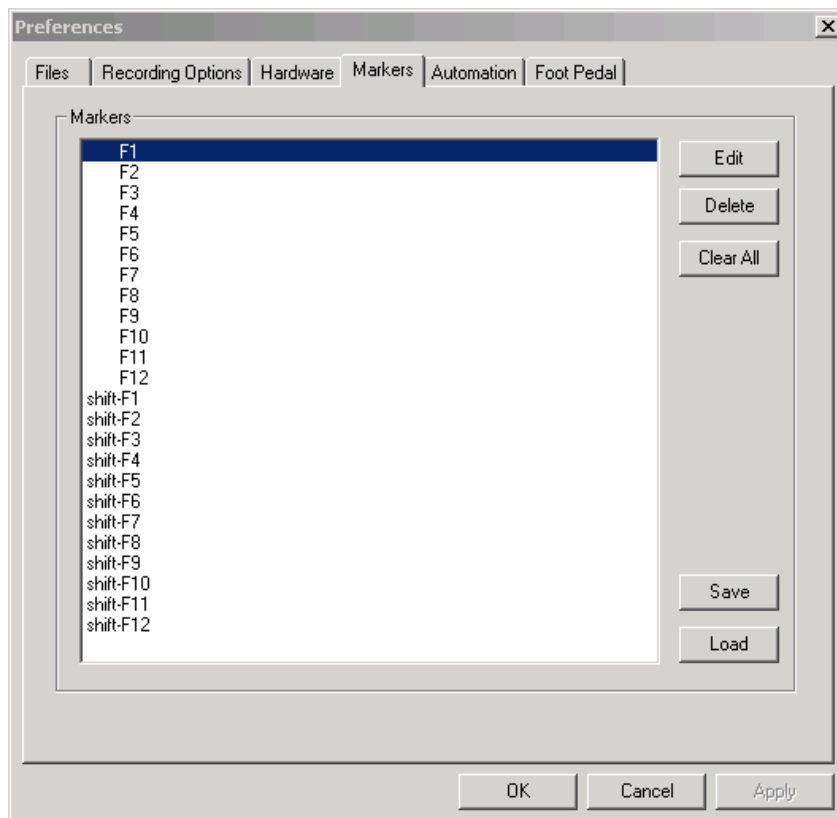
There are 56 predefined Markers that can be used to enter text values into notes. Markers can be specified in three places:

- Transcriber 10 Program Preferences
- Docket Template files
- Individual recording files using Edit Markers in the Marker popup window

The Marker is added to the file by pressing one of the 56 predefined keys: function keys (F1 through F12, Shift-F1 through Shift-F12, or Control-F1 through Control-F12), or one of the number pad keys (0 through 9 or Control-0 through Control-9). Markers can be added while recording and also during playback.

## Predefined Markers in Preferences

The program can be set up to have a set of default Markers for all new files. These Marker definitions are stored in the Preference file and are copied into each new file when it is created. To edit the Marker information in the Preferences, select Edit/Preferences from the pulldown menu. Then select the Marker tab. This will display the list of existing markers. The list is blank by default.



## Editing Markers

To add or edit new text for a Marker, select it in the list and click the Edit button. This will bring up the Edit Marker Dialog:

The screenshot shows the 'Edit Marker' dialog box. It features a title bar with the text 'Edit Marker' and a close button (X). Below the title bar, there is a 'Title' text field. Underneath, there are two text fields: 'Speaker ID' and 'Style'. A section labeled 'Details' contains a large, empty text area with a vertical scrollbar. Below the 'Details' section, there are three fields: 'Type' with a dropdown menu set to 'Normal', 'Key' with a dropdown menu set to 'F1 key', and 'Macro' with an empty text field. At the bottom left, there are two checkboxes: 'Add as separate note' (checked) and 'Don't Export This Note' (unchecked). At the bottom right, there are two buttons: 'Cancel' and 'OK'.

The Marker Title is entered in the top text field. This is the text that will appear in the Note section of the main window when a Marker is entered.

The Detail section is optional and will also be added to the new note when the Marker is entered. The Detail information is displayed in the Edit Note dialog. Note details will also display if you export the notes to a word document or text file.

The “Assign to key:” field indicates which key on the keyboard will cause this note to be added when pressed.

The “Macro expansion shortcut” field is a short text value that can be entered as a macro code in the New Note field. When this code is entered and a space is pressed or the Enter key is pressed, the Marker information will be added as a new note.

The check box “Don’t Export This Note To Archive” will set the new note checkbox value of the same name when the Marker is entered. This is convenient for entering routine notes into a recording that should not appear in the archived copies of the file.

The “Add as separate note” check box changes how the note text is added. When this box is checked (the default value) the action of a Marker is to first enter any text that may be in the New Note field (equivalent to pressing the Enter key), and then to enter a separate new note containing just the text that is defined for that note. This is useful when you want to have a Marker that is always entered as a separate note.



The alternative behavior is to have this box unchecked. In that case, the Marker behaves more like a text macro speed key. The text value of the Marker is appended to the end of the New Note field and the cursor is left in that location to allow for typing of additional information.

The state of the “Don’t Export” check box will be copied along with the other note information when the Marker is added to the notes.

## **Save and Load Marker Data**

The Save button will save the Marker data from this dialog in a new text file, with the extension of “.MRK”. The Load button will restore data values previously saved. The feature to save Marker data and load it at a later time is separate from the automatic save action that occurs to retain the information in the program preference file.

The edits will be saved automatically to the preference file (when editing program Preferences), into the Docket Template file (when editing a Docket Template), or directly into the currently open file (when using the Docket/Edit Markers dialog). You do not need to use the Save or Load buttons when editing the Markers.

The default directory for saving and loading Marker files is the SoniClear program directory.

If you have saved Markers in an earlier version of SoniClear, the data will be stored in a “.TXT” file. This type of file can also be used with the Load function.

## **Editing Markers in Recording Files**

When a new file is created, the predefined Markers stored in the Preferences will be copied into the new file. These values can be edited and saved in the new file. To edit the markers in the file, open an existing file (or create a new file). Then click the Markers button in the main window and click the Edit Markers button in the Marker popup window. This will display the Edit Current Markers dialog, which works in the same way as the dialog for entering predefined markers in the Preferences (see above).

## **Editing Markers in Docket Templates**

Every Docket Template includes a set of predefined Markers that are copied into a recording file along with the docket information. To edit this Marker information, select the Edit Markers button in the Edit Docket Template dialog. This will display the Markers dialog, which allows editing the Marker information just like the Markers in the Preferences and the Markers in the recording file.

## **Advanced Note Fields**

When the “Enable Speaker ID” option is enabled in preferences (Edit/Preferences/Options tab), the following additional fields are available for taking notes from the New Note line.

However, these fields are always available in the Edit Note dialog.

The optional Speaker ID field can be used to indicate who was speaking in a particular section of the recording.

The optional Style field will be exported to Microsoft Word when the DOC option is selected during the export process. This style will then control

The Note Type field defaults to Normal, but can also be set to these options:

- Transcription Heading
- Speaker ID
- Add Personal Note

See the section “*Advanced Note Features*” in this manual for more information.

