

# **SoniClear 9**

## **USER GUIDE**

for

**GOV RECORDER 9  
MEETING RECORDER 9  
INTERVIEW RECORDER 9**



## About This Manual

This manual covers the features of the following SoniClear digital recording software products:

- Meeting Recorder 9
- Gov Recorder 9 Suite
- Interview Recorder 9 Suite

When a particular feature is not available in all of the above versions, a note is included indicating which versions include that feature.

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

SoniClear is a very reliable product that has been carefully tested, and customers have used it for many years. However, because of the complexity of recording using a Windows computer system, there is a slight possibility of the recording system failing. For that reason, it is highly recommended that you use a backup method of recording, in addition to SoniClear, when 100% success in making a recording is critical.

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# Quick Start

## Installation

Follow the one-page Computer Configuration guide included with the SoniClear software.

## 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 start 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, by default. The name of the folder and the name of the recording file are automatically assigned with the file prefix specified in SoniClear's preferences along with the 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 Files

You can import files into SoniClear that were created other other software or devices, such as online conferencing services and handheld recorders. Supported formats are MP3, MP4, and M4A. A 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 nameClick the Import button to start the import

process.

Once the file has been imported it can be used like any 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:

### Meeting Recorder 9

Meeting Recorder 9 is designed for an individual board secretary or clerk to record meetings, review recordings for preparing minutes, and transcribing.

### Gov Recorder 9 Suite

Gov Recorder 9 Suite is designed for governmental organizations that need to efficiently record and manage meeting information. Features include multichannel recording, maintaining recording archives, and a free Transcriber program for multiple departments to use for review and transcription.

### Interview Recorder 9 Suite

Interview Recorder 9 is designed for governmental organizations to capture recordings efficiently and reliably from administrative interviews. Features include streamlined recording program, automatic file backup, a Recording Manager for processing recordings (archiving, editing, validating), and a free Transcriber program for transcription work.

### Court Recorder 9 Suite

Court Recorder 9 is designed for digital court reporting in courtrooms and depositions. See the Court Recorder User Guide for details.

## Key Features

- Powerful and Easy to Use
  - Includes all the features required by clerks and board secretaries.
  - Easy to use as a tape recorder.
- Fast Note Taking
  - Type at any time to enter timestamped notes.
  - 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, or Windows 10 IoT. For highest recording reliability, SoniClear currently recommends Windows 10 Enterprise LTSB, or Windows 10 IoT, when installing the software on a computer dedicated to recording.
  - Compatible with Desktop mode on Windows 10 computers. Touch screen can be used to operate the software for recording and playback.
  - Compatible with high density screens, such as Microsoft Surface Pro.
  - 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.
- Advanced 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.

- 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.

\*Note: Multichannel recording, Automatic Backup, LAN Archive, and Web Archive features not included in Meeting Recorder.

## **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 meeting 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.

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:

- Meeting Recorder 9 - includes the free SoniClear Player program that is available through the Export to CD Image feature. It does not provide any additional transcription or management programs.
- Gov Recorder 9 Suite - includes the free SoniClear Player program, which is available through the Manage LAN Archives feature and the Export to CD Image feature. Gov Recorder 9 also includes a free Transcriber program for transcribing after the recording is completed.
- Interview Recorder 9 Suite - file management features, such as Manage LAN Archives, Export to CD Image, and Validate Backups, are provided in the included SoniClear Recording Manager program. Interview Recorder 9 also includes a Transcriber program for transcribing after the recording is completed.

## **Technical Support**

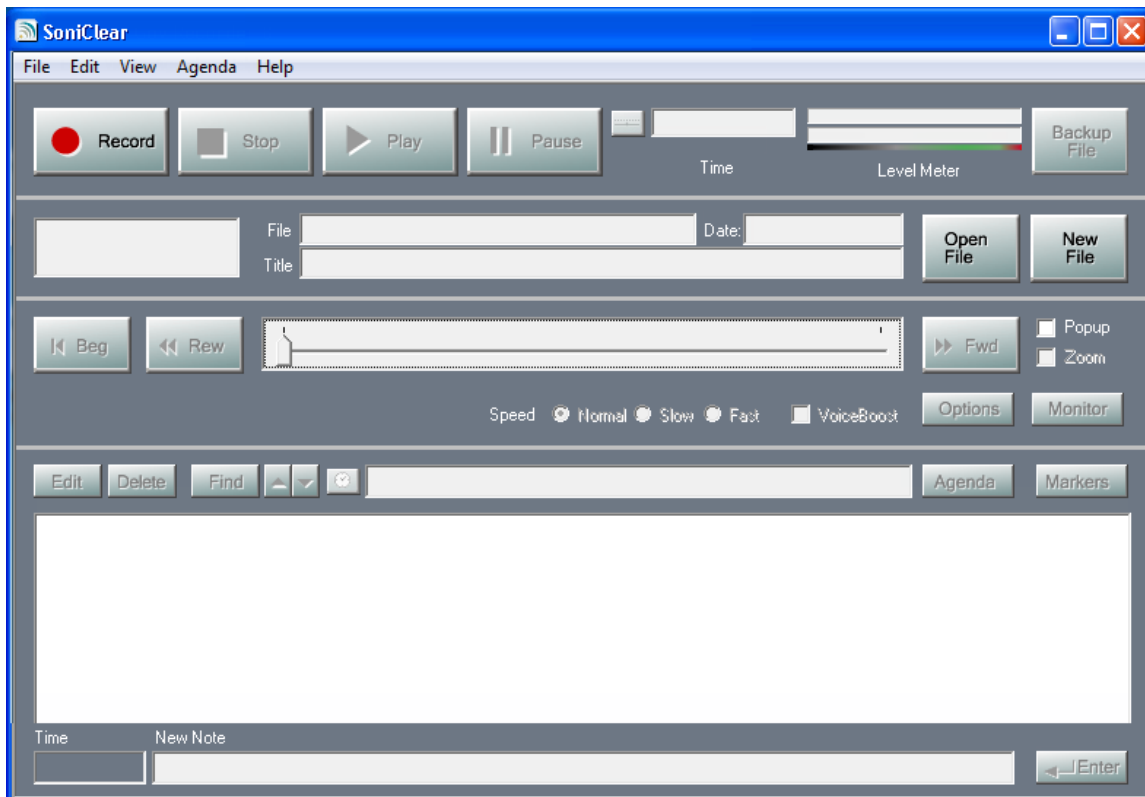
Contact your SoniClear dealer or view the SoniClear Support Page at [www.soniclear.com](http://www.soniclear.com) for technical support information.

# Recording with SoniClear

## Starting SoniClear

You can start the program from the program icon installed automatically on the Windows desktop. You can also start SoniClear from the Windows Start button (Start/All Programs/SoniClear9/SoniClear 9).

When SoniClear starts, it displays the following screen:



For most applications you can control the program entirely by clicking buttons on the display. On computers with a touch screen, these buttons can also be clicked by touching them. Additional features are accessible from the pulldown menus and the various dialogs that are displayed (see Advanced Features for details).

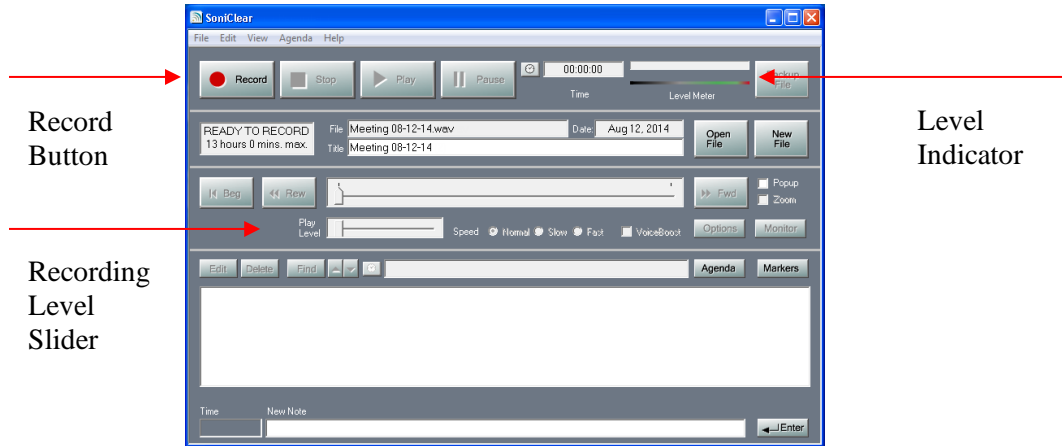
## Start Recording

You can start recording by just clicking the Record button. This will automatically name the recording, create a folder with that name, and create the recording file in that folder.

You can also specify the file name in advance of starting the recording. Click the New File button and override the default file name. You can also rename the file after it has been created, using the File/Rename option from the pulldown menu.

If you close the recording file or exit SoniClear without making a recording or entering notes or agenda information, the file will automatically be deleted.

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



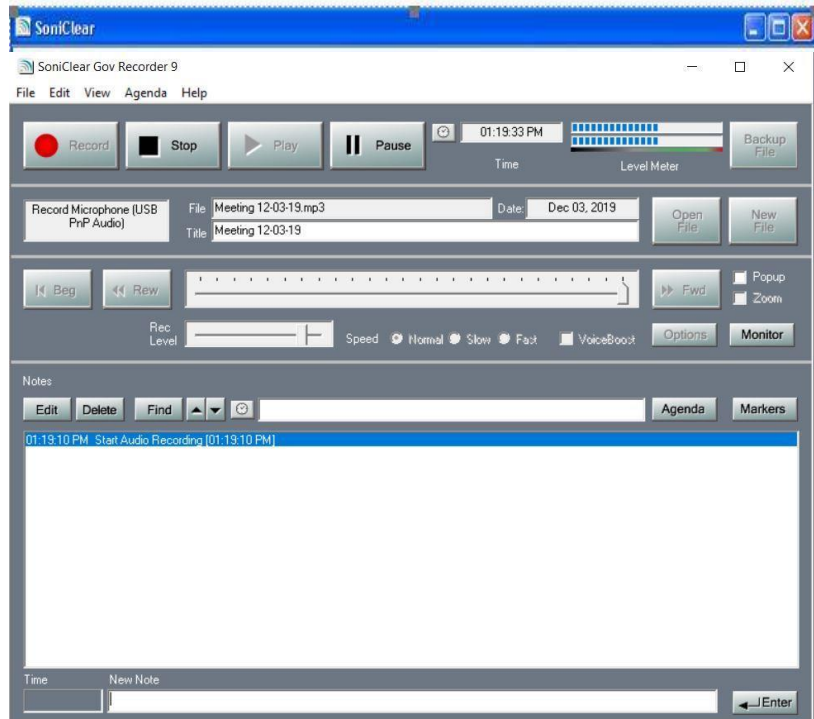
When the meeting begins, click the Record button to start recording. The time counter will start running and a note will be entered automatically in the Notes section titled "Start Recording".

After starting recording, adjust the Rec Level slider to achieve the best sound level. The best level is one where the level indicator consistently shows to the middle to three quarters of the display range (where you see the green color indicator). 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.

