

# **DCR Player**

**Version 2.0**

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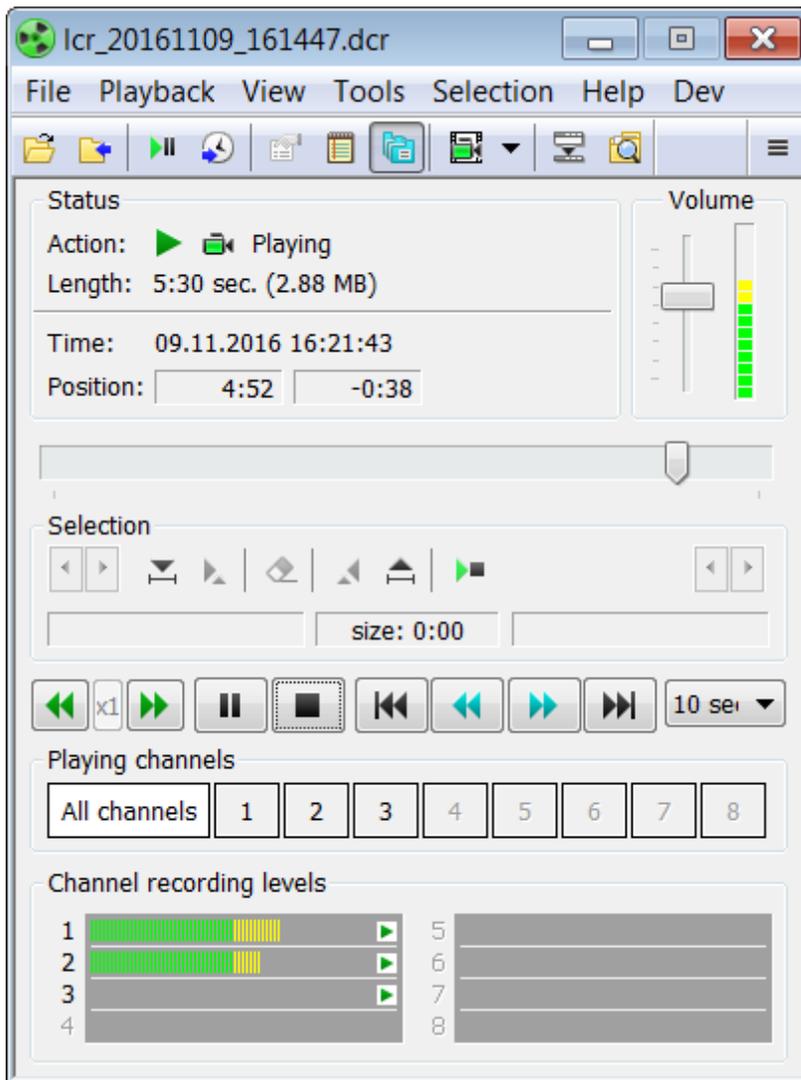
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# 1 General Information

## 1.1 Overview

The DCR Player is a no-cost application, available from BIS Digital Inc.'s web site, and provides playback facilities for the audio and video streams recorded in a Digital Recording file (i.e. a .dcr file). To obtain more detailed information about the features of the DCR Player, review the [“Features”](#) section.

The following shows the main window of DCR Player.



## 1.2 Features

Some of the key features of the **DCR Player** are listed below:

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- Playback of audio and video recordings, including a file that is currently being mirrored and files streamed over an IP network.
- Ability to play any combination of one or more channels.
- Bookmarks allow you to navigate quickly in a sound file and store notes at chosen positions in a sound file.
- Special bookmarks called dockets or cases can be used to identify case-related information.
- Ability to work with file attachments. You can open attachments, delete attachments, seal/unseal attachments, and optionally include them when exporting recording files.
- Ability to redact files so that redacted segments can be omitted from playback and when exporting. A redacted segment can be played, skipped, or blacked out. Video in a redacted segment can be distorted.
- File notes can be added to a recorded file.
- Digital certificates can be used to ensure recordings have not been altered.
- An assistive view is available to comply with Section 508 of the Rehabilitation Act.
- File notes and bookmarks can be exported as a text file, copied to the clipboard, or printed. You can choose which data fields to include.
- DCR Player supports many different types of flexible export operations. For example, you can export a file, or part of a file, directly to an audio CD or video DVD (MPEG-2 format), or to a WMV, WAV, AVI or DCR file with any combination of channels, and optionally with video.
- Export a file, including bookmarks, audio, video, and attachments to PDF format. The media file can be created and saved separately from the PDF document so that the audio/video links will work properly after you move the file onto a Windows Media Server folder to be streamed to the end users.
- Create a portable version of a recording file by exporting a dcr file, or part of a file, to MP4 format with the metadata. This allows you to use a browser of your choice to play the video, listen to the audio, and use bookmarks within the file.
- The Channel Activity Detector (CAD) can be used to automatically insert a bookmark into a recording each time a different channel becomes most prominent.
- Configuration settings can be exported and imported.
- A foot pedal can be used for playback.
- A Sound Image window provides a graphical representation of the audio levels across an entire recording file.
- A file search facility lets you search for text across files.
- Another file search facility lets you search for text or fields in files that have been processed by Liberty Web Access. From the search results, you can open a file for playback or to make changes to it.
- Integration with Windows Explorer allows you to display the details of docket/case fields without opening a recording file.
- Import bookmarks and file notes from BMR files created with Liberty Notes or Liberty Word-Notes.
- A portable version of this program can be created which eliminates the need to install the program on a user's PC.

## 1.3 What's New in Version 2.0?

**Version 2.0** of DCR Player is the first version of the software that replaces both the Digital Court Player and Liberty Interview Player programs. As a result, there are a number of new features for prior users of these programs as well as many enhancements due to the merger of the two programs.

If you were previously a user of either Digital Court Player or Liberty Interview Player, then all of the following features are new:

- You can choose to use speech enhancements, Automatic Gain Control (AGC) and/or noise suppression, when exporting a file to formats other than DCR.

- All of the different types of export can be used when you open a file across an IP network using File->Open URL.
- Burn a media disc when exporting a recording file to MPEG-4 format.
- When exporting a file to DCR format, all audio channels can be mixed to a single channel.
- When exporting a file to PDF format, a logo image can be included at the beginning of the document.
- A voice detection algorithm can be used to analyze an audio file you have open in the Sound Image Window and highlight areas of speech. Also, on the Sound Image Window, you can choose to show or hide bookmarks in the display. You access these settings via a new Settings button.
- When using digital signatures, you can now use Time Stamp Authority (TSA) certification.
- Enhancements to protect the program from dynamic changes to the audio output devices.

If you were previously a user of Digital Court Player, then all of the following features are new:

- Ability to redact files so that redacted segments can be omitted from playback and when exporting. A redacted segment can be played, skipped, or blacked out.
- Export a dcr file to a video DVD in MPEG-2 format.
- When exporting to WAV, DCR, AVI, WMV, or PDF format, additional files can be included.
- Burn a media disc when exporting a recording file to PDF format.
- Automatically close a file when there has been no activity for a specified number of minutes.
- From the Video Playback window, you can pause the playback and save the screen image as a jpg, png or bmp file.
- When using the file search facility, the results can be sent to a folder, DVD, USB drive, etc.
- A portable version of this program can be created which eliminates the need to install the program on a user's PC.
- The "Docket Fields" configuration option has been renamed to "Docket/Case Fields".

If you were previously a user of Liberty Interview Player, then all of the following features are new:

- When exporting a file to PDF format, you can choose which audio channels are included as well as whether file notes and notes in manual bookmarks are included.
- Filter out ultra-low frequencies using the low-cut filter speech enhancement.
- When printing bookmarks, you can choose to print all bookmarks or only those bookmarks that you have selected.
- The "Case Fields" configuration option has been renamed to "Docket/Case Fields".

**Note:** The terms "docket" and "case" are used interchangeably.

To obtain more detailed information about the features of the DCR Player, review the ["Features"](#) section.

## 1.4 Version Information

**Version 2.0**      December, 2019

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- All of the different types of export can be used when you open a file across an IP network using File->Open URL.
- Burn a media disc when exporting a recording file to MPEG-4 format.
- When exporting a file to DCR format, all audio channels can be mixed to a single channel.
- When exporting a file to PDF format, a logo image can be included at the beginning of the document.
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- Burn a media disc when exporting a recording file to PDF format.
- Automatically close a file when there has been no activity for a specified number of minutes.
- From the Video Playback window, you can pause the playback and save the screen image as a jpg, png or bmp file.
- When using the file search facility, the results can be sent to a folder, DVD, USB drive, etc.
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**Note:** The terms "docket" and "case" are used interchangeably.

## 1.5 Version Information for Digital Court Player

**Version 7.8**      March 21, 2019

- A "Find in LWA" feature has been added that allows you to search for files processed by Liberty Web Access. From the search results, you can open a file for playback or to make changes to it.
- Digital certificates can be used to ensure recordings have not been altered.
- When using a foot pedal, you can have a recording paused when the pedal is released. This keeps the video window active.
- The audio portion of your recording files can be played back in stereo.

- A Sound Image window provides a graphical representation of the audio levels across an entire recording file.
- When exporting a file to MP4 format, multiple independent video streams can be retained instead of being merged into a single video stream.

**Version 7.7**      April 11, 2018

- The following changes have been made to channel mixing modes:
  - A global hot key (CTRL+ALT+M) has been added so that you can toggle the channel mixing mode between mixed mode and non-mixed mode without the need to bring the application into focus.
  - You can switch the mixing mode using a new button on the interface.
  - Global hot keys to select each channel have been restored as they were in earlier versions of Digital Court Player.

**Version 7.6**      August 2, 2017

- Export a dcr file to MP4 format. Using this export facility you can also create a portable version of a recording file by choosing to create a separate meta-data file. In addition to the MP4 file, an html file will be created that you can view through a browser of your choice. This allows you to play the video, listen to the audio, and use bookmarks within the file.
- Enhanced user interface items include the following:
  - A new Menu button provides access to menus in a vertical format.
  - You can choose to show or hide the menu bars.
  - An alternative way of customizing the various toolbars within the product is available. From each View menu, you can choose to show or hide toolbar items.

**Version 7.4**      May 17, 2016

- Further integration with Windows Explorer allows you to display the details of docket fields without opening a recording file. Using Windows Explorer, you can hover your mouse over a file to display docket information, click on a file to display docket information in the Detail panel, select which fields of a docket you want to have displayed in the Windows Explorer interface, and display docket information using the Detail tab under File - Properties.
- A new audio processing algorithm called Channel Activity Detector (CAD) can be used to automatically insert a bookmark into a recording each time a different channel becomes most prominent. These bookmarks can be inserted by the Recorder program as a recording is taking place or they can be inserted by the Player program during transcription playback.
- The “Jump to Next Activity” feature can be used to find the next occurrence of a specified channel.

**Version 7.3**      December 15, 2015

- Support for Windows 10.
- When using the “Find in Files” search facility, you can display the details of the docket fields or file information without opening each file and optionally copy all or some of this information to the Clipboard.
- The “Find in Files” search facility has been updated to support Windows Search which is the successor to the Indexing Service.
- You can choose which bookmarks you want to print, copy to the Clipboard, or export.
- Support for higher monitor resolutions.
- A 64-bit version of the program is available.

**Version 7.2**      January 26, 2015

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Attach files, such as evidence documents, to a recording file.

**Version 7.1** June 20, 2014

- Ultra-low frequencies, less than 125 Hz, can be filtered out when playing back a recording. This is useful for reducing the noise caused when someone bumps a microphone.

**Version 7.0** April 2, 2014

- A mirrored file containing sealed sections can now be opened in listen-only mode. There is the same behavior of sealed sections as with the original (non-mirrored) file.
- Digital Court Player can open a DCR file which is currently being mirrored if a link to this file is distributed through Internet Information Services (IIS).
- When using “Find in Files”, the results include columns for the duration of a recording and its end time.
- The “Private Notes” column can be included in the list of bookmarks.
- Certified by Microsoft as Windows 8 compliant.
- When installing the program from the command line, a new switch lets you point to an exported configuration file. This is useful when you are installing the program on multiple PCs and want to reuse many of the same settings.

**Version 6.5** October 9, 2012

- Each time bookmarks are updated, a history of what was previously in the bookmarks is kept. This allows you to display the bookmarks as of a particular date and time.
- A DCR file can now be opened using the Windows drag-and-drop feature.
- All docket fields can now be edited.
- Support for fixed fields within File Notes.
- The export function now uses Windows H.264 to encode video for export on Windows 7.
- Support for DirectShow to decode video for export.
- Minor UI enhancements.

**Version 6.4** March 27, 2012

- Playing recording files streamed over an IP network.
- Improved synchronization of the audio / video media during playing.
- More granular settings for the data which is included when exporting a file to PDF format.

**Version 6.3** July 15, 2011

- Docket bookmarks can now be created from the Player.
- View, copy associated links, and clear trace files as required.
- Bookmarks can be printed in color.
- Bookmark titles from a recording file can be used instead of the titles defined in the Player's configuration.

**Version 6.2** May 27, 2010

- Support for Windows 7.
  - Toolbar customization. For example, you can choose which buttons appear on a toolbar and the order in which they appear.
  - Speed up access in listen-only mode when used with the NTFS file system.
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- Bookmarks and file notes are now available in listen-only mode.
- Replace text in file notes and bookmarks.

**Version 6.0** August 12, 2009

- You can open file attachments, delete attachments, seal/unseal attachments, and optionally include them when exporting recording files.
- Configuration options can be exported and imported. This allows you to set up multiple computers with the same configuration.
- The interface is now compliant with Section 508 of the Rehabilitation Act.
- When exporting a file to WAV or AVI format, you can select the media format from a drop-down list of past values.
- When printing, the header and footer information is saved. You can also have the file name and print time automatically inserted.

**Version 5.2** March 7, 2009

- Export a file, including bookmarks, audio, and video to PDF format. The media file can be created and saved separately from the PDF document so that the audio/video links will work properly after you move the file onto a Windows Media Server folder to be streamed to the end users.
- Export a dcr file as a Windows Media file (wma, wmv).
- A bookmark can be assigned a color, which allows you to highlight or classify bookmarks. For example, you can use different colored bookmarks to differentiate child witnesses, sensitive information, etc.

**Version 5.1** May 25, 2008

- Support for Windows Vista.
- The "Go to End" button has been added to allow a user to quickly go to the end of a recording.
- A new utility is available within the Player to check the integrity of a DCR file.
- When exporting a file to an audio CD, the Player burns the CD itself without the use of a system burning wizard (Windows XP and Vista only).
- Improvements in capturing and managing trace data.
- You can open a file in listen-only mode, which allows you to listen to a file but prevents you from making any updates.
- Tooltips are now available in the Thin View.
- Visual styles in Windows XP and Windows Vista are now supported, which allow you to change the visual style of the user interface.
- The font specified in your system properties is now applied to the Digital Court Player program.
- The program is now packaged as an MSI file and uses the Windows Installer for installation.

**Version 5.0** July 3, 2007

- Export the audio data from a DCR file directly to an audio CD. Previously, you would need to convert the DCR file into a WAV file and then use CD-burning software to write the data to a CD. To avoid creating a very large file and to facilitate playback, you can have the file automatically split based on bookmarks or file size (in minutes).
- A desktop shortcut for this program can be automatically created during installation time.

**Version 4.5** November 18, 2006

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- A Plaintiff field has been added for dockets.
- More granular settings for the data which is included when printing bookmarks, exporting bookmarks to a text file, or copying bookmarks to the clipboard.
- A Selection panel has been added to the main Digital Court Player window. On this panel, you can use a slider and other controls to select part of a recording. This is particularly useful when you want to export only part of a file.
- Online playback allows you to play back a file as it is being mirrored.
- Support for special characters and symbols in the fields used for bookmarks and dockets, and when using such features as find in files and find in notes.
- Ability to stop a search when searching files for text.

**Version 4.4** July 12, 2006

- Ability to change the bookmark columns that are displayed and the order in which they appear, and the names of the docket bookmark fields.
- Export sealed recordings with a password or to an unsealed format.
- Customizable headers and footers can be used when printing.
- Digital Court Player can be minimized to the Thin View.

**Version 4.3** December 29, 2005

- Sound quality improvements using Automatic Gain Control (AGC).
- A file search facility lets you search for text, times, and dates across files.
- An audio tone can be issued when the playback of a recording is stopped or paused.
- 2-character channel names can be displayed in place of the channel numbers.
- Both absolute and relative times can be displayed in the Thin View.
- When exporting a segment of a file, you can select the segment based on absolute times.
- Bookmarks now contain a Speaker field.
- Ability to set the font used in bookmarks and notes.
- Show/hide different fields in the Bookmarks window.
- Automatically step-back a specified number of seconds when releasing your foot pedal during fast-forward operations.
- Support for read-only files. Users can open and play read-only files but are unable to edit them.
- Ability to disassociate DCR files with this program.

**Version 4.2** August 08, 2005

- Suppress the level of noise and adjust the tone when playing files.
- Export captured video as an AVI file.
- Optionally, include video data and file notes when exporting a file.
- Ability to open files from the Thin View.
- Rewind files using a foot control.
- Printing options for bookmarks and file notes allow you to add a title, change the font, print page numbers, and preview the printed output.
- Optionally, have the File Notes window automatically displayed when opening files.
- Digital Court Player is installed as a common application where options can be set for each user or shared amongst multiple users of the same computer.

**Version 4.1** June 11, 2005

- Introduced additional user controls for devices that do not support the standard Windows mixer.

**Version 4.0** May 3, 2005

Internal release only.

**Version 3.0** April 15, 2005

- Video playback.
- Ability to adjust the levels of individual channels.
- Export a selected area of a file instead of the entire file.
- Ability to search for text within file notes.
- Export file notes to a text file.
- File notes and bookmarks can be copied to the clipboard or printed.
- Tailor the display of bookmark information by showing/hiding different fields.

**Version 2.0** November 16, 2004

- Export to a WAV or DCR file with any combination of channels.
- Export bookmarks or parts of bookmarks to a text file.
- Import bookmarks and file notes from BMR files created with Liberty Notes or Liberty Word-Notes.
- Search capability for text within bookmarks.
- Indicators for active channels.
- Private notes can be used in bookmarks, and optionally excluded when exporting a bookmark to a text file.
- Jump-to-time feature during playback allows easy navigation within a file.
- Retain last position in a file when it is closed and restore it when loading.
- Preserve tone automatically during high-speed playback.

**Version 1.2** July 14, 2004

- Ability to play any combination of channels.

**Version 1.1** March 17, 2004

The version was released.

## 1.6 Version Information for Liberty Interview Player

**Version 3.2** March 18, 2019

- After searching for files processed by Liberty Web Access, you can open a found file for playback or to make changes to it.
  - The audio portion of your recording files can be played back in stereo.
  - A Sound Image window provides a graphical representation of the audio levels across an entire recording file.
  - When exporting a file to MP4 format, multiple independent video streams can be retained instead of being merged into a single video stream.
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- **Version 3.1** September 11, 2018
- A “Find in LWA” feature has been added that allows you to search for files processed by Liberty Web Access.
- When using a foot pedal, you can have a recording paused when the pedal is released. This keeps the video window active.
- Include additional files when exporting a dcr file to a hard disk when using either the Export or Export to Adobe PDF options.
- Export a dcr file to MP4 format. Using this export facility you can also create a portable version of a recording file by choosing to create a separate meta-data file. In addition to the MP4 file, an html file will be created that you can view through a browser of your choice. This allows you to play the video, listen to the audio, and use bookmarks within the file.
- The following changes have been made to channel mixing modes:
  - A global hot key (CTRL+ALT+M) has been added so that you can toggle the channel mixing mode between mixed mode and non-mixed mode without the need to bring the application into focus.
  - You can switch the mixing mode using a new button on the interface.
  - Global hot keys to select each channel have been restored as they were in earlier versions of DCR Player.

**Version 3.0** December 1, 2016

- Further integration with Windows Explorer allows you to display the details of case information bookmarks without opening a recording file. Using Windows Explorer, you can hover your mouse over a file to display case information, click on a file to display case information in the Detail panel, select which fields of a case you want to have displayed in the Windows Explorer interface, and display case information using the Detail tab under File - Properties.
- The “Find in Files” search facility has been updated to support Windows Search which is the successor to the Indexing Service.
- Enhanced user interface items include the following:
  - A new Menu button provides access to menus in a vertical format.
  - You can choose to show or hide the menu bars.
  - An alternative way of customizing the various toolbars within the product is available. From each View menu, you can choose to show or hide toolbar items.
- Support for Windows 10.
- Support for higher monitor resolutions.
- A 64-bit version of the program is available.

**Version 2.8** June 30, 2015

- Attach files, such as evidence documents, to a recording file.
- The configuration of Case Fields has been enhanced. You can specify the number of fields that will be available in case-style bookmarks, define different types of fields (i.e. standard, date, fixed list, or text), and enable users to choose from a drop-down list of possible values.
- To support the use of different programs and systems, you can export and import case field settings.
- When using the “Find in Files” search facility:
  - You can display the details of the case fields or file information without opening each file and optionally copy all or some of this information to the Clipboard.
  - One or more of the resulting files from a search can be sent to a folder, DVD, USB drive, etc.
  - The results include columns for the duration of the recording and its end time.
- Distorting the video in a redacted segment of a recording file includes the following new features:
  - The use of a face detection algorithm that automatically detects a face in a frame.
  - Automatic face tracking can dynamically change the area of video being distorted.

- Using your mouse, you can use manual face tracking to change the area being distorted.
- Different intervals within a redacted segment can have different distortion modes. For example, one interval can have the entire frame distorted while another interval can use automatic face tracking.
- You can edit the intervals of distortion and preview the results of the distortion.
- Support for higher resolutions of video.
- Memory consumption improvements.

**Version 2.7**      October 13, 2013

- From the Video Playback window, you can pause the playback and save the screen image as a jpg, png or bmp file.
- A mask value of "z" has been added to represent either a character or a digit when enforcing a standard for the case number or the officer name in case fields.
- When installing the program from the command line, a new switch lets you point to an exported configuration file. This is useful when you are installing the program on multiple PCs and want to reuse many of the same settings.
- The start time, end time, and date of an interview can be printed on a LightScribe label.
- Ability to set the font size used on a LightScribe label.
- Certified by Microsoft as Windows 8 compliant.
- Minor UI and usability enhancements.

**Version 2.6**      January 11, 2013

- A DCR file can now be opened using the Windows drag-and-drop feature.
- All case fields can now be edited.
- Support for fixed fields within File Notes.
- Support for the LightScribe technology that allows case information to be printed directly onto disc labels.
- Audio distortion for redacted segments such that either the audio is muted or it is distorted via a voice encoder so that the audio can be understood but the person's voice cannot be recognized.
- The Export functions were refined regarding distorted media. The exporting of distorted segments depends upon your redaction settings.
- You can standardize the format of the Officer case field.
- Minor UI enhancements.

**Version 2.5**      June 28, 2012

- Recording files can be streamed over an IP network.
- Video can be distorted so that the person being recorded cannot be visually recognized.
- Improved synchronization of the audio and video media during playback.
- Comments can be saved in redaction bookmarks.
- A timeout value can be specified such that the Player will time out after a period of inactivity and free up the file it has open.
- Each time bookmarks are updated, a history of what was previously in the bookmarks is kept. This allows you to display the bookmarks as of a particular date and time.
- You can standardize the format of the Case Number.
- When specifying the Incident Date for a case, a calendar can be used to ensure all dates use the same format.

**Version 2.4**      July 15, 2011

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- You can choose not to keep a history of the values you use in the different types of case fields so that these values will not appear in drop-down lists.
- A media disc can be burned for any type of supported export operation.
- A new type of exported or burned file ensures a complete copy of a DCR file, including notes, bookmarks, attachments, etc.
- For redacted segments during playback, you can choose whether to play them, jump over them, or overlay them with blank data.
- When exporting a recording file, you can choose to include or exclude all of the redacted segments or some of the redacted segments.

**Version 2.3**      March 16, 2011

- A portable version of this program can be created which eliminates the need to install the program on a user's PC.
- Bookmarks can be printed in color.
- Case fields from a recording file can be used instead of the fields defined in the Player's configuration.

**Version 2.2**      October 29, 2010

- Digital certificates can be used to ensure recordings have not been altered.
- Case-style bookmarks can now be created from the Player.
- The process to export recording files to DVD has been enhanced. The dependency on DVD Maker has been removed.
- Import bookmarks and file notes from BMR files created with Liberty Notes and Liberty Word-Notes.
- View, copy associated links, and clear trace files as required.

**Version 2.1**      May 19, 2010

- Support for Windows 7.
- Ability to redact files so that redacted segments can be omitted from playback and when exporting.
- Export a .dcr file to DVD-video format.
- Toolbar customization. For example, you can choose which buttons appear on a toolbar and the order in which they appear.
- Speed up access in listen-only mode when used with the NTFS file system.
- Bookmarks and file notes are now available in listen-only mode.
- Replace text in file notes and bookmarks.

**Version 2.0**      October 16, 2009

- Case-style bookmarks can be used to identify case-related information.
- A bookmark can be assigned a color, which allows you to highlight or classify bookmarks. For example, you can use different colored bookmarks to differentiate sensitive information.
- You can open file attachments, delete attachments, and optionally include them when exporting recording files.
- Configuration options can be exported and imported. This allows you to set up multiple computers with the same configuration.
- The interface is now compliant with Section 508 of the Rehabilitation Act.
- Export a .dcr file as a Windows Media file (wma, wmv).
- When exporting a file to WAV or AVI format, you can select the media format from a drop-down list of past values.
- When printing, the header and footer information is saved. You can also have the file name and print time

automatically inserted.

**Version 1.1**      October 10, 2008

- When you export a file to PDF, the media file can be created and saved separately from the PDF document. This allows the audio/video links to work properly after you move the file onto a Windows Media Server folder to be streamed to the end users.

**Version 1.0**      July 25, 2008

The version was released.

## 1.7 Components and Requirements

The DCR Player is a component of the Digital Recording Solution.

The minimum computer requirements for using the DCR Player are:

- A standard PC or laptop with the Windows Vista operating system or later.
- A standard Windows-compatible mono sound card with headphones or speakers that will be used for audio playback.
- Optionally, playback can be controlled using a VEC Infinity USB foot-pedal. You can obtain this pedal from a third party vendor or from BIS Digital and associated Digital dealers.

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## 1.9 Installing the DCR Player

DCR Player is installed as a common application. It supports an "All Users" install to allow different users to work with the program on the same computer.

The DCR Player program is packaged as an MSI file and uses the Windows Installer for installation. To install the program, take the following steps:

1. Run DcrPlay20.msi (32-bit version) or DcrPlay20-x64.msi (64-bit version).
2. Follow the instructions on the screen.

A 64-bit version of the program is available; however, it cannot be installed over the 32-bit version. If you have a 32-bit version installed and want to use the 64-bit version then you should do the following:

1. Export the configuration options being used with your current 32-bit version of the program.
2. Uninstall the 32-bit version.

3. Install the 64-bit version of the program as described below.
  4. Import your exported configuration options from your old version to your new version.
- For more information, refer to [“Exporting and Importing Configuration Options”](#).

When installing the program from the command line, you can use the `IMPORT_OPT` (non-case-sensitive) switch to point to a configuration file. This is useful when you are installing the program on multiple PCs and want to reuse many of the same settings. You can install the program on one PC, customize its settings, export the settings to a `.cfg` file, use the `IMPORT_OPT` switch to point to the `.cfg` file when installing the program on another PC, and then perform any further customization unique to the program running on that PC.

### Examples

The following specifies the location of a `.cfg` file:

```
DcrPlay20.msi IMPORT_OPT=c:\work\Options_LCP.cfg
```

If the `.cfg` file is located in the same directory as the MSI file, you do not need to specify the directory again as part of the `IMPORT_OPT` switch, as shown below:

```
DcrPlay20.msi IMPORT_OPT=Options_LCP.cfg
```

If the path or file name contains spaces then the string must be surrounded by quotation marks, as shown below:

```
DcrPlay20.msi IMPORT_OPT="Options LCP.cfg"
```

Once you have installed DCR Player on a PC, you can create a portable version of the program. This is useful when users are restricted from installing software on their PCs as they can use the program without installing any software. See also [“Using the Portable Version of DCR Player”](#).