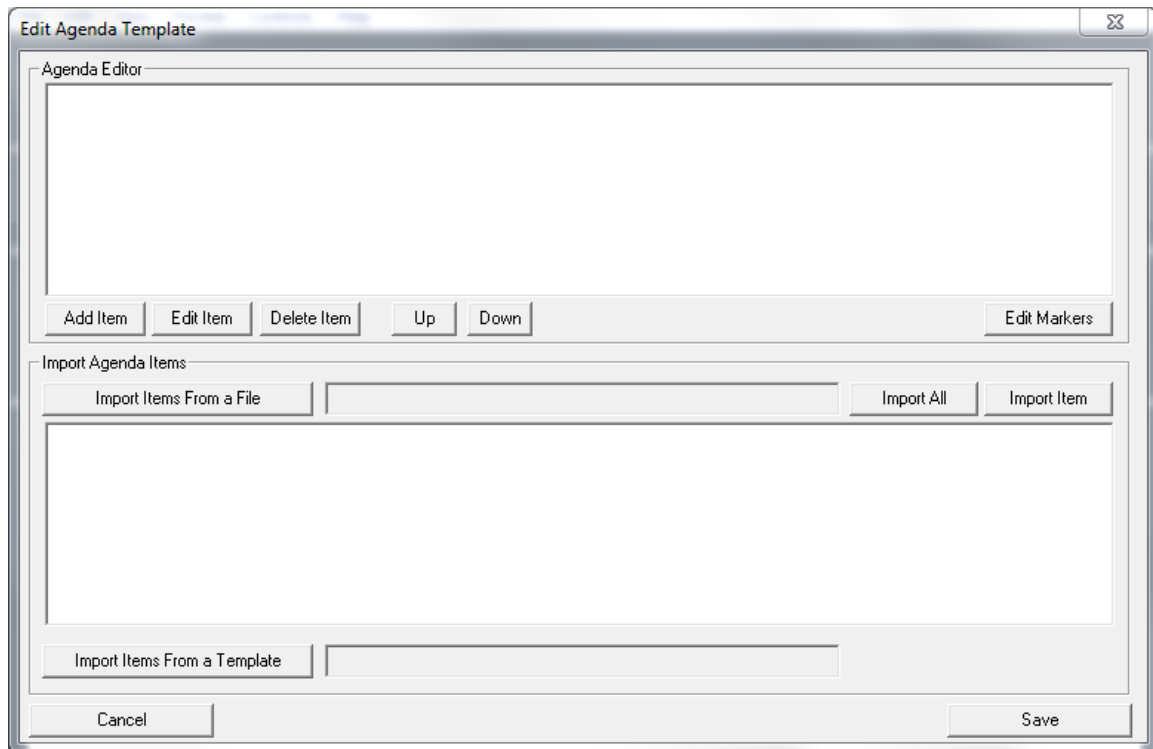
# Taking Notes with a Docket

Transcriber 10 has several features specifically designed to make it easy and efficient to record court sessions that have a scheduled docket. The docket features in Transcriber 10 can also be used to enter deposition information in advance, such as exhibit documents. Features include:

- Prepare court docket in advance to simplify entry of notes.
- Import docket items from text files.
- Create Docket Templates for standardized sessions.
- Take notes during sessions from docket items or predefined notes with a single keypress.
- Edit notes during recording or playback
- Export notes to text files to import into word processing documents and web pages.

## Entering a Court Docket

After creating the file, select Edit Docket from the Docket pulldown menu. The Edit Docket dialog will be displayed for adding and editing docket items:



## **Add Docket Items**

There are four ways to add new docket items:

- Add New Item button for adding individual items
- Import Item From a Microsoft Word file or Text File
- Import All items from a Microsoft Word file or Text file
- Copy Docket From Template button to copy an entire docket

### **Add New Item Button**

You can add new docket items to the list using the Add New Item button. Type the text of the item using the popup dialog. You can also use the Windows clipboard to paste text from other sources, such as a Word document.

### **Import Items From a File**

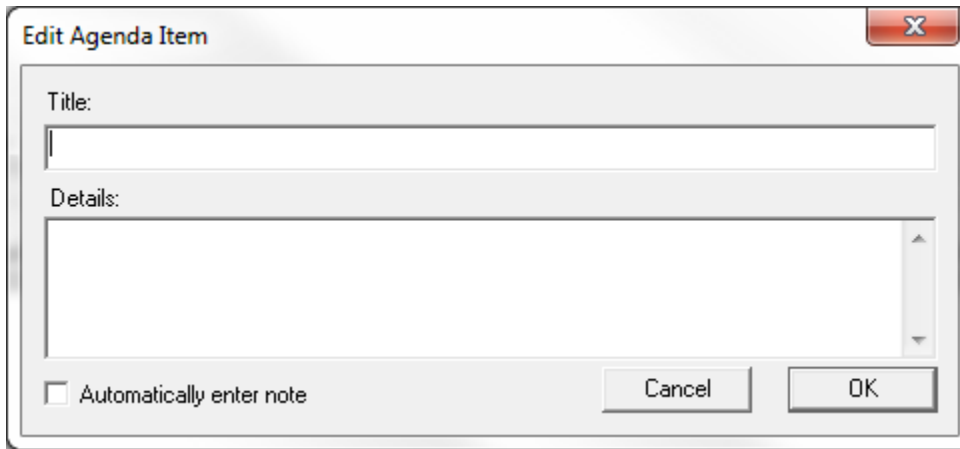
For more complex dockets, it is useful to import the docket items using an existing Microsoft Word or text file. This is accomplished by opening the file with the docket items. Then select an item in the list and click the Import Item button to add it to the Transcriber 10 list of docket items.

When selecting a docket item, you can select more than one line. Use the standard Windows control to do that, hold down the shift key and click to select a range of lines. The first line becomes the docket item title and all additional lines are copied into the detail field of the docket item.

Alternatively, import all of the lines from the file using the Import All button.

### **Edit Docket Items**

Select the item in the Docket Items list and click the Edit Item:



The Title field is what will be displayed in the SoniClear main notes window. The Details field is additional information that will be stored with this note and can be viewed by editing an individual note.

The check box field “Automatically enter note” controls when the note is added to a recording:

- Unchecked (default): the note will only be added when the user selects this note for addition in the Docket popup.
- Checked: the note will be added to the file immediately when the file is created. In this case, the field will not be displayed in the Docket selection popup. This feature is only applicable to Docket Templates, where it may be desirable to have information added to the beginning of the recording notes automatically.

### **Import Items From a Template Button**

Complete dockets that have been saved into a Transcriber 10 Docket Template can be copied into this file by clicking the Import Items From a Template button. This will also copy the Marker data from the stored docket template.

### **Where Docket Items Are Stored**

When entering docket items while a recording file is open, the information is automatically associated with the recording. Once the docket items have been entered, click OK and the items will appear in the Docket section of the main Transcriber 10 window.

The docket items are saved to disk in a file with the same name as the current recording file, with the extension of BKC. Note: If you are copying recording files to other computers, you must also copy the BKC file that matches the audio file.

When creating docket items in a Docket Template, the information is stored in a separate .AGD file, which can then be copied later into a recording file.

## Docket Templates

You may want to enter docket items in advance of the recording session. This is most easily accomplished by creating a Docket Template and then copying the docket into a new recording just before the session begins.

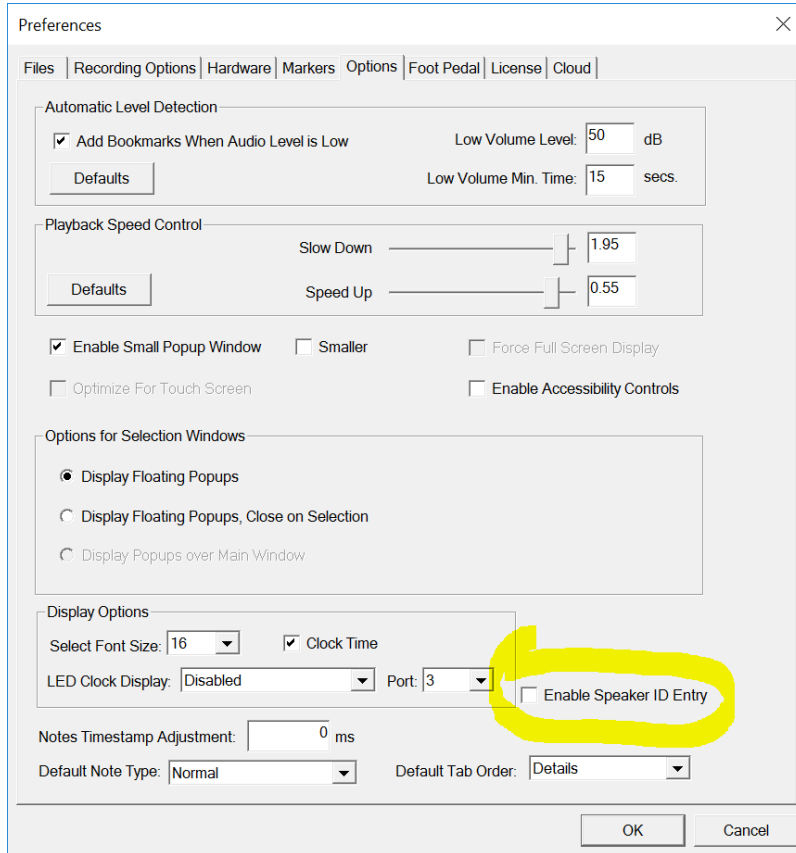
To create a new Docket Template file, follow these steps:

1. Make sure there is no file currently open in SoniClear.
2. Select Create Docket Template option from the Docket pulldown menu.
3. Edit the Docket items and Markers using the process described above (*“Entering a Docket”*).
4. Save the file to a Docket Template file by clicking Save and entering the file name.