The first time you run SoniClear it will set up default input sound source. This is normally the microphone connected through the microphone jack on the computer. Sometimes SoniClear will pick the wrong audio device, in which case the device selection must be entered manually. If this happens, edit the Hardware settings in the program Preferences following the instructions provided in the SoniClear Installation Guide.

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

Verify Recording Device



If the level meter does not indicate sound is being received when you have the Rec Level slider at the maximum value (all the way to the right), there may be a problem with the microphone connection to the sound card. Verify the system setup based on the SoniClear Installation Guide and contact SoniClear support for diagnostic suggestions.

## Stop Recording

When you are finished recording a sample meeting, press the Stop button. Then click the Yes button in the confirmation dialog. When you stop recording, an automatic note is entered that says, "Stop Recording".

Recordings require confirmation to stop recording to avoid accidentally stopping while taking notes or using other programs. Recording will not stop until the moment you click the Yes button.



The result of this recording process is a sound file stored on the disk drive of the computer. The digital audio information is stored in a standard audio file as the recording is made. There is no need to do an additional "save" operation, as the data is already saved in the file.

## Pause Recording

You can also stop the recording by clicking the Pause button. This will cause recording to stop immediately without needing to confirm the stop action. A red Recording Paused message will pop up on the screen with the option to resume the recording or to stop.

## Recording Again

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.



## 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 SoniClear 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 after it has been closed (and marked read-only), use File/Delete pulldown command. This will delete the recording folder and all 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.

## **Using SoniClear with Other Software**

SoniClear can record and play without a problem while using most other programs, such as word processing, checking email, and browsing the web. In some cases, background programs may interfere with recording. This is because SoniClear needs constant use of the computer resources while making a recording.

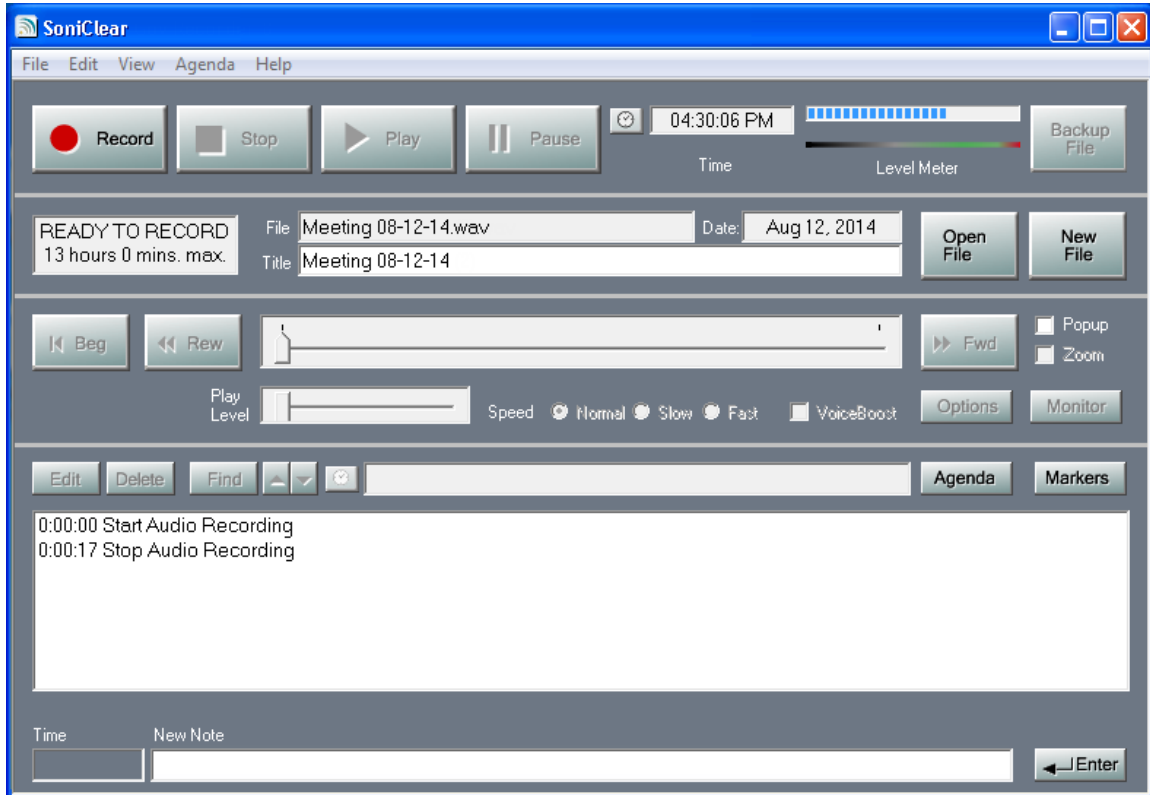
If another program running at the same time uses excessive amounts processing power or intensive disk access during recording, some of the audio or video information could be lost.

Programs that use the computer sound card can also interfere if they are trying to access the same audio resources that are being used by SoniClear.

You will have to test your computer setup if you need to run resource intensive or multimedia programs. If you find that there is interference with recording, you will need to always exit those programs before using SoniClear.

# Playing Recordings

Now that you have created a sound file, SoniClear can play it back. The playback display looks like this:



Click the Play button to hear your recording. If you do not hear any sound played back, either there is a problem with the playback volume on the sound card or the program was unable to record from the sound card. For a solution, see the SoniClear Installation Guide, or contact SoniClear for assistance.

## Manually Positioning in File

SoniClear includes buttons and a slider for moving the playback position: Beg (move to the beginning of the file), Rew (rewind one minute), Fwd (wind forward one minute), and the current location slider located between the Rew and Fwd buttons.

By default, the location slider represents the entire file. Moving the slider will move to the same relative position in the file as shown on the slider. You can see the exact time of the current location in the Time indicator at the top of the window.

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

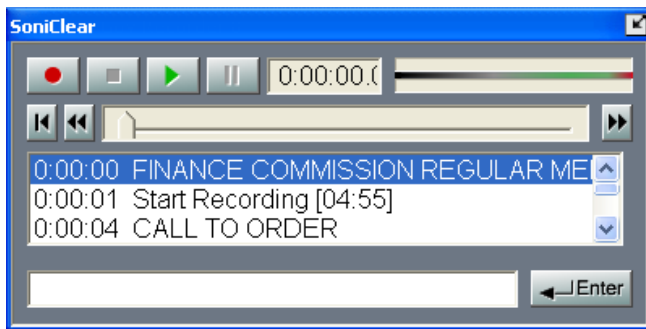
position by 30 seconds and reset the slider to the middle. This makes it easier to move several minutes within a section of the recording. The Rewind to Beginning and Wind to End buttons can also be used to move by 30 seconds when in the Zoom mode. Unchecking the Zoom check box will return to displaying the entire recording timeline.

## Play While Typing in Microsoft Word

You can run Microsoft Word at the same time as you are playing recordings in SoniClear. 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. Use of Microsoft 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 SoniClear, 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 SoniClear 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 SoniClear to the normal size window, click on the resize icon in the upper right corner of the window.

## Opening an Existing File

SoniClear can play back sound files in the standard WAV, MP3 file formats. The proprietary CF3 file format (based on the MP3 format) can also be opened in SoniClear. 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 recording.

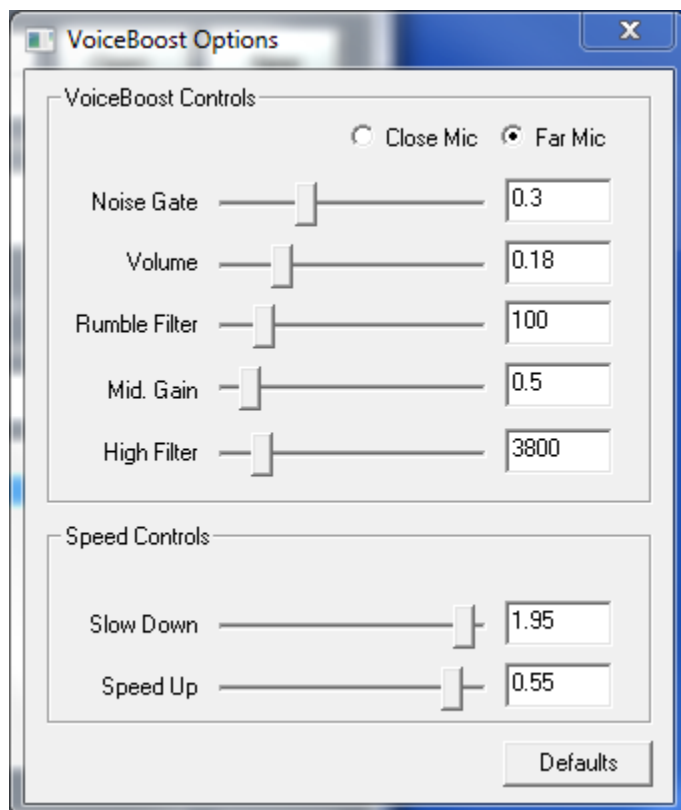
**If you have a file is already open, it will be closed automatically when you open a new file. SoniClear keeps only a single recording file open at a time.**

## VoiceBoost

The VoiceBoost feature can be used to improve the intelligibility of speaking in a recording. VoiceBoost can also be applied during playback by clicking the VoiceBoost check box just below the Level Meter.

VoiceBoost can optionally be applied to recordings that are exported to an Archive CD folder or exported using Manage LAN Archives. By default, the VoiceBoost option is disabled.

The default values for VoiceBoost are designed to improve the clarity speaking. You may find that different VoiceBoost settings will be more effective in some recording situations. You can change these settings by clicking the Options button. This brings up a dialog that allows you to adjust a number of parameters:



## **Microphone Type**

The default setting for microphone type is “Far Mic”, which is suitable for most meeting situations where the microphone is at a distance from the person speaking. The “Close Mic” setting may sound better in cases where the microphone is directly in front of the person speaking.

## **Noise Gate**

The Noise Gate allows you to reduce the volume of continuous background noise, such as air conditioners or equipment fans. 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 the overall volume of the recording with the Volume slider, in cases where turning up the Play Level slider does not make it loud enough. This volume control allows you to dramatically boost the level of people speaking softly in the recording so that they can be heard distinctly. This volume boost is much more than what you can accomplish by adjusting the volume of the speaker or headphone device.

## **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 moving the Rumble Filter setting further to the right, it will cut out more of the low frequencies.

## **Mid Gain**

The Mid Gain 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 left 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.