## 1.10 Uninstalling the DCR Player

To uninstall DCR Player, from the Windows Start menu, choose “Programs” - “DCR Player” - “Program Maintenance”. On the Program Maintenance window, select “Remove”.

Alternatively, use “Start - Settings - Control Panel - Add/Remove Programs”.

## 2 Configuring DCR Player

### 2.1 Configuring DCR Player

To configure the DCR Player, you use the **Options** dialog to set configuration options.

Note that you can export and import configuration options when setting up similar systems.

To set configuration options:

- From the main DCR Player window, click the  button, or from the **View** menu, click **Options**. A dialog appears from which you can access different configuration options. You can select from the following:

Dialog	Use this dialog to set options for
Playback	Playback devices, behavior for automatic and manual pauses, notification when recording is stopped
Speed	Altering playback speeds
StartUp	Starting DCR Player
Hot Keys	Setting hot keys
Foot Control	Using a foot control to control playback
General	Default folders, displaying different windows, minimizing the DCR Player application, opening files, signature verification, temporary files, closing a file due to inactivity, file association
Security	Enabling the playback of sealed sections of a recording
Docket/Case Fields	Specifying which docket/case fields to use, the titles of the fields, and their default values
Redaction	Redacted segments
Video DVD (MPEG-2)	Burning files to DVD in MPEG-2 format

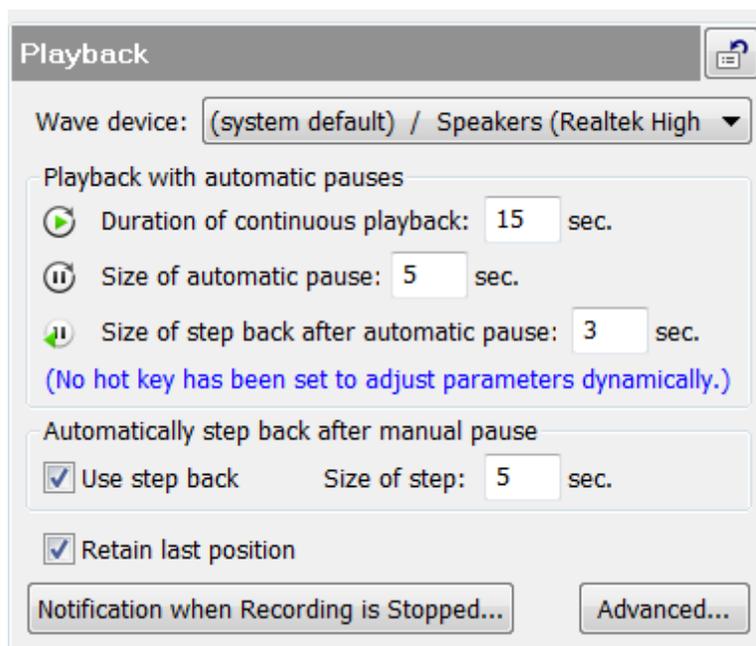
You can use the following buttons:

Button	Function
OK	Save your changes and exit the configuration dialogs.
Cancel	Cancel all of your changes that have not been saved.
Apply	Save your changes and keep the current dialog open.
	Restore the default settings for the current dialog.

Each of the configuration options is described in detail in the following sections.

## 2.2 Using the Playback Dialog

Use the Playback dialog to set options for playing files.  
When you select **Playback**, the following dialog appears.



#### Wave device

Select your audio device (sound card) for playing. If the setting is “system default”, then DCR Player uses the device specified in your system audio settings (e.g. Start - Settings - Control Panel - Multimedia - Audio).

#### Playback with automatic pauses

DCR Player provides an automatic-pause mode for more effective transcription. When enabled, this feature plays a recording, pauses the playback, and then resumes the playback. This play/pause/play cycle continues for the duration of the file playback. You can use this feature to automatically pause the playback at certain intervals to allow you to catch up in transcribing. In some cases, this can eliminate the need for a foot pedal or the use of hot keys to control playback.

Duration of continuous playback - Specify the duration of continuous playback, in seconds.

Size of automatic pause - Specify the size of the pause, in seconds.

Size of step back after automatic pause - Specify the size of the step back, in seconds.

For example, if you set “Duration of continuous playback” to 15 seconds, “Size of pause” to 5 seconds, and “Size of step back after pause” to 3 seconds, then a file plays for 15 seconds, pauses for 5 seconds, and then goes back 3 seconds and starts playing from there.

#### Automatically step back after manual pause

This feature automatically rewinds the recording a specified number of seconds whenever you pause playback. This applies when using a foot pedal or when using the Pause button on DCR Player’s primary window.

Use step back - Check this box if you want to use a step back after a manual pause.

Size of step - Specify the size of the step back, in seconds.

#### Retain last position

Select this option to retain the last position of the file being played when it is closed. When you start to play the file again, playback starts from where it left off.

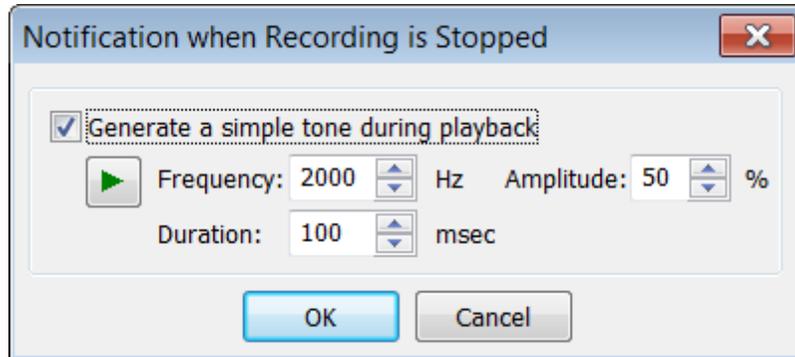
#### Notification when recording is stopped

You can be notified via an audible tone when playback is paused or stopped. This alerts you that the playback of a recording was turned off. This is useful when the auto-bookmarks are not visible, such as when using the

Thin View or when DCR Player is minimized.

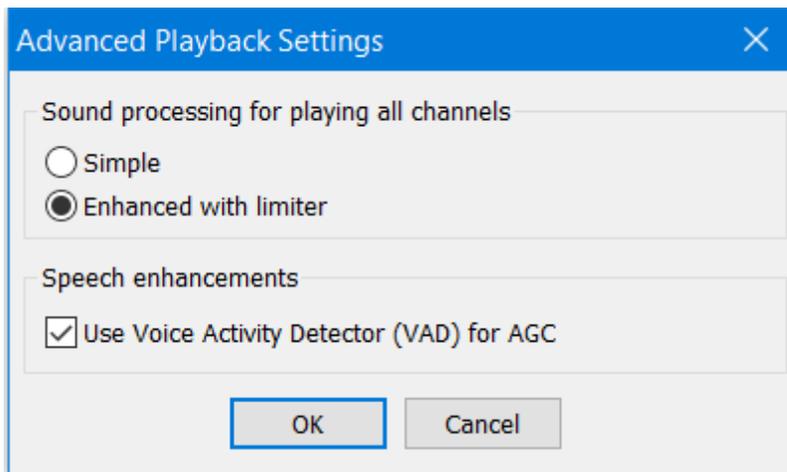
To generate a simple tone when playback is stopped or paused, take the following steps:

1. Press the "Notification when recording is stopped..." button. The following dialog appears:



2. Select "Generate a simple tone during playback". You can adjust the frequency and duration of the tone. The volume depends on your current system settings. To select tone parameters, click on the play button. Note: This method will not work if you are playing sound through your sound card and your card does not allow the mixing of sounds.

Use the **Advanced** button to display the "Advanced Playback Settings". The dialog looks like this:



#### **Sound processing for playing all channels**

Default settings are normally acceptable. Only change these settings under the advice of Technical Support.

#### **Speech Enhancements - Use Voice Activity Detector (VAD) for AGC**

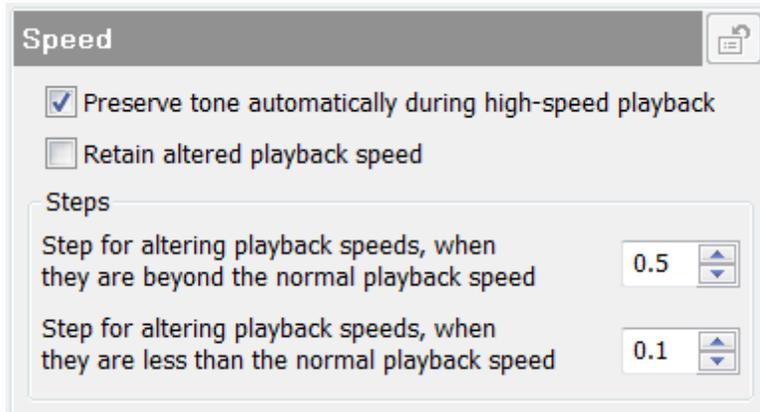
This check box activates/deactivates the noise suppression amplification algorithm called Voice Activity Detector (VAD). When this function is active, the AGC algorithm reacts only to fragments that contain voice. This makes the algorithm's performance more accurate when processing voice recordings, and it prevents the program from raising the noise level during long pauses.

## 2.3 Using the Speed Dialog

Use the Speed dialog to set options for playback speeds. You can increase the playback speed beyond its normal speed and you can reduce the playback speed below its normal speed. Playback speeds are

controlled through the Increase and Decrease Playback Speed buttons on the main DCR Player window. Note that these buttons are only visible during playback. The amount by which the speed increases or decreases is controlled by the settings you specify on the Speed dialog.

When you select **Speed**, the following dialog appears.



#### **Preserve tone automatically during high-speed playback**

When this option is selected, DCR Player tries to preserve tones when playing back a recording at a higher than normal speed.

#### **Retain altered playback speed**

Check this box if you want to keep this altered speed setting. Otherwise, the speed value for each new playback is reset to the normal speed (i.e. x1). For more information, refer to [“Playback with Different Speeds”](#) later in this document.

#### **Step for altering playback speeds, when they are beyond the normal playback speed**

This step is used to alter playback speeds in a range from 1-times to 2-times the normal speed. When the playback speed is above normal, this step is used when you increase or decrease speed.

For example, if the playback speed is set at normal and this step is set to .3, then the first time you press the Increase Playback Speed button, the playback speed increases to 1.3 times the normal speed. The next time you press the Increase Playback Speed button, the playback speed increases to 1.6 times the normal speed, and so on. If you press the Decrease Playback Speed button while the speed is greater than normal, then the speed decreases by .3 times the normal speed.

#### **Step for altering playback speeds, when they are less than the normal playback speed**

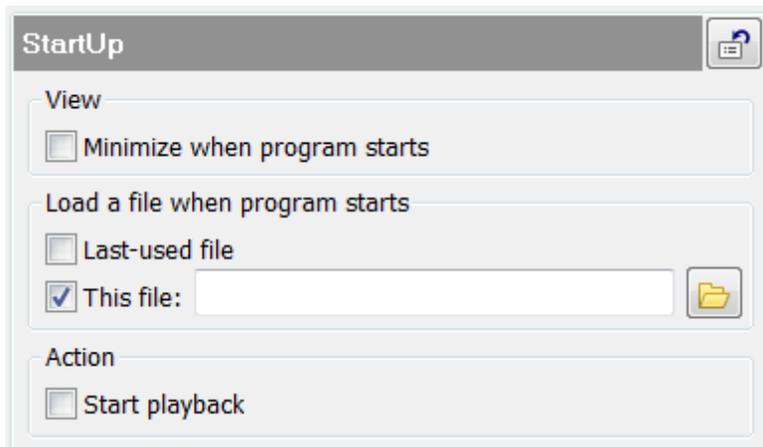
This step is used to alter playback speeds in a range from .5-times to 1-times the normal speed. When the playback speed is below normal, this step is used when you increase or decrease speed.

For example, if the playback speed is set at normal and this step is set to .2, then the first time you press the “Decrease Playback Speed” button, the playback speed decreases to .8 times the normal speed. The next time you press the “Decrease Playback Speed” button, the playback speed decreases to .6 times the normal speed, and so on. If you press the “Increase Playback Speed” button while the speed is less than normal, then the speed increases by .2 times the normal speed.

## **2.4 Using the StartUp Dialog**

Use the StartUp dialog to set options for the start of the DCR Player application.

When you select **Startup**, the following dialog appears.

**Minimize when program starts**

Check this box to minimize the main window after the application starts. The behavior when you minimize is based on the minimize method (Options - Minimize).

**Load a file when program starts**

You can optionally select a file to be automatically loaded when DCR Player starts. Choose one of the following:

Load last-used file - load the file DCR Player last played.

Load this file - locate the specific file to be loaded.

If the file no longer exists, or has been moved, this has no effect.

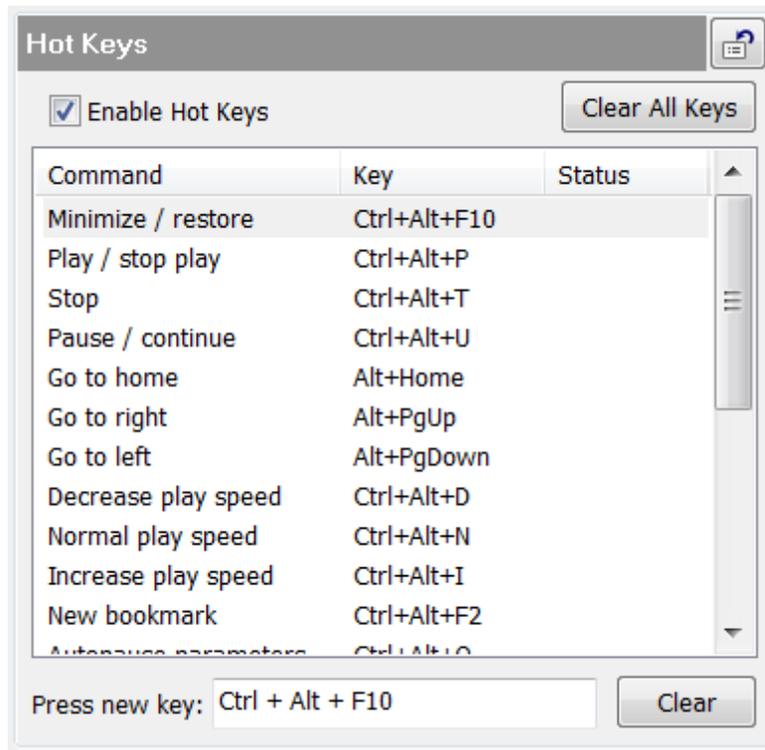
**Action**

Select "Start playback" if you want to automatically start playback of the file specified above after the application starts.

## 2.5 Using the Hot Keys Dialog

Use the Hot Keys dialog to set hot keys for quick access to common commands.

When you select **Hot Keys**, the following dialog appears.



### Enable Hot Keys

Check this box if you want to use global hot keys.

### Setting Hot Keys

To change a hot key setting, take the following steps:

1. Click on the item in the list of commands that you want to change.
2. In the “Press new key” box, press the keyboard combination you want to use as a hot key.
3. Click OK or Apply.

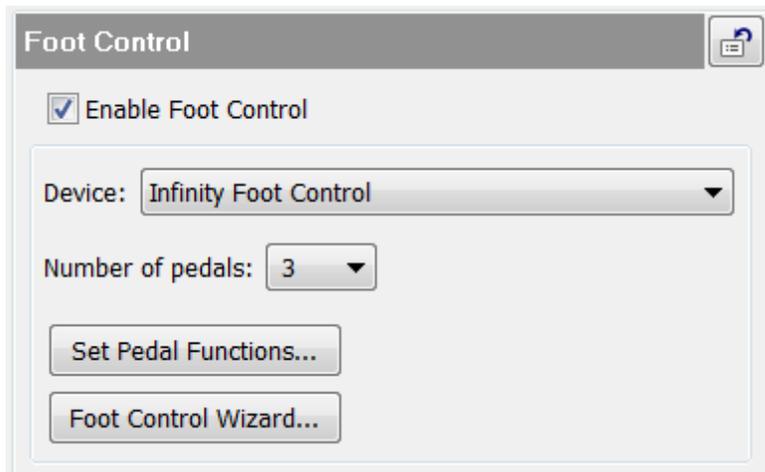
You can use “Clear” to disable a hot key or “Clear all” to set all hot keys to “None”.

If any of these combinations is used by another active application or shortcut, the combination will not work with DCR Player.

## 2.6 Using the Foot Control Dialog

Use the Foot Control dialog to set options for using a foot control to control playback.

When you select **Foot Control**, the following dialog appears.

**Enable Foot Control**

Check this box if you want to use a foot control.

**Device**

Select your foot-pedal device from the drop-down list.

**Number of pedals**

Select the number of foot pedals. You can use a 2 or 3-pedal device.

**Set pedal functions**

Use this button to display the “Pedal Functions” dialog. This dialog lets you assign functions for each device pedal and enables you to control the playback of sound data.

**Foot Control Wizard**

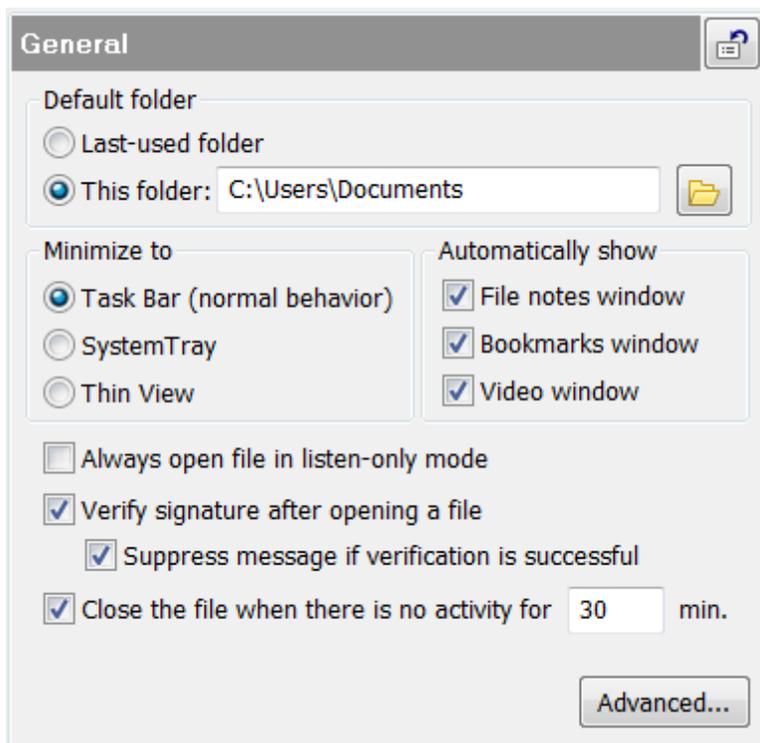
In order for the foot control to work properly, you should define a mapping of events. For example, you can automatically step forward a specified number of seconds when you press the left pedal. You use the Foot Control Wizard to map events.

For more information on using foot controls, refer to [“Using a Foot Control”](#).

## 2.7 Using the General Dialog

Use the General dialog to set options for default folders, displaying different windows, minimizing the DCR Player application, opening files, signature verification, temporary files, closing a file due to inactivity, and file association.

When you select **General**, the following dialog appears.



#### Default folder

Set a default folder for opening and saving a file. DCR Player can use the previously used folder as the default (select "Last used folder") or you can specify the default folder yourself (select "This folder" and specify the location).

If you type in the name of a new folder then DCR Player automatically creates this folder when you click on the OK or Apply button.

#### Minimize to

Choose the behavior when you minimize the DCR Player application. Select one of the following:

Task Bar - appears minimized in the Task Bar. This is the normal behavior.

System Tray - appears as an icon in the System Tray.

Thin View - display DCR Player's Thin View. For more information, see ["Using the Thin View"](#).

#### Automatically show

Choose the windows you want to have displayed automatically.

File notes window - select this box if you want to have the File Notes window automatically displayed when opening a file that contains file notes.

Bookmarks window - select this box if you want to have the Bookmarks window automatically displayed when opening a file that contains bookmarks.

Video window - select this box if you want to have the Video window automatically displayed when opening a file that contains video.

#### Always open file in listen-only mode

Select this check box if you want to always open files in listen-only mode. This allows you to listen to a file and display file notes and bookmarks but prevents you from making any updates. This is useful for administrators who won't be updating files, and it prevents the file from being locked.

Note: Listen-only mode only works properly in an NTFS environment.

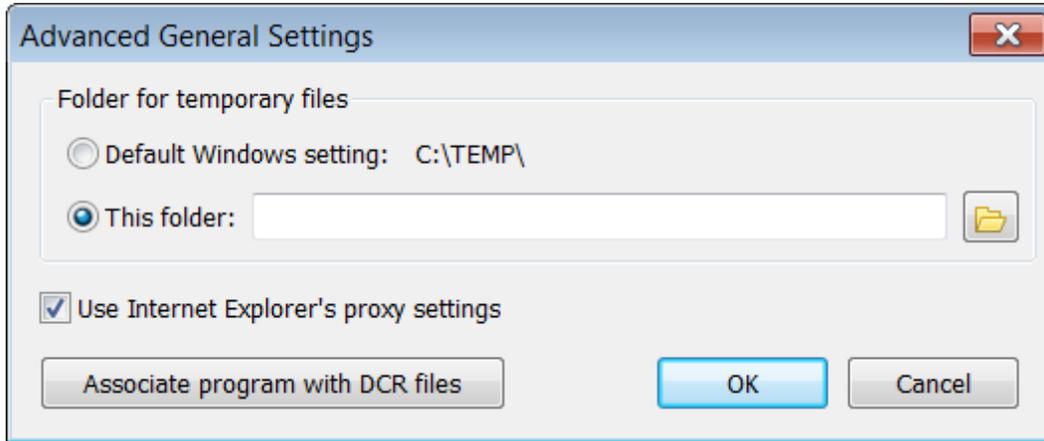
#### Verify signature after opening a file

Select this box if you want to check when opening a file that it has not been altered after it was recorded. Select "Suppress message if verification is successful" if you do not want a message displayed when the verification is successful.

#### Close the file when there is no activity for ... minutes

Select this check box if you want DCR Player to close the file it has open after a specified period of inactivity so that the file is available to other users. Specify the number of minutes of inactivity to trigger this process in the box to the right.

Use the **Advanced** button to display the "Advanced General Settings". The dialog looks like this:



#### Folder for temporary files

If required, you can specify a folder for temporary files. The size of a recording file can be quite large. Because of this, the DCR Player application saves recorded information in a temporary file rather than in memory.

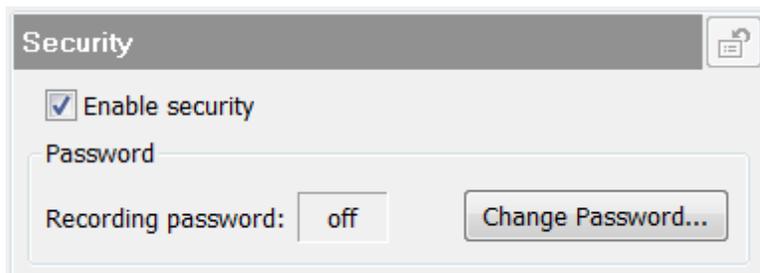
#### Associate program with DCR files

Click this button if you want to manually associate DCR files with DCR Player. Refer to ["Associating DCR Files with a Digital Program"](#) for more information.

## 2.8 Using the Security Dialog

Use the Security dialog to enable you to playback sealed sections of a recording (*only for recording files created in Digitally Court Recorder*).

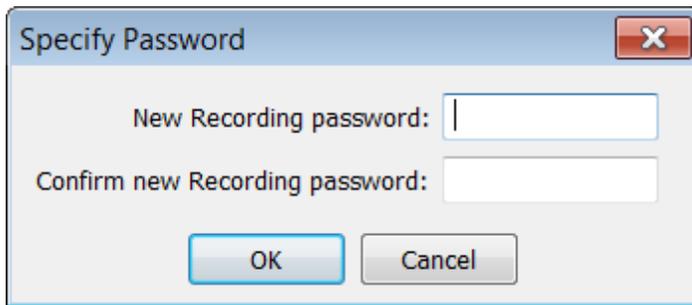
When you select **Security**, the following dialog appears.



#### Enable security

Select this option if you want to playback sealed sections of a recording. You can disable security by simply clearing the **Enable security** check box.

If you want to specify a password, click the **Change password** button. The **Specify Password** dialog box appears:

A dialog box titled "Specify Password" with a close button (X) in the top right corner. It contains two text input fields: "New Recording password:" and "Confirm new Recording password:". Below the fields are two buttons: "OK" and "Cancel".

### Specify Password

Complete the following fields:

New Recording password - password that is being used by Digital Recorder to seal data.

Confirm new Recording password - re-enter the recording password.

Once you specify the Recording password, then you can use DCR Player to play sealed sections of a recording that were recorded using this same password.

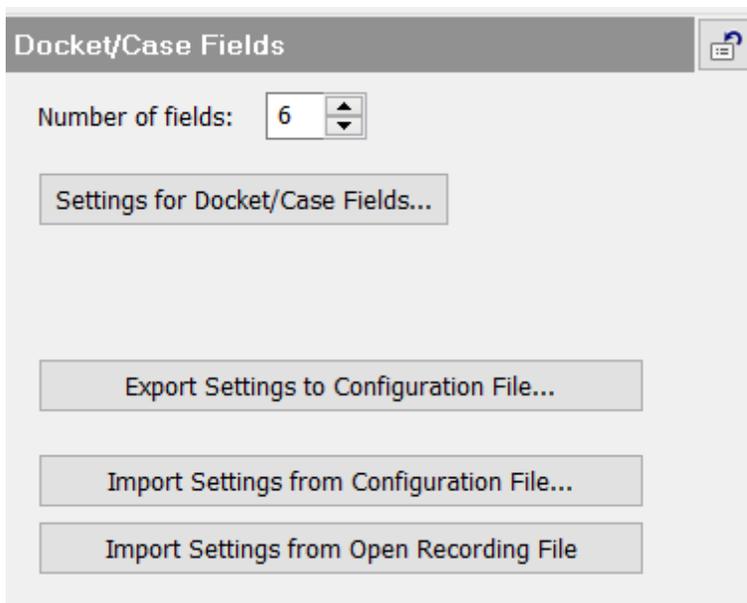
If you do not specify a password and security is enabled, then you will be prompted when you try to open a sealed recording to either supply the correct password or skip the sealed segments.

See also "[Working with Sealed Recordings](#)".

## 2.9 Using the Docket/Case Fields Dialog

Use the Docket/Case Fields dialog to select which docket/case fields to use, customize the titles, and specify default values for these fields. These fields affect what appears when using the file search facility.

When you select **Docket/Case Fields**, the following dialog appears.

A dialog box titled "Docket/Case Fields" with a help icon in the top right corner. It features a "Number of fields:" label followed by a spin box set to "6". Below this is a button labeled "Settings for Docket/Case Fields...". At the bottom, there are three buttons: "Export Settings to Configuration File...", "Import Settings from Configuration File...", and "Import Settings from Open Recording File".

**Number of fields**

Select the number of fields you want to use for dockets/cases. The default is 5. The maximum number is 10.

### Settings for Docket/Case Fields

Click this button to specify your field settings. The following dialog appears:

Title	Field Type	Possible Values	Default Value	Required Field	Keep History
Docket No.	Text			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Judge	Text			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Plaintiff Attorney	Text			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Plaintiff	Text			<input type="checkbox"/>	<input type="checkbox"/>
Defense Attorney	Text			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Defendant	Text			<input type="checkbox"/>	<input type="checkbox"/>

Default value for Notes field:

OK Cancel

**Title** - You can replace a default title by typing the new title in the corresponding text field in this column.

**Field Type** - The following types of fields are supported:

Text - a text-based field where the user can enter data in any format.

Fixed List - a list of possible values will be presented to the user via a drop-down list. You will need to configure the list of values by clicking the Settings button and adding the possible values.

Standard - the user must enter data in a standardized format as identified in the "Type Settings" column.

Date - the user will select the date from a calendar when creating new dockets/cases.

**Type Settings** - use this column to specify the format for standardized fields or to specify the list of possible values for fixed list fields.

