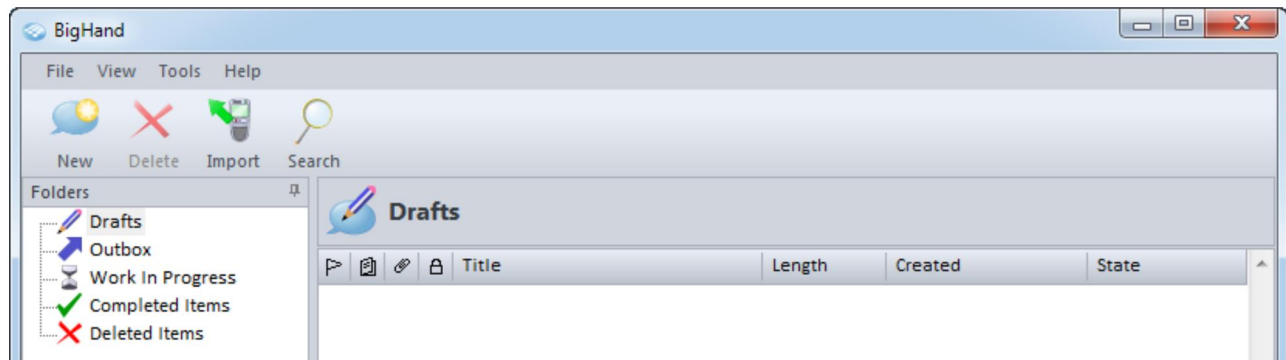


## Getting started with BigHand for Authors using a Portable Device

When you open BigHand, you are presented with the following window. The left pane contains a list of folders; the right pane shows details of the items in those folders.



### Initial setup

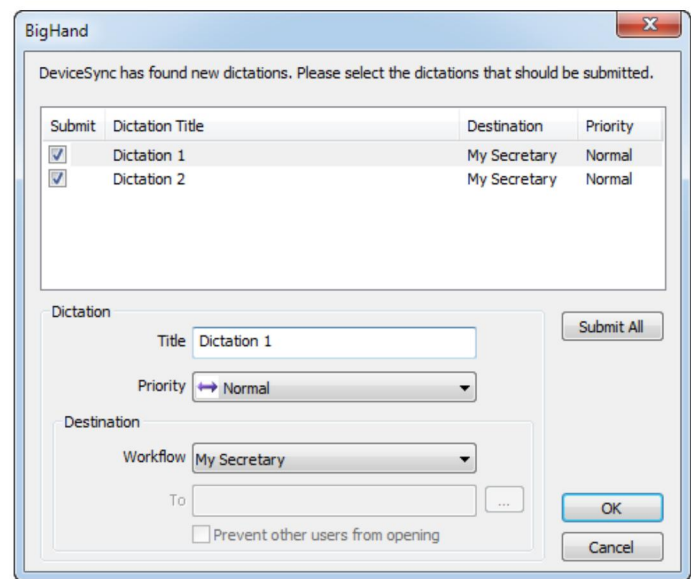
Before you can start uploading dictations, you have to set up your recording and playback devices.

1. On the **Tools** menu, click **Options**.
2. On the **Audio** tab:
  - Under **Playback**, in the **Preferred Device** list, select the device that BigHand should use to play back audio.
3. On the **DeviceSync** tab:
  - In the **Remote Device** list, select your device.
  - Change the default **Configuration** and **Import Destination** settings, if required.
  - If you use a password to encrypt the files on the recorder, enter your password under **Encryption Password**.
4. Optional – if you use a wired device to create dictations: On the **Control** tab, in the **Control Device** list, select your device. You can use this device to record dictations and control the BigHand Recorder.