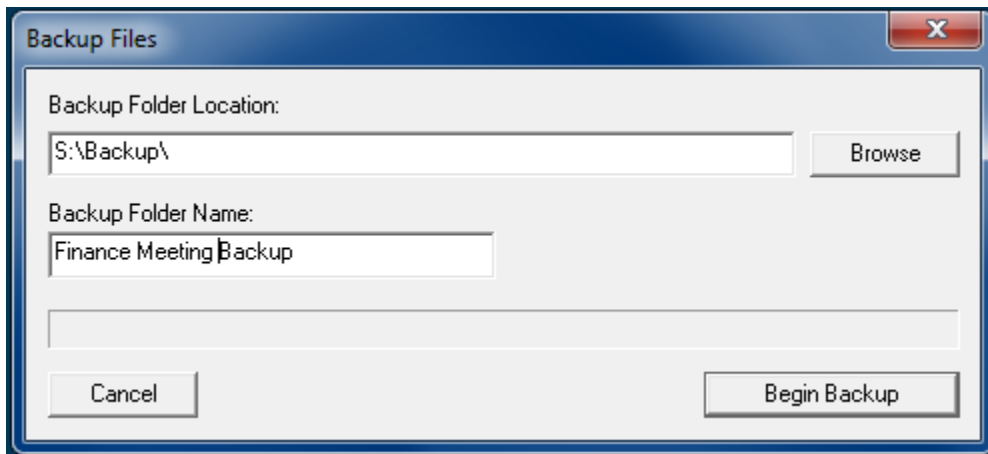
## **Speed Controls**

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.

## 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.

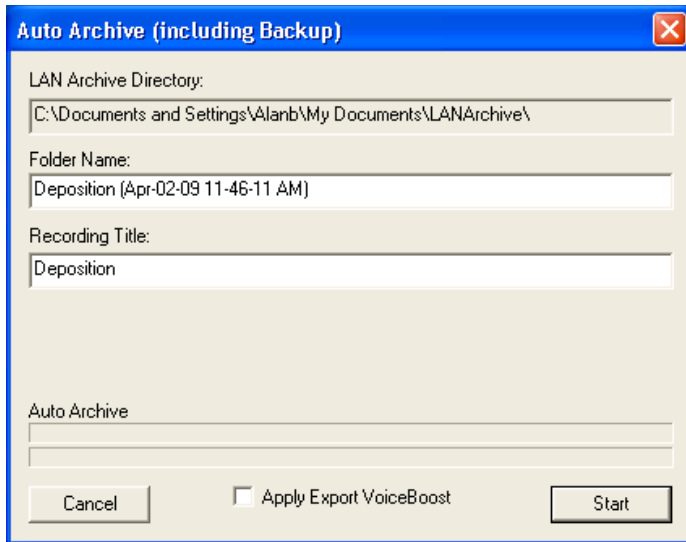
## Archiving the Recording

This feature applies to Gov Recorder 9.

By default, the Auto Archive button is not shown on the screen. The Backup button is shown instead. The Auto Archive feature is always available from the File/Auto Archive pulldown menu option. To display the Auto Archive button on the main window, the button has to be enabled in the File/Preferences/Files dialog.

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 on the Archive button.

Selecting File/Auto Archive or clicking the Archive button will display the following 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.

After the Auto Archive process has been completed, the file will no longer be open, and it will not be accessible using the File/Open Last File menu pulldown option. The File can be selected using the File/Open Backup option, which will show all of the backup files available for selection.

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



# SoniClear Files and File Management

Each time you start a new recording, a new folder is created on your computer where the audio, video and note information is stored. This location is specified in SoniClear's Preferences.

You do not normally need to be concerned about these files. You can copy and archive the recording files using the Backup File button or the Manage LAN Archives feature without working directly with the files. Gov Recorder 9 also includes a feature to automatically back up recordings to an external disk drive or network driver.

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, the recording folder is in the Documents folder for your system. This recording location may have been assigned to a different folder during installation. Consult your 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 markers), and digital signatures.

### Audio Files

**WAV** – Standard Windows audio file. This is the default recording format for Meeting Recorder 9. 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.

**MP3** – Standard compressed audio file. This is the default recording format for Gov Recorder 9. 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.

**CF3** – MP3 file with the notes appended to the end. The CF3 file is primarily a mono MP3 file with the note's information (from BKM file) appended to the end of the file.

It is possible to play WAV and MP3 files on any computer, using the built-in music player program. The CF3 files can also be played on any computer after renaming the file extension to MP3.

Keep in mind that, while the note text information in a CF3 file is normally only displayed in SoniClear, it can be seen with binary file viewers. If you want to prevent people from seeing the text information in a CF3 file, it can be exported to MP3 format, which removes all of the text data. This export feature is selected using File/Export to MP3 from the pulldown menu.

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 (Interview Recorder 9 and Court Recorder 9 only). 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 the Recording Manager (Interview Recorder 9) and Transcriber Live (Court Recorder 9) 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.

## Agenda and Marker Files

Two files are used to store agenda and marker information.

**AGD**– Proprietary SoniClear agenda data file. This contains the agenda items and marker items for an agenda 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 agenda items. These files can be imported into SoniClear in the Edit Agenda and Create Agenda 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 Agenda and Create Agenda 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

The following files can be exported by SoniClear:

**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 File/Export Notes feature from the pulldown menu to export to Word or text format.

**MP3** – Audio recordings in WAV format can be exported to MP3 format.

**MP4**– Windows Video data files. The SoniClear notes can be exported to MP4format to allow for playing video recordings without the need for SoniClear software. Export to WMV video format is also supported.

## Video Recording and Playback

This feature applies to Gov Recorder 9 and Interview Recorder 9.

The optional Gov Video Recorder 9 and Interview Video Recorder 9 versions of SoniClear can record and play video. Recording video is essentially the same process as recording with only audio. Clicking Record will capture audio and video and 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 by adjusting the width of the window. The height of the window will automatically resize to correctly match with the aspect ratio of the video recording.

To show the live video feed select Video Preview 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 ½ 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 preferences 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”.

# Taking Notes While Recording

There are several ways you can enter notes into a recording for use later:

- Type a note in the New Note field
- 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 Agenda window
- Click “Add Next Agenda Item” foot pedal button

Any of these methods can also be used for entering notes during playback. 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.

## 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 will enter a blank note. This note can be edited at any time, allowing you to enter and edit text in the note title and detail fields.

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 a 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 text as a note by itself. Markers can also be defined like text macro speed entry keys. In that usage, pressing the predefined Marker key appends the text into the current New Note field, leaving the cursor at the end of the line so you can type more characters. 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”.

## **Enter Agenda Items using Agenda List**

Agenda items can be added as notes using the Agenda popup dialog. Select the desired item to enter and click the Add Agenda Item button. The currently highlighted agenda item will be entered as a new note with the timestamp for when the note was entered.

The current agenda item (the highlighted item in the list) is advanced to the next item automatically. This allows you to simply add each agenda item in sequence for meetings that do not alter the event order from that shown in the agenda.

## **Enter Agenda Items using Foot Pedal**

The buttons on the USB Foot Pedal can be configured to enter an agenda item. By pressing the center foot pedal key, the currently highlighted agenda item in the Agenda popup dialog will be entered as a new note. The current agenda item (the highlighted item in the list) is advanced to the next item automatically. This allows you to simply add each agenda 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.

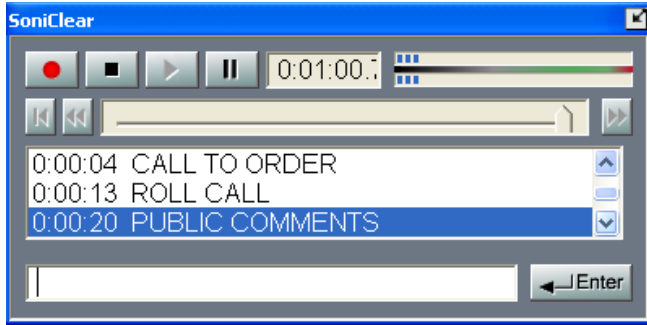
## **Taking Notes in Word While Recording**

You can run Microsoft Word at the same time as you are recording. This is useful for taking notes in Word or producing meeting minutes from an agenda while the meeting is in progress. SoniClear can continue to record in the background and use of Word will not interfere with the recording process.

While recording, you can use the USB Foot Pedal or the Virtual Foot Pedal keystrokes to add notes in SoniClear, without having to switch between programs. The large center foot pedal (or Control-Semicolon keystroke) will add the next agenda item selected in the Agenda Popup. The right small foot pedal (Control-9 keystroke) will add a blank note at the current time in the recording.

For efficient use of screen space, the SoniClear main window can be displayed as a small popup window that displays on top of the Word document window, by clicking the Popup option next to the time slider:





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

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

# Using Predefined Markers

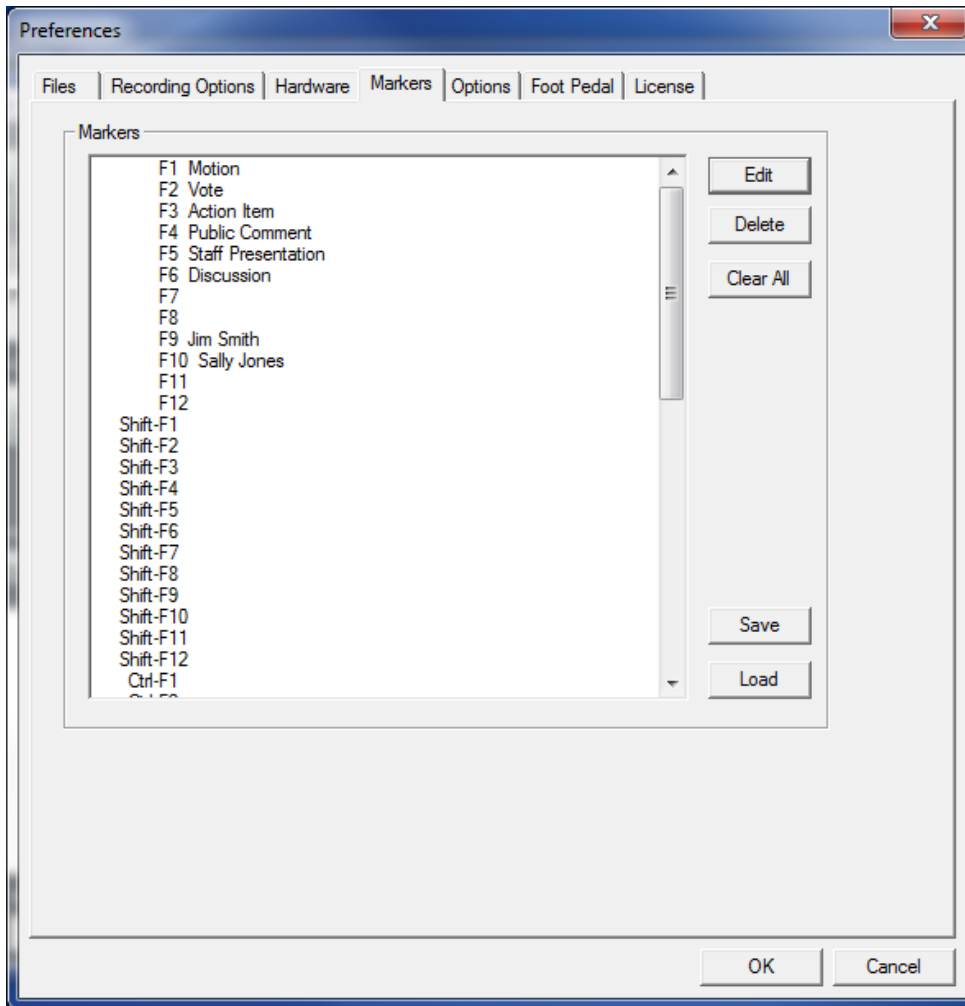
There are 56 predefined Markers that can be used to enter text values into notes. Markers can be specified in three places:

- Program Preferences
- Agenda Template files
- Individual recording files

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.

