

EXPRESS SCRIBE

The screenshot displays the Express Scribe software interface. At the top, the window title is "0:00:23.1 Express Scribe". The menu bar includes "File", "Control", "View", "Notes", "Bookmark", "Options", and "Help". Below the menu bar is a toolbar with icons for "Sync", "Load", "Dock", "Scribe Mini", "Options", "Help", and "Suite". A secondary toolbar contains various file management icons. The main area features a table with the following data:

Dictation Name	Sender	Date	Time	Duration	Priority	Deadline	Notes
Welcome	NCH Software	2002-01-28	23:10:59	0:58	Normal		

Below the table is a horizontal scrollbar. At the bottom, there is a playback control panel with buttons for play, stop, previous, double previous, double next, and next. To the right of these buttons is a volume control slider and a speed control set to "Speed (100%)". The status bar at the very bottom reads "Express Scribe v 5.04 © NCH Software".

CONNECT TRANSCRIBER PEDAL

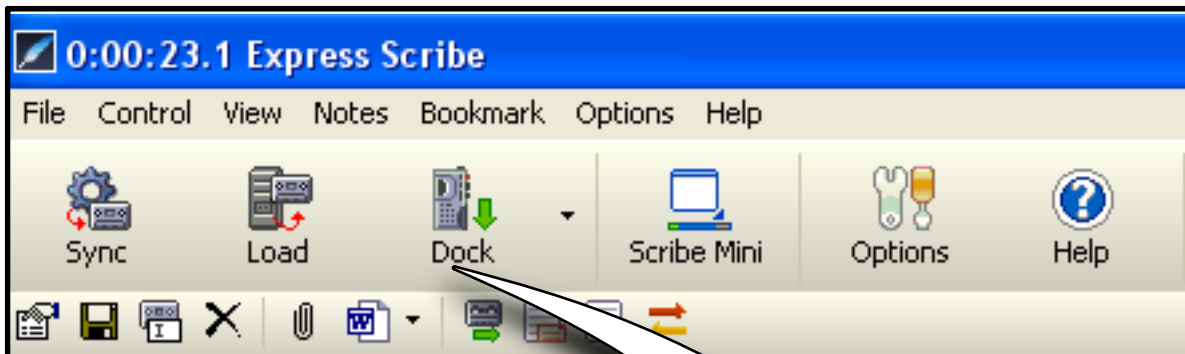


connect your transcribing pedal to the computer via the usb port and cable

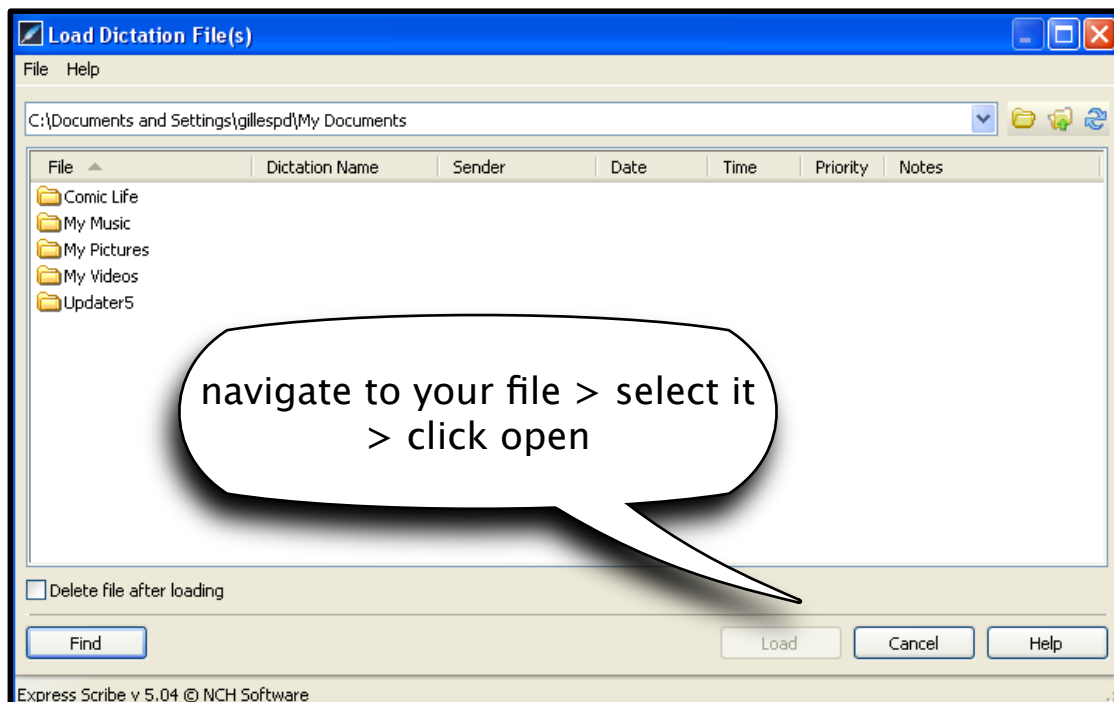


place your transcription pedal on the floor

LOADING A FILE TO TRANSCRIBE

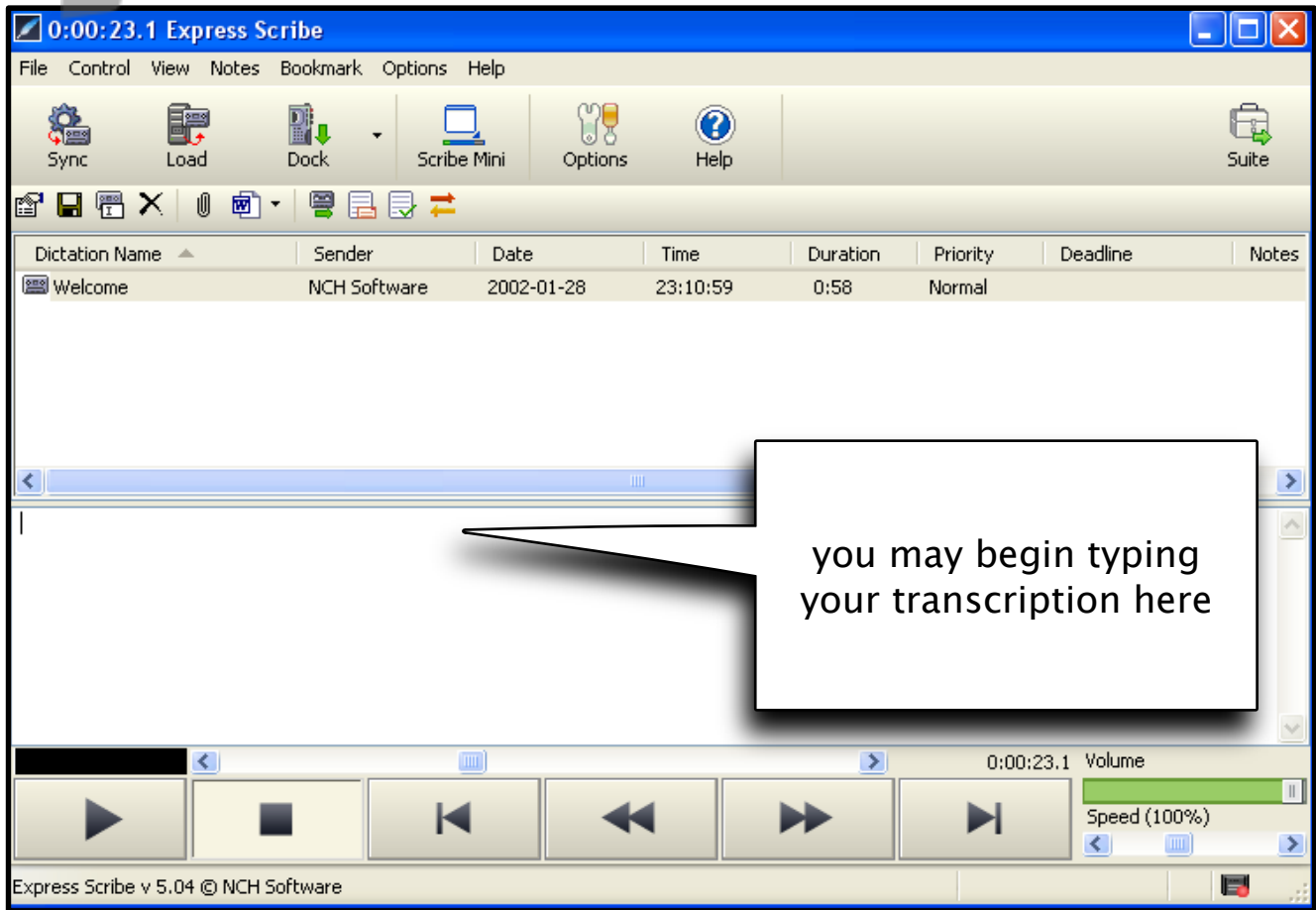


Click load to select a file to transcribe

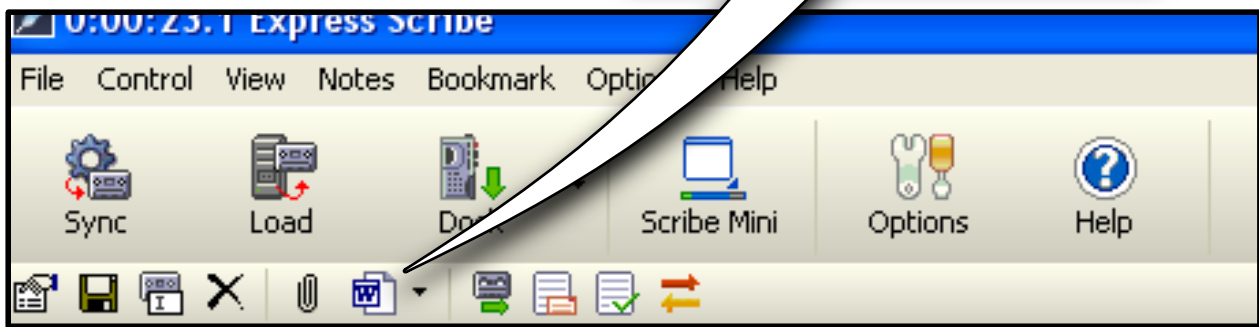


navigate to your file > select it
> click open

TYPING YOUR TRANSCRIPTION