This will result in a file with the extension “.AGD”, located in the default recording folder.

# Advanced Note Features

SoniClear had new advanced note taking features starting with Release 9.7.5. These can be enabled using the option “Enable Speaker ID” in preferences (Edit/Preferences/Options tab).



When this feature is enabled, the New Note section of the main window is expanded to include new note taking field values:



## Note Types

There are four note types available for entering a timestamped note in a recording:

- Normal
- Transcription Header
- Speaker ID
- Add Personal Note

The type of note that is entered by default is set using the option “Default Note Type” (Edit/Preferences/Options tab).

### **Normal**

The Normal note type provides for entering a note without any special processing.

### **Transcription Header**

The Transcription Header note type allows a heading to be added to a transcription. It is similar to a Normal note type, however, if the recording is submitted for automated transcription using the SoniClear Cloud transcription service, there is special processing provided.

For meeting applications, it may be useful to use the Transcription Header note to add a heading indicating who was speaking at that time in the meeting (or indicate the subject of a discussion). By adding this note while the person starts speaking, that section is then identified with the Title field as a heading when the transcription is exported to Microsoft Word.

When a Normal note is entered while someone is speaking, the note will be displayed after the section of text that was occurring when the note was entered. Notes of the Transcription Header type are automatically repositioned to above the section of text being spoken when the note was entered. This processing occurs during downloading of the transcription from the cloud.

Any of the fields of the Transcription Header note will be copied to the transcription paragraphs that follow the note. This allows a section of the transcription to have those note values edited automatically. The values in the fields will be copied to every text paragraph that follows, until a new Transcription Header is encountered in the notes.

It can also be useful to enter the Style field in the Transcription Header note, which will then apply the style sheet name to subsequent transcription text received from the cloud.

In some cases, it can be useful to edit a section of transcribed text, without the Title field being displayed in the exported transcription document. Check the “Do Note Export” field to prevent the Title from being included in the exported text.

### **Speaker ID**

The Speaker ID note type is similar to the Transcription Header type, in that it modifies the field values for the transcription paragraph that was being spoken then the note was entered. Unlike the Transcription Header note type, the Speaker ID action only applies to the one paragraph being spoken when this type of note was entered.



### **Add Personal Note**

The Add Personal Note type of note is like a Normal note, except that it automatically checks the “Do Note Export” option.

A typical use of this note type would be to allow for manual entry of notes in the New Note line that will not be exported for use as meeting minutes or a verbatim transcription.

### **Speaker ID**

The user can either type in a Speaker ID field (or use a Marker to enter this field). The Speaker ID value of a note can be seen when using the Edit Note dialog. It may also be included in the exported transcription text in some Export Templates available with SoniClear.

### **Style**

The user can enter a value for style to be applied to a note or transcription text using the Style field (or use a Marker to enter this field). The Style value of a note is included when exporting to Microsoft Word. The format of the note or transcription text can then be controlled using a Style Sheet in Word.

### **Default Tab Order**

When SoniClear initializes for the first time, the Default Tab Order will be set to “Details”. This allows the user to enter the “Title” field first, followed by the Speaker ID field, in the New Note section of the main window.

The other available tab order is “Speaker ID”. This allows the user to type the name of the speaker before typing the Title.

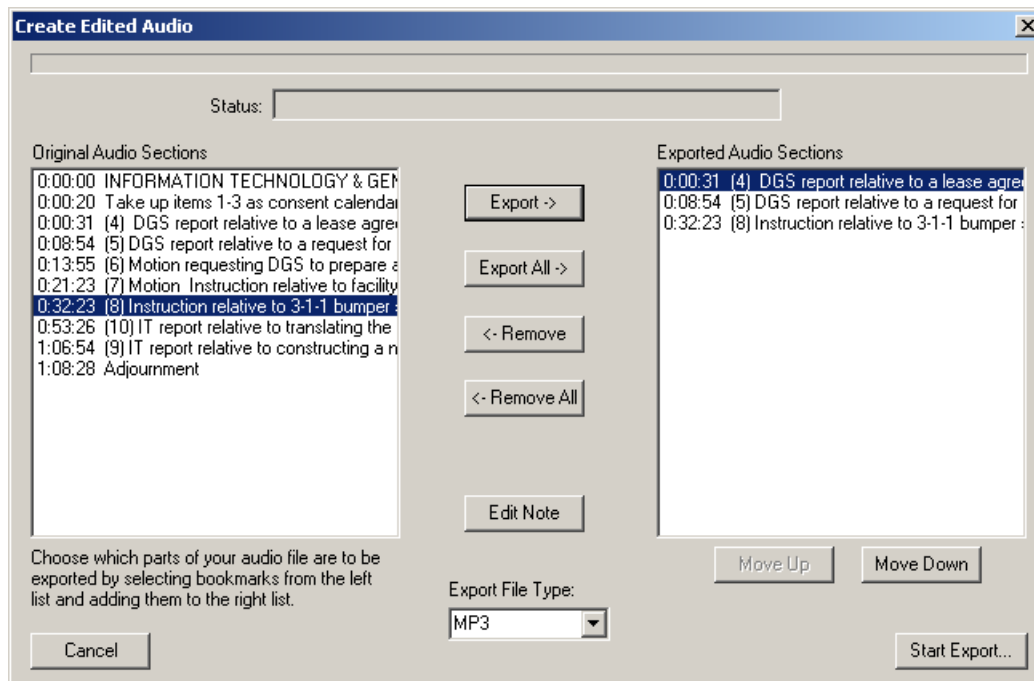
# File Editing

Transcriber 10 includes the ability to easily edit audio files. This feature is available only for computers that have a Court Recorder 10 USB Key inserted, or a Court Recorder 10 license installed (using the Floating License feature).

Notes entered into the file designate the sections to be extracted. The user can simply specify which sections should be included in a new, edited version of the file (the “Edited Copy” of the file that is generated). The edited file can be exported into MP3, or WAV format.

Transcriber 10 file editing makes it easy to copy selected sections of a recording to a new file. The edited file can then be sent by email, copied to disk or posted to a web server for people who need the information for review. The location to edit is entered into the file using Transcriber 10, while the actual export process is performed by Court Recorder 10.

To edit a file, start Transcriber 10 and open an existing file (or record a new file). Then select File/Create Edited Copy. Following is a screen shot of a recording showing the Create Edited Audio dialog:



## Selecting Edits

The left selection list, Original Audio Sections, shows all of the notes entered for the recording. The right selection list, Exported Audio Sections, shows the sections of the file to be written to the edited audio file.

The user can pick sections to export by highlighting one or more items in the Original Audio Sections list and clicking the Export button. The user can also copy all of the items to export them by clicking the Export All button.

Items that have already been moved to the Export Audio Sections list can also be selectively removed. Click the item to remove and click the Remove button. The export items list can be cleared by clicking the Remove All button.

When a note has the Cut Audio check box selected, the text of the note will be displayed in brackets (“[]”). These items cannot be copied to the export sections list. This makes it easy to copy all of the items to the export list without sections that are marked for removal (such as off-the-record discussions) from being accidentally put in the output list. A note can be edited by selecting it in the Original Audio Sections list and clicking the Edit Note button.

## Selecting Export Type

The Export File Type selection box allows the user to pick the type of file being created with the edited sections. The default type is MP3, which uses the 48kbps mono or 64kbps stereo encoding rate, depending on whether it is a mono or stereo original file.