**Default Value** - specifies the default value for the field.

**Required Field** - select this check box to indicate the field is required when creating a docket/case.

**Keep History** - select this check box if you want to keep history for a field other than a Fixed List field. This allows you to select a previously used value for a field from a drop-down list.

**Default value for Notes field** - You can specify a default value for the Notes field to be used when creating a new docket/case.

### Using Standardized Formats

A standardized format can consist of the following elements:

- a - matches any letter
- n - matches any digit
- z - matches any letter or digit
- an upper-case character - matches only itself
- a special character - matches only itself
- a blank - matches only a blank.

Examples of Standardized Docket/Case Numbers

Format	Valid Docket/Case No.
nn-nnnnn	12-34567
ABC nnn	ABC 293
aaa-YRP-nn-nnn	BRE-YRP-01-042
aaa-QAE-nnn-zzz	ASD-QAE-013-M48

In any segment of two or more digits, leading zeroes will be added when necessary to pad the field to the correct number of digits. For example, if the standard format is nnnn-nnnnnn and you type 43-156 as the docket/case number, then this will be automatically changed to 0043-000156.

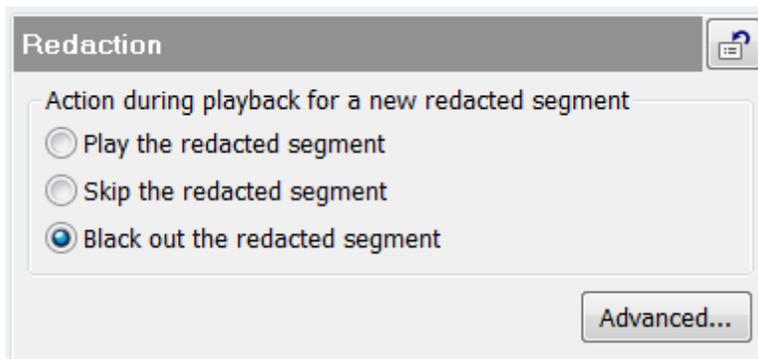
#### Exporting and Importing Field Settings

You can export your current field settings to a configuration file in XML format. This file can then be imported on another system or by another program. From DCR Player, you can import field settings either from a configuration file or from an open recording file.

**Note:** You can also export and import all configuration options. Refer to "[Exporting and Importing Configuration Options](#)".

## 2.10 Using the Redaction Dialog

Use the Redaction dialog to specify the default playback behavior for a new redacted segment. When you select Redaction, the following dialog appears.

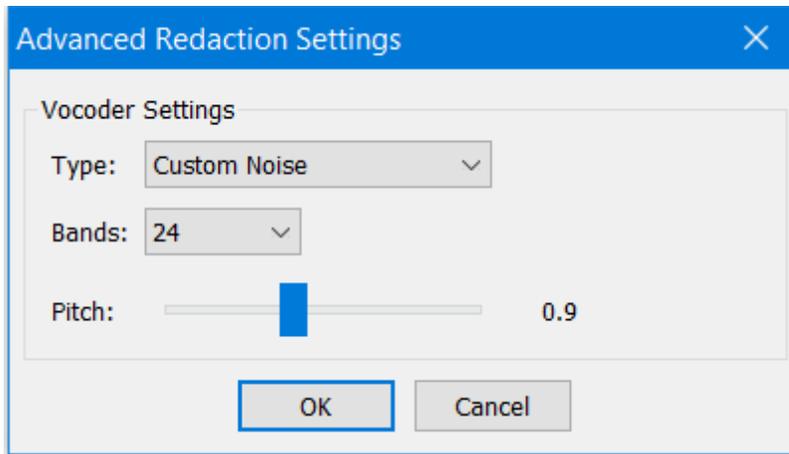


Choose one of the following actions for playback of a new redacted segment:

- Play the redacted segment
- Skip the redacted segment
- Black out the redacted segment

This sets the default behavior. You can override this behavior when you create a new redacted segment.

Use the **Advanced** button to display the "Advanced Redaction Settings". The dialog looks like this:



You can adjust the settings related to audio distortion using a voice encoder:

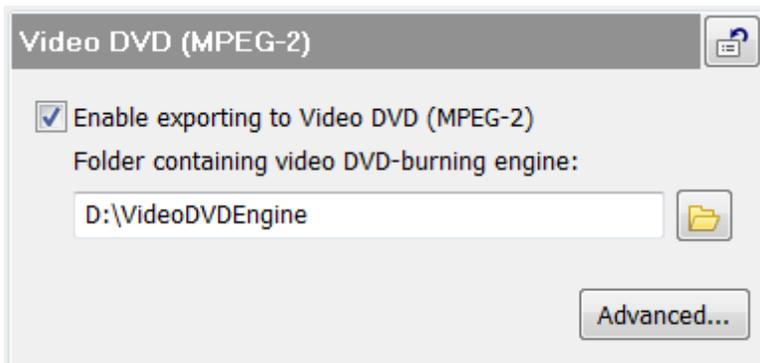
Select the type of noise, the pitch, and the bands. The bands range from 8 to 64 with a default of 24. The higher the value of the band, the more understandable the speech.

See also "[Using Redaction](#)" and "[Distorting Video in Redacted Segments](#)".

## 2.11 Using the Video DVD (MPEG-2) Dialog

Use the Video DVD MPEG-2 dialog to enable burning of recorded files to DVD in MPEG-2 format and to specify the location of the DVD-burning engine.

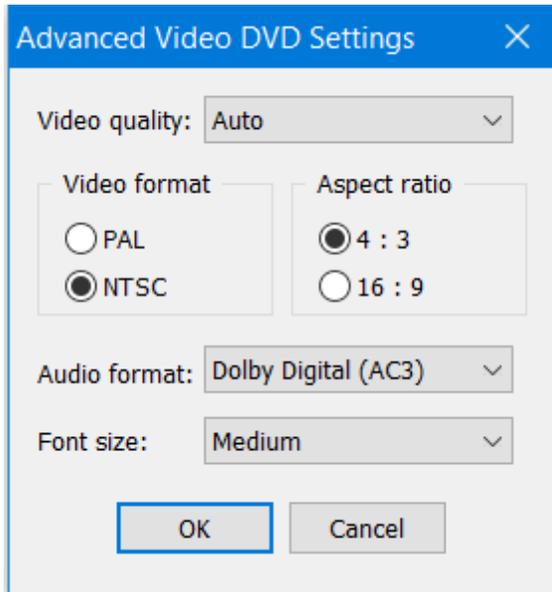
When you select Video DVD MPEG-2, the following dialog appears.



**Enable exporting to Video DVD (MPEG-2)** - select this option to allow burning to DVD in MPEG-2 format. An MPEG-2 DVD can be played on a home entertainment system.

**Folder containing video DVD-burning engine** - specifies the location of the DVD burning engine. Contact BIS Digital or your local Digital dealer to obtain the open source DVD engine software and unzip the package into the folder you specify here.

Use the **Advanced** button to display the “Advanced Video DVD Settings”. The dialog looks like this:



You can specify properties such as quality, format, aspect ratio, and font size.

## 2.12 Exporting and Importing Configuration Options

You may want to set up DCR Player on similar systems with the same configuration options. From one system, you can export the configuration options as a file and then import that file to another system.

To export all of your configuration options for DCR Player, take the following steps:

1. From the main window, click **Tools**, and then **Export Configuration Options**.
2. Specify the name and location for the exported file.

To import configuration options to DCR Player, take the following steps:

1. If you have a recording file open, you will need to close it.
2. From the main window, click **Tools**, and then **Import Configuration Options**.
3. Specify the name and location for the file containing the configuration options you want to import.
4. Once the file has been imported successfully, you must restart DCR Player to continue to use it.

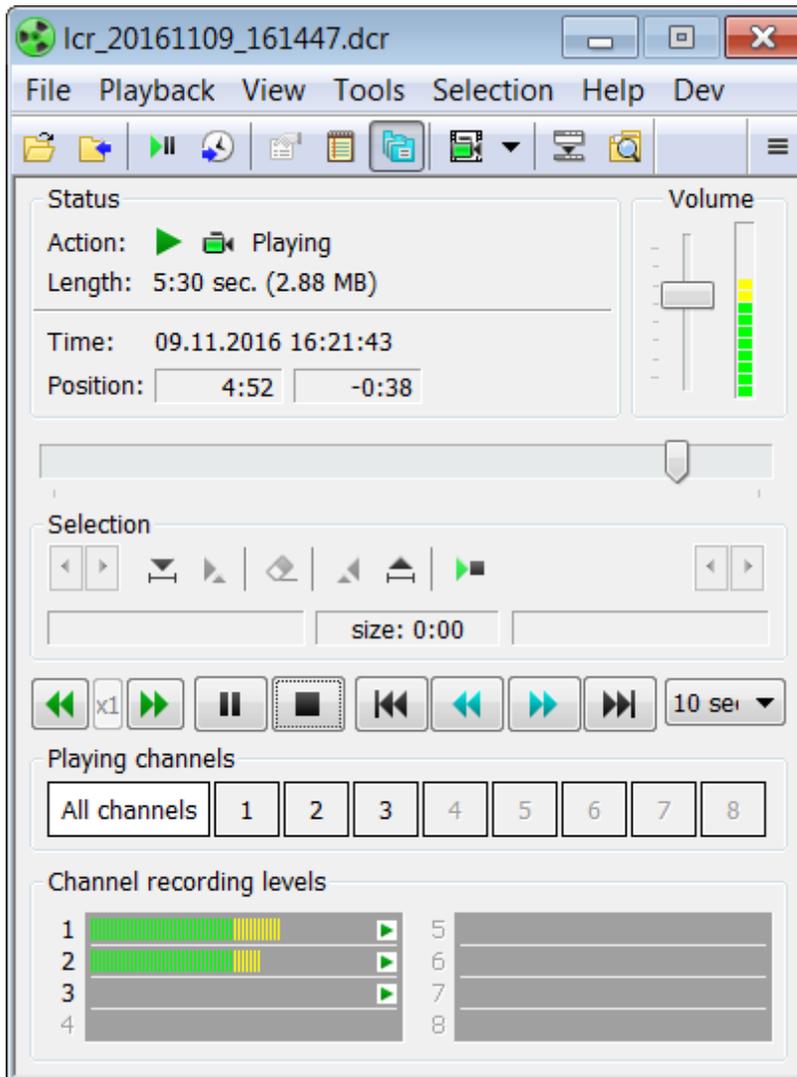
You can also import configuration settings at installation time. Refer to [“Installing the DCR Player”](#).

---

## 3 Using DCR Player

### 3.1 Using DCR Player

The DCR Player main window consists of different parts, as shown below:



#### DCR Player Menus

From the main DCR Player window, you can use the following menus:

Menu	Use this menu to ...
File	Open/close a file, start/finish LWA editing, open a URL, export data, sign or verify a signature, display file properties, exit the program.
Playback	Play, pause, stop, adjust the playing speed, set the channels being played, start/stop playback

	in stereo, set stereo parameters, switch channel-mixing mode, use automatic pauses, jump to a time, jump to the next occurrence of a specified channel.
View	Show/hide different options (i.e. menu bar, toolbar, toolbar items, recording levels, Bookmarks window, Sound Image window, etc.), customize the font, switch the type of view, customize the toolbars, set configuration options.
Tools	Insert special symbols, activate/deactivate speech enhancements, use the Channel Activity Detector, find text in files, search for information in files processed by LWA, export/import configuration settings, create a portable version of the player.
Selection	Select part of a recording.
Help	Display online help, activate the trace facility, analyze a DCR file, display program information.

You can access each menu either from the menu bar or by clicking the Menu button.

**Note:** If the menu bar is not visible, press the Alt key.

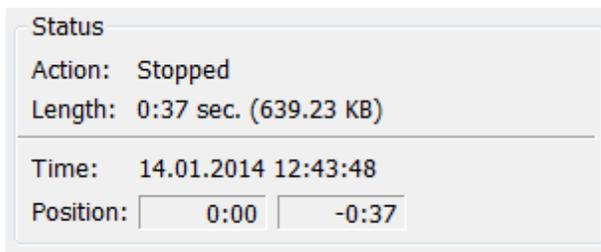
### Main Toolbar

The toolbar allows you easy access to common operations. On the default toolbar, you can use the following buttons, and associated menu items and shortcut keys:

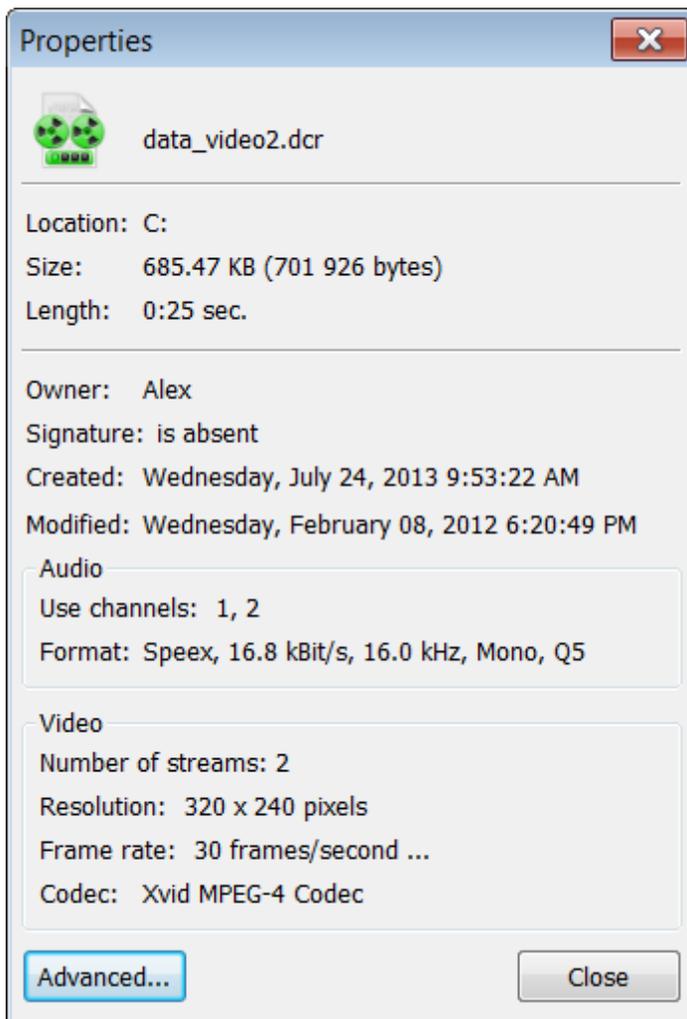
Button	Description	Menu	Shortcut Key
	Open an existing DCR file.	File - Open	Ctrl + O
	Export to WMV, WAV, AVI or DCR file.	File - Export	Ctrl + Shift + E
	Playback with automatic pauses.	Playback - Automatic Pauses	Ctrl + Q
	Jump to time position in recording.	Playback - Jump to time	
	Change configuration options.	View - Options	Alt + F7
	Show or hide the File Notes window.	View - File Notes	
	Show or hide the Bookmarks window.	View - Bookmarks	Alt + F2
	Show or hide the Video window. Show different video sources	View - Video Window View - Video Window with ...	
	Switch to the Thin View.	View - Thin View	Alt + F5
	Find data in files	Tools - Find in Files	
	Display menus		

### Status

Displays status, length of file, absolute date and time, and time positions relative to the start and end of the file. Both the current position in a sound file (in seconds) and the time remaining in the file (in seconds) are displayed. When DCR Player can determine the time value for the current position, this time value is displayed in the "Time" field.



You can select "**File - Properties**" for more information about the current file.



#### **Slider** (below Position)

Displays the current position in a sound file. You can move the slider back and forth.

#### **Selection Panel**

Allows you to select a part of a recording file. For more information, see ["Using the Selection Panel"](#).

#### **Playing channels**

Controls which channels are being played. You can switch between the different channel selections using your mouse, a hot key, or your foot pedal. Use Ctrl+Click or Shift+Click to select more than one channel. If you are

using more than eight channels, you can use the arrows to the right to scroll.

The  button to the right indicates whether any combination of channels can be mixed during playback.

- When the button looks like , mixed mode is switched off. This means the program can play only one channel at a time or all channels together.
- When the button looks like , mixed mode is switched on. This means the program can play any combination of channels you choose.

### Volume

You can use the volume slider to control the playback volume. The indicator to the left indicates the sound level.

You can use the following buttons, menus and shortcuts:

Button	Description	Menu	Shortcut Key
	Play	Playback - Play	Ctrl + P
	Pause/continue	Playback - Pause	Ctrl + U
	Stop	Playback - Stop	Ctrl + T
	Rewind to the beginning	Playback - Go To - Home	Ctrl + H
	Left (one step)	Playback - Go To - Left	Ctrl + F
	Right (one step)	Playback - Go To - Right	Ctrl + G
	Go to end	Playback - Go To - End	Ctrl + E

After the  and  buttons is a list where you can select the step these buttons use when positioning your recording.

### Customizing the Toolbar

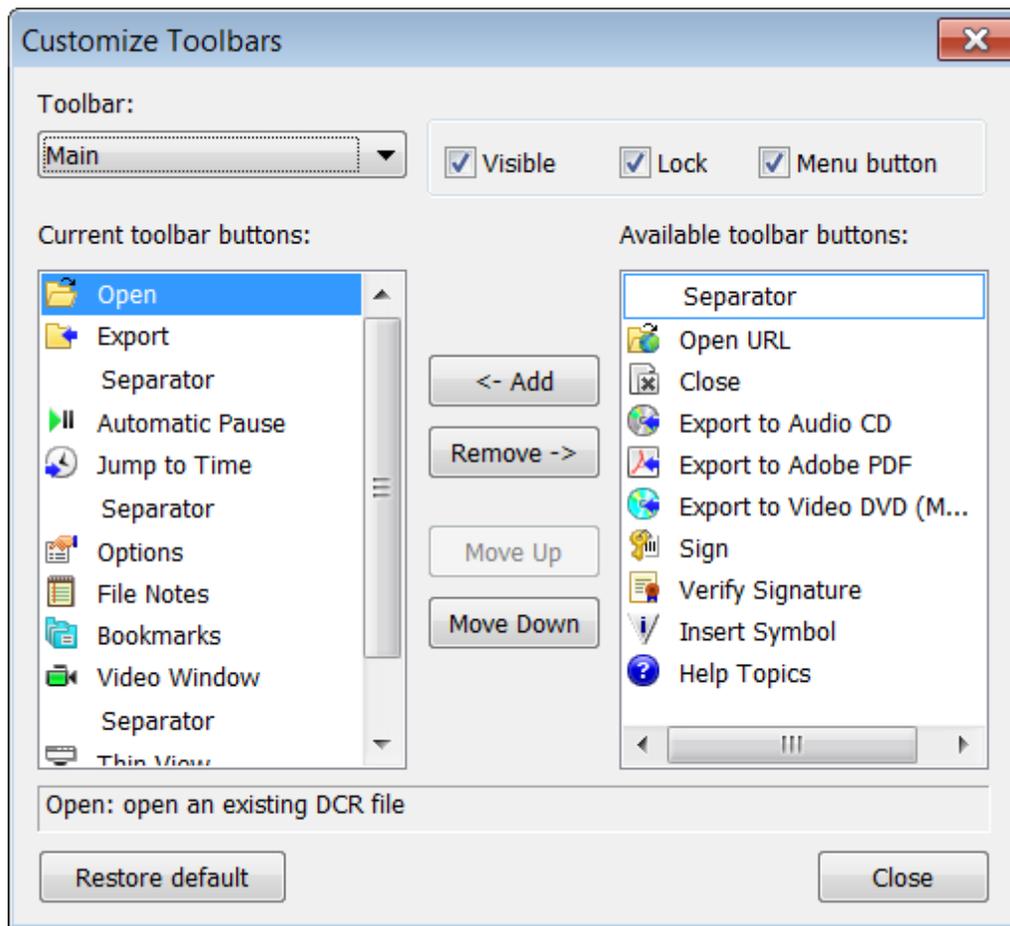
You can customize the different toolbars used in DCR Player.

There are two ways to customize the toolbars.

- From the **View** menu on the main window, you can click **Customize Toolbars** to customize each of the toolbars within the product. After you select a toolbar, you can choose which buttons appear on each toolbar, the order in which they appear, and other characteristics.
- From each **View** menu, you can click **Show/Hide Toolbar Items** to choose which items appear on the toolbar for that particular window. For example, on the Bookmarks window, you can choose which items appear on the Bookmarks toolbar.

### Using View - Customize Toolbars

On the main window, from the **View** menu, click **Customize Toolbar**. The following dialog box appears.



To show/hide the toolbar, select/clear the **Visible** check box.

To lock the toolbar to prevent it from being repositioned, select **Lock**.

If you want the toolbar to include a Menu button for alternative access to each menu item, select **Menu button**.

To add a toolbar button, select a button from the list of **Available toolbar buttons**, and then click **Add**.

Alternatively, you can drag-and-drop a button from one list to the other.

To remove a toolbar button, select a button from the list of **Current toolbar buttons**, and then click **Remove**.

Alternatively, you can drag-and-drop a button from one list to the other.

To change the position of buttons on the toolbar, select a button from the list of **Current toolbar buttons**, and then click **Move Up** or **Move Down**.

To restore the toolbar buttons to their default settings, click **Restore default**.

You can also customize the toolbar by right-clicking the toolbar, and then clicking **Customize**.

### Using View - Show/Hide Toolbar Items

On the **View** menu for a particular window, click **Show/Hide Toolbar Items**. A list of the possible toolbar items for that window appears. Select the items you want to appear on the toolbar.

## 3.2 Playback

### 3.2.1 Playing a Sound File

#### Before you Begin Playing

Set your playing device and other parameters, if they have not been set. Select "**View - Options**" and select the "**Playback**" dialog.

If you want to view video during playback, select "**View - Video Window**", or press the  button on the main toolbar. The Video window appears. The window remains black until there is some video to display.

Different ways you can open a sound file include the following:

- From the **File** menu, click **Open**.
- Drag the file from another program, such as Windows Explorer, into DCR Player's main window.
- Copy (Ctrl+C) the file from Windows Explorer and paste (Ctrl+V) it into DCR Player's main window.

#### Starting the Playback

To play a sound file, open the file to be played, and then click on the  button or select "**Playback - Play**". The application starts playing the file either from the current position or from the beginning if the current position is set to the end of the file.

#### Viewing Video During Playback

If a sound file contains video, you can select "**View - Video Window**" to display the recorded video in a separate window. Since video can be captured from up to 8 sources, you can use the "**View - Video Window display**" to select which video sources to display. The status bar shows the current frame size and the size of the video area. From the View menu, you can show/hide the status bar, adjust the quality of the video, zoom in and out, and adjust the video size to fit in the window.

When the playback is paused, you can capture the image on the video display and save it as a .jpg, .png, or .bmp file. From the **File** menu, select **Create Picture**. Specify the name of the file and its type. Optionally, you can use a prefix for saved file names.

#### Handling of Redacted Segments

If the file contains redacted segments, by default, an individual setting determines whether a segment is played, skipped over, or blacked out. During playback of a file, you can choose to override this default behavior and play all redacted segments, skip them all, or black them all out. From the "Bookmarks window", select "**Redaction - Playback**" and then choose one of the menu items.

#### Pausing the Playback

To interrupt the playing of a sound file, click on the  button or select "**Playback - Pause**". To resume a paused playback, click on the  button or select "**Playback - Pause**".

#### Moving Within a File

To move forward or backward in a sound file, you can use the slider or the  buttons. You can also move right or left with a fixed step using the  and  buttons, or by using the corresponding menu items or shortcuts.

#### Changing the Speed of Playback

You can change speed of playback. It can be useful for fast searches or for more effective transcription. For more information about changing the speed, refer to "[Playback with Different Speeds](#)".

#### Step Back after Manual Pause

You can use a step back after a manual pause. This is equivalent to the operations: Stop and Move left one step. To set step-back parameters, select "**View - Options**" and select the "**Playback**" dialog.

#### Automatic Pauses

This mode can be useful for more effective transcription. For more information about playback with automatic

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pauses, refer to "[Automatic Pauses](#)".

#### Using a Foot Control for Controlling Playback

You can control playback using a foot control. This is especially useful, for example, when transcribing sound data into a text document. You can continue to type without interruption. For more information about using a foot pedal, refer to "[Using a Foot Control](#)".

#### Using Speech Enhancements

Before playing a file or during playback, you can use Automatic Gain Control, suppress the level of noise, filter out ultra-low frequencies, or adjust the tone. Select "**Tools - Speech Enhancements**". For more information, refer to "[Using Speech Enhancements](#)".

#### Playing Files in Stereo

To play a multi-channel sound file in stereo, take the following steps:

1. Open the file in DCR Player.
2. From the **Playback** menu, click **Stereo Parameters**.
3. Select "Enable stereo playback" and assign left and right channels.
4. Click **OK** to save your settings.
5. Start the playback.

To stop playing a file in stereo, stop playback and then from the **Playback** menu, click **Stereo Playback**.

#### Stopping Playback

To stop playing, click on the  button or select "**Audio - Stop**".

## 3.2.2 Using Online Playback

You can use online playback in DCR Player to play a file that is currently being mirrored. This is useful when you want to start transcribing a file while it is still being recorded.

To playback a file in online mode, take the following steps:

1. From the **File** menu on DCR Player's main window, click **Open**.
2. Select the file currently being mirrored from the mirror directory. The file opens in online mode and you can then use some of the playback features.

When you open a file in online mode, the bookmarks and notes are not available, and some features such as exporting the file and finding text are not available.

Once a sufficient amount of data has been mirrored, the slider will be enabled, allowing you to navigate within the file.

## 3.2.3 Automatic Pauses

You can use the "automatic pauses" mode for controlling playback. This is especially useful, for example, when transcribing sound data into a text document. You can continue to type without interruption.

#### Before you Begin Playing

Set autopause parameters, if they have not been set. Select "**View - Options**", select "**Playback**", and choose your "Playback with automatic pauses" settings.

#### Starting Playback

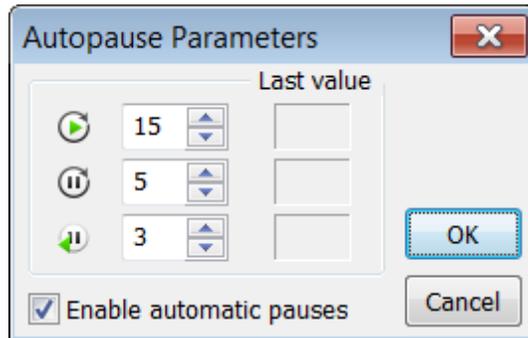
After setting your autopause parameters, you can start the playback and indicate that you want automatic pauses. Click the  button on the main toolbar, or select "**Playback - Automatic Pauses**" then click on the 

button.

### Changing the Autopause Parameters During Playback

You can change parameters during playback using the “Autopause parameters” dialog.

1. Select “**Playback - Autopause Parameters**” or use the Ctrl+Alt+Q hot key to launch the following dialog. This dialog shows the current settings and allows you to change any of these values. The “Last value” column shows the previous values you used.



2. Choose your settings for each of the following:

-  - Specify the duration of continuous playback, in seconds.
-  - Specify the size of the pause, in seconds.
-  - Specify the size of step back, in seconds.

You can also click on “Enable automatic pauses” to enable/disable automatic pauses during playback.

3. Click OK.

## 3.2.4 Playback with Different Speeds

You can change the playback speed. This is useful for quick searches and for more effective transcription.

To change the playback speed of a sound file, use the    buttons, which are visible during playback (). To increase the speed, click on the  button, or from the “**Playback - Speed Play**” menu, select “**Increase**”. To decrease the speed, click on the  button, or from the “**Playback - Speed Play**” menu, select “**Decrease**”. To restore the normal speed, click on the “**x1**” button, or from the “**Playback - Speed Play**” menu, select “**Normal**”.

The speed can be changed in a range from 0.5 times up to 3 times the normal speed. You can set the step used to alter the speed using the “**View - Options - Playback**” dialog.

For quick access to these functions you can use global hot keys. For more information about global hot keys, refer to “[Using the Hot Keys Dialog](#)”.