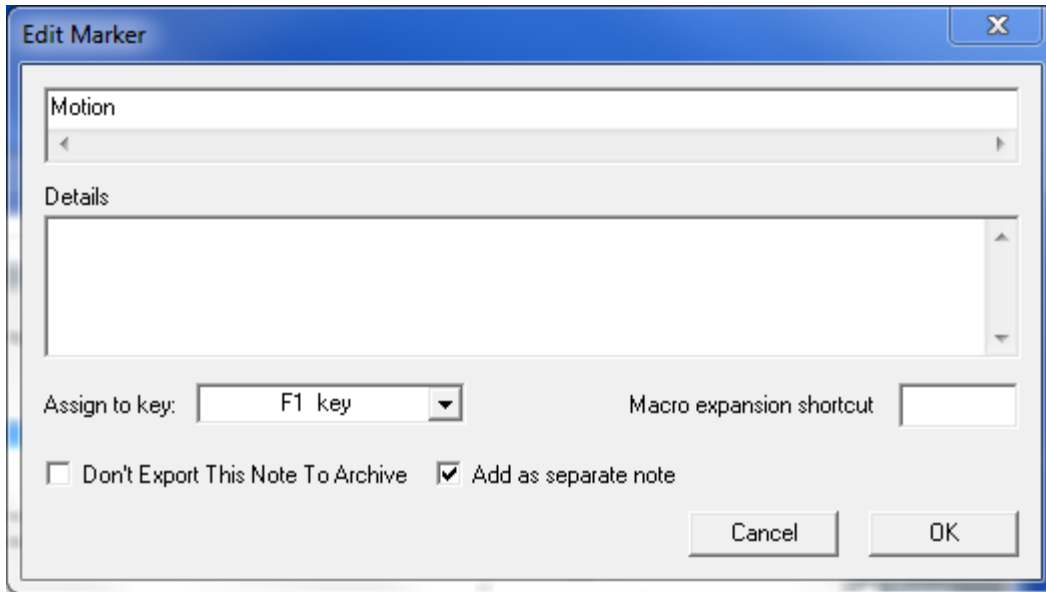
## Predefined Markers in Preferences

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 preference Markers:



## Editing Markers

To add or edit new text for a Marker, select the function key in the list that you want the marker text to be associated with and click the Edit button. This will bring up the Edit Marker dialog. After entering the desired marker data, click OK to store the new values in the program preference file.



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 only displayed in the Edit Note dialog.

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 Agenda Template file (when editing an Agenda Template), or directly into the currently open file (when using the Agenda/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 that file. To do that, create a new file or open an existing 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 Agenda Templates**

Every Agenda Template includes a set of predefined Markers that are copied into a recording file along with the agenda information. To edit this Marker information, select the Agenda/Edit Agenda Template menu pulldown option to display the Edit Agenda Template dialog, and then click the Edit Markers button in. This will display the Markers dialog. The values entered in this dialog are the same as the Marker information the program Preferences and the Markers in the recording file and are saved in the template file.

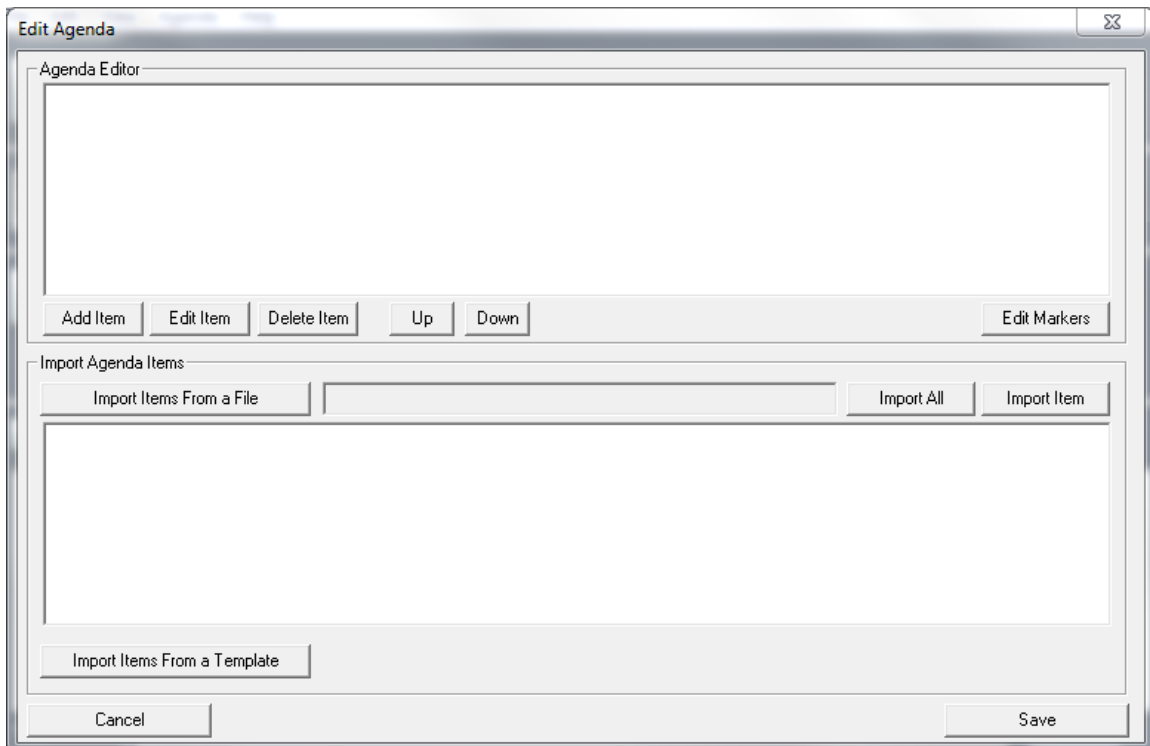
# Note Taking with an Agenda

SoniClear has a number of features specifically to make it easy and productive to record meetings that have a formal agenda. These include:

- Prepare meeting agenda in advance to simply entry of meeting notes.
- Import meeting agenda items from text files.
- Create Agenda Templates for standardized meeting agendas.
- Enter predefined agenda items during meeting with a single keypress.
- Edit notes during recording or playback
- Export notes to text files for import into word processing documents and web pages.

## Entering a Meeting Agenda

After creating the file, select Agenda/Edit Agenda from the pulldown menu selection. This will display the Edit Agenda dialog for adding and editing agenda items:



## Add Agenda Items

There are three ways to add new agenda items:

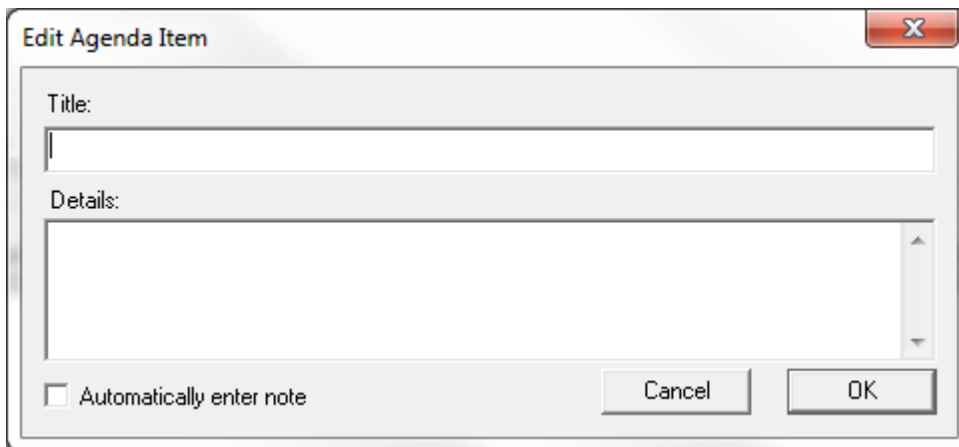
- Copy Agenda from Template button to copy an entire agenda
- Add New Item button for adding individual items
- Copy items from a Microsoft Word file or a text file

## Add New Item Button

You can add new agenda 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.

## Edit Agenda Items

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



The image shows a standard Windows-style dialog box titled "Edit Agenda Item". It features a close button (X) in the top right corner. The main area contains two text input fields: "Title:" and "Details:". Below the "Details:" field is a checkbox labeled "Automatically enter note". At the bottom right, there are two buttons: "Cancel" and "OK".

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 Agenda 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 Agenda selection popup. This feature is only applicable to Agenda Templates, where it may be desirable to have information added to the beginning of the recording notes automatically.

## **Delete Agenda Items**

Select the item in the Agenda Items list. Click the Delete Item button.

## **Arrange the Order of Agenda Items**

The order of items can also be changed by clicking the Up and Down buttons, which will move the selected item higher or lower in the list.

## **Importing Agenda Items from a File**

For more complex agendas, it is useful to import the agenda items using an existing word processing file. This is accomplished by opening an existing Microsoft Word file or plain text file using these steps:

1. Click the Import Items from a File button and select the file that has the agenda items.

Note: opening a Microsoft Word file requires that the Microsoft Word software be installed on the computer.

2. After the file has been opened, select an item in the list and click the Import Item button to add it to the SoniClear list of agenda items.
3. Alternatively, import all of the lines from the file using the Import All button.

The imported text will be displayed in the Agenda Editor section of the dialog. From there you will be able to edit, and delete imported items, as well as add new items to the list.

## **Multi Line Import**

When importing a single agenda item, you can select more than one line from the import file. This is accomplished with the standard Windows selection method. Click on the first line, then hold down the shift key and click a second line to select the range of lines between those two points. The first line becomes the agenda item Title and all additional lines are copied into the Detail field of the agenda item.

## **Import Items From An Existing Agenda Template**

Agendas that have been saved into a SoniClear Agenda Template can be copied into a new agenda by clicking the Copy Agenda from Template button. This will also copy the Marker data from the stored agenda template.

## **Where Agenda Items Are Stored**



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

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

When creating agenda items in an Agenda Template, the information is stored in a separate .AGD file, which can then be copied at a later time into a recording file.

## Agenda Templates

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

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

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

# Automatic File Backup

This feature applies to Gov Recorder 9 and Interview Recorder 9.

Gov Recorder 9 and Interview Recorder 9 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.

You can verify if the recordings have been backed up completely using Validate Backups from the File pulldown menu.

## File Sealing

SoniClear automatically saves security information about the recording files while recording, referred to as a “File Seal”. This is a cryptographic digital signature that can be used to prove that the recording files have not been tampered with.

Use the Validate File Seals option in the File pulldown menu to perform validation of a specific recording. If the files in the recording have been modified in any way, this will be reported.

# Using Transcriber Live 9 for Transcribing

This feature applies to Gov Recorder 9 and Interview Recorder 9.