The WAV option creates a Court Recorder 10 standard audio file that consists of a 22kbps/16bit WAV file (in mono or stereo, depending on the original file format). The notes in the Exported Audio Sections list are exported into a matching BKM file. Like exporting CF3 files, the WAV and BKM file pair can then be opened and used for playback and processing like an originally recorded Court Recorder 10 file.

## Start Export

Clicking the Start Export button will initiate the export process. Depending on the size of the original recording, this process may take a while to complete. The progress of the exporting is shown in a progress bar at the top of the screen, along with a status message showing the current export step. Exporting can be cancelled at any time while editing the lists, or during processing, by clicking the Cancel button.

# Export to MP3 File

You can export recordings in the WAV file format to standard MP3 file format. Open the file to be converted and select File/Export to MP3 from the pulldown menu.

You will be prompted to select the desired MP3 file name. Then, in the Export to MP3 dialog, select the desired "codec" in the Output Format selection and choose the channels to be included in the output:

- Mono – combines the left and right channels into a mono output file.
- Stereo – creates a stereo file from the source file.
- Left – create a mono file using only the left channel of the source file.
- Right - create a mono file using only the right channel of the source file.
- All Channels – convert all channels to MP3.

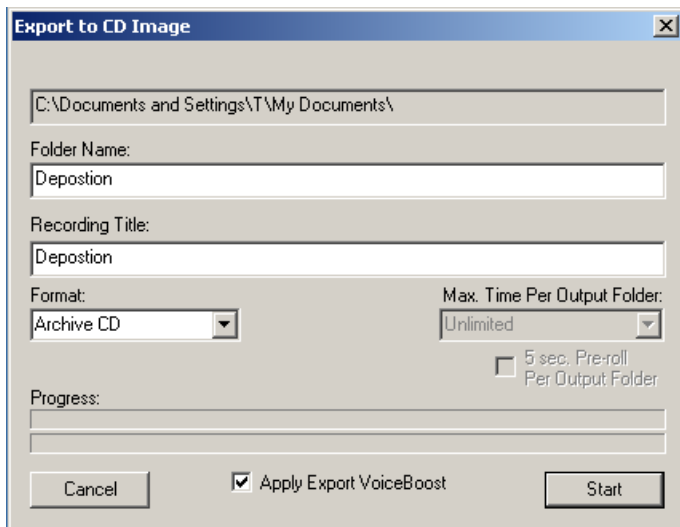
When selecting Mono, Stereo, Left, or Right, the source audio is either the 2-Channel recording file, or the Stereo Mix file (for multi-channel recordings). In all cases, a BKM file is included in the output directory.

After entering the conversion information and parameters, click "Encode" to start the export process. Conversion will take a few seconds to a few minutes, depending on the file size and the speed of the computer. You can cancel conversion by pressing the Cancel button.

# Export to CD Image

Transcriber 10 has the ability to export files for burning to a CD. The purpose of Export to CD Image is to make it easy to create an archive copy of the recording on CDROM that is compatible with computers, CD players and cassette tape. Three different formats are supported for exporting: Archive Format (using MP3 audio files), and Audio CD format (sometimes called "music" format or "Red Book" format), and Native format (the audio format used to make the recording).

Selecting Export to CD Image will display the export dialog:



When exporting to Audio CD or Tape formats, you can select the maximum length of the recording on each disk image. When exporting to Audio CD, Data CD or Tape formats, the option to "Pre-roll" the beginning of the next segment is enabled. The Pre-roll feature creates a 5 second overlap between disks (or tapes) so that words will not be lost when they cross a media boundary.

## Export in Archive Format

The Export to CD Image feature generates a set of files that can be burned to a CDROM using the software included with the CD-RW drive on your computer. The default action is to export in "Archive (MP3)" format. The resulting disk can be played in any Windows computer. Archive format uses 48Kbps Mono MP3 format for very high-quality audio in relatively small files. Because an MP3 format CD can hold up to 30 hours of audio on a single disk, exporting to Archive format will produce a single disk image, regardless of the length of the original recording (which will be 24 hours or less). Archive format recordings will never be split across multiple disks.

Note that when the file is being exported, only the left channel will be exported to the archive file. Audio from the right channel (used primarily for a stenomask channel for court reporting) is not exported in the resulting MP3 file.

When the disk produced by this process is inserted into a Windows computer, it will automatically play the recording in a standalone SoniClear Player program. The recording notes are included in the user display, allowing for direct access to different sections of the recording. This capability has several advantages over just writing the original WAV and BKM files to CDROM (or converting to MP3 format):

1. Recordings up to the full 6-hour Court Recorder 10 file time recording limit can be written to a CDROM as a single recording. In fact, up to 30 hours of audio can be stored on a CDROM using this feature, stored as separate directories on the disk.
2. By providing a user interface for playing back the file (with the SoniClear Player), the user does not need a separately installed Internet media player (such as Windows Media or Real Networks RealPlayer). When playing back the CDROM on a Windows computer, it automatically launches the Windows program (SoniClearPlayer.exe) to play back the file.
3. The SoniClear Player interface also shows the notes that are entered into Court Recorder 10. This allows the user to navigate to specific locations in the recording, skipping material that is not of interest. This allows for efficient review of the information contained in the recording.

## **Producing an Archive Format CD**

Once the session has been recorded and you have edited the notes to your satisfaction, you are ready to export the recording into a separate directory that will contain all of the files needed for burning onto the archive format CDROM.

Start the export process by opening the file to be exported. Then select option "File/Export to CD Image" from the pulldown menu. The files will be written into a folder using the name of the file as the folder name, or any other folder name you enter in the export dialog. In this dialog you can also specify the Recording Title, although this does not appear in the exported files.

Be sure the Format option is set to the default setting, "Archive CD". Then click the Start button.

After exporting has completed, you will have a directory with all of the files needed to create the CDROM disk. The exported files are stored in a single folder (directory) of the same name as the original recording file. The location of that folder is specified in the Files tab of the Edit Preferences dialog (Edit/Preferences from the pulldown menu). The default location is in My Documents.

Use the CD writing software included with your computer to burn the disk, selecting the Data option in the CD writing software (not music format). When the Data CD is written correctly, all of the files in the export subdirectory will be written to the "root" directory of the CD and you will be able to see these files by viewing the CD in the Windows file explorer.

## **Export to Audio CD Format**

Another format option is to export in "Audio CD" format. This exports files that can be written using the "music" format option of the CD burning software. The resulting disks are compatible with conventional audio CD players of the type usually found in cars and home stereo equipment.

The export process generates a set of file folders, named "Disk1", "Disk2", "Disk3", etc. Each folder will contain one or more WAV files, "Track001.wav", "Track002.wav", "Track003.wav", etc. The length of each track is controlled by the location of notes in the recording and the maximum amount of time allowed for each disk. The software automatically determines where to split the recording to ensure that each section of a recording has its own track, and that disks do not exceed the maximum length. When the software identifies a section that cannot be recorded on a disk without going over the maximum length, the section is arbitrarily split at the point that will store the maximum time on the disk.

The Audio CD option allows you to select the length of the recording on CD. This allows you to customize the length for different types of recording media. Standard audio compact disks have a maximum play time of 70 minutes; however, special disks can be purchased for up to 80 minutes. This option can also be used to export audio files of the proper length for unattended copying to audio cassette tape. The default maximum time per disk is 60 minutes, to allow production of CDs that can easily be copied to cassette tape. When creating audio cassettes, the audio can be played from a CD, or played from the disk image stored on the computer drive. However, if you are not burning audio compact disks, you should use the Native format option for creating files for writing to tape, since that uses less disk space (see Export to Data CD Format).

In addition to maximum time to store on each disk, you can control the split point for each disk by adding a note at the location you want to split disks and checking the "Start new CD-Image Folder Here" option in the note Export option section. This allows you to start a CD at any arbitrary location, regardless of space used on the disk.

When a note to start a new disk is not found before the maximum disk time specified, the system will automatically split the recording to a new disk. You have the option of this split occurring with or without "Pre-roll". When Pre-roll is selected in the Export dialog screen, five seconds of the previous disk is included in the next disk. This allows for words that may be chopped off in the middle to be repeated in whole on the next disk. If this option is not selected, there will be no overlap between the audio on the disks.