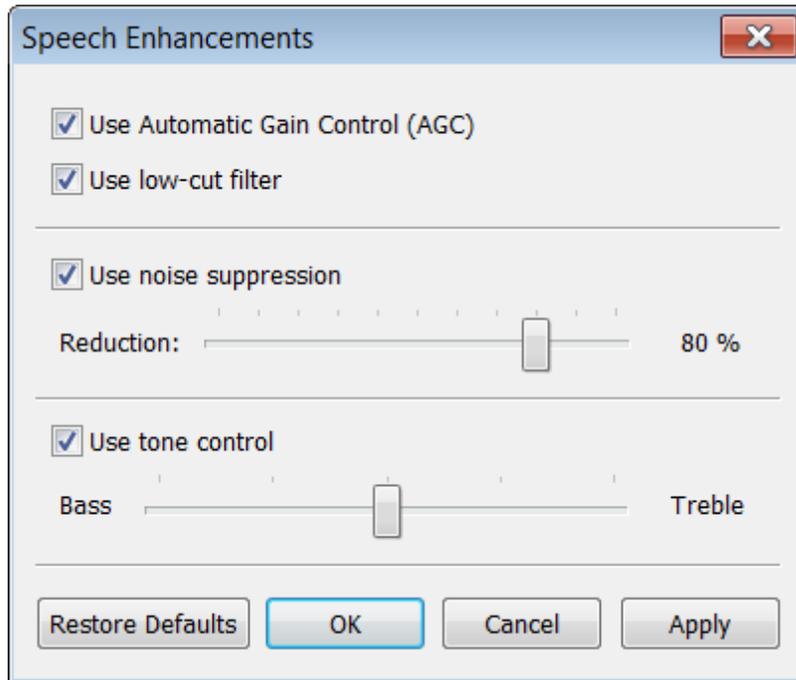
Playback usually starts with normal speed. However, you can use the “Retain altered playback speed” option, in the “**View - Options - Playback**” dialog, to retain a speed for the next play. Note that the value of the last speed works only within the same session of DCR Player.

### 3.2.5 Using Speech Enhancements

You can use speech enhancements that make speech more distinguishable.

To use speech enhancements:

- From the DCR Player main window, select "**Tools - Speech Enhancements**". The following dialog appears.



#### Automatic Gain Control

You can use Automatic Gain Control (AGC) to control the sound level of speech recording during playback. By default, this feature is turned on.

To use Automatic Gain Control, select the "**Use Automatic Gain Control (AGC)**" check box.

#### Filter out ultra-low frequencies

You can use a filter out ultra-low frequencies, less than 125 Hz, when playing back a recording. This is useful for reducing the noise caused when someone bumps a microphone. By default, this option is turned on.

To use filter out ultra-low frequencies, select the "**Use low-cut filter**" check box.

#### Noise suppression

You can enhance the quality of reproduced sound by suppressing unwanted noise in a recording. By default, this option is turned on.

To use noise suppression, select the "**Use noise suppression**" check box and move the slider to indicate the level of reduction.

The recommended value is 80%. Normally, noise is suppressed in the mixed result as opposed to suppressing noise for each channel individually. If this does not have the desired result, you can change this setting on the Advanced Playback Settings dialog.

#### Adjusting the Tone

You can adjust the tone of a recording.

To adjust the tone, select the "**Use tone control**" check box and move the slider to the left for more bass; move

the slider to the right for more treble. The center position means the file is played back with no change in tone.

Note that it takes 1-2 seconds before the change takes place.

Automatic Gain Control and noise suppression can also be used when exporting a recording file to different formats. More information can be found in those sections dealing with export operations.

### 3.2.6 Using the Channel Activity Detector

The Channel Activity Detector (CAD) is an audio processing algorithm that detects changes in channel activity. This algorithm can be used to automatically insert a bookmark into a recording (*only for recording files created in Digital Court Recorder*) each time a different channel becomes most prominent. These bookmarks can be inserted as a recording is taking place or during transcription playback. CAD is also used with the “Jump to Next Activity” feature in DCR Player to find the next occurrence of a specified channel.

CAD analyses a recording file and inserts bookmarks in the places where the activity of a channel starts (e.g. someone starts speaking into the microphone). This is to help the operator quickly identify the beginning of each required statement.

A CAD-inserted bookmark is represented by the  icon and its Speaker field contains one of the following: **ch#n** - where *n* is the number, or name (if assigned), of the channel in which CAD detected the beginning of activity.

**Multiple speakers** - indicates CAD detected activity in more than one channel within a specified interval.

For CAD to work correctly, it is very important to have good quality recording files. It is recommended you carefully set the recording levels of each channel and place the microphones correctly before starting to record. Microphones for different channels should be set as far apart, and as close to the speakers, as possible.

#### Choosing CAD Settings

There are two settings you choose that affect the insertion of CAD bookmarks. These are **Sensitivity** and **Activity interval after detection**. Once the CAD ends, you can play the recording file and check if the bookmarks were inserted correctly. If necessary, you can delete all of the CAD-inserted bookmarks, change the settings, and start the process again.

The **Sensitivity** setting indicates the sensitivity of the CAD algorithm to sounds. It has three values: Min., Medium, and Max. Increasing the sensitivity means that quieter sounds, such as footsteps, may be detected by the algorithm.

The recommended setting for a good quality recording (i.e. the recording level above medium and the channels are well separated) is Min. or Medium. This will lessen the number of false triggers and decrease the total number of CAD bookmarks. For poorer quality recordings (i.e. the recording level is low with a lot of noise), the recommended setting is Medium or Max. However, this could increase the number of false triggers and the total number of CAD bookmarks.

The **Activity interval after detection** field determines what goes into the Speaker field for a CAD-inserted bookmark. It is the minimum time period, in seconds, during which a channel is considered active from the moment it is detected as active. The default is 1 second.

This setting helps determine if the detection of channel activity will be labeled as a single-channel activity bookmark or as a multi-speaker bookmark. It specifies the interval of time in which sound from another channel (e.g. a second person talking) will cause the Speaker field in the bookmark to read “Multiple speakers”

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instead of just a single channel. The optimal value of this setting depends on how often the active channels change.

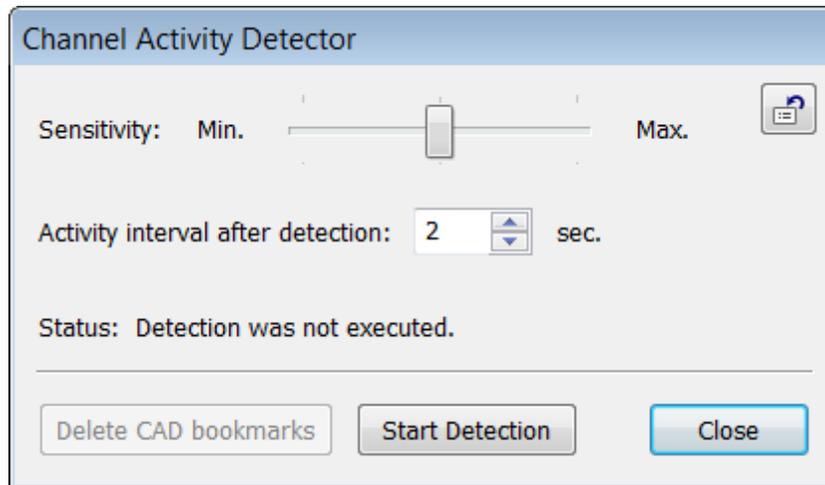
### Example

For example, assume the “Activity interval after detection” is set to 4 seconds and channel 1 becomes active at 5 seconds. If another channel does not become active within 4 more seconds then the bookmark is inserted with “ch#1” in the Speaker field. If a second, different channel becomes active during this 4-second interval then the bookmark is inserted as a “Multiple speakers” bookmark.

### Using CAD during Playback

To use the Channel Activity Detector during playback, take the following steps:

1. Open a recording file.
2. From the DCR Player main window, select "**Tools - Channel Activity Detector**". The following dialog appears.



3. Move the **Sensitivity** slider to select the sensitivity.
4. Select the number of seconds for the **Activity interval after detection** field.
5. Click the **Start Detection** button.

### Using the Jump to Next Activity Feature

The “Jump to Next Activity” feature in DCR Player can be used to find the next occurrence of a specified channel. Before using this feature, you should review your settings under “Tools - Channel Activity Detector”.

From the **Playback** menu, click **Jump to Next Activity** and then click the channel name or number. Alternatively, you can use the shortcut **Ctrl + Shift + n** to jump to the next occurrence of channel *n*.

## 3.2.7 Playing Back Channels

You can control which channels are being played back. This allows you to listen to all channels simultaneously, listen to a particular channel, or listen to any combination of channels.

### Selecting Channels

Select channels from the “**Playback - Playing Channels**” menu or using your mouse or a hot key. When you select a channel, the result depends on the mixed mode that has been set.

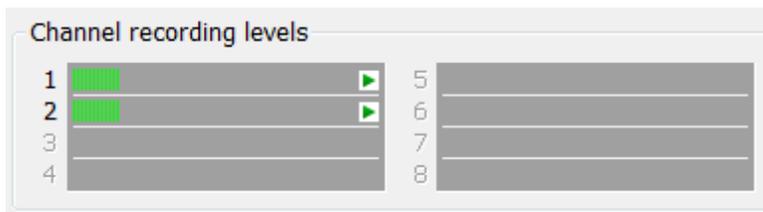
To set this mode, do one of the following: use the  button to the right of the channel number buttons, click “**Playback - Playing Channels - Enable Mixed Mode**”, or use a global hot key (for more information, see ["Using the Hot Keys Dialog"](#)).

- When the button looks like , mixed mode is switched off. This means the program can play only one channel at a time or all channels together. Selecting a channel causes only that channel to be selected.
- When the button looks like , mixed mode is switched on. This means the program can play any combination of channels you choose. Selecting a channel causes that channel to be selected in addition to the channels already selected.

You can also use Ctrl+Click or Shift+Click to select more than one channel. And you can use a foot pedal to tab through the different channel selections.

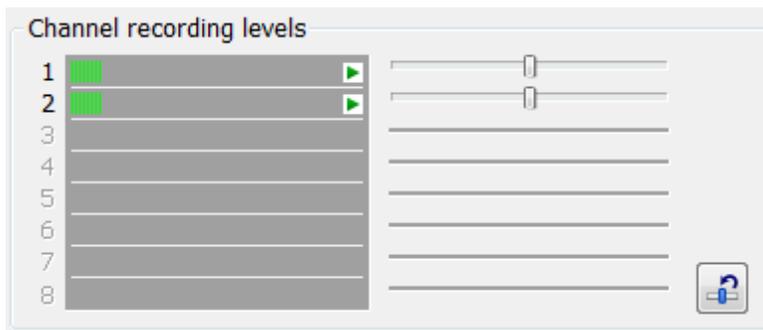
#### Displaying recording level for each channel

When DCR Player plays a sound file, the composite recording level is displayed on the right-hand side of the dialog. In addition, the sound level of each channel appears, as shown below. The  icon shows you which channels are active.



#### Changing the recording levels for individual channels

You can adjust the levels for each channel individually by using the sliders to the right of the channel level indicators, as shown below.



The default level for each channel is 100% (i.e. the level is not changed). For this default level, the slider is in the center position. You can adjust the level from 25% to 400%. To restore the default level for all channels to 100%, use the  button.

### 3.2.8 Playing a File Streamed over an IP Network

The DCR Player supports audio and video playback over an IP network.

To begin playback, take the following steps:

1. From the **File** menu on DCR Player's main window, click **Open URL**.

2. In the **URL** field, enter the URL of the file to be played back.

The file will be opened and you can then play back the file with some restrictions.

Note that all export operations are available when opening a file in this manner.

### 3.2.9 Opening a File Being Mirrored

Normally, DCR Player can open only a completely mirrored file using the "File - Open URL" menu item. With an additional module, PlayActiDcrDll.dll or PlayActiDcrDll64.dll, DCR Player can open a DCR file which is currently being mirrored if a link to this file is distributed through Internet Information Services (IIS).

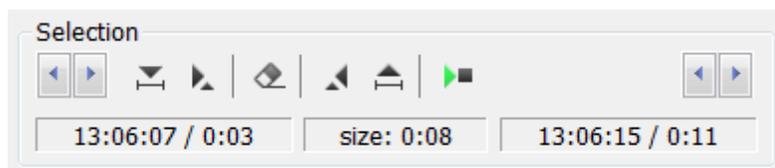
The following describes how to set up IIS 7.5 on Windows 7 to enable the reading of a DCR file that is being mirrored.

1. Check that you have installed the "ISAPI Extensions" feature (Control Panel - Programs and Features - Turn Windows features on or off, Internet Information Services - World Wide Web Services - Application Development Features - ISAPI Extensions tree item).
2. Start Control Panel - Administrative tools - IIS Manager.
3. Create and configure a virtual folder for the directory with mirrored copies of your DCR files, as described below:
  - Create a virtual folder with an alias. This example uses an alias of "DCRMirr".
  - Turn off caching for "DCRMirr" by taking the following steps: Select "DCRMirr" in the left pane; select "Output Caching"; select "Add..." from the Actions pane; specify ".dcr" for the extension and select "Prevent all caching" for all types of caching. In a similar manner, turn off caching for the ".dcr\_footer" extension.
  - Add the MIME type for DCR files by taking the following steps: Select "DCRMirr" in the left pane; select "MIME Types"; select "Add..." from the Actions pane; specify ".dcr" for the extension and "application/octet-stream" for the MIME type.
4. Add Handler Mapping for the ".dcr\_footer" extension by taking the following steps: Select your web site (e.g. "Default Web Site"); select "Handler Mappings"; select "Add Module Mapping..." from the Actions pane; specify "\*.dcr\_footer" as the Request path, select IsapiModule from the Module list, specify the full path to the PlayActiDcrDll64.dll (for 64-bit system) or PlayActiDcrDll.dll (for 32-bit system) as the Executable, and a name (for example, "DCRHandler") as the Name. Click "Request restrictions..." button. On the "Mapping" tab uncheck "Invoke handler only if request is mapped to" box. After clicking "OK", you will be prompted to add an "Allow" rule. Agree with the prompt.
5. It is recommended you turn on server logging.

## 3.3 Using the Selection Panel

The Selection panel in DCR Player lets you select a part of a recording. The main use of this feature is to allow you to export part of a file.

An example of the Selection Panel is shown below:



**Selection Panel Buttons**

You can use the following buttons on the Selection panel and the corresponding items on the **Selection** menu:

Button	Description	Selection Menu	Shortcut Key
	Set the left selection boundary to the current slider position.	Set Beginning of Selection	Ctrl + Shift + P
	Move the current position of the slider to the left selection boundary.	Go to Beginning of Selection	
	Clear the selection.	Clear Selection	
	Move the current position of the slider to the right selection boundary.	Go to End of Selection	
	Set the right selection boundary to the current slider position.	Set End of Selection	Ctrl + Shift + T
	Position the selection boundaries. The selection boundary moves 1 second left and right. The main slider's position does not change. The left set of buttons is for positioning the beginning of the selection; the right set of buttons is for positioning the end of the selection.		
	Stop playing at the next selection boundary.	Stop Playing at Selection Boundary	

Below the buttons, the following information appears when you make a selection:

- Absolute and relative times of the beginning of the selection.
- Size of the selection, in units of time.
- Absolute and relative times of the end of the selection.

You can show or hide the Selection panel. From the **Selection** menu, click **Show Selection Panel**.

### 3.4 Using the Assistive View

A special view is available in the DCR Player to meet the requirements for compliance with Section 508 of the Rehabilitation Act.

To activate or deactivate this view, take the following steps:

1. Close any open recording files and predefined bookmark files.
2. From the **View** menu, click **Assistive View**.
3. Restart the program.

### 3.5 Using the Thin View

The DCR Player has a "Thin View" to reduce the information in their main windows. This mode frees up screen space and allows more room for you to work with other applications on your computer.

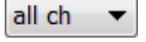
Note: The Thin View always works in the “Always On Top” mode.

To display the Thin View, click the  button on the main toolbar or select “**View - Thin View**”.

The “Thin View” reduces the main DCR Player window to a single bar with a minimum set of controls. The following is an example of the Thin View for DCR Player:

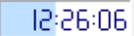


The Thin View consists of the following elements:

Element	Description
	Open file
	Play
	Change playback speed (visible only during playback)
	Pause/continue
	Stop
	Rewind to beginning
	Left (one step)
	Current position in sound file
	Right (one step)
	Select channels to play
	Restore main window
	Close application

### Current position indicator

The indicator of the current position has the following display modes.



- shows the absolute time (hh:mn:ss AM or PM) of the current position.



- shows time (hh:mn:ss) from the beginning of the file to the current position.



- shows time (-hh:mn:ss) from the current position to the end of the file.

To switch modes, click anywhere in the indicator area.

### Moving the Thin View

To move the Thin View, click in the window area outside of any button, and drag it to the desired location on

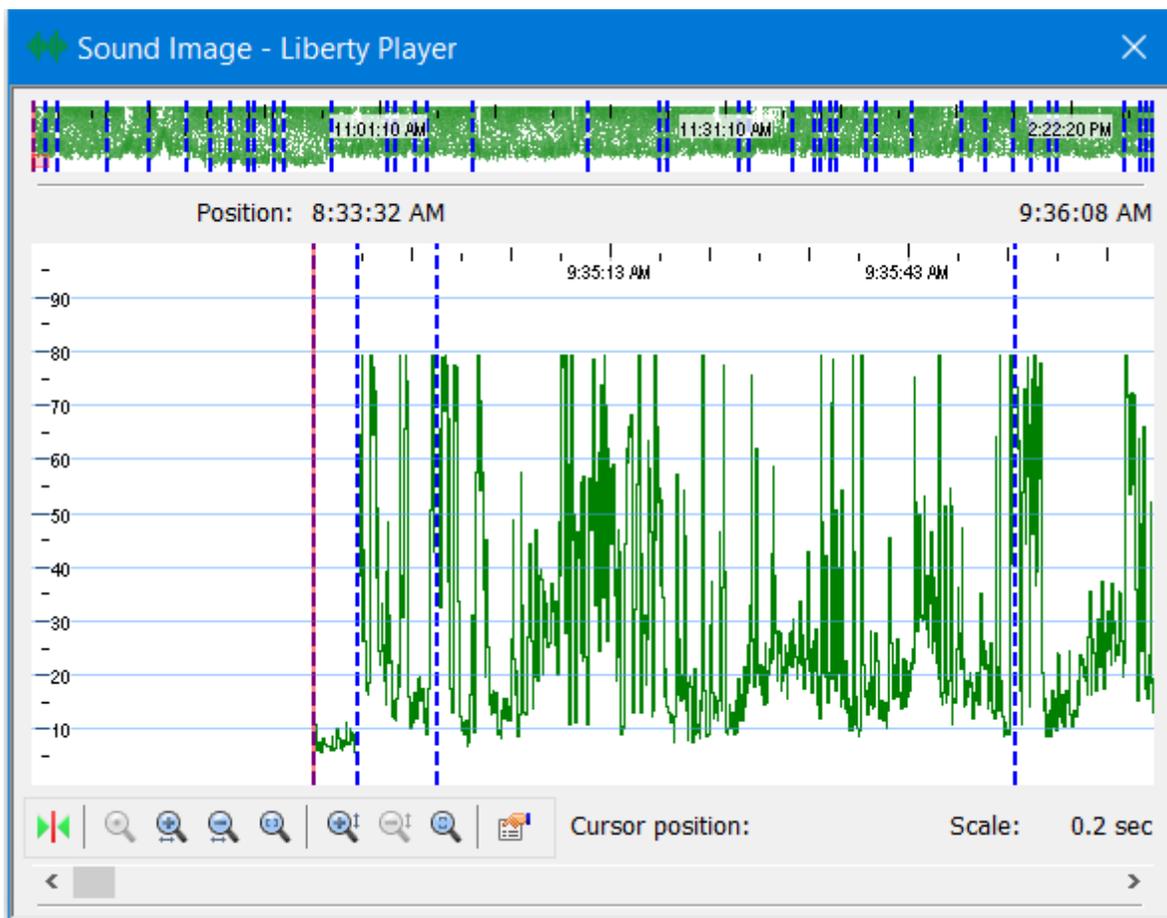
your screen.

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## 3.6 Using the Sound Image Window

From DCR Player, you can display a graphical representation of sound data. This allows you to display the audio levels across an entire recording file and look for spots of low volume or parts that include spoken words.

From the **View** menu, select **Sound Image Window**. The following is an example of the Sound Image Window:



The window contains two main parts: a ruler at the top and a large graph below.

The ruler shows the entire file and you can double-click in the ruler to adjust the graph below to that position allowing you to navigate through the file.

The graph below shows a scalable image of the sound data. You can change the representation of the graph by right-clicking on the graph and choosing “Show as level” or “Show as wave”. From this graph, you can use buttons or a right-click menu to zoom in and out by time or by level. The Zoom Level controls adjust the audio level scale on the left side of the dialog; the Zoom Time controls change the time scale of the graph.

Other characteristics of the Sound Image Window are:

- Vertical lines represent bookmarks. You can hover your mouse over these to display more information.
- A red vertical line shows the current position.
- A green point represents the level of sound at that point

- You can drag your mouse to select part of the sound data in either the ruler or the graph, which is similar to making a selection on DCR Player's main window.

By clicking the  button, you can change the following sound image settings:

**Use voice detection** - select this check box if you want the parts of a recording file that include spoken words to be highlighted with a pink background. You can use the slider below to adjust the sensitivity to speech.

**Show bookmarks** - clear this checkbox if you want to suppress the display of bookmarks.

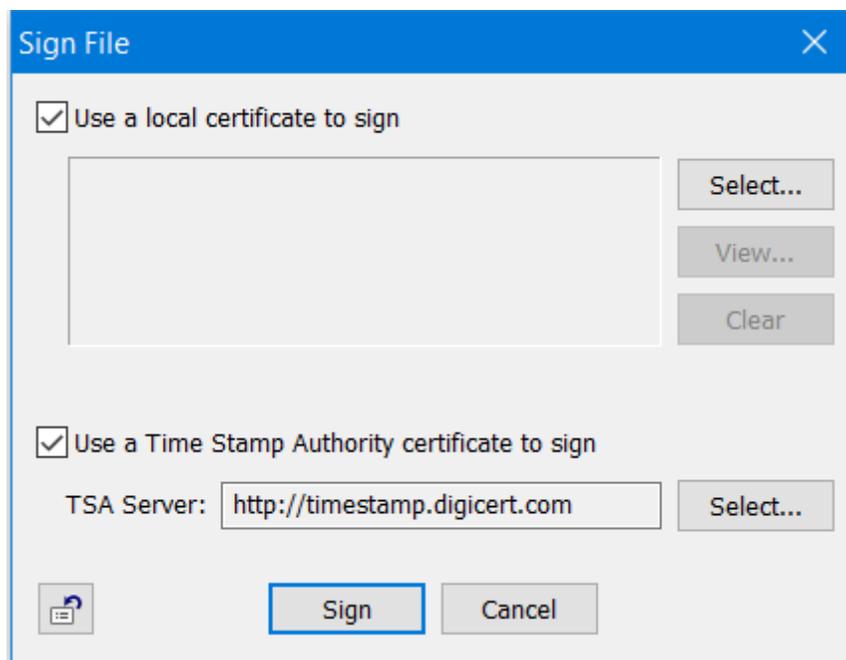
## 3.7 Using Digital Certificates

You can use digital certificates to ensure that a recording has not been changed after it has been recorded. Both local certificates and TSA (Time Stamp Authority) certificates are supported.

To use this feature, you must obtain a certificate with a private key from your own certificate server or purchased from a company such as Verisign, or you can use a Time Stamp Authority (TSA) certificate.

To sign the file you have open in DCR Player, take the following steps:

1. From the **File** menu, select **Sign**. The following dialog appears:



2. Select whether you want to use local certification for signing or Time Stamp Authority for signing.
3. For local certification, select the certificate you want to use. You can use the **View** button to display information about the certificate. For TSA certification, select the TSA server you want to use.
4. Click **Sign**.

This will use the certificate you have chosen to sign the media data, consisting of the audio and video, and to sign the bookmarks. The signature will ensure that an unauthorized party has not edited the recording file.

The signature can be automatically verified when a recording file is opened in DCR Player by selecting an option on the General tab. Alternatively, you can manually verify a recording file's signature by selecting **Verify**

**Signature** from the **File** menu. This checks the validity of the signature for the media data and the signature for the bookmarks, and it indicates whether the contents have been modified.

## 3.8 Using a Portable Version of DCR Player

Once you have installed DCR Player on a PC, you can create a portable version of the program. This will allow other users to use this portable version without the need to install the program onto their PCs.

### Before Creating a Portable Version of DCR Player

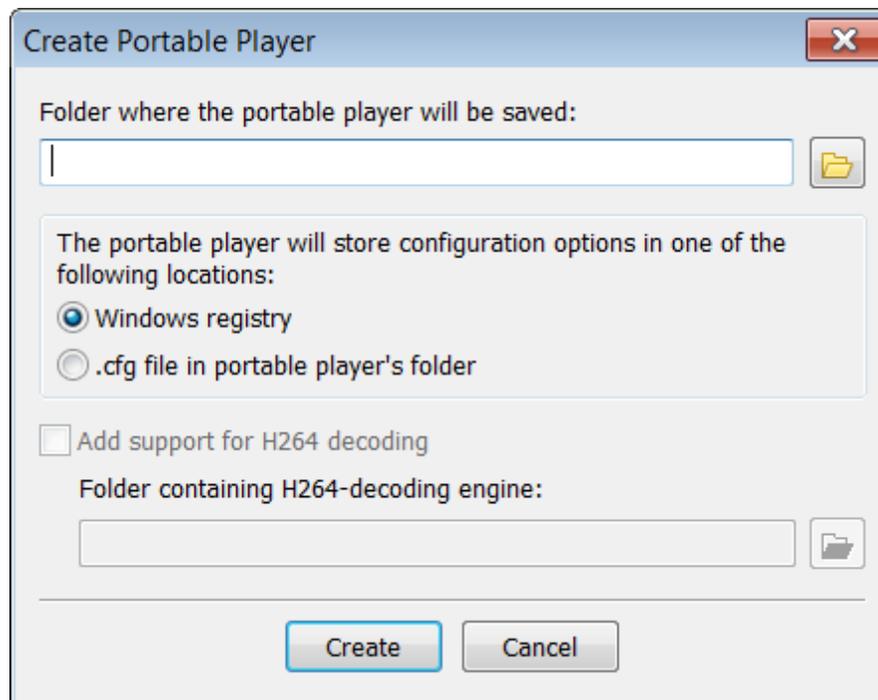
Before you create a portable version of the program, take the following steps on the PC where you will be creating the portable version:

1. Set your configuration options for DCR Player. Many of these settings will be used in the portable version.
2. If you are using a video codec to encode recorded video in MPEG-4 part 2 format (e.g. XVID, DIVX, etc.) then you should ensure the codec's files are on the machine where you are creating the portable version. The required files will then be included when you create the portable version.
3. If you are using the H.264 video codec to encode recorded video then you should ensure the codec's files are on the machine where you are creating the portable version. The required files will then be included when you create the portable version as long as you specify you want to add support for H.264 decoding. Contact BIS Digital Inc. for further assistance.

### Creating the Portable Version

To create a portable version of the program, take the following steps:

1. From the **Tools** menu of DCR Player, click **Create Portable Version**. The following dialog box appears.



2. Specify the folder where the portable player will be saved. Write down this location as you will need to reference it later.
3. Select where you want to store the configuration options. They can be stored in the Windows registry or in a .cfg file in the portable player's folder. Usually, they will be stored in the registry.

4. If you want to include support for H264 decoding, select “Add support for H264 decoding” and specify the location of the folder that contains the H264 decoding engine. This is required only if the portable version will be used in a Windows XP environment as Windows 7 has an H.264 decoder built-in.

5. Click **Create**.

A folder named PlayerProgram will be created in the location you specified. This contains the files and folders required to run the portable version.

### Launching the Portable Version

To launch a portable version of the player, navigate to the PlayerProgram folder on the CD/DVD and then double-click the Player.exe file.

### Changing the Location of your Configuration Settings

From the **Tools** menu, click **Portable Version Settings**. This allows you to change where configuration options are stored.