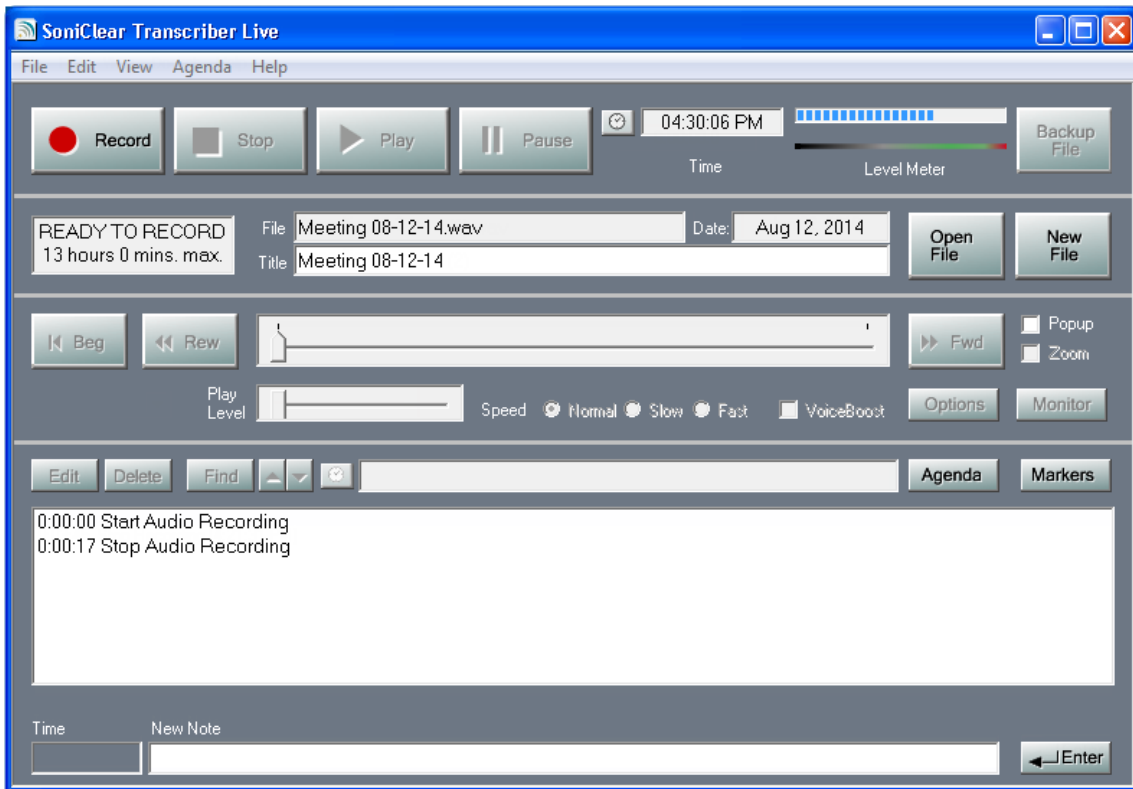
The Gov Recorder 9 and Interview Recorder 9 products include the Transcriber Live 9 transcriber program. This is a royalty-free program that can be distributed to any number of people using the program to transcribe recordings created in Gov Recorder 9 and Interview Recorder 9.

The program is installed automatically using the standard SoniClear installation disk. An installer that includes only the Transcriber Live program can also be downloaded from the SoniClear website. Contact SoniClear Support for instructions on how to obtain the download.

Transcriber Live 9 provides advanced playback transcription features, including:

- Monitor audio and video quality while recording (with 5 second delay)
- Foot Pedal Support
- Adjust playback for slower or faster playing without pitch shift
- VoiceBoost audio enhancement
- Add, Delete, and Edit Notes
- Select channel when playing multichannel recordings

Starting Transcriber Live 9 displays the main playback window. There you can open an existing file:



## Opening Files

Transcriber Live 9 is designed to open files created in Gov Recorder 9 and Interview Recorder 9. It will not open files from Meeting Recorder 9 or any other recording system.

If you need to use Transcriber Live 9 to open an MP3, MP4 or M4A recording from another source, such as a handheld recorder or video conferencing service, it must be “imported” using Gov Recorder 9, Interview Recorder 9, or Court Recorder 9. Use File/Import Recording function to import a file for use with Transcriber Live 9. This also creates a BKM for storing note information and enabling all the SoniClear editing and archiving features.

## 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.

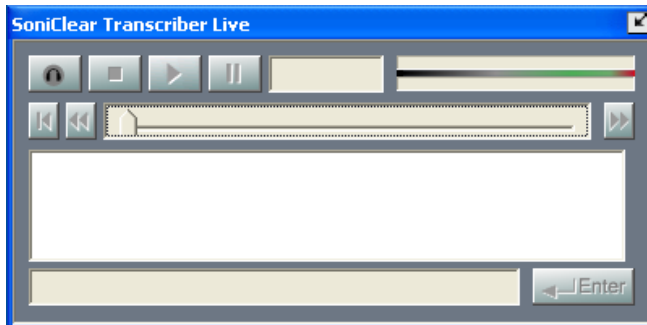
If video has been enabled in Transcriber Live, and the recording has an audio track captured by the video camera, an additional "Camera" audio channel will be shown.

## Popup Display

You can run Microsoft Word at the same time as you are playing recordings in Transcriber Live. 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 Microsoft 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 Live, 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 Live main window can be displayed as a small popup window that displays on top of the Word document window by clicking the Popup option next to the time slider:



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

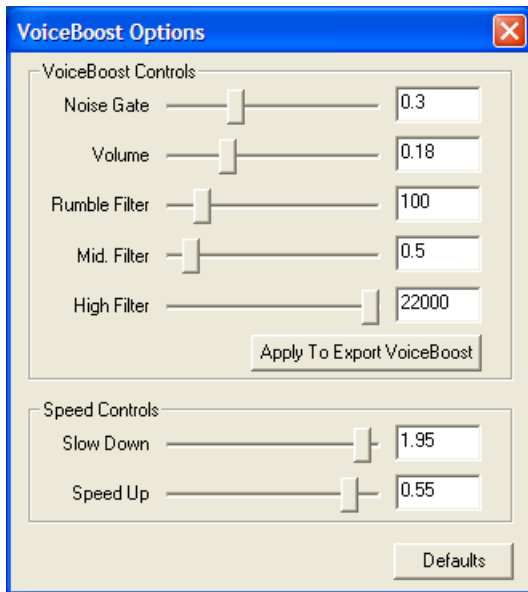
## Adjustable Playback Speed

Transcriber Live 9 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 Live 9. 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 Live 9 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 Live 9 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 Live 9 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. Plug in 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 Live 9.
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 Live 9 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 Live 9 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 Live 9. 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.

# Using Recording Manager 9

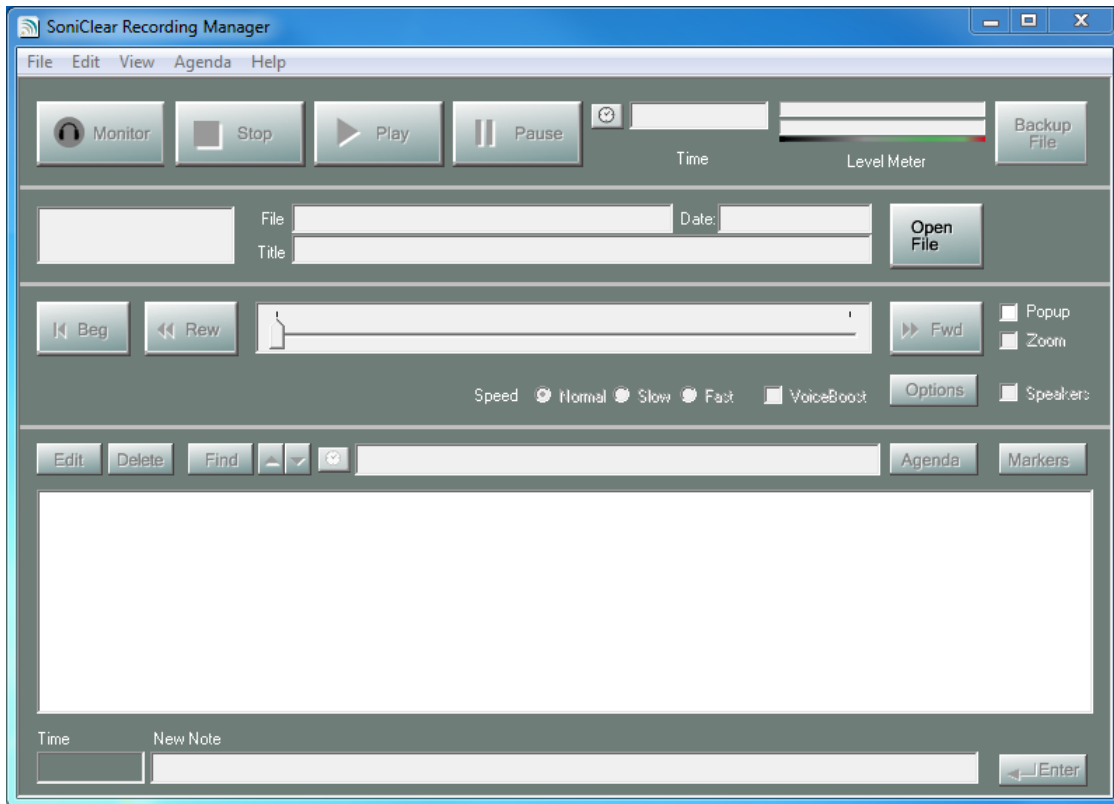
This feature applies to Interview Recorder 9 only.

The Interview Recorder 9 Suite includes the Recording Manager 9 program for managing files and performing administrative tasks. The program is installed automatically using the standard SoniClear installation disk.

