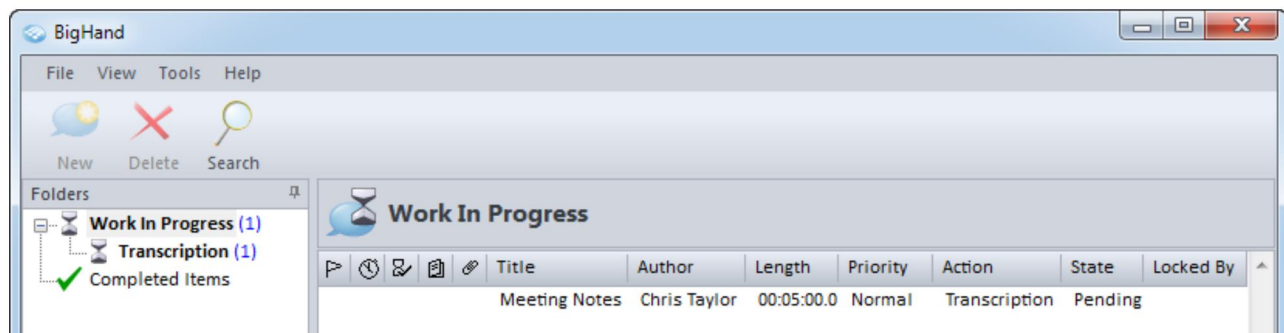


Getting started with BigHand

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

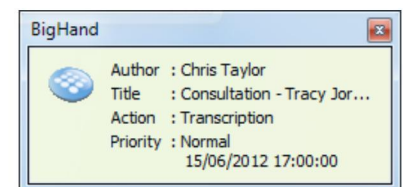
Before you can start working with dictations, you have to set up your playback and control devices.

1. Plug in your footpedal and headset.
2. On the **Tools** menu, click **Options**.
3. On the **Audio** tab:
 - Under **Playback**, in the **Preferred Device** list, select the device (such as the computer's speakers) that BigHand should use to play back audio.
4. On the **Control** tab:
 - In the **Control Device** list, select the footpedal that you will use to control BigHand. You may need to select **HID Control Device** and then select the model in the **Device Model** list.
 - In the **Auto backspace** box, select the interval that a dictation rewinds when you stop and then resume playing.

Working with dictations

When you have a new dictation to process, it will appear in your **Work In Progress** folder. You will also receive a notification if BigHand is open.


BigHand displays the number of pending items next to folder names, and also shows a pending dictations icon  in the notification area, at the far right of the taskbar, if you have pending items.



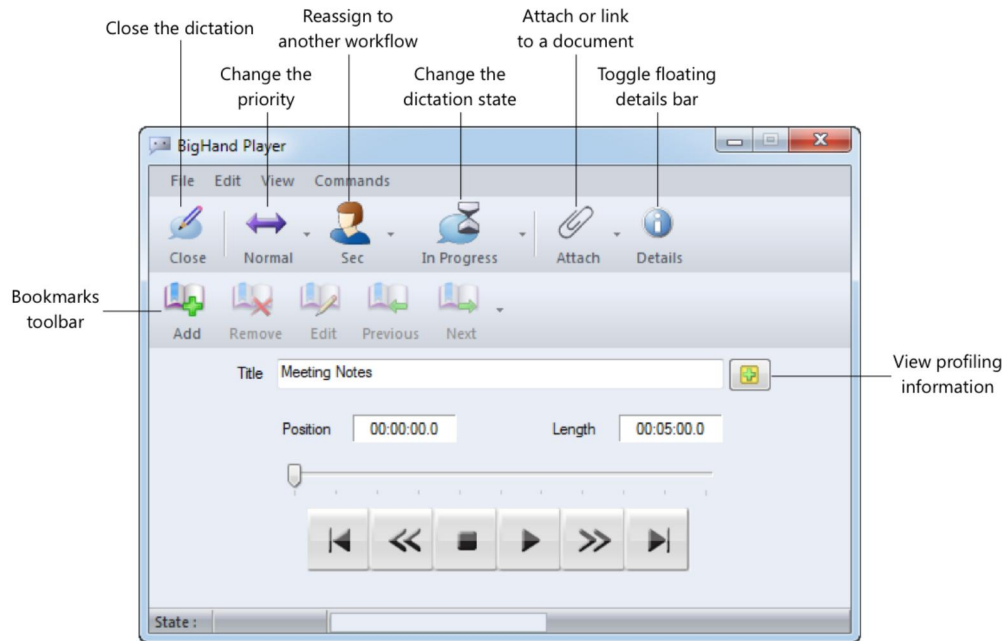
Processing a dictation

1. Double-click an item in **Work In Progress**. The **BigHand Player** window opens.
2. Use your footpedal to play the dictation. You can also use the buttons in BigHand Player to control playback, or move the slider to quickly go to a different place in the dictation.
3. Listen to the file and perform the action that is required, such as transcription.
4. If you want to stop working and continue at a later time, click **Close**. When you open the dictation again, it will open at the same place as when you closed it.

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, playback speed, the fast forward and rewind speed and the tone.

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



While you're working

When you start working on a file, the **State** will change from "Pending" to "In Progress" and it will be locked by you. This is also visible in **Work In Progress**, where the **Locked By** column shows the name of the person working on a file.

Unlocking a dictation

If a dictation is locked by you, but someone else needs to work it, you have to unlock it by changing its state back to "Pending". To do this, open the dictation, click the **In Progress** button in the toolbar and select **Pending** (or just press F5 on your keyboard).

The details bar

Click the **Details** button in the toolbar to show or hide the floating details bar.



The details bar displays the current playback position and the total length of the dictation, to help you track your progress. If you display the details bar, it is visible on top of all other windows and you can move it to any position on your screen.

Bookmarks

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

Attaching files

You can attach documents to dictations from within BigHand Player. This might be useful if you have transcribed a dictation and want to return the completed document to the author. When you complete the dictation, the author can easily open the document via that dictation. To attach a file:

1. Click the **Attach** button in the toolbar and select **Attach File**.
2. Select the file in the window that opens, and then click **Open**.

The files that you attach will be visible in the **Attachments** pane at the bottom of the BigHand Player window. To remove an item, right-click the item and then click **Remove**.

When you're done

With the dictation open, click the **In Progress** button in the toolbar and select **Complete** (or just press F7 on your keyboard), and then close the dictation. BigHand will move the dictation from **Work In Progress** to **Completed Items**. Completed items are automatically removed from BigHand after one day by default.