Because of the complexity of converting audio files from the original recorded format (22K, mono) to the larger size (44K, stereo), exporting to Audio CD format is slow. The export time is shown when you start the process. You can cancel exporting at any time by clicking the Cancel button.

The files created by Audio CD export are extremely large. For example, a 2-channel recording of a four-hour session will take approximately 1.2 Gigabytes for the original recording WAV file (158 Megabytes per hour of recording time \* 2 channels). This will be exported into a set of files for burning onto four CDs and will take approximately 2.5 Gigabytes of disk space (620 megabytes per 60 minutes of recording time). Be sure to have adequate disk space before starting the export process. If the program runs out of disk space before completing, the export process will have to be repeated, starting from the beginning.

When burning the exported files to the CD, the CD writing software must have the "Music CD" option selected, not Data. Otherwise the generated disk will not play in a normal audio CD player. When selecting the tracks to burn on the disk, it is **extremely important** that you sort the order of the track files into alphabetical order. Otherwise the recording will have the tracks written in a jumbled order. For some reason, most CD burning software will place the first selected track at the end of the list by default. Clicking on the file Name column header will cause the list to be properly sorted. Once the disk has been burned, there is no way to tell if the files were written in the correct order, so you must always check this detail before burning the disk.



The CDs that you put into a computer can have a paper label applied to the surface. However, on Audio CDs, a label can cause the disk to become jammed when playing on a conventional audio CD player, especially those that load through a slot. Do not use a paper label unless you know that the disk will be used on a machine that will not jam. You can write onto the disk directly using a permanent marker. However, this method of marking should not be used for archive copies, as it is likely that the chemicals in such a marker will reduce the storage life of the disk (the chemicals in a permanent marker will eventually seep into the disk, damaging the information stored on the metal surface inside the disk). For best appearance and storage life, use special printer designed for printing directly onto the disk.

## **Export to Data CD Format**

Another format option is to export a Data CD image. This exports files in "native" format (the format of the recording) for writing to disk using the "data" format option of the CD burning software. The resulting disks can be played on any computer but are not compatible with audio CD players.

The options and directions are similar to exporting in Audio CD format. The maximum time written to disk option is disabled. The image files add up to 700 Megabytes per disk. When recordings exceed that they are automatically split. You must burn the files using DATA format (not "music" or Red Book). Just like Audio CD format, you can control the split point using the Export option in a recording note. In addition, the Pre-roll option will overlap 5 seconds from the preceding disk, when enabled.

## **Export Tape Image Files**

Using Tape format option in Export to CD Image, it is easy to use digital Court Recorder 10 recordings for duplication to audio cassette tapes. Specify the "Maximum Time Per Output Folder" to the length of cassette tape that you will be using (30, 45, 60, 90, or 120, default is 45).

Once the files have been generated, you can play these files while running a cassette tape recorder connected to the computer sound card output. Consult with your audio or computer technical specialist to set up this recording connection. The significant advantage of this approach over any other alternative is that you do not need to monitor when each tape has filled up. Once the cassette side has been recorded, flip or insert the next tape and record while playing the next tape image file on the computer.

**IMPORTANT NOTE:** in the current release of Court Recorder 10, the Tape option for exporting files does not recognize the Cut Audio notes entered in the file. As a result,

sections that will be removed by other archive and export options will not be removed using the Tape export option. If the Cut Audio feature of Court Recorder 10 is being used to remove audio that is not on the record, the Tape export option should not be used.

## **Export to MP3 CD Format**

Another format option is to export an MP3 CD image. This exports files in standard MP3 format for writing to disk using the "data" format option of the CD burning software. The resulting disks can be played on any computer or MP3 file compatible CD player. This type of disk is not compatible with conventional audio CD players, such as those found in most cars and home audio systems. Up to 30 hours of audio data can be stored on a CD using this MP3 format.

The options and directions are similar to exporting in Audio CD format. The maximum time written to disk option is disabled. Just like Audio CD format, the recording is divided into MP3 "tracks", separate MP3 files for each section of the recording.

# Archive and Export Options

In the Edit Note dialog, two check boxes are available to control how the audio recording and notes are handled in the Export to CD Image feature. These allow you to control which notes are displayed, and to remove any section of the recording that should remain off the record (audio that was recorded in error, such as before the beginning of a session, at breaks, or after the end of the session).

The original recording and notes are not affected in any way by the settings of these options. Only the files generated by Export to CD Image are altered.

## Don't Export This Note

By checking this option, the text entered in this note will not appear in the exported files. This allows you to enter notes for internal use (such as places that require detailed transcription), without those notes appearing in the version of the file shared with others on CDROM or in the recording archive.

## Cut Audio, Insert "Recording Paused"

By checking this option, the user can cause the audio that occurs at this time to be suppressed from the exported file.

How this is treated at export depends on the location of the note in the file. If the note is the very first note, or the very last note, the audio is simply removed. If the "Don't Export This Note" is also checked, there will be no indication of audio having been removed. If the note is at any other location in the file, there will be a visual and audio indication of the recording having been altered. The message "Recording Paused" is inserted into the notes at that time location. In place of the audio of that section, a prerecorded message is inserted that says, "Recording Paused".

The audio output will be resumed at the time of the next note that does not have the "Cut Audio" option checked.

The prerecorded audio that announces the recording has been paused is contained in the RecordingPaused.mp3 and RecordingPaused.wav files, in the ArchiveAudio source directories (under the program directory). You can use Court Recorder 10 to record a new version of this announcement. Create a new file named "RecordingPaused", selecting "CD" as the format. Record a short message to be played when the "RecordingPaused" option is checked. Export the recording to an MP3 file named

RecordingPaused.mp3. Copy the RecordingPaused.wav and RecordingPaused.mp3 files to the ArchiveAudio directories (under the program directory).

## **Start New CD-Image Folder Here**

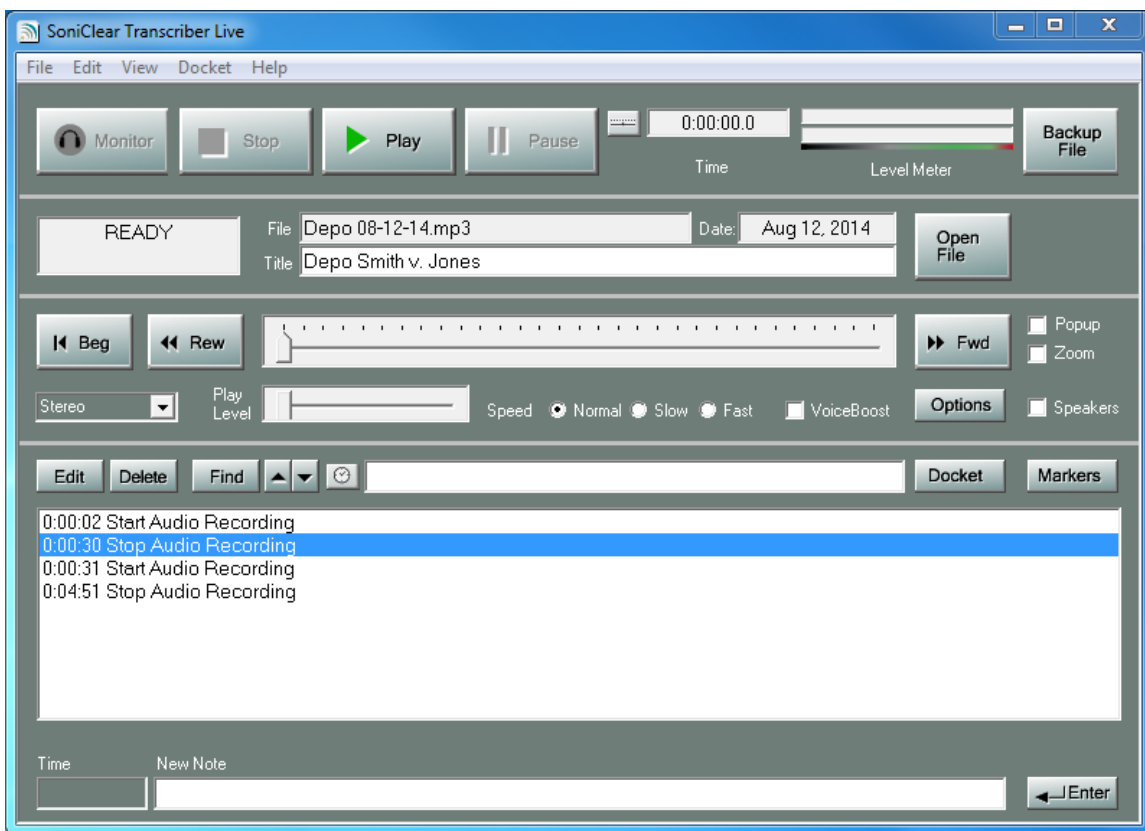
This option applies to Export to CD Image when using Audio CD format or Native format. By checking this option, the user can cause the audio that occurs at this time to be moved to the start of a new disk when doing Export to CD Image (for Audio CD and Native file formats). This allows the location for splitting files between disks to be controlled exactly.