Recording Manager 9 includes the following features:

- All of the transcription features of Transcriber Live
- Monitor live audio from files being recorded using Interview Recorder 9
- Import MP3 files created by handheld recorders
- Manage LAN Archives
- Create Edit Copy
- Export Notes
- Validate Backups

Starting Recording Manager 9 displays the main playback window:



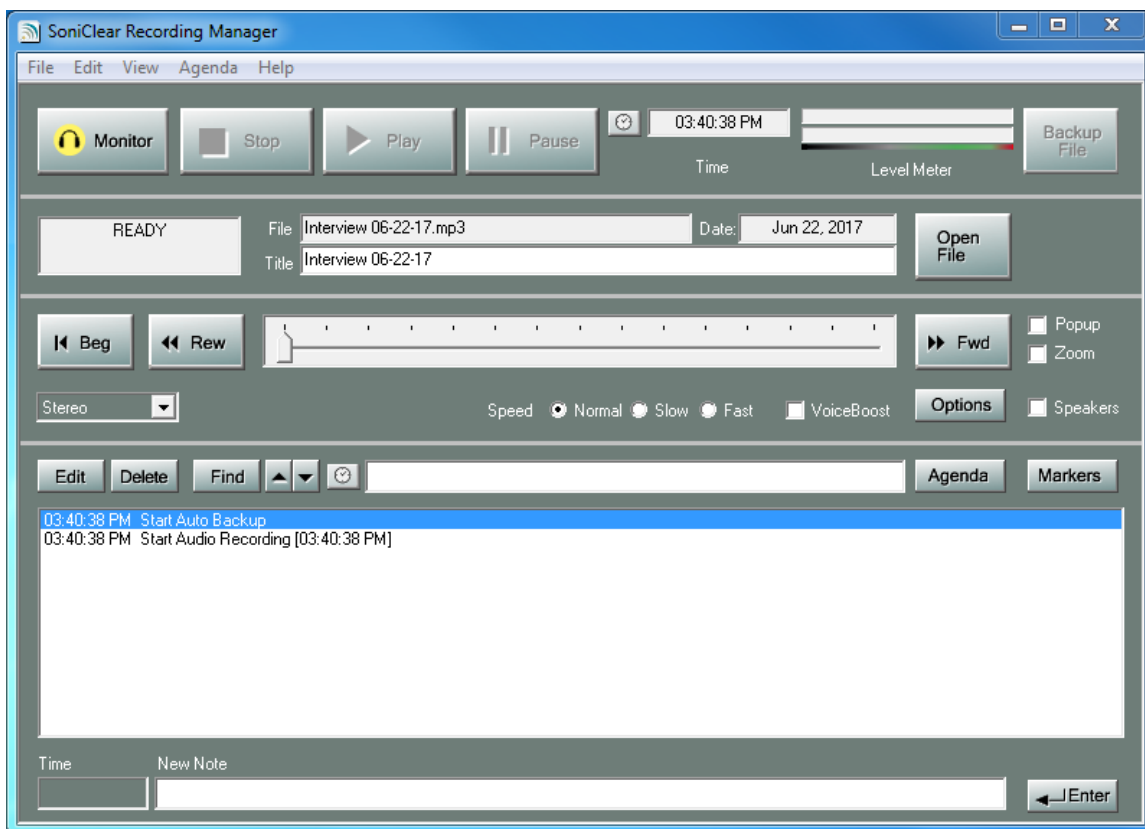
## Opening Files

Recording Manager 9 is designed to open files created in Interview Recorder 9. It can also open recordings from Gov Recorder 9, Court Recorder 9, and Meeting Recorder 9.

If you need to use Recording Manager 9 to open an MP3, MP4 or M4A recording from another source, such as a handheld digital recorder or video convergence service, you can “import” the file using the pulldown menu selection File/Import Recording. This creates a BKM file for storing note information and enabling all the SoniClear editing and archiving features.

## Monitoring Live Recording Audio

Recording Manager 9 can monitor the live audio from the recorded disk file being created in Interview Recorder 9. To do this, open the file that is being currently recorded. The Monitor button will be lit in a yellow color:



Clicking on the Monitor button will play the currently recorded audio from disk, with an approximately 5 second delay. Any notes entered in Recording Manager 9 will be saved in a BKM file, named the same as the recording file and stored in the same directory.

It is possible to monitor from the original recording file on the recording computer, or from the backup files being created in real time during recording using the Auto Backup feature.

## **Transcription, Editing, and Archiving**

Recording Manager 9 has all of the transcription, editing, and archiving features provided in Court Recorder 9 and Transcriber Live, except that Recording Manager 9 is not able to play from anywhere in a file while it is recorded (Readback feature). It can only play for monitoring purposes, with a slight delay. See the other sections of the User Guide for instructions on how to use those features.

# Choosing Recording Types

SoniClear allows the user to specify from several Recording Types in the program Preferences. The Recording Type can be changed by modifying the settings in Edit/Preferences/Recording Options. Each Recording Type is designed to optimize various recording options, and output file type for recording in different situations.

When clicking the New button (or selecting File/New from the pulldown menu) the new file dialog is displayed. Once the file has been named, the file is created using the Recording Type set in the Preferences.

Following are descriptions of the Recording Types, also referred to as “recording mode” in this User Guide. **See the detailed description for how to edit Preferences in the SoniClear Installation Guide.**

## Meeting (WAV)

The Meeting recording mode creates standard WAV files in 22K/16bit/Mono format. This is a very high-quality recording for suitable for voice. Files take 158 Megabytes per hour. Maximum recording time in a single file is 12 hours. VoiceBoost is performed at archive export time to enhance clarity and intelligibility for archived recordings that will be played without the use of SoniClear.

Along with the WAV file, a companion file is created that contains the agenda items and notes that have been entered for the recording. This so-called “notes” file is always named the same as the WAV file, with the extension changed to “BKM”. The names of the WAV file and the BKM file do need to match and be stored in the same folder location. This is done by default. If the file names are manually changed to be different, notes will not display with the recording.

Meeting recording mode is the most commonly used option and is recommended for recording meetings when one channel is suitable. An alternative to Meeting Mode would be the Conference Mode. The WAV file format is somewhat higher sound quality than the MP3 format used for Conference Mode (.CF3) files. Also important is that Meeting mode has a higher degree of reliability, handling system crashes gracefully. If the computer ever fails while recording a meeting using the Meeting mode, the program will not lose any audio or notes. Under the same rare circumstance, recording in Conference mode will lose the notes and may also lose a few seconds of audio just prior to the recording ending abnormally.

## **Conference (CF3)**

The Conference mode creates proprietary CF3 format files. The CF3 file contains standard MP3 audio data at the beginning of the file, followed by the recording-specific data (such as agenda, notes, recording mode, etc). MP3 format used is 48kbps mono. This results in near-WAV quality recordings that are suitable for voice recording. Recording from the sound card occurs at 22K samples per second, with conversion to MP3 occurring on-the-fly. Files take 22 Megabytes per hour for storage on the disk drive while recording. There is no intermediate storage of the audio data in WAV files that would take large amounts of disk space. VoiceBoost is also performed at playback or export time. This enhances clarity and intelligibility. Maximum recording time in a single file is 24 hours.

The .CF3 file format is associated with SoniClear during installation. This allows for double clicking or opening a .CF3 file directly from Windows and other programs. For example, the .CF3 Conference files can be linked to from within ACT!, Goldmine, and any other software program that can reference an external file. Selecting File/Copy Filename to Clipboard from the menu makes it easy to enter the file name of the recording into the other software. With the relatively small file size of the CF3 file format and the incorporation of notes into a single file, it easy to share the recorded files with other SoniClear users.

The Conference mode does not produce recordings that are quite as clear as the Meeting Recording Type, and if the computer crashes while recording, the entered notes and a few seconds of audio will be lost.

## **Meeting Stereo (2-Channel WAV)**

The Meeting Stereo recording mode is similar to regular (mono) Meeting mode, producing 22K/16bit/Stereo WAV files. File size is 316 Megabytes per hour. Maximum recording time in a single file is 6 hours. VoiceBoost processing during export is suitable when the audio signal being recorded is true stereo (two microphones in the same recording space).

This recording mode is a good choice to use for recording meetings with a stereo microphone, or where a stereo audio feed is provided by the sound system. Having a stereo signal to listen to can help with identifying which person is speaking (based on where the person speaking is located in the stereo sound field), and also can help in some situations with hearing over background noise.

## **Multi-Channel Recording**

This feature applies to Gov Recorder 9 and Interview Recorder 9.

SoniClear has the ability to record in multiple independent channels, from a minimum of 2 channels up to a maximum of 14 channels. This allows for recording of microphones into independent audio channels. You select the number of channels in the Edit/Preferences/Recording Options dialog.

Multi-channel recordings can be in either WAV or MP3 format. The advantage of WAV format is that the sound quality is slightly better. The advantage of MP3 format is that it uses considerably less disk space and, in almost all circumstances, sounds essentially the same as WAV recordings.

When playing back a multi-channel recording, you have the option of selecting the stereo mix, the Left channel only of the stereo mix, the right channel of that mix, or any one of the separately recorded audio channels (1-12). This allows you to hear more clearly the speaking from the microphone closest to the source.

See the SoniClear Installation Guide for details on how to configure multichannel recording options.

# Managing Files

SoniClear 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. The program will generate a file name automatically, based on preference settings. You can use the default name by clicking Enter. You can edit the default or type in a new file name in the name field.

You can also create a new file based on an Agenda Template. Click the Template button. Select an agenda template from the files listed, and then click Open. This will cause the agenda template information to be imported into the new file. Selecting a template also creates a default file name based on a combination of the template name and the current date. You can edit the default name, if you like, before clicking Enter to create the new file.

## Open Existing Audio Recording

The File/Open menu selection allows you to open sound files supported by SoniClear. This function performs the same as the Open button. The default type of files shown are the BKM note files. Selecting one of these files will automatically open the corresponding WAV or MP3 file. You can change the type of audio files being shown by selecting a different set from the “Files of type:” combo selection box.

If you wish to open an MP3, MP4 or M4A recording from another source, such as a handheld digital recorder or video conferencing system such as Zoom, you can “import” the file using the pulldown menu selection “File/Import Recording” . This creates an MP3 file that is compatible with SoniClear and a BKM file for enabling all the SoniClear editing and archiving features.

## Open the Last Audio Recording File Used

The File/Open Last File menu selection opens the last file that was opened using SoniClear. 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**

The File/Open Backup menu selection allows you to select a file to open that has been stored using Backup (File/Make Backup) or Auto Archive (File/Auto Archive). The

program displays file folders in the default Backup directory. Select the folder containing the recording and then select the actual recording file.

## **Close File**

You can close the currently open file with this option. This may be necessary if the file is going to be opened in another application before exiting SoniClear.

## **Delete**

The File/Delete menu selection erases the audio file and associated BKM note file. Confirmation is required. Deleted files are saved in the Recycle Bin. If confidential information is deleted, the deleted files should also be removed from the Recycle Bin to prevent the information from being accessed from someone with access to the computer.

## **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.

## **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**

This feature applies to Gov Recorder 9.

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.

For optimal Auto Archive performance, the default recording type should be set to Conference or MP3 (multichannel). Also, the Export Voice Boost option should be disabled. This will result in the original recording file being copied directly to the LAN Archive directory, with no additional audio processing. If the recording type is WAV (Meeting recording mode) or the Voice Boost option is checked, the archiving process will include a file conversion and/or Voice Boost enhancement step, which will take longer to complete. See the SoniClear Installation Guide for information on how to modify the default recording type and the Export Voice Boost option.

## **Copy File Name to Clipboard**

The name of the SoniClear file is automatically copied to the clipboard when the file is created. This makes it simple to start SoniClear, record a new file, and then move to another program to paste the file name into a database or document. The name can also be copied to the clipboard by opening the file and selecting File/Copy Filename to Clipboard from the pulldown menu. This will put the file name on the clipboard for pasting into another application.

## **Convert File to New Format and/or Apply VoiceBoost**

The File/Convert feature makes it possible to convert the currently open recording into other file formats, and to apply VoiceBoost.

You can convert the currently open file to one of the supported WAV file formats (mono or stereo). Converting allows you to split stereo/2-channel recordings into separate files for left and right channel, mixing stereo recordings to mono, and the option of performing VoiceBoost DSP processing on the samples stored in the new file. The convert feature is useful for audio development in desktop video production, webcasting, and software

development. The splitting feature of Convert also is helpful for extracting the stenomask channel of a 2-Channel recording for import into a voice recognition program.

Select File/Convert from the pulldown menu. The current file format is shown along with controls for selecting the output file type. Specify the number of channels in the output file. To split a stereo or 2-channel recording into separate files, select either the Left or Right channel for output.