### Restrictions on Using the Portable Version

There are some restrictions when using the portable version. The following features are not available:

- Export to PDF,
- Export to Video DVD,
- Import/Export configuration settings,
- Foot control,
- Use indexing service for faster searches,
- Associate program with DCR files,
- Creation of hidden trace files.

## 3.9 Foot Control

### 3.9.1 Using a Foot Control

You can control playback using a foot control. This is especially useful, for example, when transcribing sound data into a text document as it allows you to continue typing without interruption.

DCR Player supports the Infinity Foot Control connected to a USB port.

After connecting the foot control, you must adjust settings in the “**Options - Foot Control**” dialog and run the Foot Control Wizard. The Foot Control Wizard sets the mapping of events for use with DCR Player.

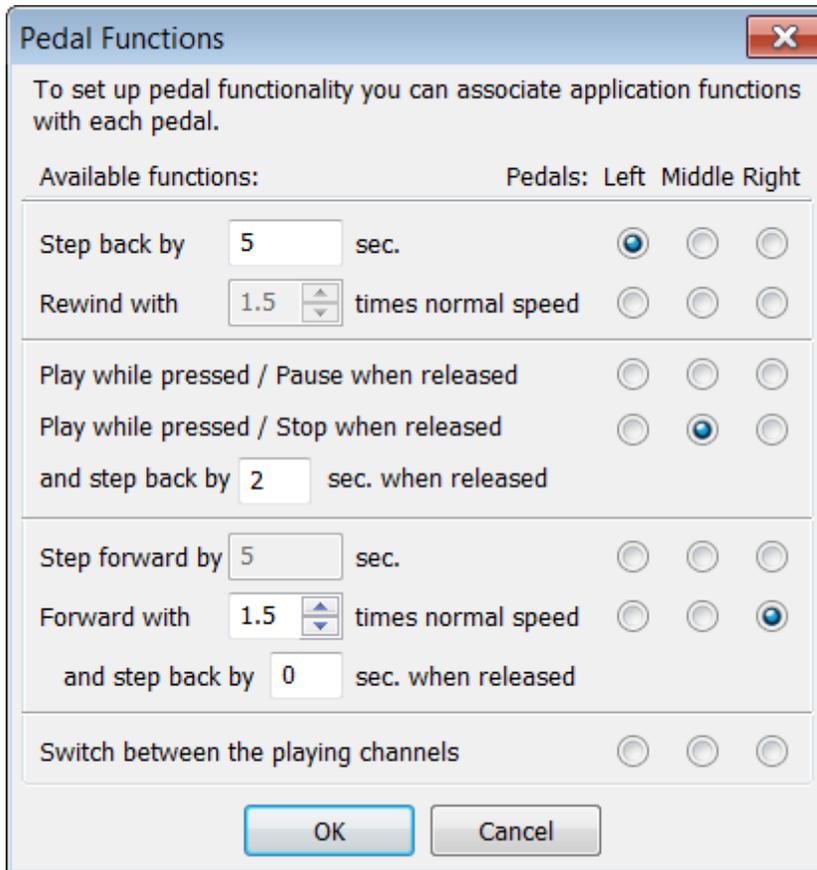
Using the “**Pedal Functions**” dialog you can associate a function with each foot pedal.

Instead using a foot control for transcription, you can also use hot keys. For more information, refer to “[Using the Hot Keys Dialog](#)”.

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### 3.9.2 Associating Functions to Foot Pedals

The "Pedal Functions" dialog looks like this:



This dialog lets you assign functions for each device pedal and enables you to control the playback of sound data.

**Step back by x sec.** - move backward from current position each time the pedal is pressed. You can adjust the size of the step from 1 to 999 seconds.

**Rewind with n times normal speed** - rewind from the current position while the pedal is pressed. You can adjust the speed from 0.5 times to 3 times the normal speed.

**Play while pressed / Pause when released** - play while the pedal is pressed; pause when the pedal is released. Pause keeps the video window active.

**Play while pressed / Stop when released** - play while the pedal is pressed; stop when the pedal is released. Stop goes to a black video window.

**and step back by x sec. when released** - automatically move backward from the current position when the pedal is released from being paused or stopped. You can adjust the size of the step from 1 to 999 seconds.

**Step forward by x sec.** - move forward from current position each time the pedal is pressed. You can adjust the step from 1 to 999 seconds.

**Forward with n times normal speed** - fast forward from the current position while the pedal is pressed. You can adjust the speed from 0.5 times to 3 times the normal speed. When using this option it may be useful to automatically step back a specified number of seconds when you release the foot pedal. You can specify the number of seconds in the "and step back by x sec. when released" field.

**Switch between the playing channels** - tab through the channel selections: All channels, Channel 1, Channel 2, and so on.

### 3.9.3 Using the Foot Control Wizard

The Foot Control Wizard helps you map events for your foot control. For more information about using a foot control, refer to the [“Using a Foot Control”](#) section of this document.

You can run this wizard at any time by selecting **“View - Options - Foot Control”** and clicking on the **“Foot Control Wizard”** button.

Before running the Foot Control Wizard, you should connect your foot control to your PC.

The Foot Control Wizard consists of the following pages:

- A Welcome page
- Choice of device
- Analysis and mapping of pedal movements
- Completion of Foot Pedal Wizard.

#### Analysis and mapping of pedal movements

The page looks like this:



To analyze and map the pedal movements, take the following steps:

1. Click the **“Start”** button to start the Foot Control Wizard.
2. Press and release the pedals of your device, as follows:
  - For a 2-pedal control: press the left pedal, release the left pedal, press the right pedal and release the right pedal.

- For a 3-pedal control: press the left pedal, release the left pedal, press the middle pedal, release the middle pedal, press the right pedal and release the right pedal.
3. Click the “Stop” button to stop the Foot Control Wizard, if it has not stopped automatically after releasing the last pedal. A message appears indicating whether or not the wizard was able to successfully set map the pedal movements.

If the red indicators do not light up while you press the pedals, the Foot Pedal Wizard cannot map the pedal movements. This can be caused by the following:

- Your device is switched off, it is not connected, or it does not work properly.
- You have a non-standard device and the Foot Pedal Wizard was not able to detect the pedal movements.

## 3.10 Bookmarks

### 3.10.1 Working with Bookmarks

Bookmarks allow you to:

- navigate quickly in a sound file.
- store notes at chosen positions in a sound file.
- redact segments of a sound file.
- work with file attachments, such as evidence documents.
- store time points in a recording by using auto-bookmarks.
- distinguish cases by using a special bookmark called a docket or case-style bookmark.
- standardize or classify bookmarks based on color (e.g. use different colored bookmarks to differentiate sensitive information).
- seal all of a recording or parts of a recording (*only for recording files created in Digital Court Recorder*).
- display channel activity with the use of CAD-inserted bookmarks.

Bookmarks are automatically created during a recording at regular time intervals and for certain events, such as when a recording starts. The notation for each bookmark consists of the date (mm/dd/yy), the time of occurrence (hh:mn:ss), and the short name of the event. For example:

- 10/24/2004 11:20:23 PM - Start Recording

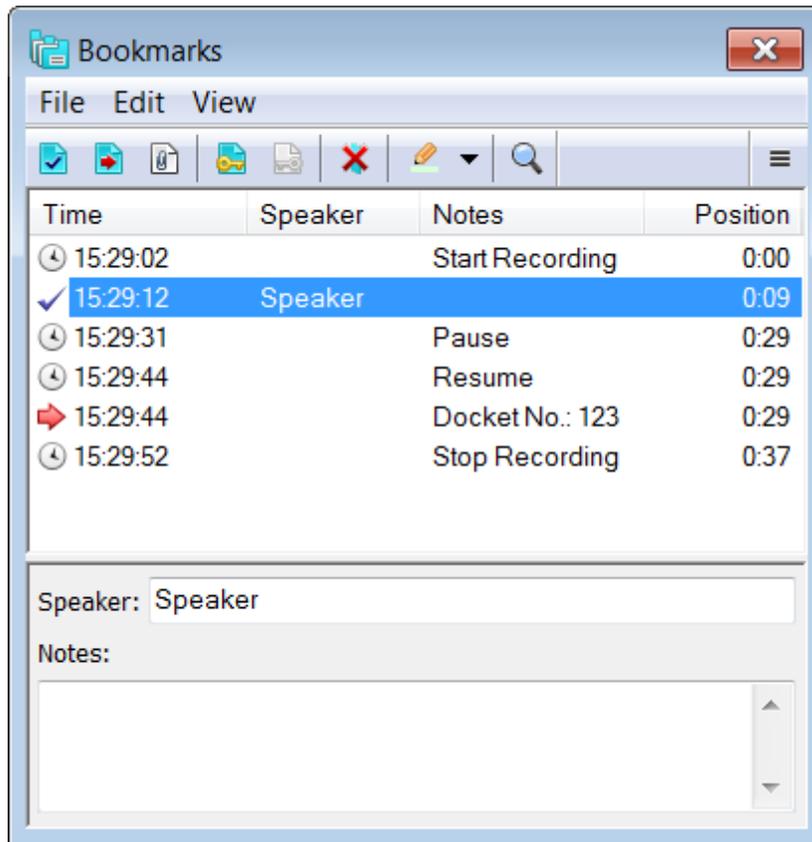
In addition to automatic bookmarks created during a recording, you can manually create bookmarks

You can redact segments of a sound file and choose whether they are played back or exported. For example, this allows you to omit parts of a recorded file when it is played back in room. During playback, a redacted segment can be played, skipped, or blacked out.

Optionally, you can exclude different parts of a file when exporting a .dcr file to another file or when exporting bookmarks to a text file.

#### Displaying the Bookmarks Window

To display the Bookmarks window, click the  button on the main toolbar, or select “**View - Bookmarks**”. Here is a sample display:



The bookmarks window consists of a list of bookmarks, sorted by the position within the sound file. Below this are the fields you can edit.

#### Customizing the Bookmarks Window

You can customize what information appears on the Bookmarks window and change its appearance. For example, you can choose which columns of information to display and change the order in which the columns are displayed across your screen.

You can also use the following options from the View menu:

View Menu Option	Function
Menu bar	Show/hide the menu bar
Toolbar	Show/hide the Bookmarks toolbar.
Show/Hide Toolbar Items	Show/hide toolbar items
Show Auto-bookmarks	Show/hide automatically created bookmarks.
Show Icon	Show/hide the icon in the first column.
Show Date	Show/hide the date in the Time column.
Choose Columns	Select the columns you want displayed and the order in which you want them to appear.

You can also use "**View - Font**" from the main DCR Player window to change the font used for headings and text fields in the Bookmarks window.

### Bookmarks Toolbar

The toolbar allows you easy access to common operations.

On the default toolbar, you can use the following buttons, and associated menu items and shortcut keys:

Button	Description	Bookmarks Menu
	New bookmark	Edit - New Bookmark
	New docket/case	Edit - New Docket/Case
	New attachment	Edit - Attach File
	Delete bookmarks	Edit - Delete
	Begin seal	Edit - Begin Seal
	End seal	Edit - End Seal
	Change position or length of bookmark	Edit - Reposition
	Highlight a bookmark	Edit - Highlight with ...
	Find text in file notes	Edit - Find...
	Scroll through list of bookmarks as position in sound file changes	Position - Auto Scroll
	Display menus	

You can customize toolbar used in the Bookmarks window. For example, you can choose which buttons appear on the toolbar and the order in which they appear. For more information, refer to "[Using DCR Player](#)".

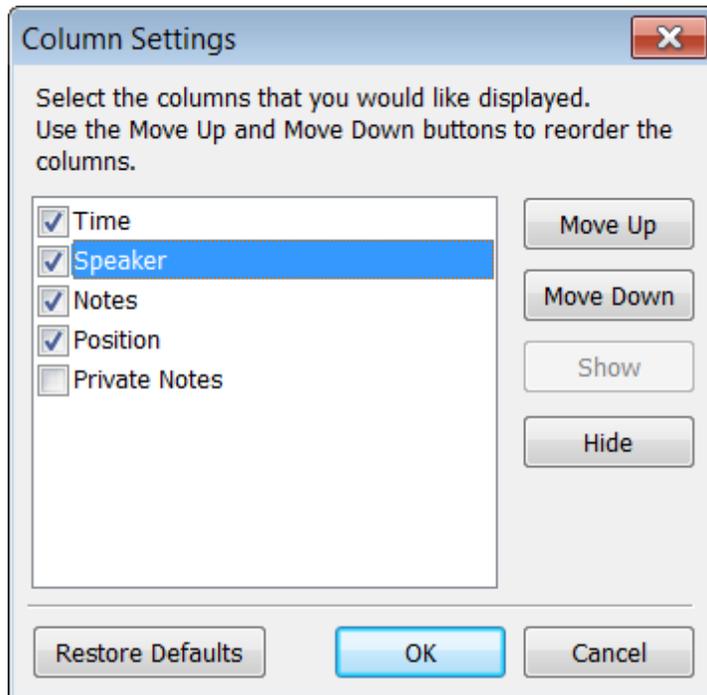
### Customizing the Column Settings

You can customize the look of the Bookmarks window by selecting the columns of information you want displayed and the order in which they appear across your screen.

#### Selecting the Columns to Display

To select the columns you want displayed, do one of the following:

- Right-click any column title. On the menu that appears, click the name of the column to add it or remove it from the list of columns to be displayed.
- Right-click any column title, and click **More**. Or, on the **View** menu, click **Choose Columns**. The **Column Settings** dialog box appears, as shown below. Select the columns you want displayed. You can either click the check box or click the column title to highlight it and click **Show**.



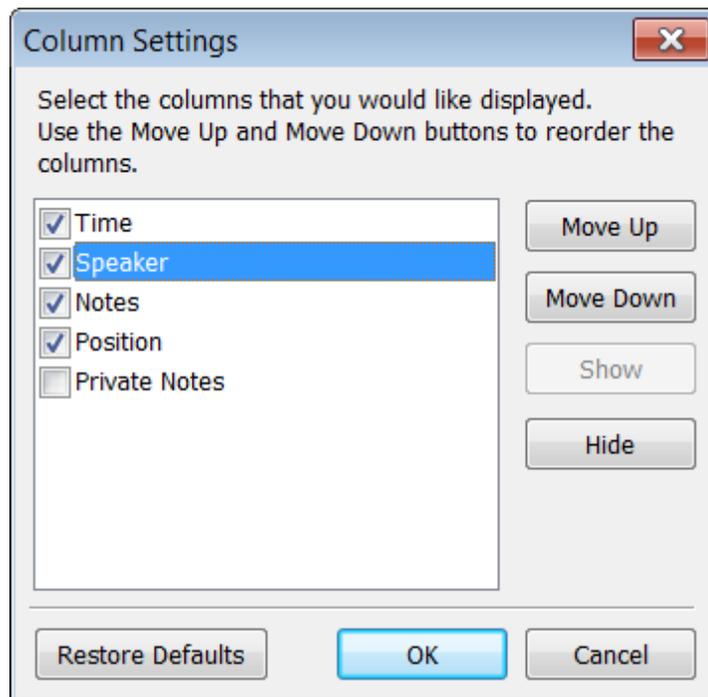
### Changing the Order of the Columns

To change the order in which the columns are displayed, you can click the column you want to move, hold your mouse down, and drag the column to its new position. This is similar to moving columns in Windows Explorer.

Alternatively, you can take the following steps to change the column order:

1. Do one of the following:
  - Right-click any column title, and select **More**.
  - On the **View** menu, click **Choose Columns**.

The **Column Settings** dialog box appears. The names of the columns from top to bottom reflect the order in which the columns appear from left to right on your screen.



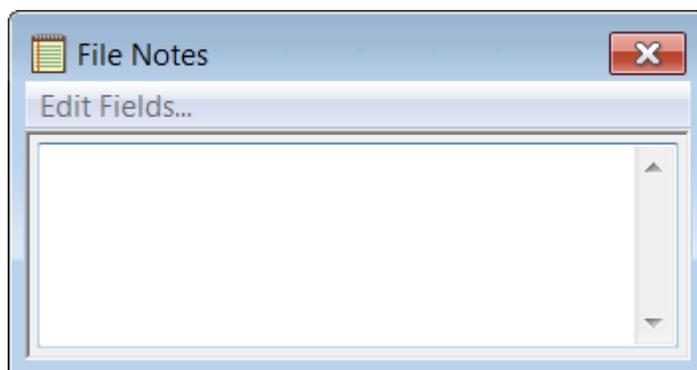
2. Click the name of the column you want to move to highlight it.
3. Use the **Move Up** or **Move Down** button to change the order in which the name of the column appears.

### 3.10.2 Working with File Notes

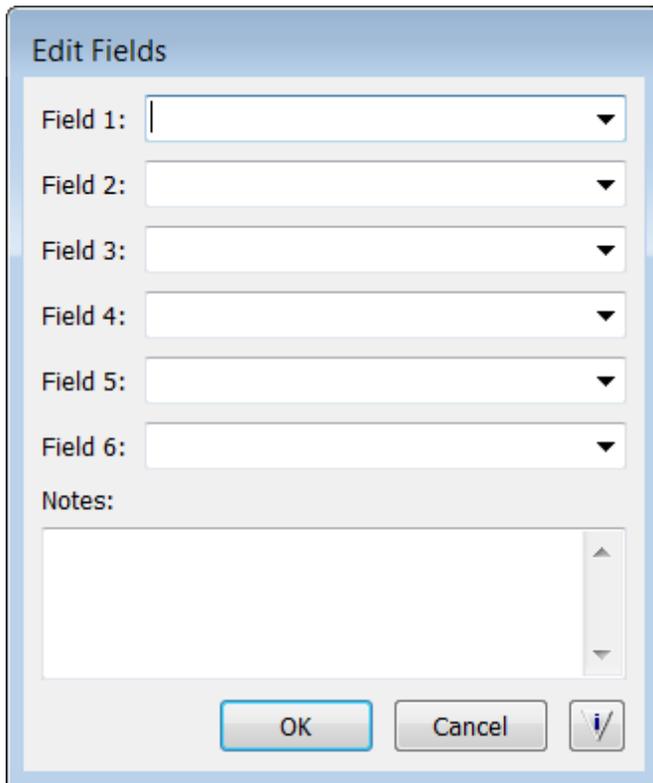
You can add notes to a file after it has been recorded. These notes consist of a freeform text field where you can type any notes for a sound file. They may also contain fixed fields with titles and default values. For example, you may define specific fields such as Audio Transcriber Name, or other fields you would like to keep track of.

You can use the DCR Player to add or edit file notes.

To display notes associated with a recording file, click the  button on the main toolbar or choose “**View - File Notes**”. Here is a sample display:



To edit notes that contain fixed fields, click the **Edit** button. Otherwise, you can simply type into the freeform field.



You can use "View - Font" from the main window to change the font used in File Notes and bookmarks.

### 3.10.3 Editing Bookmarks

#### Creating a new bookmark

If you want to mark a point in a sound file, you can create a positional bookmark by taking the following steps:

1. Use the Slider to set the current position.
2. Use the F2 shortcut, click the  button on the bookmark toolbar, or from the **Edit** menu, select **New Bookmark**.
3. A new bookmark appears in the list and you are placed in the first field below.
4. Type the information you want to store in the new bookmark.

The text of each bookmark you create can consist of two parts - a note and a private note (*only for recording files created in Digitaly Court Recorder*). Private notes allow you to store additional information as a separate part, and you can optionally exclude this information when exporting bookmarks to a text file and when exporting a .dcr file (see "[Exporting File Notes or Bookmarks to a Text File](#)", "[Exporting a File to DCR, WAV, AVI and WMV formats](#)"). You can show or hide the private notes field at the bottom of the Bookmarks window by using "**View - Show Fields - Show Private Notes**". In a list of bookmarks, you can choose to have the "Private Notes" column shown by using "**View - Choose Columns**" and selecting "**Private Notes**".

#### Editing bookmark notes

You can edit the notation of a bookmark by taking the following steps:

1. Select the bookmark.

2. Click in the "Note" field.
3. Update the notation, as required.

#### Creating a sealed bookmark *(only for recording files created in Digital Court Recorder)*

You can use sealed bookmarks to seal or protect parts of a recording. Sealed sections of a recording require a password for them to be played.

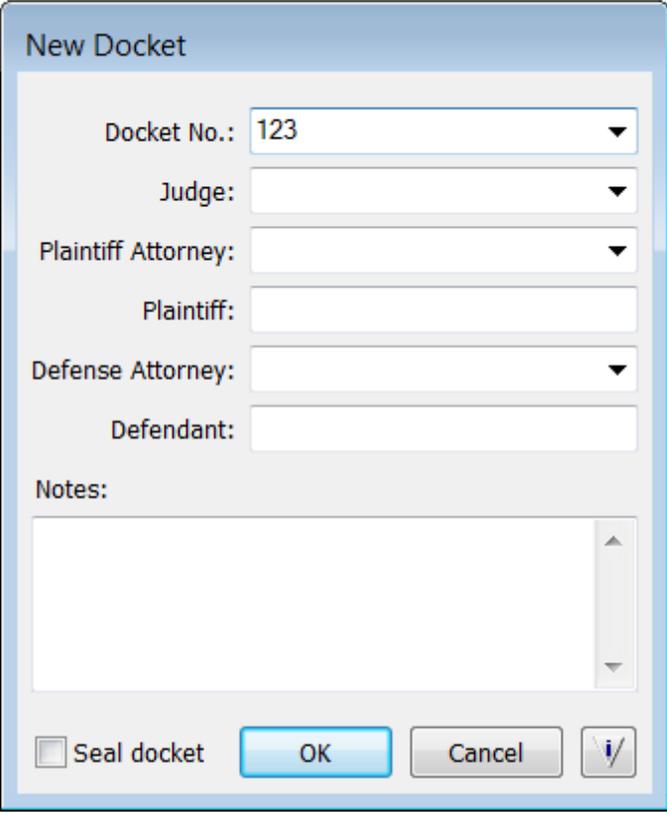
To seal part of a recording, click the  button on the bookmark toolbar, or from the **Edit** menu, select **Begin Seal**. The recording will be sealed until an End Seal bookmark is encountered. To create an End Seal bookmark, click the  button on the bookmark toolbar, or from the **Edit** menu, select **End Seal**.

#### Creating a new docket/case

You can create a special bookmark called a docket or case-style bookmark. This allows you to distinguish dockets/cases within the same file. This type of bookmark uses a predefined format.

To create a docket/case, take the following steps:

1. Use the Ctrl+F2 shortcut, click the  button on the bookmark toolbar, or from the **Edit** menu, select **New Docket/Case**. The following dialog appears.



The "New Docket" dialog box contains the following fields and controls:

- Docket No.:** A dropdown menu with the value "123".
- Judge:** A dropdown menu.
- Plaintiff Attorney:** A dropdown menu.
- Plaintiff:** A text input field.
- Defense Attorney:** A dropdown menu.
- Defendant:** A text input field.
- Notes:** A large text area with a vertical scrollbar.
- Seal docket**
- OK** button
- Cancel** button
- 

2. Complete the information as required. If you want the docket to be sealed *(only for recording files created in Digital Court Recorder)*, select **Seal Docket**. A password will be required to listen to information pertaining to this docket.
3. Press OK to add the docket to the list of bookmarks.

#### Editing a docket/case

You can edit the information in a docket/case, as follows.

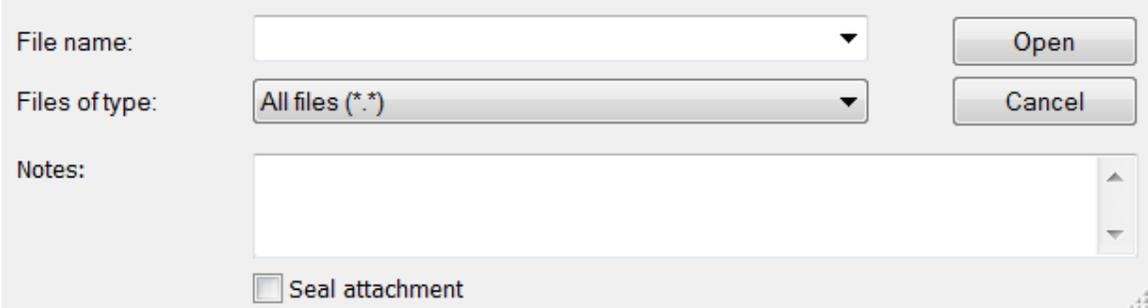
- On the **Bookmarks** window in DCR Player, select the docket/case, and either click the **Edit** button or from the **Edit** menu, click **Edit Docket/Case**.

### Attaching a file

You can attach files, such as evidence documents, to a recording file. You can open attachments, delete attachments, seal/unseal attachments, and optionally include them when exporting recording files. File attachments appear in lists of bookmarks, which means you can work with them just like any other type of bookmark or docket/case.

To attach a file, take the following steps:

1. Click the  button on the bookmark toolbar, or from the **Edit** menu, select **Attach File**. The following dialog appears.



2. Locate and select the file you want to attach.
3. Optionally, add any notes in the **Notes** field.
4. If you want the attached file to be sealed within an unsealed section of the recording, select **Seal attachment** (*only for recording files created in Digital Court Recorder*). Note that by default, an attachment is automatically sealed if it is inserted within a sealed section of the recording. A password will be required to display the information in a sealed attachment.
5. Click the **Open** button to add the attached file to the list of bookmarks.

### Opening an attached file

To open a file attachment in a recording, select the attachment in the list of bookmarks, and then from the **Edit** menu, click **Open Attached File**, or click the **Open** button in the bottom part of the dialog box. The attached file will be opened in read-only mode in the corresponding program.

### Sealing and unsealing an attached file during playback (*only for recording files created in Digital Court Recorder*)

During playback, you can seal and unseal files attached to a recording.

To seal an attachment:

- Select the attachment in the list of bookmarks, and then from the **Bookmarks** menu, select **Seal Attached File**.

To unseal an attachment:

- Select the attachment in the list of bookmarks, and then from the **Bookmarks** menu, select **Unseal Attached File**.

### Highlighting a bookmark

To highlight a bookmark with a background color, take the following steps:

1. Click the bookmark in the list.

2. Do one of the following:

- Click the left side of the  button to highlight the selection with the current color (as displayed on the button), or click the arrow on the  button and select the highlight color from the drop-down list. You can choose "None" to remove a highlight.
- On the **Edit** menu, select **Highlight with Current Color** to highlight the selection with the current color, or click **Highlight with...** and select the highlight color from the drop-down list. You can choose "None" to remove a highlight.

Alternatively, you can right click in the list of bookmarks to select the item you want to highlight. From the shortcut menu, select **Highlight with Current Color** to highlight the selection with the current color.

**Tip:** You can press Ctrl+Click or Shift+Click to select multiple items to highlight all at once.

If you want to change the color being used as the current color, based on the color of a bookmark in your list, take the following steps:

1. Right-click in the list to select the item whose color you want to use.
2. From the shortcut menu, select **Update Current Color**.

#### **Deleting a bookmark or attachment**

To delete a bookmark or attachment, take the following steps:

1. Click the bookmark or attachment in the list.
2. Click the  button on the bookmark toolbar, or from the **Edit** menu, select **Delete**.