# Using Transcriber 10 for Transcribing

Transcriber 10 provides advanced playback transcription features, including:

- Stereo mix or individual channel playback selection
- Adjust playback for slower or faster playing without pitch shift
- VoiceBoost audio enhancement
- Foot Pedal Support

Starting Transcriber 10 displays the main playback window with the last recorded file open:



## Opening Files

Transcriber 10 is designed to open files created in Court Recorder 10. It will not open files from any other recording system directly. If you need to use Transcriber 10 to open an MP3 recording from another source, such as a backup recording, it must be “imported” using Court Recorder 10. For example, use File/Import from MP3 function to import a file for use with Transcriber 10. This creates a BKM file for storing note information.

## Channel Selection

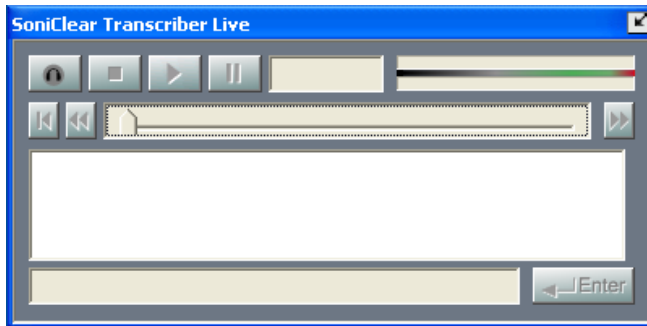
The Channel Selection combo box in the playback section of the main window allows for selection of the audio to be played. For 2-Channel recordings, the selection is either Stereo, Left, or Right channels. For Multi-Channel recordings (4 - 14 channels) the combo box offers the choice of Stereo, Left, or Right channels (for playing the stereo mix of all of the channels), or the individual tracks that are in the recording (depending on how many tracks were recorded). If one of the track files is missing on the playback computer, an error message will be displayed.

## Popup Display

You can run Microsoft Word at the same time as you are playing recordings in Transcriber. This is useful while transcribing, since the notes are displayed in sync with the playback audio. This makes it easy to see the non-verbal information contained in the notes while typing. SoniClear can continue to play in the background and use of Word will not interfere with the playback process.

While typing in Word you can use the USB Foot Pedal or the Virtual Foot Pedal keystrokes to control Transcriber, without having to switch between programs. The large center foot pedal (Ctrl-Semicolon keystroke) will start and stop playback. The left small foot pedal (Ctrl-8) rewinds the current playback location. The right small foot pedal (Ctrl-9 keystroke) fast forwards the current playback location. These controls can be adjusted in the Edit/Preferences/Foot Pedal window.

In addition, the Transcriber main window can be displayed as a small popup window that displays on top of the Word document window:



You can watch the playback process on the screen or click on the buttons with the mouse, without having to switch programs.

To return Transcriber to the normal size window, click on the resize icon in the upper right corner of the window.

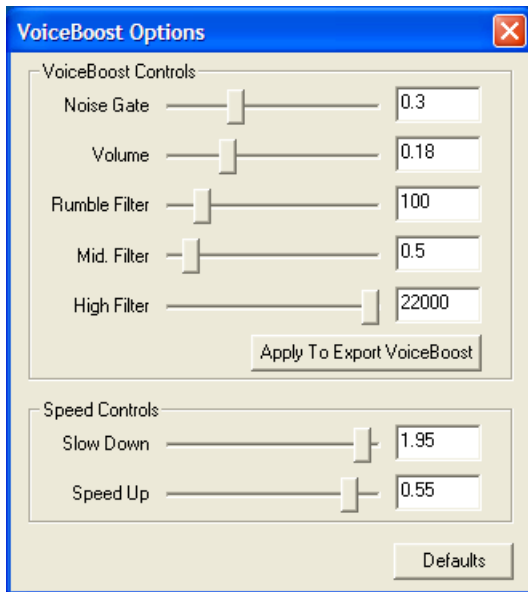
## **Adjustable Playback Speed**

Transcriber 10 includes a feature to change the speed of playback to facilitate transcription. When the file is open, select the Normal, Slow, or Fast radio button settings to control speed of playback. The Options button allows the user to select the amount of speed shift desired. Note that the Speed Up feature requires a computer with at least a 1.5Ghz processor. Otherwise, the computer cannot perform the timescale processing fast enough for smooth playback.

## **VoiceBoost**

The VoiceBoost feature increases the sound quality of the recording. The VoiceBoost is enabled during monitoring and playback in Transcriber 10. VoiceBoost is applied during playback by clicking the VoiceBoost check box.

The default values for VoiceBoost are designed to improve the clarity of speaking voices. You will need to experiment with how the VoiceBoost processing works with your recordings. You can change these default settings by clicking the Options button. This brings up a dialog that allows you to adjust a number of parameters:



## Noise Gate

The Noise Gate allows you to reduce the volume of background noise. By positioning the Noise Gate level above the noise volume and below the volume of people speaking, VoiceBoost will increase the volume of speaking and not the noise.

## Volume

You can increase or decrease the overall volume of the recording with the Volume slider. This volume control allows you to boost up dramatically people speaking softly in the recording so that they can be heard distinctly. This is different than the volume for the playback device in the main window, which must be set high enough to hear the sound from the speaker or headphones.

## Rumble Filter

Low frequency noise can interfere with the ability to hear people speaking. When there is loud air conditioning noise or street traffic, this will often include a large low frequency component. By move the Rumble Filer setting further to the right, it will cut out more of the low frequencies.

## Mid Filter

The Mid Filter slider is designed to boost the loudness of middle frequencies, the frequency range that contains most of the detail of spoken language. By moving the Mid Filter slider further to the right, it will boost these frequencies to make the speaking louder. Moving the slider further to the right will make the sound quality more natural sounding.



## **High Filter**

The High Filter slider allows you to reduce high frequencies. Background noise in the high frequency range can sometimes interfere with intelligibility of speaking the mid-range frequencies. Moving the slider further to the left will reduce the high frequencies.

## **Speed Controls**

The VoiceBoost Options dialog also includes controls for setting the rate of slow down or speed up when selecting that option in the main window.

## **Foot Pedal Support**

Transcriber 10 provides the same hands-free functionality of a transcription machine, allowing the user to start and stop playback without having to take hands off the keyboard. This feature can be controlled through a keyboard shortcut or using an optional hardware foot pedal.

### **Virtual Foot Pedal**

Transcriber 10 provides a simulation of the USB foot pedal using special key combinations. This eliminates the need for the optional hardware USB foot pedal in many situations. The special Virtual Foot Pedal keys will allow the user to perform the same type of action as a USB foot pedal, regardless of what program is running in the foreground. For example, Transcriber 10 can be running in the background, while typing a transcript in the foreground on a word processor. Default key values are Control- 8 for left foot pedal, Control-; (semicolon) for center pedal, and Control-9 for left foot pedal. These can be changed in the Preferences dialog. In addition to operating during playback, the Virtual Foot Pedal keys will work while recording, just like the USB foot pedal.

