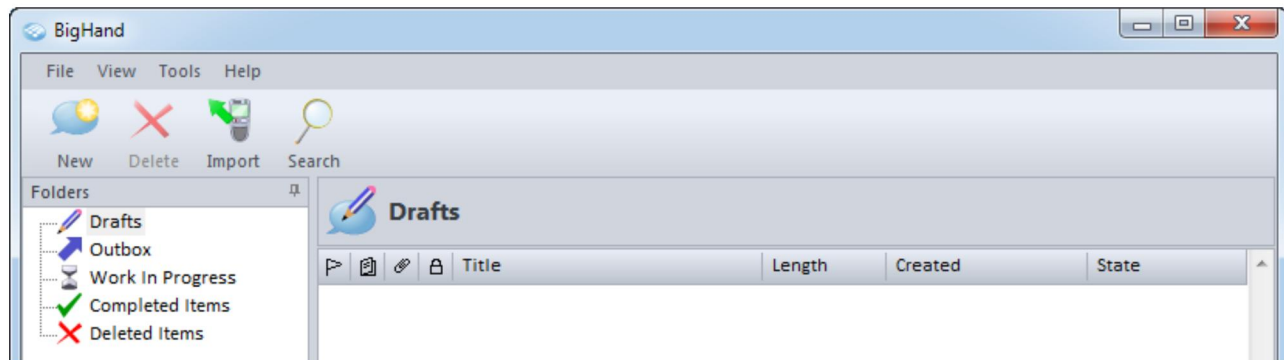


## Getting started with BigHand for Authors using a Wired Device

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 creating dictations, you have to set up your recording and playback devices.

1. Plug in your recording/control device.
2. On the **Tools** menu, click **Options**.
3. On the **Audio** tab:
  - Under **Playback**, in the **Preferred Device** list, select the device that BigHand should use to play back audio.
  - Under **Recording**, in the **Preferred Device** list, select the device that you will use for recording dictations.
4. On the **Control** tab:
  - In the **Control Device** list, select the device that you will use to record dictations and control BigHand.
5. Optional – if you use a portable device to create dictations: On the **DeviceSync** tab, in the **Remote Device** list, select your device. The dictations will be imported directly from the device when you plug it into your computer.

### Dictation basics

#### Recording a dictation


1. Click the **New** button in the toolbar. The BigHand Recorder window opens.
2. Click the record button in BigHand Recorder or on your control device.  
While you are recording, the recording icon  will flash in the notification area, at the far right of the taskbar.
3. Dictate into your microphone.
4. To stop recording, click the stop button, or click the record button again.

Listen to your dictation to make sure the audio is clear.

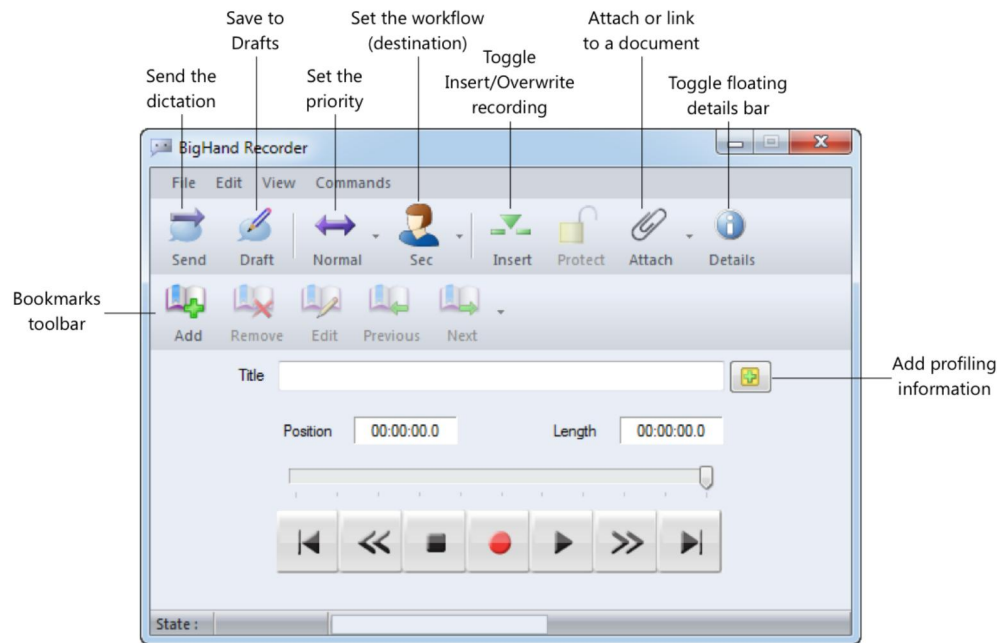
- To play back the dictation, click the play button in BigHand Recorder or on your control device.
- To go to a different place in the dictation, use the rewind and fast forward buttons, or move the slider.

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, recording volume, the fast forward and rewind speed and the tone.

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



## Editing a dictation


You can insert additional recording into a dictation or overwrite an existing recording with new material.

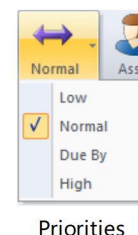
1. Open the dictation you want to edit and go to the position from where you want to start.
2. Enable either Insert or Overwrite mode:
  - To select Insert mode, click the **Insert** button in the toolbar or on your device. The button should be highlighted.
  - To record in Overwrite mode (the default mode), ensure that the **Insert** button is not highlighted.
3. Click the record button and dictate the new material into your microphone.

## 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 title for the dictation in the **Title** field.
  - If you are using profiling, click the profiling button  and specify the **Document Type**, **Client**, **Reference** and **Notes** (optional). This will be used to generate a title and associate additional details with the dictation.
2. Use the buttons in the toolbar to do the following:
  - Select a priority. To specify a date and time, select **Due By**.
  - Select a 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.