#### **Repositioning a bookmark**

You can change the position of an existing positional bookmark by taking the following steps:

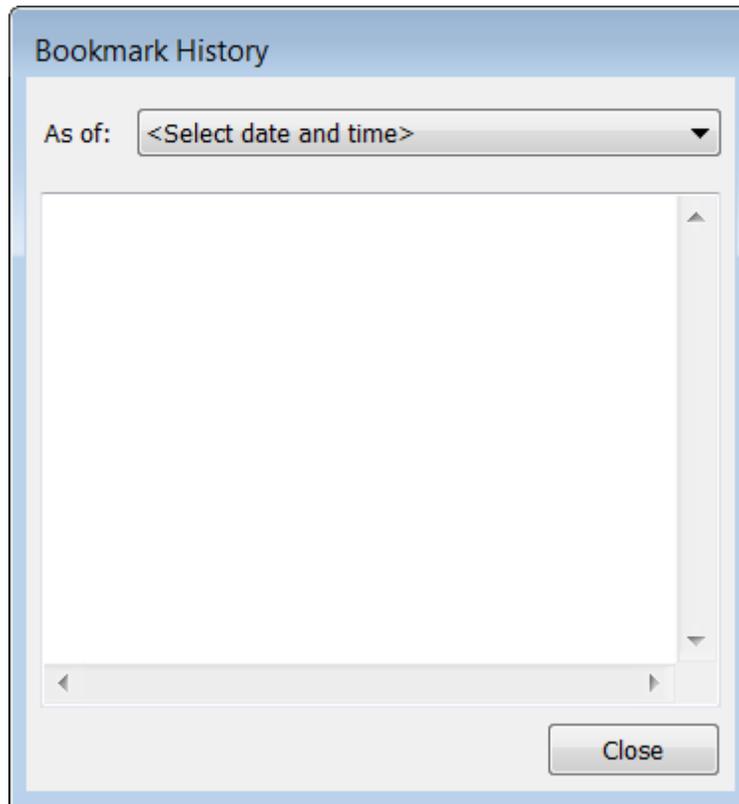
1. Use the Slider to set the new position.
2. Select the bookmark.
3. Click the  button on the bookmark toolbar, or from the "**Edit**" bookmark menu, select "**Reposition**".

### **3.10.4 Displaying a History of Bookmarks**

A complete history of all of the bookmarks associated with a recording file is kept. You can use DCR Player to display the bookmarks as of a particular date and time.

To display the bookmark history:

1. From the **File** menu, click **History**. The following dialog box appears.



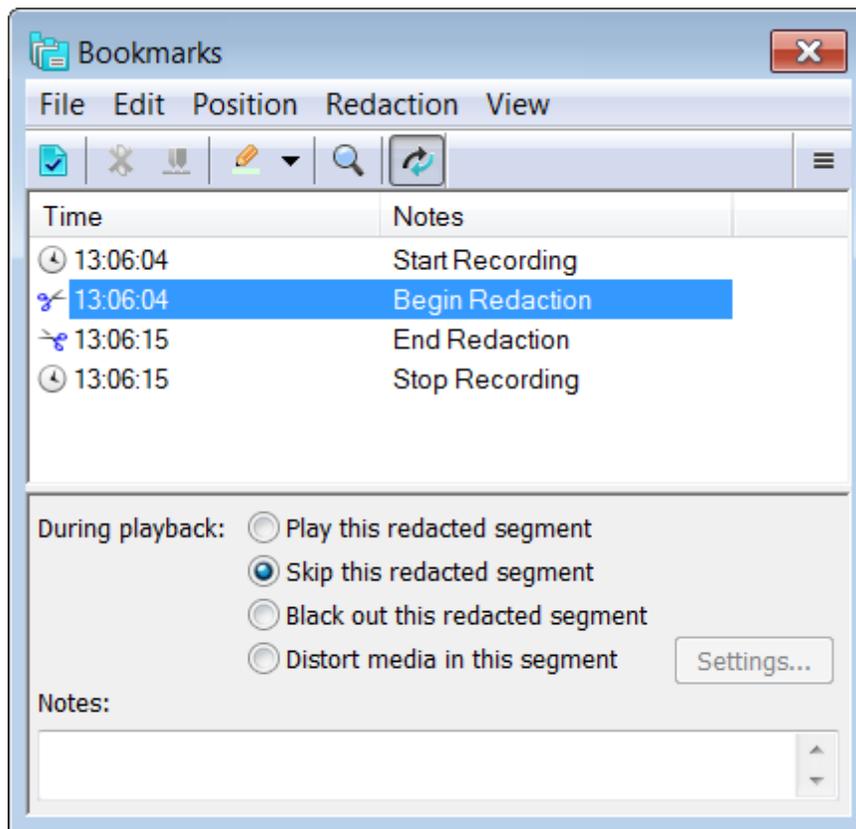
2. In the **As of** field, select a past date and time from the drop-down list. A list of the bookmarks as of the selected date and time appears below.

### 3.10.5 Using Redaction

DCR Player allows you to use the redaction feature so that redacted segments can be played, skipped over or blacked out during playback. Redacted segments can also be distorted. For example, you may want to exclude a particular comment made by a witness during an interview or distort the video so that the person being recorded cannot be visually recognized when playing back the interview in a room. You can also choose similar options for handling redacted segments in a file when the file is exported.

A redacted segment appears in the Bookmarks window with "Begin Redaction" and "End Redaction" bookmarks, as shown below.

---



You can set the default behavior of new redacted segments as a configuration option.

### Creating a Redacted Segment

To create a redacted segment:

1. Use the Selection Panel to select the segment of the recording you want to redact.
2. From the **Redaction** menu on the Bookmarks window, click **New Redaction**.
3. In the **During playback** section, choose the behavior of the redacted segment when the file is being played back.
4. Optionally, you can add comments in the **Notes** field.

### Distorting a Redacted Segment

The video in a redacted segment can be distorted. If the video is distorted, you can also choose to distort the audio or to mute it.

To use distortion, take the following steps:

1. If the Video Preview window is not displayed, from the **View** menu, click **Video Window** to open it.
2. Using the Selection panel, select a begin point and an end point for the area of the file to be distorted. This area may be a small segment of the file, or it may be the entire file.
3. From the **Redaction** menu on the Bookmarks window, click **New Redaction**. A “Begin Redaction” bookmark and an “End Redaction” bookmark will be entered into the bookmarks area. These bookmarks will be consistent with the beginning and ending points of the area identified in the Selection panel.
4. In the “During playback” section on the Bookmarks window, select “Distort media in this segment”.
5. Return the playback position pointer to the beginning of the redaction.

6. Click the Play button to start to play the file.
7. Click the **Settings** button. This will cause playback to pause.
8. Select "Use Video Distortion in this video stream". By default, the entire frame is visually distorted. You can choose to distort a constant region or use face tracking to track a face throughout the video stream. For more information on the options available for distorting the video, refer to "[Distorting Video in Redacted Segments](#)".
9. If you also want the audio either distorted or muted then select "Use audio distortion with type". Select "Mute" to mute the audio or select "Vocoding" to distort the audio. The latter uses a voice encoder to distort the audio such that it can be understood but the person's voice cannot be recognized. Note that you can adjust the voice encoder settings from the "View - Options - Redaction" dialog box.
10. Once you are finished, click **OK** to continue playback.

### Deleting a Redacted Segment

To delete a redacted segment:

1. Select either the "Begin Redaction" or "End Redaction" bookmark for the segment.
2. From the **Redaction** menu, click **Delete**.

This doesn't remove any data from the file. It simply changes a segment so that it is no longer redacted.

### Repositioning a Redacted Segment

To reposition a redacted segment:

1. Use the Selection Panel to highlight the new starting and/or ending points.
2. Click either the "Begin Redaction" or "End Redaction" bookmark for the redacted segment you want to reposition.
3. From the **Redaction** menu, click **Reposition**.

### Selecting Part of the Recording Based on a Redacted Segment

1. To select the part of a recording that corresponds to a redacted segment, click either the "Begin Redaction" or "End Redaction" bookmark for the redacted segment.
2. From the **Redaction** menu, click **Set Selection**. In the main window, the slider will reflect the corresponding redacted segment.

### Exporting Files with Redacted Segments

When you export a file that contains redacted segments, you can choose to ignore (include) all of them, skip (do not include) all of them, black all of them out, or use the individual bookmark setting for each redacted segment.

### Playing Files with Redacted Segments

When playing back files that contain redacted segments, the default behavior is to use the individual setting for a redacted segment to determine whether it will be played, skipped, or blacked out. In some cases you may want to override this behavior, for example, to play, skip, or black out all redacted segments during playback.

To change the behavior for redacted segments, from the **Redaction** menu, click **Playback** and then choose one of the menu items.

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### 3.10.6 Distorting Video in Redacted Segments

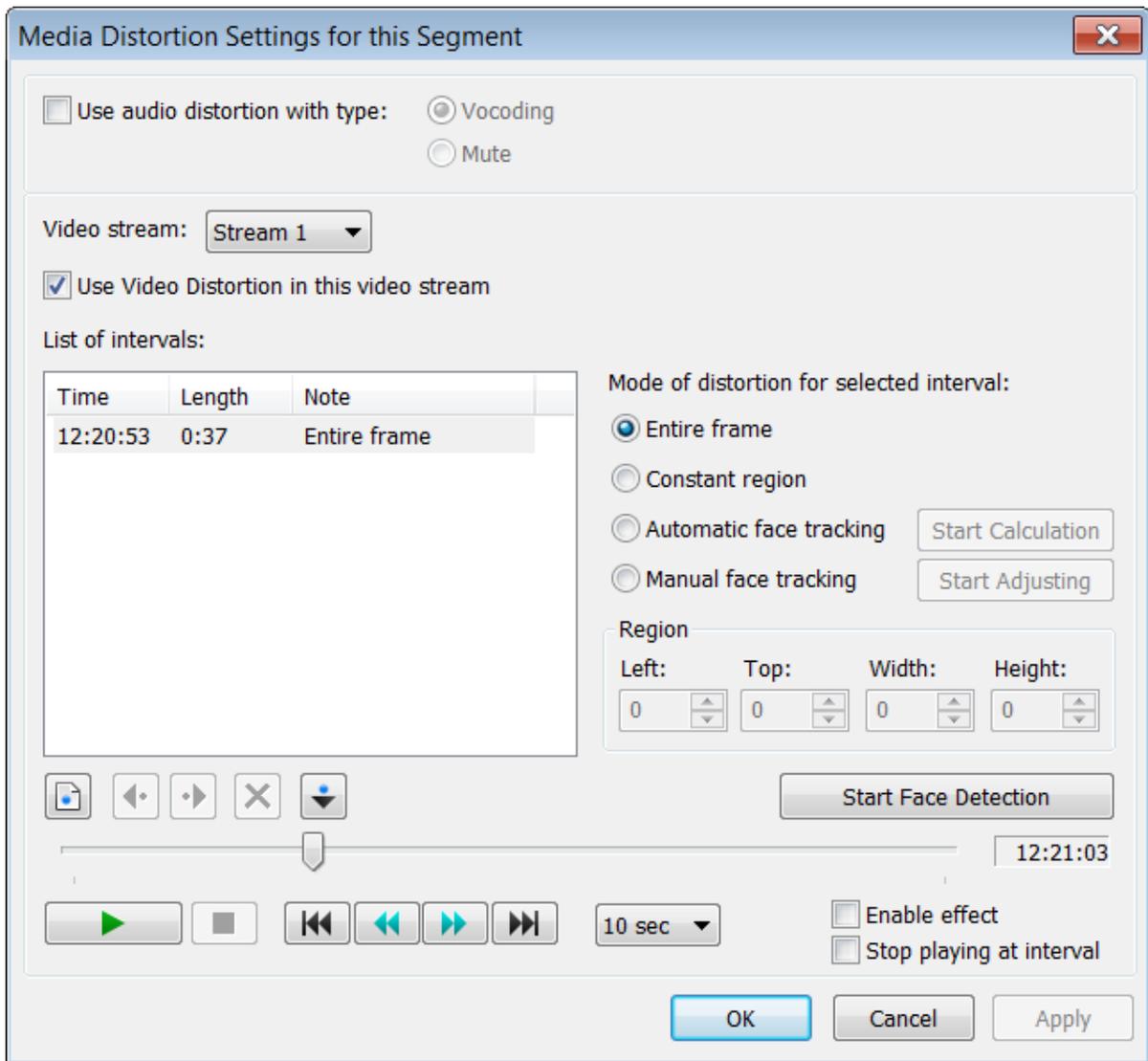
Distorting the video in a redacted segment of a recording file includes the following features:

- The use of a face detection algorithm that automatically detects a face in a frame.
- Automatic face tracking can dynamically change the area of video being distorted.
- Using your mouse, you can use manual face tracking to change the area being distorted.
- Different intervals within a redacted segment can have different distortion modes. For example, one interval can have the entire frame distorted while another interval can use automatic face tracking.
- You can edit the intervals of distortion and preview the results of the distortion.

A redacted segment can be divided into one or more independent intervals. For each interval, you can choose one of these distortion modes: Entire frame, Constant region, Automatic face tracking, or Manual face tracking.

Once you have created a new redacted segment, select **Distort media in this segment** and then click the **Settings** button. The dialog below appears. Note that, by default, the new segment will consist of one interval with a distortion mode of "Entire frame". Use this dialog along with the Video Preview window to specify the video distortion.

---



### Distorting a Constant Region

This option is useful when the subject remains in the same position throughout the interview. The same region can be distorted throughout the video.

For the mode of distortion, select **Constant region**.

To adjust the region being distorted, in the Video Preview window, click and hold your mouse down, and then drag your mouse to adjust the area to be distorted. Alternatively, you can use the drop-down lists in the "Region" section to adjust the settings and monitor the corresponding area in the Video Preview window. Optionally, you can select the "Enable effect" check box and use the Play button to display the area being distorted. You can then adjust the region being distorted using your mouse or the drop-down lists.

### Using Face Tracking

A face can be tracked automatically or manually.

Automatic face tracking moves the distortion area around the video automatically so that the subject's face is always distorted.

The first step in automatic face tracking is to find the correct face. The second step is to track this face as it

moves around the video. DCR Player uses a face detection algorithm to automatically find a face in a frame. Alternatively, you can manually indicate the location of the face to be distorted in the video.

If you want to use automatic face tracking, click the **Start Face Detection** button. When a face is detected, you are prompted to accept the result. You can either click "Accept" to accept the face as the correct one, or click "Continue" to look for another face.

Once the correct face has been accepted, click the **Start Calculation** button. The program will watch for breaks in the recording where automatic face tracking cannot find the face. In such a case, the calculation will create a list of intervals where each interval shows where automatic face tracking lost the position of the face. This could be because the face went out of view or because the person turned his or her head. These intervals can be processed independently.

If automatic face tracking does not produce the desired results, you can use manual face tracking. For example, if the subject continually looks away from the camera then the automatic facility may lose track of where the face should be located. If later, the subject looks back at the camera but for too short a period of time for the tracking facility to recognize the face then the face will be exposed briefly and it will not be distorted.

If you want to manually track the area to be distorted, select **Manual face tracking** and then click the **Start Adjusting** button. Use the mouse to track the face around on the Video Preview window. The mouse movement defines where the distortion area will be made. Click the **Stop Adjusting** button when you are complete.

### Processing Intervals

If the automatic face tracking calculation was not successful, one or more new intervals will be created. If an interval has "Object was lost" in the Note column then it indicates that the automatic face tracking algorithm lost track of the face. These intervals will need to be processed separately.

To process one of these intervals, take the following steps:

1. In the list of intervals, double-click the interval to start at the beginning of the interval. You can try to restart the automatic face tracking for this interval.
2. If the result is unsuccessful:
  - a) Change the distortion mode to **Manual face tracking**.
  - b) Click the **Start Adjusting** button and use your mouse to manually move the distortion area over the subject's face.

If automatic or manual tracking does not work very well, you can choose "Constant region" for the distortion mode and set a fixed position for the area, or you can choose "Entire frame" to distort the entire frame.

The control buttons below the "List of intervals" allow you to work with the intervals in the list. For example, if you want to change an interval from "Automatic face tracking" to "Entire frame" and also change the moment at which it switches to "Entire frame" by a second or two then you can use these buttons. You can also delete intervals or create new ones.

### Example of Automatic Face Tracking

The following is an example of using the automatic face tracking feature.

1. Once you have created a new redacted segment, select **Distort media in this segment** and then click the **Settings** button.
2. Click the **Start Face Detection** button. This causes the program to search the video for a face. The green frame in the video window below shows a face that has been found.
3. If you are satisfied with the result, click **Accept** on the confirmation box below. This will create a new interval on the list with the distortion mode of "Automatic face tracking". This interval starts at the position where the face was detected. The interval from the beginning of the redacted segment to the beginning of this interval will have a distortion mode of "Entire frame".
4. Click the **Start Calculation** button. The program will attempt to track the face as it moves around the video.
5. If the calculation is successful then you can select the "Enable effect" check box and the Play/Stop buttons to preview the results.

### 3.10.7 Using Special Characters

You can use special characters and symbols that don't appear on your keyboard for the text you type in different places, including the following:

- Fields for bookmarks, including notes.
- Text field when using "Find in Files" to search files.
- Text field when using "Find in LWA" to search files processed by Liberty Web Access.
- Text field when using "Find Text in Notes" to search notes.
- Text area of the Text Substitution window.

For example, you can use international characters such as à and ë, or symbols such as ¢ and ¼.

#### Inserting a Special Character

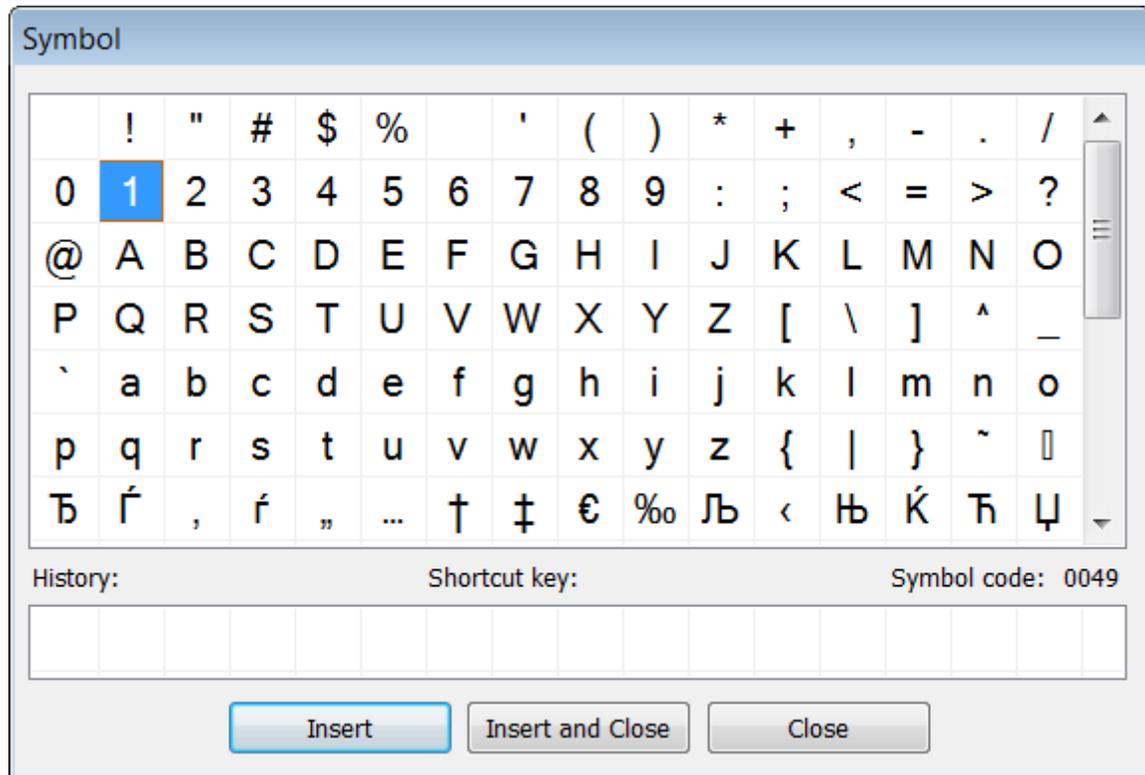
To insert a special character or symbol, take the following steps:

1. Click where you want to insert the character.
2. Use the **Symbol** dialog box to insert the character. You can access this dialog from the following places:

Location	To access...
Main window	On the <b>Tools</b> menu, select <b>Insert Symbol</b> .
Docket/Case dialog box	Click the  button.

The **Symbol** dialog box is shown below.

---



3. Double-click the character you want to insert.

Alternatively, you can select the character and click **Insert**, use the "Shortcut key" displayed in the Symbol dialog box, or press Alt+ the symbol code. If you click **Insert and Close**, the symbol will be inserted and the **Symbol** dialog box closes.

**Note:** The "Symbol code" that appears on the Symbol dialog shows you information regarding the standard Windows key combination for entering a character. If you know the character code for a character, you do not need to open the **Symbol** dialog box. You can simply click where you want to insert the character, hold down the Alt key, and use the numeric keys on the right side of your keyboard to type the "Symbol code". This feature depends on your operating system. You can use this combination to insert a symbol in any text field in any dialog and is not limited to the places listed above.

### 3.10.8 Working with Sealed Recordings

You can seal a recording or parts of a recording (*only for recording files created in Digitally Court Recorder*). This secures the sealed sections of the recording and these sections can only be played (unsealed) under special circumstances. Sometimes the audio may be unsealed permanently and become part of the regular public record. Other times, the audio may be unsealed temporarily.

During a recording or after a recording has been made, you can seal the recording between a Begin Seal bookmark and an End Seal bookmark. This causes that section of the recording to be encrypted. Users with the appropriate security can play back sealed parts of a recording.

#### Using Security with DCR Player

If you want to use DCR Player to play the sealed sections of a recording, you can use **"View - Options - Security"** in DCR Player to enable security and to specify the same recording password you specified in Digital

Recorder. You will have complete access to the entire audio and all of the bookmarks that used the same recording password to secure the file. You can export any part of the audio.

If security is enabled in DCR Player, but either the password has not been specified or it does not match the password used to encrypt the file you want to play, you will be prompted as you open a sealed recording to either specify the correct password or to skip the sealed segments.

If security is not enabled in DCR Player then you will not receive any prompts when you open a sealed recording. Sealed segments will be automatically skipped. This is useful on public-use PCs in the courthouse where people should not be listening to the sealed portions of recordings.

### Exporting a File with Sealed Segments

You can use DCR Player with the correct recording password to export a file with sealed segments. There are four different options available to deal with the sealed segments.

Export with sealed segments - export the file with all sealed segments. A password is required to listen to the sealed segments.

Export with sealed segments and a new access password - export the file keeping all sealed segments encrypted, but access to the sealed segments will require a different access password. Specify and verify an access password for this file. A user that wants to listen to the sealed sections must supply this same password.

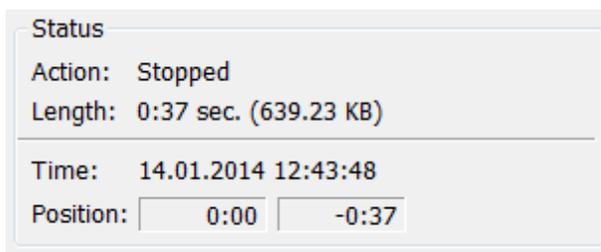
Export and delete any sealed segments - export the file and delete all sealed segments. Automatic stop/start bookmarks are substituted to indicate where the sealed segments were removed. This is useful when you want a recording to be unsealed permanently and made part of the standard public record.

Export and unseal any sealed segments - export the file with all sealed segments unsealed. The sealed bookmarks are removed. None of the data in the file will require a password for access.

## 3.10.9 Jumping to Time Points in a Recording

When you open a file, there are time points at regular intervals and also for events such as when a recording starts or stops. Time points in a file allow you to jump to positions based on absolute time and date values.

The current time position in the file is displayed in the "Time" field in DCR Player's main window. In the following example, the recorded file is 5:02 seconds long. The recording is positioned at 3/31/2010 12:32:33 AM, which is 1:22 seconds from the beginning of the file and it is 3:40 seconds to the end of the file.

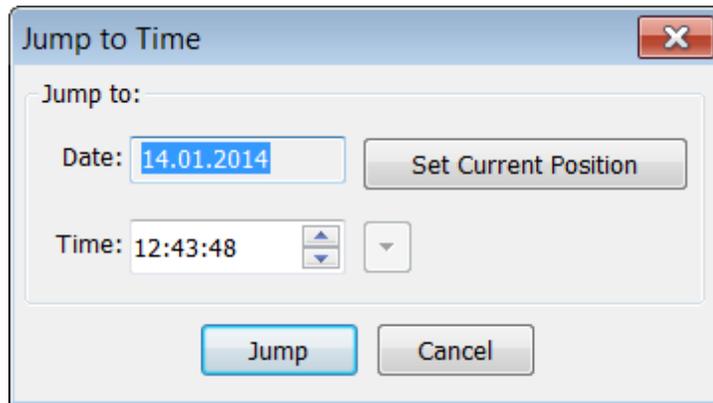


The screenshot shows a dialog box titled "Status" with the following information:

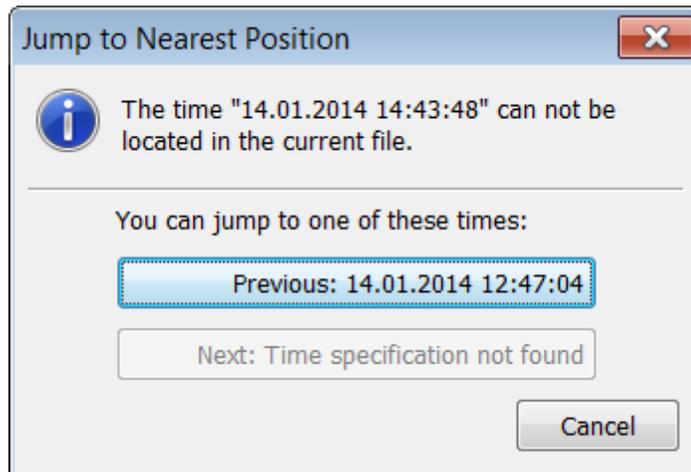
Action:	Stopped
Length:	0:37 sec. (639.23 KB)
Time:	14.01.2014 12:43:48
Position:	<input type="text" value="0:00"/> <input type="text" value="-0:37"/>

To jump to a time point, take the following steps:

1. In the main DCR Player window, use "**Playback - Jump to time**" or press  on the toolbar. The following dialog appears:



2. In the “Date” field, select a date from the list of dates that appear in the file. Optionally, you can use the “Set current position” button to fill the Date and Time fields with the current position.
3. In the “Time” field, specify the time. You can press the  button to display a list of previous time values you have used, and select a time from the list.
4. Press the “Jump” button. DCR Player jumps to the time/date location in the file, if it exists. Otherwise, the “Jump to nearest position” dialog appears, from which you can choose the nearest time position (i.e. either the previous or next).



### 3.10.10 Finding Text in File Notes and Bookmarks

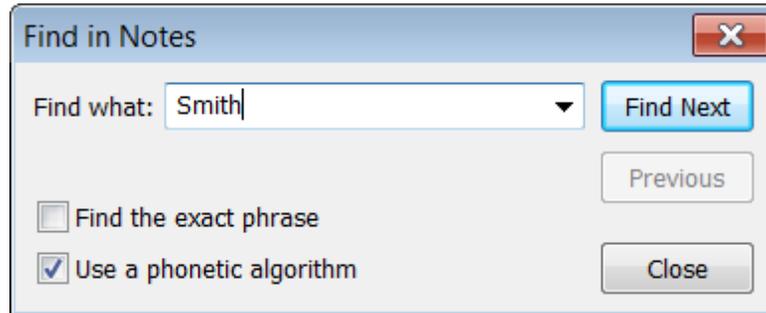
You can search for text in file notes and bookmarks within an open file.

These programs also have a search facility you can use to find text across a number of DCR files. See ["File Search Facility"](#) for more information.

To find text in file notes or bookmarks within an open file, take the following steps:

1. Do one of the following:
  - In the Bookmarks window, from the **Edit** menu, select **Find**
  - In the Playback window, from the **Bookmarks** menu, select **Find**.
  - Click  on the toolbar.

The following dialog appears:



2. In the **Find what** field, enter the text on which you want to search.
3. If you want to find the exact phrase you typed above, select the **Find the exact phrase** check box. Otherwise, the program looks for any of the words you typed.
4. If you want to use a phonetic algorithm, select the **Use a phonetic algorithm** check box. The Metaphone algorithm is used unless you have chosen the Soundex algorithm in the **Advanced Find Settings** dialog box when using the file search facility.
5. Click the **Find Next** button to start the search process.

If the text is found, it becomes highlighted in the first instance found. You can then use the **Find next** button to find the next instance of the text. You can use the **Previous** button to display the previous search result.