### **USB Foot Pedal**

No additional software is needed to use the USB Foot Pedal. To enable the Foot Pedal feature, perform the following steps:

1. Install a SoniClear USB Foot Pedal (purchased separately from SoniClear). When first plugged in, Windows will display messages indicating that the Foot Pedal is being installed (referred to as a USB HID device).

2. Start Transcriber 10.
3. Select Edit/Preferences from the pulldown menu, and click on the Foot Pedal tab.
4. Click the "Test X-Keys Foot Pedal" button to verify operation of the device. The popup message "X-keys foot pedal is operating correctly." should be displayed. If not, recheck proper installation of the USB pedal.
5. Options are available for how the foot pedal works during playback, simulating a transcription machine.
6. Additional options provide for using the foot pedal during recording to insert notes while recording. There are three choices for recording actions. "Do Nothing" disables any action by that pedal during recording. "Add Note" automatically adds a blank note when the foot pedal is pressed. This is the same action as pressing the Spacebar key on the keyboard. "Edit Note" adds a note and pops up the Edit Note dialog box to allow for editing.
7. Default settings are provided for the operation of the Foot Pedal. You can change these settings at any time and they will be saved in the Preference file.

## Foot Pedal Operation

### Operation While Playing

With Transcriber 10 running, start, stop, wind, and rewind playback of any file that is currently open will be controlled by the Foot Pedal, as well as the regular program controls. The pedal will continue to control Transcriber 10 operation, even when you are using another program, such as a word processor, for transcribing dialog.

Default action of the foot pedal:

- Left Foot Pedal rewinds audio 10 seconds when pressed.
- Center Foot Pedal plays audio when pressed, then rewinds 5 seconds when lifted.
- Right Foot Pedal fast forwards audio 10 seconds when pressed.

These default values can be modified by editing the Program Preferences (Edit/Preferences, Foot Pedal tab).

**IMPORTANT:** you must plug in the USB Foot Pedal before starting Transcriber 10. It may take a few seconds for the USB device to register with the operating system. If for some reason the USB Foot Pedal does not appear to be working after it has been plugged in, go to the Edit/Preferences dialog. In the Foot Pedal tab, click the Test X-keys Foot Pedal button to make sure it is working correctly.

## **Toggle 2-Channel Playback**

The left and right foot pedal switch can be used to control the toggling of playback between left and right channels using the USB or Virtual Foot Pedal. This action is specified in the Edit/Preferences/Foot Pedal dialog tab. Check the Enable box and select the Left/Right Toggle option, instead of Rewind Audio option.

# Editing Program Preferences

Various actions of Court Recorder 10 and Transcriber 10 can be customized through the settings in the program Preferences. Select Edit/Preferences from the pulldown menu to display the Preferences dialog. Preferences are divided into tabbed groups: "Files", "Recording Options", "Hardware", "Markers", "Options" and "Foot Pedal". Court Recorder 10 also includes a "License" tab for management of the program Floating License.

## Files Preference Tab

The Files tab provides for control over the management of sound files while creating, opening, and recording.

### Files - Default Directory

When creating new files, or opening existing files, the default directory is specified by this option. The current default directory is shown here. Clicking the Browse... button will allow you to select a directory from a dialog box display of the directories on disk. Checking the "Always use last directory" option will cause the program to remember the last directory used in the Open or New file dialogs, and this information is saved between sessions.

### Files - File Suffix

A file name dialog is shown when clicking the New button (or selecting the File/New menu item). The File Suffix specified in the Preferences will be appended to the new file name entered there by the user. Entry of a file name is optional. If the file name is left blank, the File Suffix will be used by itself. If both the file name and the File Suffix are blank, the program will substitute a default name for the recording ("2-Channel", "4-Channel", "6-Channel", etc.).

The File Suffix feature can be used to set a different default file name. Commonly, it will be used to specify the name of the user (or initials) for recordings that are stored in a shared directory.

NOTE: In addition to the File Suffix, the program will append a numeric value, such as "(2)", when the file name specified by the user is not unique. This makes it easy to quickly create a new file without having to be concerned with making the file name

unique. When selecting the Custom file type from the new file dialog, the name specified is used without the addition of a file suffix or numeric value.

## **Default Export Image Folder Directories**

The CD Image Export directory is the location of the directory for exporting a folder containing the recording files, when using the Export to CD Image feature. If the check box "Store CD Image Export Folders in Original File's Location" is checked, the directory location is forced to be the directory containing the file being exported, rather than a single, fixed directory.

## **Recording Options Preference Tab**

(Recording Options can only be set in Court Recorder)

The Recording Options tab controls which type of recording will be displayed as the default value when creating a new file. The options are 2, 4, 6, 8, 10, 12, or 14 channels.

When specifying 2 channel recording, the program records a "stereo mix" from the audio source. The Transcriber 10 channel selector will show "Stereo", "Left", "Right".

When specifying more than 2 channels, the first two channels will be labeled as "Stereo Mix" and the additional channels will be labeled as 1, 2, 3, etc. For example, a 4-channel recording will be displayed in the Transcriber 10 channel selector as "Stereo", "Left", "Right", "1", "2".

For sound cards that have only two channels, those channels will be recorded without any mixing. For sound cards or external audio interface equipment that incorporate a built-in mixer, this stereo mix may consist of a mix of one or more of the input channels. Refer to the hardware documentation for instructions on setting the mixer options.

Recordings can be made in WAV or MP3 format. Set the radio button to the desired format.

The Custom section of the screen is only for reference purposes, showing the recording options used in Court Recorder 10.

## **Hardware Preference Tab**

See the Court Recorder 10 Installation Guide for details about how to configure the Hardware Preference Tab.

## **Markers Preference Tab**

The Markers tab in the Preferences dialog allows you to enter a set of 56 predefined Marker notes as default text values. Each time a new file is created, the Marker note text entered in the Preferences screen will be copied into the new file.

## **Options Tab**

The Options tab in the Preferences dialog allows you to tailor the action of the automatic bookmarking feature to suit personal preferences.

### **Automatic Level Detection**

Automatic Level Detection is used to assist in locating portions of the audio where there is no speaking (or other forms of silence). This is used normally to indicate silence (such as a point when people stop speaking at a deposition) but can also be used to determine when an audio recording source has failed (no audio being delivered to the computer).

The software continuously measures the amplitude of the audio data being recorded. If the level of the audio remains lower than the specified Low Volume Level threshold for the Low Volume Minimum Time Length specified, a timestamped note will be entered automatically. The time indicated in the note will be the beginning point in time where the low volume was encountered, not at the point where the minimum time has been reached.

Situations where loud noises other than talking are being picked up by the system may cause this automatic notation feature to be unusable, because such loud sounds will always reset the time counter before the Low Volume Minimum Time is reached.

### **Add Bookmarks When Audio Level is Low**

Checking this option will enable the feature to automatically add bookmarks based on detection of low recording volume. Unchecking this option will disable this feature.

## **Low Volume Level**

This is the decibel level that triggers the detection of low audio volume. The number is actually the negative of the value entered. For example, the default value of 60 means -60db below 0db (where 0db is the maximum recording volume). In other words, the larger the numeric value, the softer the level that will trigger the threshold for detecting a low recording level.

If this feature is being used to detect when people have stopped speaking (such as at a deposition or courtroom session), the correct setting for Low Volume Level will depend on the level of background noise. This can be affected by noise sources such as air conditioning noise, street noise or people talking in an audience.

To properly detect what the user considers silence, experimentation with recording in the actual recording environment will be required in order for the program to trigger correctly.

## **Low Volume Min. Time**

Low Volume Minimum Time is a value representing the number of seconds that the audio recording level must stay below the Low Volume Level threshold before a note is automatically entered. If audio data is encountered that is higher than the threshold value at any time before this time constant is reached, the time counter will be reset.

The default value is 15 seconds. The most useful value for this time constant will vary widely, depending on the type of speaking that is being recorded. Again, experimentation is the only way to determine the most useful setting.

## **Display Options**

The rest of the Options tab control options for how to display information in Court Recorder 10 and Transcriber. See the Court Recorder Installation Guide for details about how to set these options.