Enter the new file name and click OK.

In the Process Dialog, check the VoiceBoost check box if you want to perform the automatic VoiceBoost processing. The VoiceBoost settings are determined by the Export VoiceBoost preference settings in Edit/Preferences/Recording Options dialog.

Click Begin Conversion to process to the output file.

## **Import from MP3, MP4 and M4A File Formats**

You can import files into SoniClear that are stored in standard MP3, MP4, and M4A file formats. The import process creates an MP3 file compatible with SoniClear and a new BKM file of the same name. MP4 and M4A files will be converted into a MP3 audio file format once it is imported. The video content of MP4 files is not imported.

Import using the File/Import Recording pulldown menu item. The software will give you a dialog to select the file name. Enter the file name or leave the default choice, and then click Save. Then click the Import button to start the import process.

## **Export to MP3 Format**

You can export directly from the open sound file to the standard MP3 file format. Start exporting using the File/Export to MP3 pulldown menu item.

You will be prompted to select the desired MP3 file name and directory. Then, in the Export to MP3 dialog, select the desired "codec" in the Output Format selection and choose Mono, Stereo, Left or Right channel (for splitting a stereo or 2-channel recording). If the original file is stereo or 2-Channel, the Mono option will mix the left and right channels together. For multi-channel recordings it will create MP3 files that correspond to the WAV stereo mix file.

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 Stop button.

The default output formats settings are optimal for most spoken word recordings. However, for music or other special needs, the Advanced button will display the full set of options for encoding to MP3. In the Advanced dialog there are options for the following features:

"Allow Downmix": this allows the MP3 encoder to resample the bitrates for optimal sound quality. Generally, this option will be checked.

"Allow Intensity": this option is not recommended for voice recordings as it introduces an unpleasant distortion in the speaker's voice. For music recordings, this option may allow for encoding at lower bitrates while keeping an acceptable level of listenability.

"Mono" and "Stereo" radio buttons: This selects whether the output MP3 file will be mono or stereo.

"CBR" and encoder selection: This stands for "Constant Bit Rate" encoding. This is the preferred method for encoding recordings that will need to be accessed randomly based on time. For example, if the recording is a 2 hour meeting, using the CBR option will make it possible to select the specific time to play back in the MP3 player.

"VBR" and encoder selection: This stands for "Variable Bit Rate" encoding. While the encoder is processing the sound, it varies the number of bits used to encode a given part of the file to give the best sound quality, while not wasting bits on unimportant sound (such as background silence). The advantage of this method is that it allows for the encoded file to be smaller at a given overall bit rate. The disadvantage of VBR encoding is that the MP3 player will not be able to compute the exact location of information in the file. VBR is generally employed where the user will listen to the track from the beginning, since they cannot randomly position to an exact location in the track.

## **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.

When selecting the .doc option the file that is output will be formatted using the Word template that has been installed on the system. See the SoniClear Installation Guide for information about changing the Word export template formatting.

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

## **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**

This feature applies to Gov Recorder 9, Recording Manager, and Interview Recorder 9.

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.

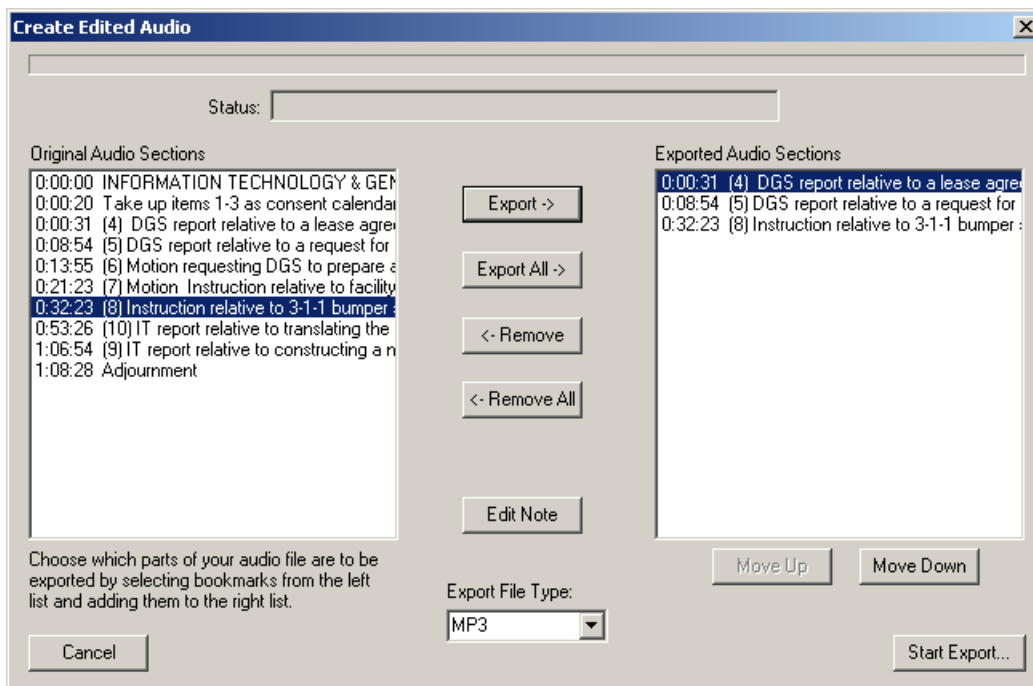
# File Editing

The Create Edited Copy feature applies to Gov Recorder 9, Recording Manager, and Meeting Recorder 9.

SoniClear includes the ability to easily edit audio files. By entering notes into the file for 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 exported from the original file). The edited file can be exported into MP3, CF3 (Conference) or WAV (Meeting) formats.

SoniClear’s Create Edited Copy feature makes it easy to copy selected sections of a meeting 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.

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



## **File Editing Continued - 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 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.

## **File Editing Continued - 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 CF3 option outputs a SoniClear standard Conference file. The resulting file will include the notes, which can be used for subsequent playback and processing.

The WAV option creates a SoniClear standard meeting 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 SoniClear 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.

## **Editing using SoniClear Gov Products**

This feature applies to Gov Recorder 9 and Recording Manager.

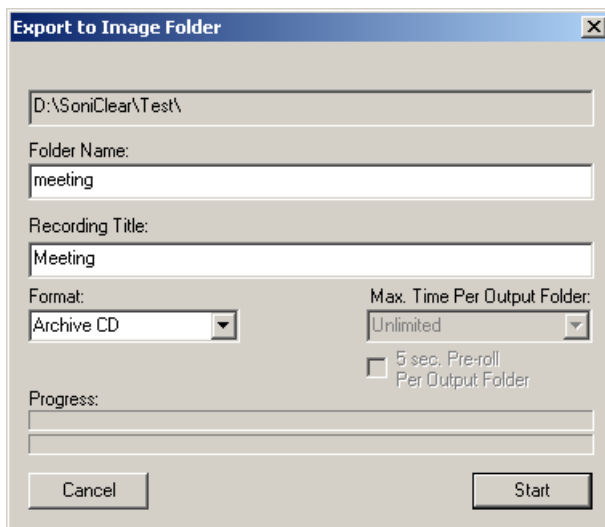
The actions taken by Gov Recorder 9 are slightly different than for Meeting Recorder. When a Start Recording note is encountered after a Stop Note, the program will add to the output file an audio recording and a note indicating “Recording Paused”. If only portions of the original recording are added to the output file, an audio recording and a note indicating “Recording Excerpted” will be added. This ensures that audio recording from Gov Recorder 9 cannot be edited without an audible indication of an edit having occurred.

# Export to CD Image

This feature applies to Gov Recorder 9, Recording Manager, and Meeting Recorder 9.

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 and CD players. 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 CD format (the audio format used to make the recording).

Selecting Export to Image Folder will display the export dialog:



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

## About Archive CD 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 computer and also in audio CD players that support playback of MP3 files. 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.

When the disk produced by this process is inserted into a Windows computer, it will automatically play the recording in a SoniClear Player standalone player program. The recording notes are included in the user display, allowing for direct access to different sections of the recording. Some advantages of using the Archive export format:

1. Meetings up to the full 12-hour SoniClear 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 SoniClear Player program on the disk, the user does not need a separately installed media player (such as Windows Media). When playing back the CDROM on a Windows computer, it automatically launches the SoniClear Player program to play back the file.
3. The SoniClear Player interface also shows the notes that are entered into the recording. This allows the user to navigate to specific locations in the meeting, skipping material that is not of interest. This approach to "attending" a meeting is extremely efficient. Hours of a meeting that are not of interest can be bypassed for information that is needed.

## **Producing an Archive Format CD**

Once the meeting has been recorded and you have edited the notes to your satisfaction, you are ready to export the meeting 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 having open 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 the Documents folder of your computer.

Use the CD writing software included with your computer to burn the disk. Select the Data option in the CD writing software (not music format) and select all of the files in the

export folder to be written to disk. When the data format 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**

The second 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 meeting 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 meeting 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 4-hour meeting will take approximately 632 Megabytes for the original recording WAV file (158 Megabytes per hour of recording time). 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 meeting 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

The third 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.

This feature is desirable for creating data disks with up to approximately four hours of recording on each disk, when the recording is created in regular Meeting mode

(22K/16bit/mono). One example application would be to distribute long meeting recordings to staff and clients for playback on a computer.

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 to MP3 CD Format**

The third format option is to export an MP3 CD image. This exports files in MP3 format for writing to disk using the "data" format option of the CD burning software. The resulting disk can be played on audio CD players that have the ability to play MP3 files (most modern portable CD players). The MP3 files generated will be one MP3 file for each section of the recording (split at the location of each note in the file):

- note0001.mp3
- note0002.mp3
- note0003.mp3
- (etc)

# Manage LAN Archives

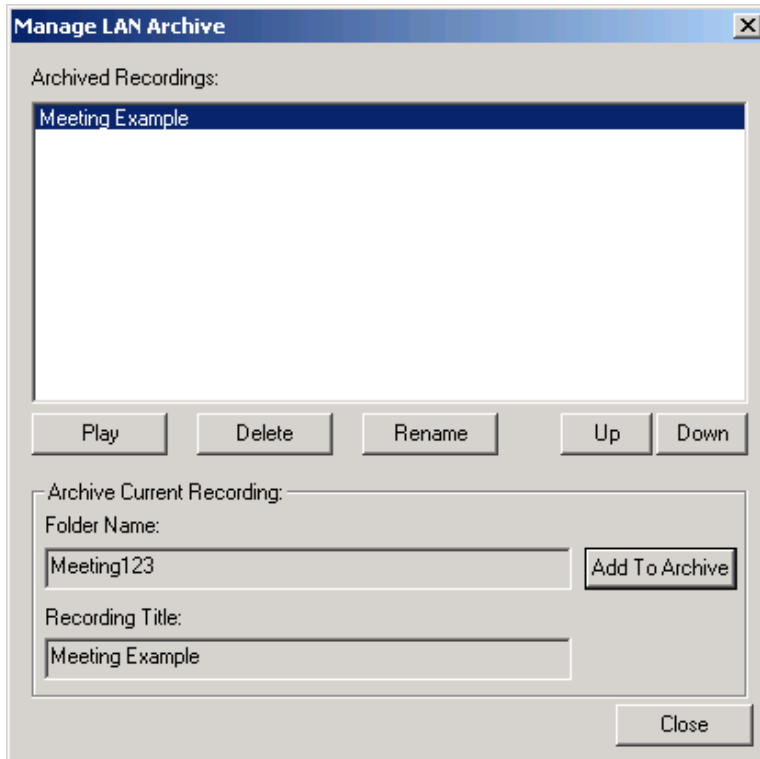
This feature applies to Gov Recorder 9 and Recording Manager.