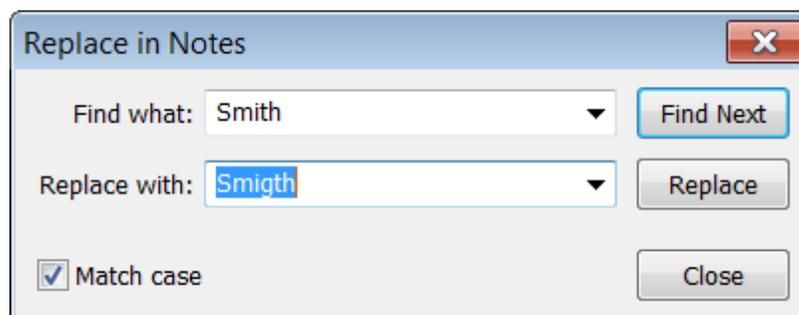
### 3.10.11 Replacing Text in File Notes and Bookmarks

You can search and replace text in file notes and bookmarks within an open file.

To find and replace text in file notes or bookmarks within an open file, take the following steps:

1. Do one of the following:
  - In the Bookmarks window, from the **Edit** menu, select **Replace**.
  - In the Playback window, from the **Bookmarks** menu, select **Replace**.

The following dialog appears:



2. In the **Find what** field, enter the text on which you want to search.
3. If you want to match the exact case, select **Match case**.
4. In the **Replace with** field, type the replacement text.
5. Do one of the following:
  - To find the next occurrence of the text, click **Find Next**.
  - To replace an occurrence of the text, click **Replace**. After you click **Replace**, the program moves to the

next occurrence of the text.

### 3.10.12 Navigation Using Bookmarks

Bookmarks allow you to navigate quickly in a sound file.

To get to a bookmarked position in a sound file, you can do one of the following:

- Double click on the bookmark.
- Select a bookmark and from the “**Position**” bookmark menu, select “**Go to Current**”.

To get to the position of the previous bookmark: from the “**Position**” bookmark menu, select “**Go to Previous**”.

To get to the position of the next bookmark: from the “**Position**” bookmark menu, select “**Go to Next**”.

#### Special Bookmarks functions

You can use the following special bookmark functions.

##### Auto Scroll

When this function is activated, the cursor in the list of bookmarks automatically moves together with the position in the sound file. For example, you can use this option to automatically see the full contents of each bookmark while listening to a recording.

To activate this function, check the  button on the bookmark toolbar, or from the “**Position**” bookmark menu, select “**Auto Scroll**”.

##### Select Closest

This feature finds the closest bookmark to the current position in a sound file. In the Bookmarks window, select “**Position - Select Closest**”.

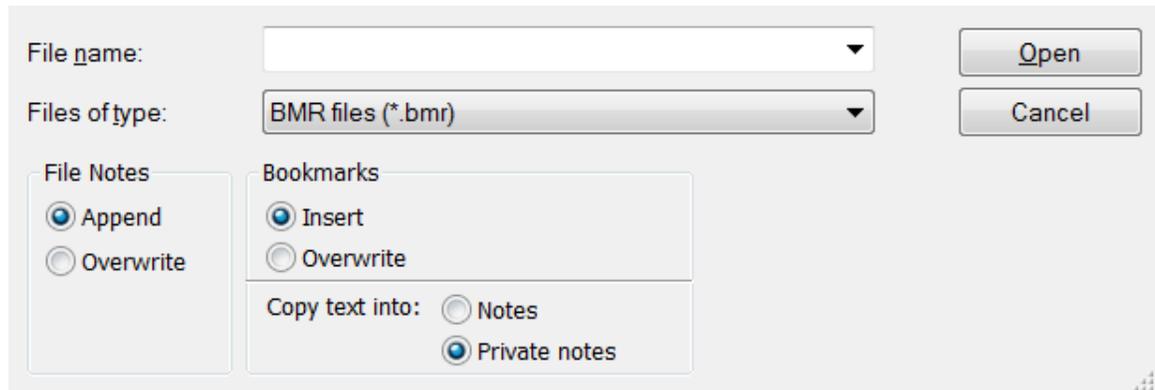
### 3.10.13 Importing Bookmarks from a BMR File to a DCR File

With Liberty Notes and Liberty Word-Notes, you can create a bookmark file and save it as a BMR file (i.e. with a file extension of .bmr). Using DCR Player, you can import a BMR file into a DCR file.

**Note:** To import a BMR file into a DCR file, the DCR file must contain auto-bookmarks for time keeping

To import a BMR file into a DCR file, take the following steps:

1. Open the file in DCR Player.
2. If the Bookmarks window is not displayed, select **View - Bookmarks**.
3. From the Bookmarks window, select **File - Import from BMR file**. The following dialog appears:



4. Select the directory containing the .bmr file.
5. In the **File name** field, enter the name of the file or select it from the list above.
6. In the **File Notes** section, select the method for importing the file notes:
  - **Append** - the file note from the BMR file is added to the existing one in the DCR file.
  - **Overwrite** - the file note in the DCR file is cleared before importing.
7. In the **Bookmarks** section, select the method for importing bookmarks:
  - **Insert** - all bookmarks from the BMR file are added to the DCR file except when an identical bookmark with the same note text and position already exists in the DCR file. Note that different bookmarks can have the same position in a DCR file as long as their text is different.
  - **Overwrite** - all bookmarks in the DCR file are deleted before the import occurs.
8. Select the destination for bookmark text:
  - **Notes** - bookmark text is copied to the note of a bookmark.
  - **Private notes** - bookmark text is copied to the private note of a bookmark.
9. Press **Open**.

### 3.10.14 Exporting File Notes or Bookmarks to a Text File

You can export text information contained in file notes and in one or more bookmarks to a text file.

To export file notes or bookmarks from a file, take the following steps:

1. Open the file in DCR Player.
2. If the Bookmarks window is not open, from the **View** menu, select **Bookmarks** to open it.
3. If you want to export the text from some but not all of your bookmarks, select the bookmarks whose text you want to export.
4. From the **File** menu, select **Export to Text File**. The following dialog appears:

File name: dcr\_20120217\_083255.bt

Save as type: Text file (\*.txt)

Export:  all bookmarks  only selected bookmarks

Include data:

- File Notes (empty)
- Position
- Date
- Time
- Speaker

Save Cancel

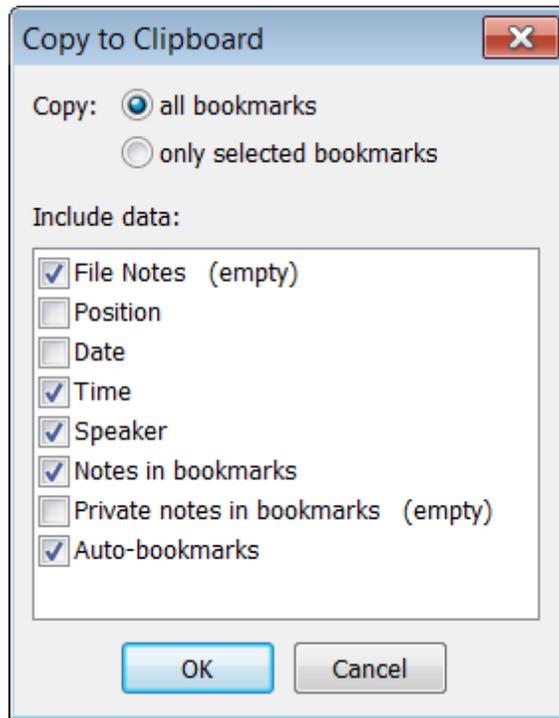
5. In the **File name** field, specify the name of the file to which the bookmarks will be saved. This file will be created automatically.
6. In the **Export** section, choose whether you want to export the text from all bookmarks or only the text from those bookmarks that you have selected
7. In the **Include data** section, select the data you want to export. "(empty)" indicates the field contains no data.
8. Click **Save**.

### 3.10.15 Copying File Notes or Bookmarks to the Clipboard

You can copy text contained in file notes or bookmarks to the Windows clipboard.

To copy file notes or bookmarks to the clipboard, take the following steps:

1. Open the file in DCR Player.
2. If the Bookmarks window is not open, from the **View** menu, select **Bookmarks** to open it.
3. If you want to copy text from some but not all of your bookmarks, select the bookmarks whose text you want to copy.
4. From the **File** menu of the Bookmarks window, select **Copy to Clipboard**. The following dialog appears:



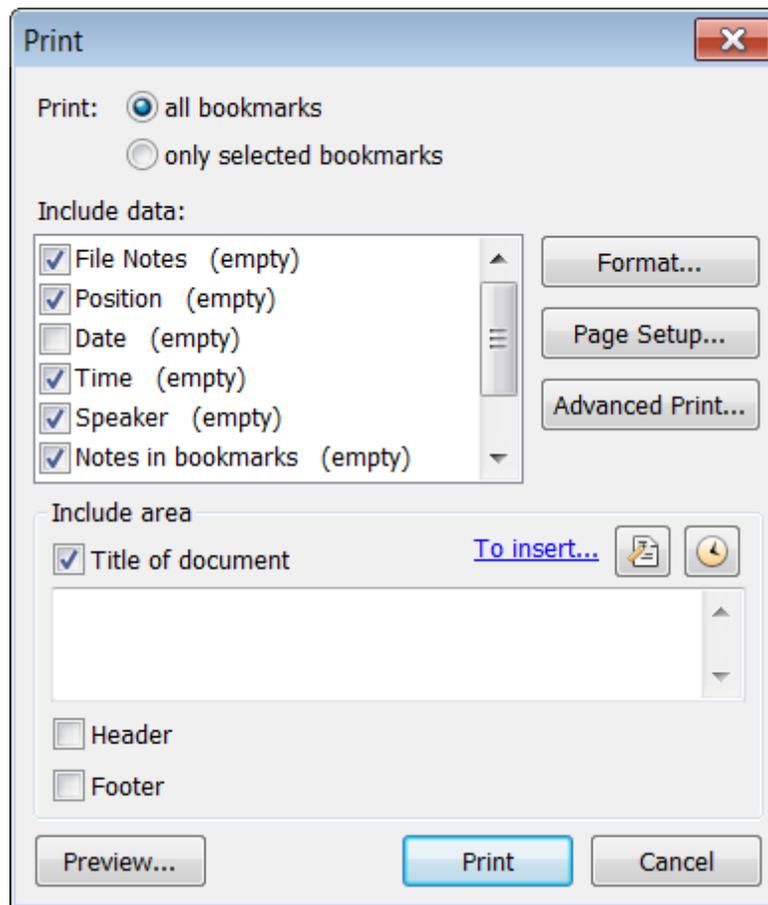
5. In the **Copy** section, choose whether you want to have the text copied from all bookmarks or only from those bookmarks that you have selected.
6. In the **Include data** section, select the data you want to copy. "(empty)" indicates the field contains no data.
7. Click **Copy**.

### 3.10.16 Printing File Notes or Bookmarks

You can print file notes or bookmarks.

To print file notes or bookmarks, take the following steps:

1. Open the file in DCR Player.
2. If the Bookmarks window is not open, from the **View** menu, select **Bookmarks** to open it.
3. If you want to print some but not all of your bookmarks, select the bookmarks you want to print.
4. From the **File** menu, select **Print**. The following dialog appears:



5. In the **Print** section, choose whether you want to print all bookmarks or only those bookmarks that you have selected.
6. In the **Include data** section, select the data you want to copy. "(empty)" indicates the field contains no data.
7. In the **Include area** section, select any of the following:
  - Title of document - include a title at the beginning of the output. Select this option to customize the title.
  - Header - include a header on each page of the output. Select this option to customize the header.
  - Footer - include a footer on each page of the output. Select this option to customize the footer.

You can click the  button to include the file name within the title, header, or footer. You can click the  button to include the current time within the title, header, or footer.
8. Click **Format** to change the font, set options for page numbers, or to indicate whether bookmarks should be printed in color.
9. Click **Page Setup** to change the default page settings.
10. By default, the output will be printed to your default printer. If you want to choose another printer or set other printer options, click **Advanced Print**.
11. Click **Print**.

### 3.10.17 File Search Facility

You can search for text in DCR files. You can search files and docket/case-specific fields, search by date or a date range, use a phonetic algorithm, show the results as a list of files and a list of dockets, search for an exact phrase, specify a list of folders to search, and so on. For example, you can search all files for "red

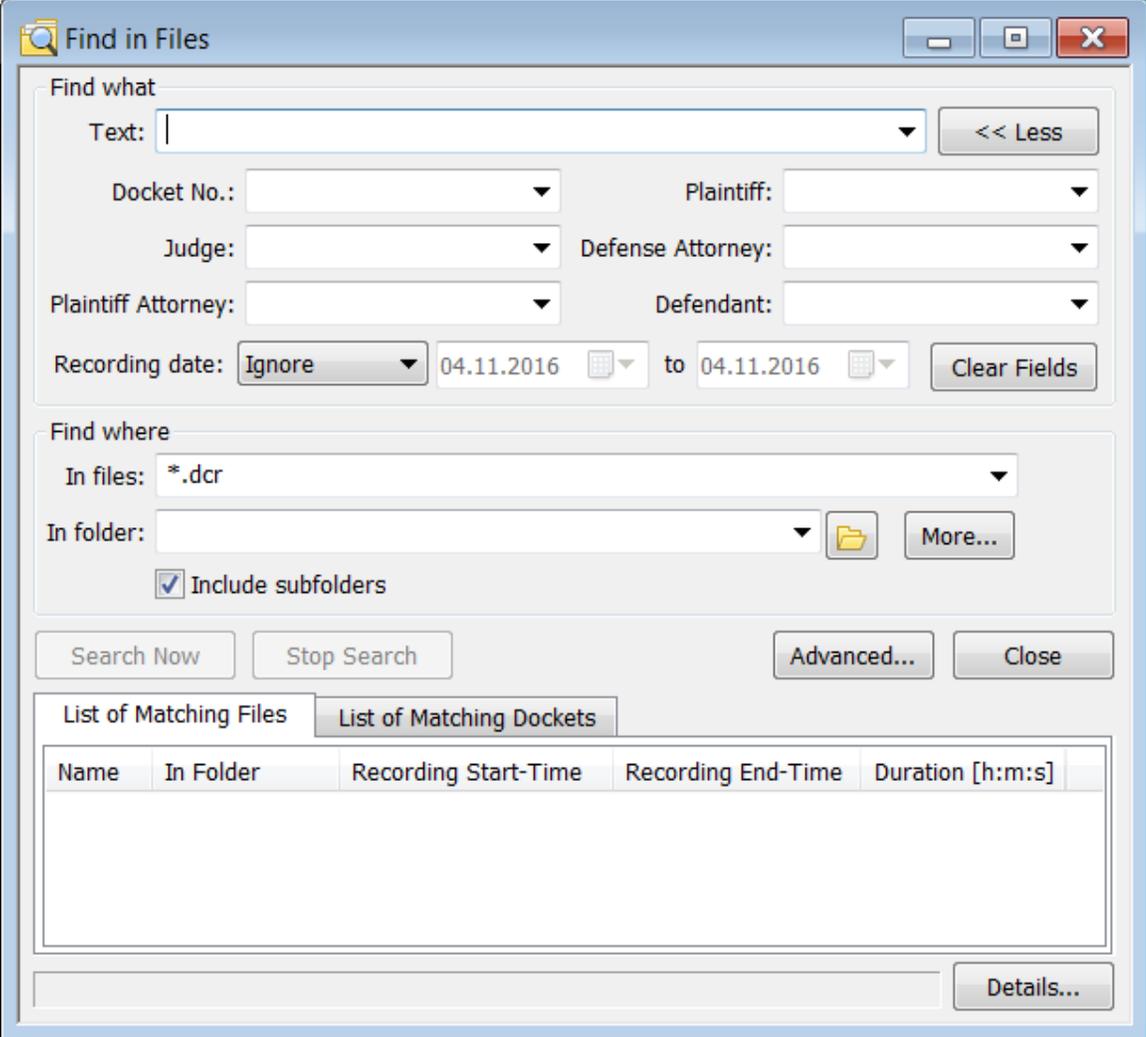
corvette", Judge Simpson, or docket/case number 007. Information about the file or docket/case can be copied to the Clipboard or you can send one or more of the files to a folder, DVD, USB drive, etc..

This search facility uses the built-in Windows Search to enable faster searches. To use Windows Search, you must configure the PC on which the files are stored to index the DCR file location. For more information, see ["Setting Up Windows Search"](#).

A separate search facility is available for searching files processed by Liberty Web Access. For more information, see ["Searching for Files Processed by Liberty Web Access"](#).

To search through files, take the following steps:

1. Press the  button in the toolbar, or from the **Tools** menu, click **Find in Files**. The dialog below appears. The fields that appear depend on your Docket/Case Field settings.



**Find in Files**

Find what

Text:  << Less

Docket No.:  Plaintiff:

Judge:  Defense Attorney:

Plaintiff Attorney:  Defendant:

Recording date: Ignore  04.11.2016  to 04.11.2016  Clear Fields

Find where

In files: \*.dcr

In folder:

Include subfolders

Search Now Stop Search Advanced... Close

List of Matching Files List of Matching Dockets

Name	In Folder	Recording Start-Time	Recording End-Time	Duration [h:m:s]

Details...

2. In the **Find what** section, indicate what you want to find. The search results must match all of the criteria you specify. To search for an exact phrase, enclose it in double quotes (e.g. "red corvette"). You can choose from the following:

**Text** - specifies the text you want to find.

**More/Less button** - click this button if you want to search specific docket/case fields. Specify the data on which you want to search in the relevant fields. You can use the drop-down lists to select previous entries

you've made.

**Date** - you can have the search ignore dates, search for a specific date, or search in a date range.

To clear the fields in the "**Find what**" section, click the "**Clear fields**" button.

3. In the "**Find where**" section, indicate where you want the search to look. You can choose from the following:

**In files** - enter the file-name mask for searching files. This is similar to using Windows Explorer for searching files. You can use "\*" to match any number of characters, and "?" to match a single character. The default value is "\*.dcr", which means search for all files with an extension of ".dcr". Note that you can search only through files with an extension of ".dcr".

**In folder** - specifies one or more folders to search. You can type the names, separated by a semi-colon (;) or click the buttons to the right. Click the  button to select one folder or click the "**More**" button to select multiple folders.

**Include subfolders** - select this option if you want the search to include subfolders of the starting folder. This is the default.

4. Click the "**Search Now**" button to start the search. You can interrupt a search at any time by clicking the "**Stop Search**" button.

### Reviewing the Results

The results of your search are shown at the bottom of the dialog box. The files that match your search criteria are listed on the "List of Matching Files" tab. The dockets/cases that match your search criteria are listed on the "List of Matching Dockets" tab. You can sort any column by clicking on the column title.

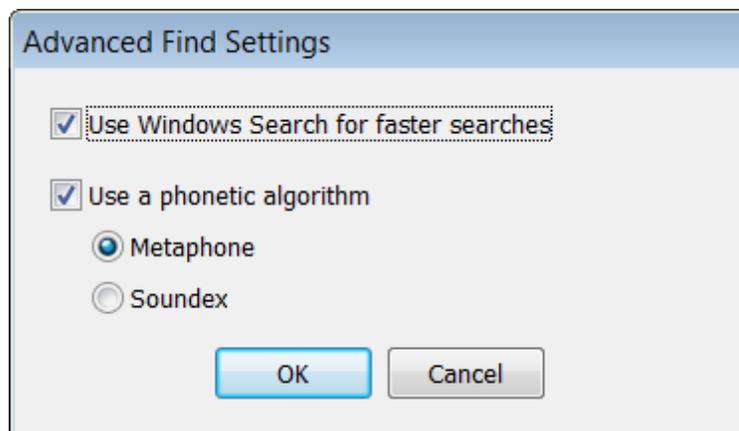
From the list of result, you can do the following:

- Open a recording file - double-click on a line in your search results to open the associated recording file or docket in Digital Recorder.
- Display file information - right-click an item in the list, then click **Show Details**.
- Copy information to the Clipboard - after displaying file information using **Show Details**, use the **Copy to Clipboard** button to copy all of the data in the display or the value of a selected row to the Clipboard.

Send one or more of the associated files to a folder, DVD, etc. - select one or more cases in the list, from the right-click menu, click **Send to**, and then select the location for the output. This is the same as the "Send to" item in Windows Explorer.

### Using Advanced Settings

If you don't want to use Windows Search for faster searches, click the "Advanced" button and clear the "Use Windows Search for faster searches" check box.



By default, the file search facility uses a phonetic algorithm. This is an algorithm for indexing words by their sound, when pronounced in English. On the "Advanced Find Settings" dialog box, you can choose not to use a phonetic algorithm or switch the algorithm that is being used.

### 3.10.18 Setting Up Windows Search

The file search facility, invoked from "Tools - Find in Files", is designed to use Windows Search for faster searches. Windows Search is an indexed search on Windows and is the successor to the Indexing Service. To use Windows Search, you need to specify the locations of your DCR files so that those files can be indexed.

To set up Windows Search for your DCR files, take the following steps:

1. From the Control Panel, choose **Indexing Options**.
2. From the Indexing Options screen, click the **Modify** button.
3. Select the folders for your DCR recording files.
4. When you click OK, Windows Search locates the files in the paths you have specified and indexes them. As new files are added, they are automatically indexed.

For more information, refer to the Windows online help for Windows Search.

### 3.10.19 Searching for Files Processed by Liberty Web Access

Using DCR Player, you can search for text or fields in DCR files that have been processed by Liberty Web Access. For example, you can search all files for "red corvette", Judge Simpson, or docket/case number 007. From the search results, you can open a file for playback or to make changes to it.

To search through files processed by Liberty Web Access, take the following steps:

1. Press the  button in the toolbar, or from the **Tools** menu, click **Find in LWA**. The following dialog appears:

The first time you use this search facility, you will need to configure a connection with the LWA Server. Click the **Settings** button and specify the *Search and play page* in the **LWA's search page** field (e.g. [http://127.0.0.1/LWA/LIR\\_LWA\\_Ply.htm](http://127.0.0.1/LWA/LIR_LWA_Ply.htm)). Once the connection is established, the search fields, corresponding to those specified in the LWA Configurator, will appear.

- In the **Find what** section, indicate what you want to find. The search results must match all of the criteria you specify. To search for an exact phrase, enclose it in double quotes (e.g. "red corvette"). You can choose from the following:

**Text** - specifies the text you want to find.

**More/Less button** - click this button if you want to search specific docket/case fields. Specify the data on which you want to search in the relevant fields. You can use the drop-down lists to select previous entries you've made.

**Date** - you can have the search ignore dates, search for a specific date, or search in a date range.

To clear the fields in this section, click the **"Clear fields"** button.

- Click the **"Search Now"** button to start the search. You can interrupt a search at any time by clicking the **"Stop Search"** button.

The results of your search are shown at the bottom of the dialog box. You can double-click on a line in your search results to open the associated file name. Other options may be available depending on your network configuration.

Once you have opened a file from your search results, you can make changes to bookmarks and file notes, and insert and delete attachments.

- From the **File** menu, click **Start LWA editing**. This will lock the file and prevent other users from making

changes to it.

2. Edit the file, as required.

3. From the **File** menu, click **Finish LWA editing**. The LWA server makes changes to the stored file and removes the lock on the file so that other users can work with it.

**Note:** A lock on a file is also removed if you close the file, open another file, or close DCR Player.

Other options may be available depending on your network configuration. For example, you may be able to right-click on one of the results, get a link to the file stored in the cloud, copy it to the Clipboard, paste it into an e-mail, and send it to someone who doesn't have access to the LWA local network.

### 3.11 Exporting a File to DCR, WAV, AVI and WMV formats

DCR Player supports different types of export operations.

You can export a dcr file to a Windows Media file, wave file, or AVI file so that you can play the file on a machine that does not have the DCR Player. You can also export a dcr file to another dcr file and choose which bookmarks, types of bookmarks, video, file notes, attachments, and channels to export. This is useful when you want to export a multi-channel file and exclude private notes.

You can choose to export part of a file by specifying a time range or export the entire file. If the file you export contains video then the video portion of the file is exported as well, as long as you are exporting to another dcr file. When exporting a dcr file, you can choose to export to your hard disc or burn a media disc.

You can also perform the following types of exports:

- Export the audio data in a dcr file directly to an audio CD. For more information, see "[Exporting a File to an Audio CD](#)".
- Export a dcr file to a video DVD in MPEG-2 format. For more information, see "[Exporting a File to a Video DVD \(MPEG-2\)](#)".
- Export a dcr file, including bookmarks, audio, video, and attachments to PDF format. For more information, see "[Exporting a File to PDF Format](#)".
- Export a dcr file to MP4 format with metadata. For more information, see "[Exporting a File to MP4 Format](#)".

This section describes how to export a dcr file to a Windows Media file, wave file, AVI file, or another dcr file.

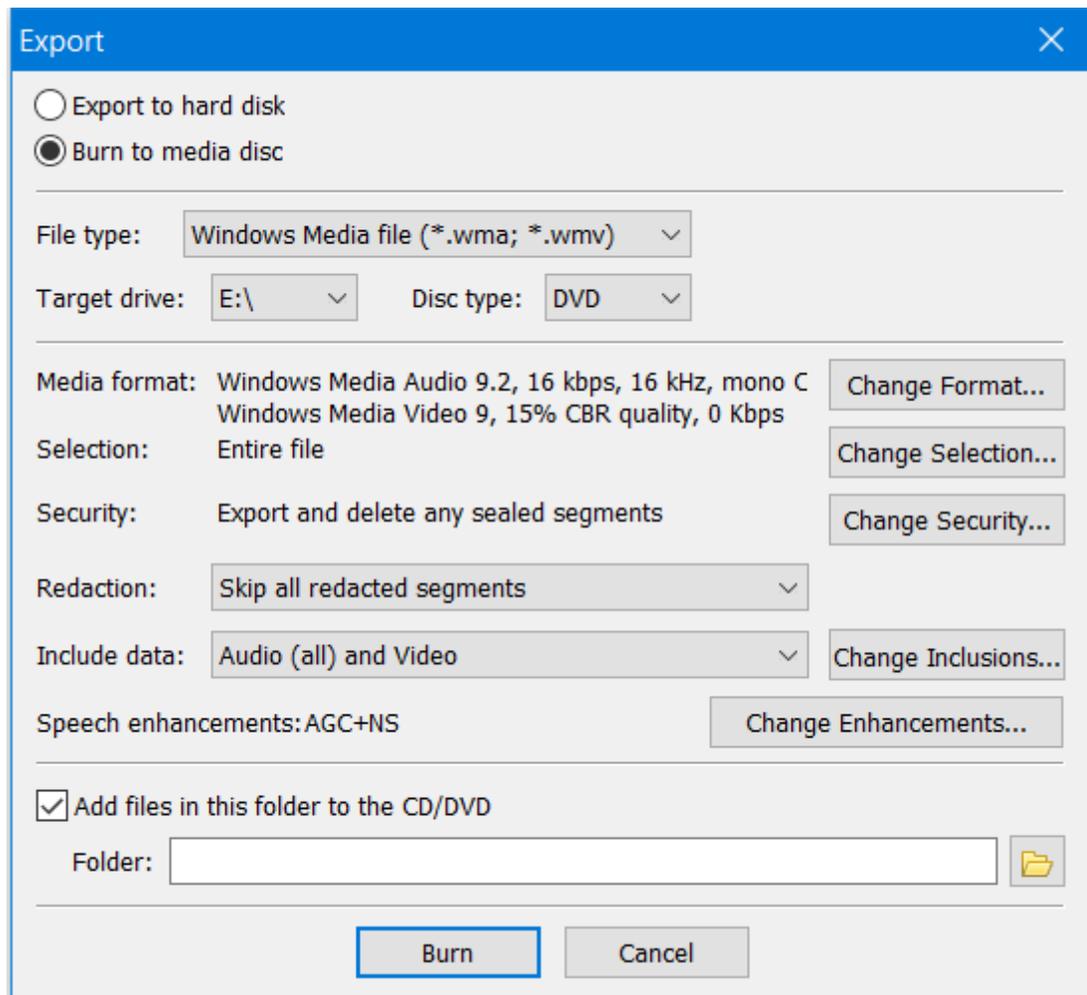
To export a dcr file, take the following steps:

1. Open the file in DCR Player.

2. If you want to export only part of a file, it is recommended you use the Selection Panel to select the fragment you want to export. You can adjust this selection later in this process if you need to.