you may also open a word document to save your transcription



using the transcription pedals

utilize the pedals to navigate your recording



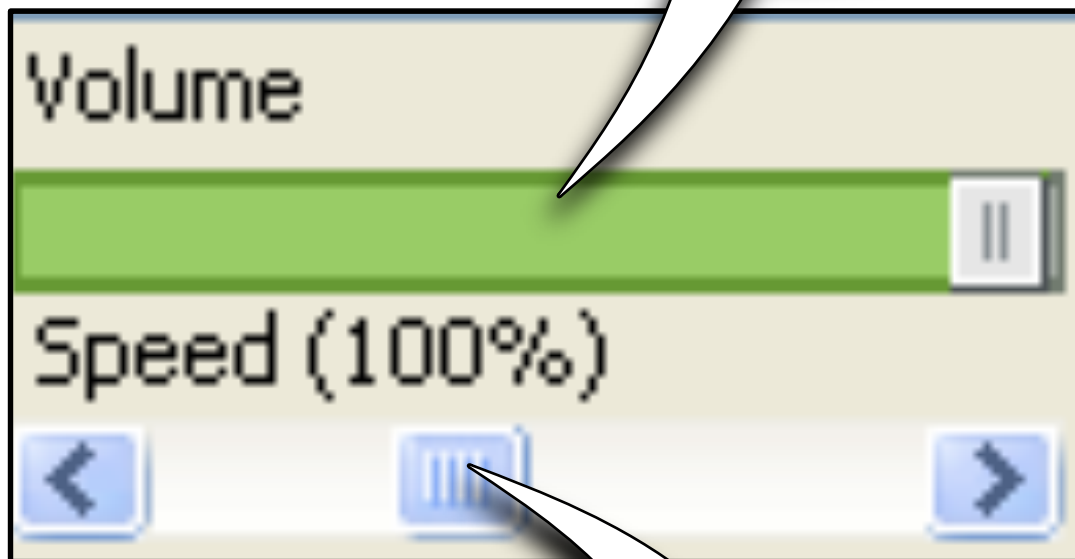
fastforward

play

rewind

Adjusting volume and speed

YOU CAN ADJUST THE VOLUME USING THE SLIDING VOLUME BAR

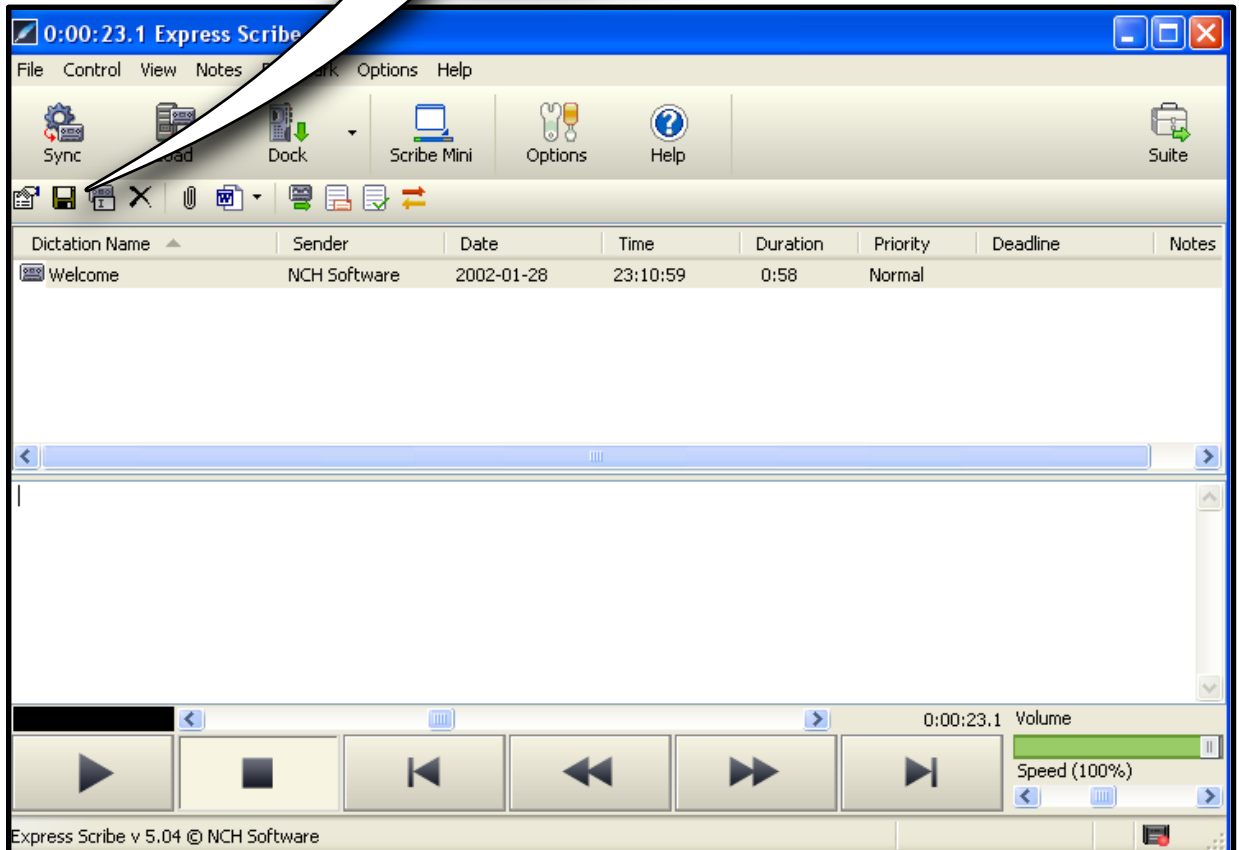


YOU CAN SLOW DOWN OR SPEED UP YOUR RECORDING BY USING THE SLIDING SPEED BAR

saving



be sure to save your work by clicking the floppy disk sign icon



the end!