SoniClear allows you to add recordings to an archive maintained on the local computer disk drive or a LAN drive. The recording archive can be played back on any Windows computer from the drive where it is stored, (local or LAN drive). Alternatively, the LAN Archive files may be copied to CDROM for playback.

Recordings stored in the LAN Archive are played back using the SoniClear Player program (SoniClearPlayer.exe). This is a standalone Windows program for playing SoniClear .AF3 archive files. The SoniClear Player program does not require installation on the computer where it is being run. It will automatically configure itself to play back through the default sound card. The user can also configure the SoniClear Player to use different sound card hardware by adjusting the Hardware preferences settings (Edit/Preferences/Hardware from the pulldown menu).

## How to Use Manage LAN Archives

Record your meeting with the notes that you want the user to see in the final archive. Open the file to be exported. Then select option "File/Manage LAN Archives" from the pulldown menu. This will display the Manage Archives dialog:



### Archived Recordings

This is the list of recordings currently stored in your archive.

### Play

You can play a recording by clicking on the Play button. This will launch the Player5.exe program to play this single recording for review.

### Delete

Deletes the currently highlighted recording in the list. You will receive a delete confirmation dialog before the delete action occurs.

### Rename

Renames the title displayed in the list of recordings shown on this dialog and shown to the user viewing the archive.

### Up/Down

Moves the currently highlighted entry up and down in the list of recordings.



### **Archive Current Recording**

This section of the dialog shows the file name and title of the recording that is currently open in SoniClear. If a file is open, you have the option of adding this recording to the archive by clicking the “Add To Archive” button. If you want to add a file to the archive that is not shown as currently open, close the Manage Archive dialog, and use the Open button to open the file to be added to the archive. Then reopen the Manage LAN Archive dialog and click on “Add To Archive”.

After clicking the “Add To Archive” button, the Add Recording To Archive dialog is displayed. It shows the archive directory, the folder name for storing the recording (which defaults to the name of the file that is currently open), and the Recording Title. You can change the folder name and the recording title in this dialog. To add the recording, click the Start button, or click Cancel to stop the archive process. If the Folder Name specified is the same as an existing recording in the archive, the user will be prompted for a confirmation dialog to overwrite the previous recording. No backup is made, so overwriting will remove the previously added files.

## **Publishing the Archive to a CDROM**

In addition to making the LAN Archive recordings available over a LAN, the files can be published on CDROM for playback on Windows computers. Up to 30 hours of audio archive recordings will fit on a single 700MB CDROM disk.

To publish the LAN Archive to a CDROM, burn the image of the contents of the archive base directory (and all of the subdirectories under it) to the root directory of the CDROM. On Windows computers, with the AutoPlay feature activated, playback will start automatically when the disk is inserted. If AutoPlay is disabled, the user can start playback of the recording by manually starting the SoniClearPlayer.exe program or selecting the index.html file (for the Browser format option).

# Manage Web Archives

This feature applies to Gov Recorder 9.

SoniClear allows you to add recordings to a Web Archive. The Web Archive files are maintained on a local computer disk drive or a LAN drive. After adding recordings to a Web Archive, files must then be uploaded ("synchronized") to a web server for public access to the recordings using a web browser.

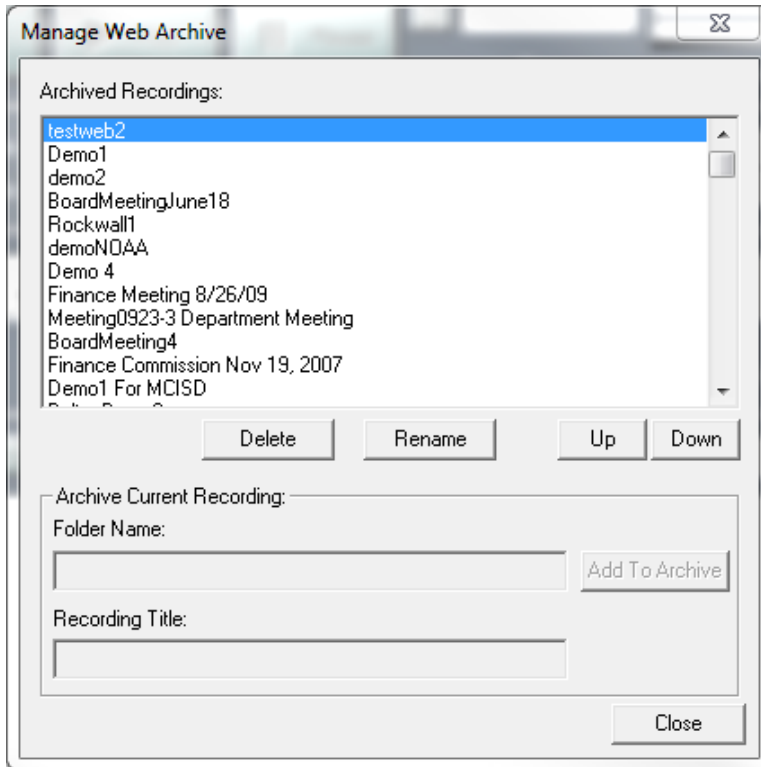
The Web Archive includes a free web-based player that uses HTML5 code to play recordings on any computer or mobile device.

Previous versions of SoniClear included an Adobe Flash-based playback program that was compatible with only Windows and Mac computers. The new HTML5 standard has replaced Flash for streaming audio over the web.

SoniClear does not provide conversion of the older Flash format to HTML5. If you have been using the Flash-based player, you will need to configure SoniClear with a new Web Archive folder for the HTML5 recordings.

## How to Use Manage Web Archives

Record your meeting with the notes that you want to have the user see in the final archive. Start the archive process by having open the file to be exported. Then select option "File/Manage Web Archives" from the pulldown menu. This will display the Manage Archives dialog:



### Archived Recordings

This is the list of recordings currently stored in your archive.

### Delete

Deletes the currently highlighted recording in the list. You will receive a delete confirmation dialog before the delete action occurs.

### Rename

Renames the title displayed in the list of recordings shown on this dialog and shown to the user viewing the archive.

### Up/Down

Moves the currently highlighted entry up and down in the list of recordings.

### Archive Current Recording

This section of the dialog shows the file name and title of the recording that is currently open in SoniClear. If a file is open, you have the option of adding this recording to the

archive by clicking the “Add To Archive” button. If you want to add a file to the archive that is not shown as currently open, close the Manage Archive dialog, and use the Open button to open the file to be added to the archive. Then reopen the Manage Archive dialog and click on “Add To Archive”.

After clicking the “Add To Archive” button, the Add Recording To Archive dialog is displayed. It shows the archive directory, the folder name for storing the recording (which defaults to the name of the file that is currently open), and the Recording Title. You can change the folder name and the recording title in this dialog. To add the recording, click the Start button, or click Cancel to stop the archive process. If the Folder Name specified is the same as an existing recording in the archive, the user will be prompted for a confirmation dialog to overwrite the previous recording. No backup is made, so overwriting will remove the previously added files.

## **Publishing to Website**

After the webcast recording files have been created using Manage Web Archive, the files must be transferred to the web server. For information about how to publish the recordings to a website, see the discussion about webcasting in the SoniClear Installation Guide.

# Archive and Export Options

In the Edit Note dialog, three check boxes are available to control how the audio recording and notes are handled in the Manage Archive and Export to Image Folder features. To access these options, select a note in the main window and click the Edit button.

These options 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 meeting, at breaks, or after the end of the meeting).

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

## Don't Export This Note To Archive

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 for meeting minutes), without those notes appearing in the version of the file shared with others on CDROM or in the recording archive.

## Cut Audio (from here to next Note)

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 SoniClear to record a new version of this announcement. Set the recording type to WAV in the Recording Options tab of the preferences. Then create a new file named RecordingPaused. Record a short message to be played when the Recording Paused 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 Data CD 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. This is useful, for example, when a separate CD is being created for each speaker, or for each section of a meeting.

# Foot Pedal Support

SoniClear 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

SoniClear 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, SoniClear 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. Support for the hardware is built into all versions of SoniClear that support the foot pedal feature. To enable the Foot Pedal feature, perform the following steps

1. Plug in the SoniClear USB Foot Pedal (purchased separately from Trio Systems). 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 SoniClear.
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 SoniClear 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 SoniClear 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 SoniClear. 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.

### Operation While Recording

The default action for the center pedal is to perform the Add Agenda Item action when pressed during recording. The default action for the left pedal is to perform Edit Note. This adds a note and pops up the edit dialog. The default action for the right pedal is to perform Add Note (blank note). These foot pedal actions are useful for situations where the recording needs to be annotated with a minimum of user involvement with the computer, such as during a lecture or presentation, or while taking notes in a word processor at the same time as recording. The default foot pedal actions can be modified in the Program Preferences dialog.



## **Annotating PowerPoint Presentations Using the Virtual Foot Pedal**

A situation where the user might want to change these defaults would be for recording a PowerPoint presentation. The center pedal key can be set to the Enter key. Then record in SoniClear in the background while showing the PowerPoint presentation in the foreground. Each time the Enter key is pressed to change the PowerPoint slide a note will be added to the SoniClear recording notes. When the recording is completed, it can be exported to a CD image using the MP3 CD file format option. This splits each section of the recording into a separate MP3 file. In this case, each slide will be represented by a single MP3 file. These can be imported into a PowerPoint presentation for creating a self-running presentation with audio.

### **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 can be useful when trying to hear the left or right microphone more clearly while transcribing.

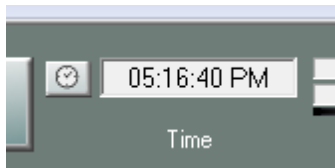
This action is specified in the Edit/Preferences/Foot Pedal dialog tab. Check the Enable box and select the Left/Right Toggle option, instead of Rewind Audio option.

# 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.

## Automatic Silence Detection

SoniClear is 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, Export to Image Folder, Manage LAN Archives, or Manage Web Archives, 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 the SoniClear Installation Guide.

## Online Documentation

SoniClear documentation is available from within the program by selecting Help/SoniClear Help from the pulldown menu. This will launch the default browser and display a help page with links to the manuals, as well as web support.

## Online Support

You can access support information and determine if your program is up to date using the Help/Online Support pulldown menu selection. This will launch the default browser and display the support page on the SoniClear website for the version of the software that you are using.

## **Online Sales**

You can access sales information to learn about how to purchase additional SoniClear products using the Help/Online sales pulldown menu selection.

# Licensing Information

The terms of the SoniClear software license are controlled by the “click through” 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 SoniClear Legal Page at [soniclear.com](http://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 9 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).