## Working with dictations in BigHand

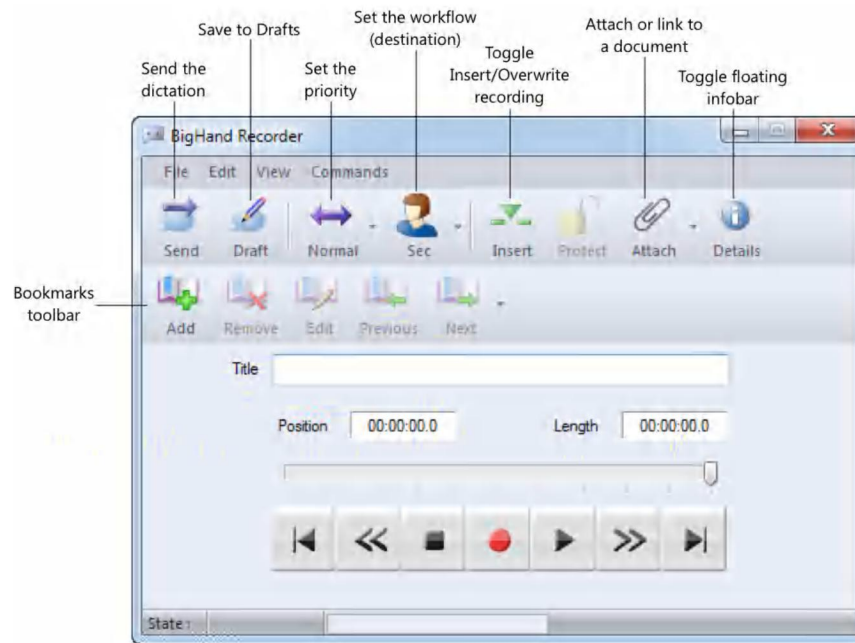
### Uploading dictations

1. Record one or more dictations on your portable device.
2. Plug your device into your computer. By default, you will be prompted to submit dictations (depending on your settings).
3. Select the dictations that you want to submit by selecting or clearing the checkbox next to each dictation.
4. Optional: Click on a dictation and make the following changes, as required.
  - a. Change the title of the dictation in the **Title** field.
  - b. Select a different priority in the **Priority** list.
  - c. Change where to send the dictation by selecting a **Workflow**. For example, you can submit a dictation to your Drafts folder to listen to or edit it first.
5. Click **OK** to submit the dictations.



### Editing a dictation


You can listen to and edit a dictation if no one else is currently working on it (otherwise it will be locked). Double-click a dictation to open it in the BigHand Recorder.



Use the controls in the **BigHand Recorder** window to listen to the dictation. To go to a different place, you can use the rewind and fast forward buttons or simply move the slider.

To save the dictation without sending it, click the **Draft** button in the toolbar, or just close the BigHand Recorder window. The dictation will be saved in your Drafts folder. It will remain here until sent or deleted.

## Changing the volume and other playback options

When you open BigHand, the **BigHand Audio** icon  appears in the notification area. Double-click this icon to open the **BigHand Audio Control**. Move the sliders up or down to adjust the playback volume, the fast forward and rewind speed and the tone.

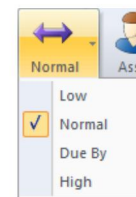
**Note:** You may need to adjust the Windows volume settings as well.

## Bookmarks

You can add bookmarks to dictations for later reference by yourself or the person transcribing the dictation. Each bookmark has a title associated with it and optional notes.

## Preparing and sending a dictation


1. Enter a new title for the dictation in the **Title** field, if required.
2. Use the buttons in the toolbar to do the following:
  - Change the priority. To specify a date and time, select **Due By**.
  - Select a different workflow (the recipient or destination of the dictation).
  - Attach files or links to your dictation.
3. Click **Send**. The dictation will move to your **Work In Progress** folder, where you can track its progress in real time.



Priorities



Workflows

When someone starts working on the dictation, the **State** will change from "Pending" to "In Progress" and the **Locked By** column will show who is working on it. You cannot open a dictation while someone else is working on it. When work on the dictation is complete, it is flagged with a check mark  and you can open and review it.

## Recalling and deleting dictations

If you want to edit or delete a dictation that you have already sent, you can recall it, if it is not locked. In your **Work In Progress** folder, right-click on the dictation and click **Recall**. The dictation will move back to **Drafts**, from where you can open and edit it, or delete it.