## **Foot Pedal Preference Tab**

The Foot Pedal tab in the Preferences dialog allows you to tailor the action of the foot pedal to suit personal preferences. When using Court Recorder 10 with Transcriber 10, the foot pedal features should be disabled in Court Recorder 10 Preferences, with foot pedal actions being handled by Transcriber 10.

### **Test X-keys Foot Pedal**

When installing the software and foot pedal on a new computer, this button allows the user to verify the foot pedal is operating correctly.

### **Left Foot Pedal**

Enabled when the Enable check box is selected. Rewinds the audio playback by the number of seconds indicated. Default value is Enabled, with a value of 10 seconds of rewind time when the left pedal is pressed.

Alternatively, the left foot pedal switch (or virtual foot pedal) can be used to toggle between channels of a 2-Channel or Stereo recording. Select Enable and Left/Right Toggle to specify this option.

### **Center Foot Pedal**

Enabled when the Enable check box is selected. Default action is to play audio while the pedal is pressed, with a rewind value of 5 seconds when the pedal is lifted. Alternative action is to play audio only when the center foot pedal is pressed.

### **Right Foot Pedal**

Enabled when the Enable check box is selected. Fast forwards the audio playback by the number of seconds indicated. Default value is Enabled, with a value of 10 seconds of fast forward time when the right pedal is pressed.

Like the left foot pedal, the right foot pedal switch (or virtual foot pedal) can also be used to toggle between channels of a 2-Channel or Stereo recording. Select Enable and Left/Right Toggle to specify this option.



## License Tab

This feature applies exclusively to Court Recorder 10. This dialog tab does not appear in the Transcriber 10 program because it does not use the Floating License System to start operation. However, when a valid Court Recorder 10 license is detected by Transcriber 10, several file management features are enabled, such as Create Edited Copy.

The Floating License System manages the software licenses that are shipped to the customer on a USB Key device (sometimes referred to as a USB “dongle”). Each USB Key device can store up to 5 separate licenses. From the License tab of the Edit Preferences dialog, a license stored on the USB Key device can be locked to the computer. Once the license is locked on the computer, the USB Key device does not need to be plugged into the computer to run the software.

If the USB Key is plugged into the computer before running Court Recorder 10, the License Status will be shown (number of licenses on the USB Key and a list of Computer Licenses). If the USB Key was not inserted at the time the Court Recorder 10 program was started, the Check for USB Key button can be clicked after plugging the USB device into the computer. This will update the License Status information.

The total number of licenses included on the USB Key is shown. If no USB Key is inserted, the number will default to one license, which may not match the number of licenses on the USB Key device used to lock this license.

In the Computer Licenses section, each computer that has a license locked from the USB Key is shown with the computer name and the lock status. A button next to the current computer will show either Lock or Unlock, depending on the status. If the license needs to be locked to this computer, click the Lock button. Once it has been locked to the computer, the button will show Unlock. Clicking the Unlock button will move the license back to the USB Key, where it can be used on other computers. Unlocking requires having the USB Key used to lock the license. If more than one USB Key is available, using the wrong key will disable the Unlock feature.

### Important Notes:

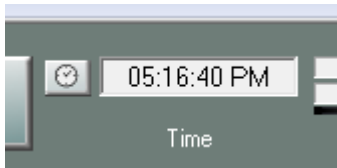
- The user account that is active when locking the license must have Administrative Privileges, to allow for access to the system registry.
- For systems that use Active Directory to manage user accounts, the Lock button may be visible, but disabled. In this case it will be necessary to remove the computer from the domain and log in using a local administrative account on that machine. Once the license has been locked to the machine, it can be reconnected to the domain for normal login use.

# Other Program Features

## Displaying Clock Time

The current time counter and the notes timestamp can be displayed in either “Elapsed” time (time from the beginning of the recording) or “Clock” time (time-of-day from the computer system clock).

For the current time counter, the display can be switched between Elapsed and Clock time displays using the mode button next to that field.



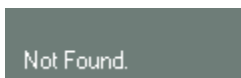
For the note timestamps, the type of time value displayed is controlled from the program Preferences (Edit/Preferences/Options/Clock Time check box).

## Searching by Clock Time

It is possible to position to a specific location in the recording based on Clock time. Enter a time value in the Find field and click the clock button next to that field:



If a matching location is found in the recording, the current playback position will be changed to this location. If the search time does not exist in the file, an error will be displayed above the New Note field:



## Using SoniClear Profiles

If the IT department or computer consultant has configured SoniClear with the Profiles option, you can select a program profile from a combo box displayed below the time counter. Selecting a new profile will switch the preference settings and window placement. This is useful for systems that need to support multiple microphone setups, or different archive folders, depending on the type of recording being made.

Note: If a file is open when switching to a new profile, the program will ask if you want to close the currently open file. Selecting “Yes” will close the file and change to the new profile. Selecting “No” will cancel the profile change and the file will remain open.

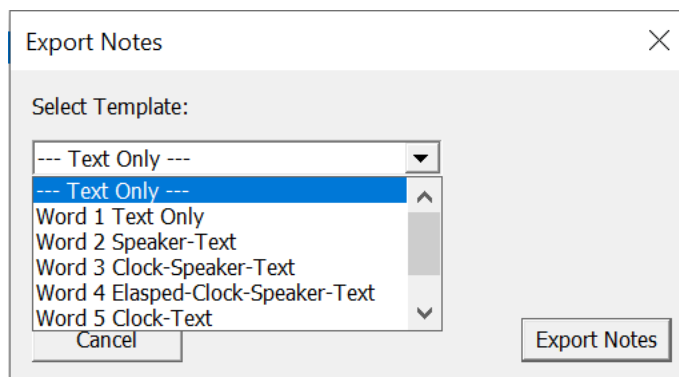
## Export Notes to Text File

The File/Export Notes menu selection writes the notes entered for the currently open recording into a new Word Document or plain text file.

The Export Notes dialog allows you to select which format to use for exporting. There are several predefined formats to choose from, depending on what is needed for the application. See the Court Recorder Installation Guide for information about changing the Word export template formatting.

When selecting a Word template the output file will be formatted using the Word template that has been installed on the system.

When exporting notes in plain text format the resulting notes file can be opened in a word processing or spreadsheet program in text format.



Note: when saving changes to a .DOC notes file, Microsoft Word will default to saving in the .MHT format instead of .DOC format. This is because the internal format of the exported files is based on the HTML format. To work around this problem, specify the .DOC or .DOCX format when saving changes the first time. The format confusion will not occur again for that file.

## **Automatic Silence Detection**

Court Recorder 10 can be configured by default to automatically detect silence that occurs during a recording. When this happens, a note is entered with a timestamp at the point in time where the silence was detected and where audio resumes. The note also has the Cut Audio export option checked. When using Create Edited Copy, or Export to CD Image, the sections that are marked as silent will be removed from the file or archive being created.

This feature can be turned on or off, as well as setting the threshold and time delay parameters. For details, see the section Editing Program Preferences, Automatic Notation Preference Tab in this manual.

## **Check for Program Updates**

Court Recorder 10 is updated from time to time for the addition of new features and the fixing problems that are discovered in the program after release. You can check for updates to the program by selecting “Help/Check For Updates” from the pulldown menu. This will launch the default browser displaying the current update information at [www.soniclear.com](http://www.soniclear.com).

# Software License Information

The license terms of the Court Recorder 10 and Transcriber 10 software are controlled by the “click through” SoniClear license accepted by the user at time of installation. A copy of the license agreement is installed in the software program directory in the file "license.txt". Any other licensing information provided to the customer is for review purposes only. For example, a sample of the SoniClear license agreement appears on the Legal support page at [www.soniclear.com](http://www.soniclear.com). In the event of discrepancies between the license accepted by the user and terms published or otherwise provided to the customer for review, the specific terms specified in license.txt license file shall prevail.

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Portions of Court Recorder 10 incorporate open source software libraries. Detailed information about the licensing of the open source code is provided in the license-opensource.txt file included with the software. A copy of the open source code used in the product can be obtained on request to [support@soniclear.com](mailto:support@soniclear.com).