3. Choose **File - Export**. The following dialog appears.

---

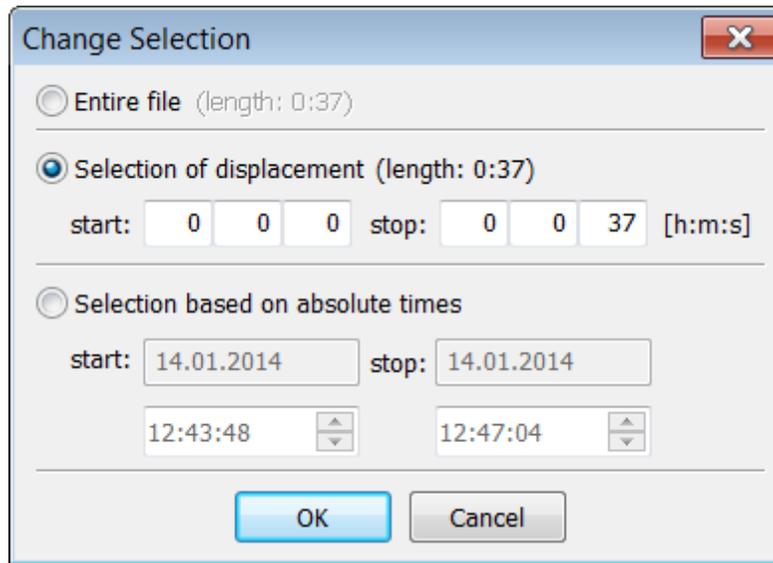


4. Select whether you want to export the file to a hard disk or burn the file to a media disc.
5. In the **File type** field, select the type of exported file. The dialog box changes based on the type of file you select. Choosing "Copy of complete DCR file" ensures the exported file is an exact copy of the original file and no further information is required.
6. Complete the fields described below.

**Target** information: When exporting to your hard disc, you can specify the "Target file" name and location. When burning to a media disc, you will need to specify the "Target drive" and "Disc type".

**Media format** - Optionally, you can select a previously used format from the drop-down list or use the "Change Format" button to change the file format.

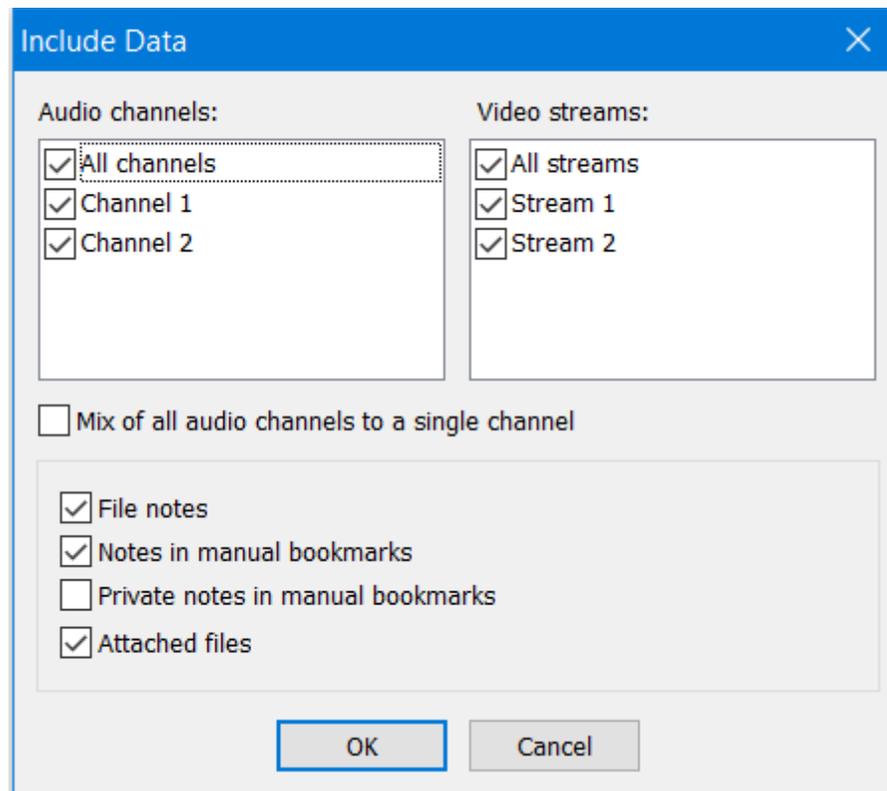
**Selection** - By default, the entire file will be exported unless you have selected part of the file on the Selection Panel. You can choose to export part of the file by pressing the "Change Selection" button and specifying a start time and an end time (using displacement times or absolute times) on the dialog below.



**Security** - By default, any sealed sections of the recording within the file, or part of the file, being exported, will be deleted. You can use the “Change security” button to change this behavior. For more information, see ["Working with Sealed Recordings"](#).

**Redaction** - from the drop-down list, you can select the handling of redacted segments. All of them can be skipped (not included), blacked out, or ignored (included), or each individual bookmark setting can be used.

**Include data** - shows the data to be exported. To change the data being exported, use the “Change Inclusions” button. The dialog below appears.



You can choose which audio channels and video streams you want to export. When exporting to a DCR file, you can choose to have all of the audio channels mixed to one as long as the file does not contain part-time channels.

Other data you can choose to include are as follows, with their abbreviated form in parenthesis: File notes (F), Notes in manual bookmarks (N), Private notes in manual bookmarks (P) - only for files created using Digitaly Court Recorder, Attached files (A).

**Speech enhancements** - when exporting to a non-DCR format, you can use Automatic Gain Control (AGC) to control the sound level of speech recording during playback and use noise suppression to enhance the quality of reproduced sound by suppressing unwanted noise in a recording. By default, both of these options are selected. Click the "Change Enhancements" button to clear either of these options.

**Add files in this folder to the export or CD/DVD** - select this check box if you want to include additional files. Specify the location of the folder containing these files in the field below. All files and subfolders from this folder will be added to the disc. For a CD/DVD, the size of these files cannot exceed half of the available space on the disc. If a recording spans multiple discs, these additional files are copied to each of the discs. For example, you can use this field if you have created a portable version of the Player program on a CD/DVD and want to include the PlayerProgram folder on the disc.

7. Click **Export** or **Burn**.

Exporting a file may take a long time. A progress bar indicates the status and the title bar shows the percentage of the file exported.

## 3.12 Exporting a File to an Audio CD

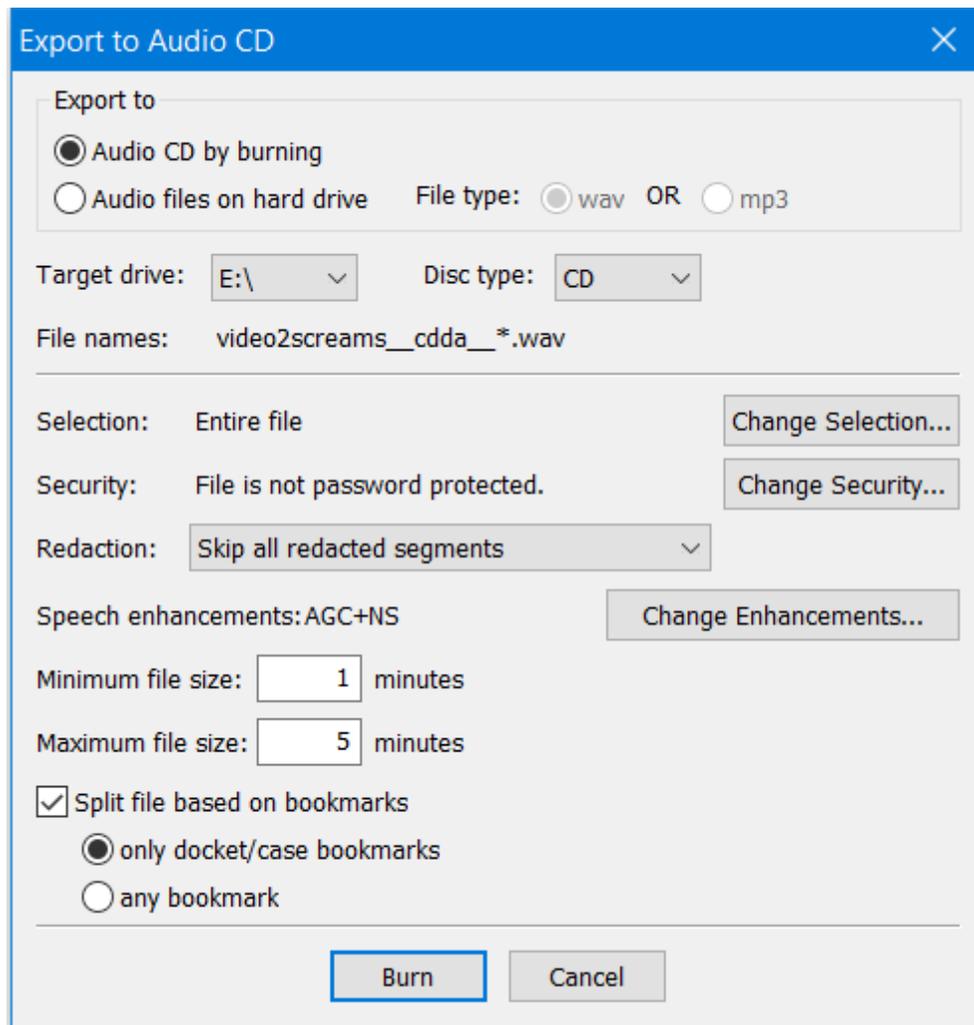
You can export the audio data in a dcr file directly to an audio CD. This CD can then be used in any computer CD-ROM drive or audio CD player.

DCR Player uses the Image Mastering API from Microsoft to export a file to an audio CD. This API is included as part of Windows Vista (or later).

To avoid creating a very large file and to facilitate playback, you can have the file automatically split based on bookmarks or file size (in minutes). You can choose to export part of a file by specifying a time range or export the entire file. You can also export a sealed recording with different options.

To export a dcr file to an audio CD, take the following steps:

1. Open the file in DCR Player.
2. If you want to export only part of a file, it is recommended you use the Selection Panel to select the fragment you want to export. You can adjust this selection later in this process if you need to.
3. Choose **File - Export to Audio CD**. The following dialog box appears.



4. Complete the fields described below.

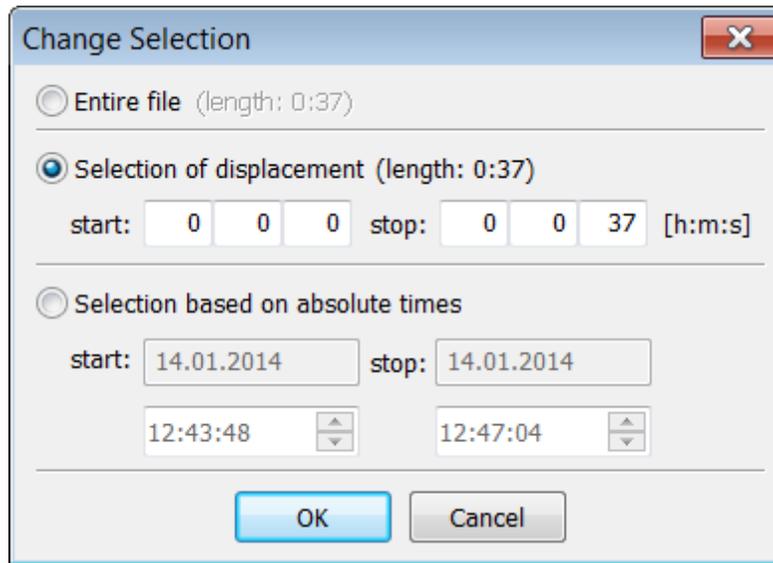
**Export to - Audio CD by burning** - if this option is selected, DCR Player creates an audio (CDDA) disc. You should insert a blank CD-R/RW disc into your CD drive.

**Export to - Audio files on hard drive** - if this option is selected, DCR Player creates files on the selected drive. Select the file type, either wav or mp3. Normally, the default setting is acceptable.

**Target drive/folder** - specifies either the CD drive, when exporting to CD, or the folder where the files will be created, when exporting to your hard drive. If this folder does not exist, you will be prompted to create it during the export process.

**File names** - displays the naming convention for the files to be created during export. This will be the name of the file being exported followed by “\_\_cdda\_\_” followed by \* to represent a sequential number. The extension is .wav or .mp3. If the target folder already contains files that match this naming convention then you will be asked if you want to replace them during the export process.

**Selection** - By default, the entire file will be exported unless you have selected part of the file on the Selection Panel. You can choose to export part of the file by pressing the "Change selection" button and specifying a start time and an end time (using displacement times or absolute times) on the dialog box below.



**Security** - By default, any sealed sections of the recording within the file, or part of the file, being exported, will be deleted. You can use the “Change security” button to change this behavior. For more information, see [“Working with Sealed Recordings”](#).

**Redaction** - from the drop-down list, you can select the handling of redacted segments. All of them can be skipped (not included), blacked out, or ignored (included), or each individual bookmark setting can be used.

**Speech enhancements** - as part of the export process, you can use Automatic Gain Control (AGC) to control the sound level of speech recording during playback and use noise suppression to enhance the quality of reproduced sound by suppressing unwanted noise in a recording. By default, both of these options are selected. Click the “Change Enhancements” button to clear either of these options.

**Minimum file size** is the minimum length, in minutes, of each file that is created during export. This value must be from 1 to 70 minutes. The default value is 1 minute. This setting applies only when splitting the file based on bookmarks.

**Maximum file size** is the maximum length, in minutes, of each file that is created during export. This value must be in the range from 1 to 70 minutes. The default value is 5 minutes. A file is split once it exceeds its maximum size regardless of whether the file is to be split based on bookmarks.

**Split file based on bookmarks** - select this check box if you want to split the file based on bookmarks. Indicate whether you want the file split based only on docket/case bookmarks or based on any bookmarks. Once a file has reached the minimum file size specified above, the file will be split based on your bookmark setting or when the maximum file size is reached, whichever comes first.

5. Click the **Export** button.

Exporting a file requires a lot of free space on your hard disk. For example, one hour of audio in WAV format requires about 635 MB. The program first checks how much free hard-disk space is available and issues a message if there is insufficient space.

Exporting a file to a CD may take a long time. A progress bar indicates the status and the title bar shows the percentage of the file exported.

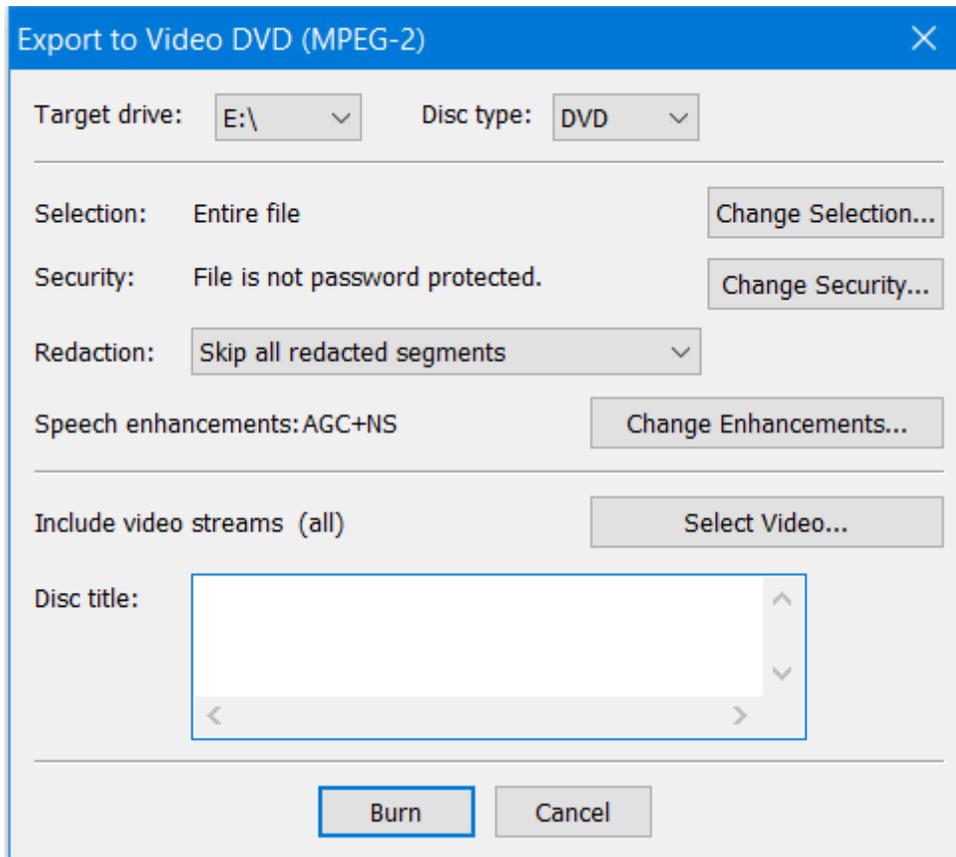
### 3.13 Exporting a File to a Video DVD (MPEG-2)

You can export a dcr file directly to a video DVD in MPEG-2 format which allows it to be played on a home entertainment system. This operation uses some shareware that can be supplied by BIS Digital or your local

Digital dealer.

To export a dcr file to a video DVD, take the following steps:

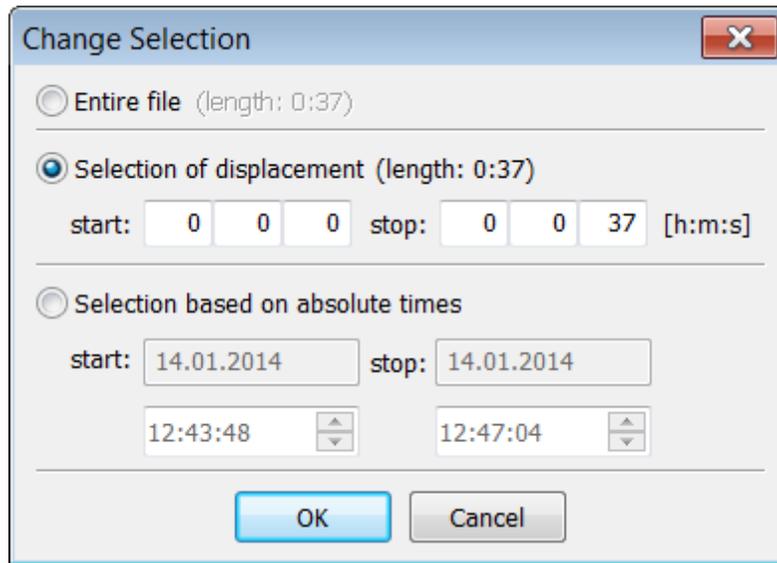
1. Open the file in DCR Player.
2. If you want to export only part of a file, it is recommended you use the Selection Panel to select the fragment you want to export. You can adjust this selection later in this process if you need to.
3. Choose "**File - Export to Video DVD (MPEG-2)**". The following dialog box appears.



4. Complete the fields described below.

**Drive** - select the target drive for the DVD.

**Selection** - By default, the entire file will be exported unless you have selected part of the file on the Selection Panel. You can choose to export part of the file by pressing the "Change" button and specifying a start time and an end time (using displacement times or absolute times) on the dialog box below.



**Security** - By default, any sealed sections of the recording within the file, or part of the file, being exported, will be deleted. You can use the “Change security” button to change this behavior. For more information, see ["Working with Sealed Recordings"](#).

**Redaction** - From the drop-down list, you can select the handling of redacted segments. All of them can be skipped (not included), blacked out, or ignored (included), or each individual bookmark setting can be used.

**Speech enhancements** - as part of the export process, you can use Automatic Gain Control (AGC) to control the sound level of speech recording during playback and use noise suppression to enhance the quality of reproduced sound by suppressing unwanted noise in a recording. By default, both of these options are selected. Click the “Change Enhancements” button to clear either of these options.

**Select Video** - This button appears if the dcr file has more than one video stream. By default, all video streams are exported. Click this button if you want to limit which video streams are exported.

**Disc title** - Optionally, you can change the title of the disc. The title will appear on the main menu of the disc.

5. Click the **Burn** button.

DCR Player will burn the disc, eject it when it is complete, and prompt you to make another copy. Bookmarks and Notes will appear on the main menu of the video DVD. The maximum number of bookmarks is 99.

## 3.14 Exporting a File to PDF Format

You can export the data in a dcr file to PDF format. This PDF file can then be browsed using Adobe Acrobat Reader. You can choose to export part of a file by specifying a time range or export the entire file. The media file can be created and saved separately from the PDF document so that the audio/video links will work properly after you move the file onto a Windows Media Server folder to be streamed to the end users.

All of the data, including file notes, bookmarks, audio, and video can be exported to the PDF file. If you export any of the media, green arrows in the PDF file indicate bookmark positions, as shown below. You can click on any of these arrows and playback will jump to that point in the file and launch Windows Media Player.

## File notes

**7/8/2008**

-  12:26:46 PM Start Recording
-  12:26:51 PM Bookmark 1
-  12:26:56 PM Bookmark 2
-  12:27:18 PM Stop Recording

To export a dcr file to PDF format, take the following steps:

1. Open the file in DCR Player.
  2. If you want to export only part of a file, it is recommended you use the Selection Panel to select the fragment you want to export. You can adjust this selection later in this process if you need to.
  3. Choose **File - Export to Adobe PDF**. The following dialog box appears.
-

Export to Adobe PDF

Export to hard disk  
 Burn to media disc

Target drive: E:\ Disc type: DVD

Media format: Windows Media Audio 9.2, 16 kbps, 16 kHz, mono C  
Windows Media Video 9, 15% CBR quality, 0 Kbps Change Format...

Selection: Entire file Change Selection...

Security: File is not password protected. Change Security...

Redaction: Skip all redacted segments

Include data: Audio (all) and Video (all) with (FNA) Change Inclusions...

Media file:  Embed into PDF file  
 Create separate WMA/WMV file  
Prefix: (example)

Speech enhancements: AGC+NS Change Enhancements...

Add files in this folder to the CD/DVD  
Folder:

Add logo image into PDF file  
Image:

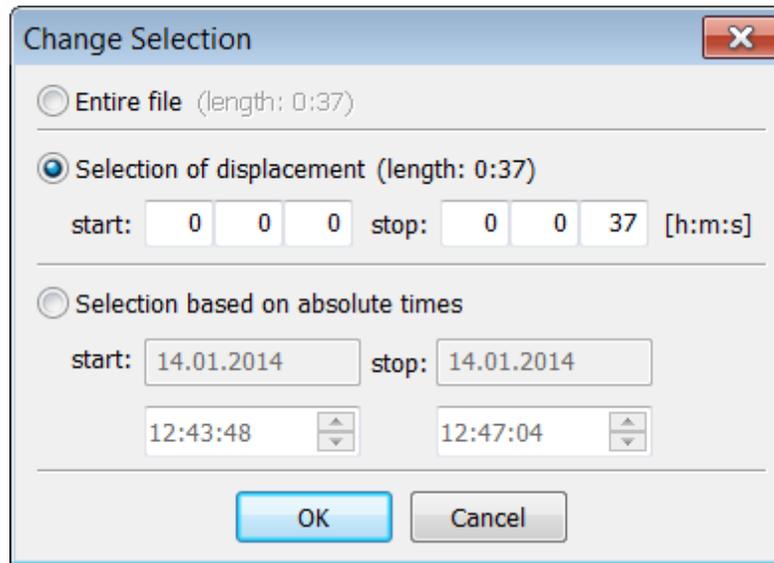
Burn Cancel

4. Select whether you want to export the file to a hard disk or burn the file to a media disc.
5. Complete the fields described below.

**Target** information: When exporting to your hard disc, you can specify the “Target file” name and location. When burning to a media disc, you will need to specify the “Target drive” and “Disc type”.

**Media format** - Optionally, you can use the “Change Format” button to change the media format.

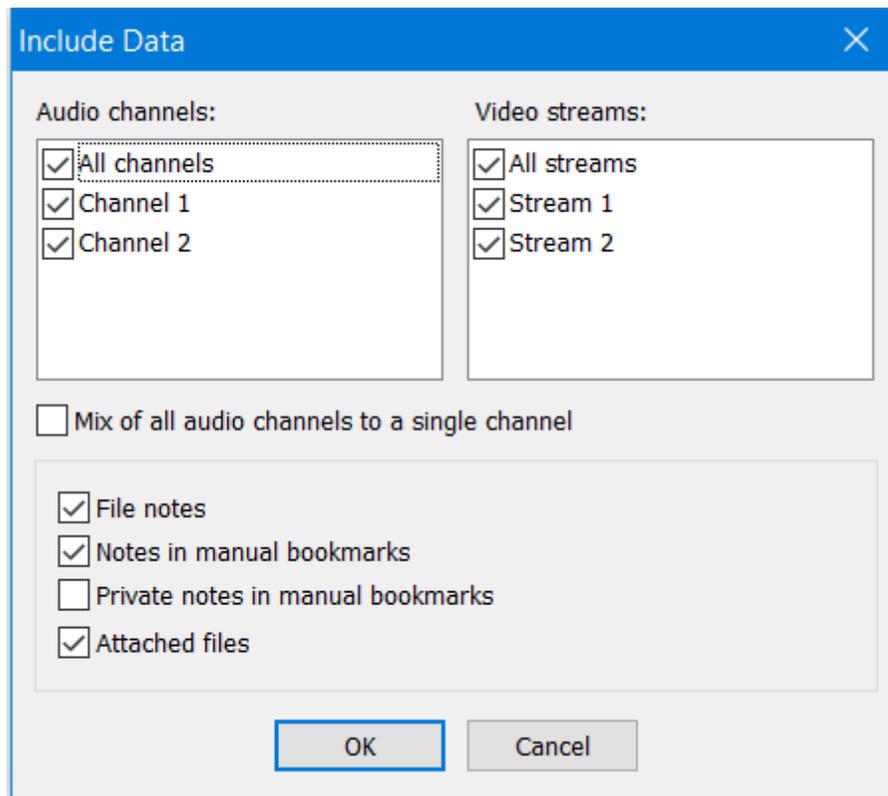
**Selection** - By default, the entire file will be exported unless you have selected part of the file on the Selection Panel. You can choose to export part of the file by pressing the “Change Selection” button and specifying a start time and an end time (using displacement times or absolute times) on the dialog below.



**Security** - By default, any sealed sections of the recording within the file, or part of the file, being exported, will be deleted. You can use the "Change security" button to change this behavior. For more information, see ["Working with Sealed Recordings"](#).

**Redaction** - from the drop-down list, you can select the handling of redacted segments. All of them can be skipped (not included), blacked out, or ignored (included), or each individual bookmark setting can be used.

**Include data** - choose which media to export. You can export the audio and video, the audio only, or neither the audio nor the video. You can use the "Change Including" button to change additional options on the dialog below.



**Media file** - you have the following options:

**Embed into PDF file** - select this option if you want the media file embedded in the resulting PDF document.

**Create separately WMA/WMV file** - select this option if you want the media file to be created and saved separately from the PDF document. Initially, it will be saved into the same folder as the PDF document with the intention of later moving it onto a Windows Media Server folder to be streamed to the end users. In the "Prefix" field, specify the URL associated with the media server folder and not the folder on the PC to which it is initially saved. For example: [mms://server/connection\\_point/subfolder](mms://server/connection_point/subfolder). This enables the audio/video links in the PDF document to work properly after you move the media file to the media server.

**Speech enhancements** - as part of the export process, you can use Automatic Gain Control (AGC) to control the sound level of speech recording during playback and use noise suppression to enhance the quality of reproduced sound by suppressing unwanted noise in a recording. By default, both of these options are selected. Click the "Change Enhancements" button to clear either of these options.

**Add files in this folder to the export or CD/DVD** - select this check box if you want to include additional files. Specify the location of the folder containing these files in the field below. All files and subfolders from this folder will be added to the disc. For a CD/DVD, the size of these files cannot exceed half of the available space on the disc. If a recording spans multiple discs, these additional files are copied to each of the discs.

For example, you can use this field if you have created a portable version of the Player program on a CD/DVD and want to include the PlayerProgram folder on the disc.

**Add logo image to PDF file** - if you want to include a logo image in the PDF file, select this option and then specify below the location of the image. The following formats for the logo image are supported: jpg, png and bmp. The image will appear centered horizontally at the beginning of the PDF document and it will be scaled by 65%.

6. Click **Export** or **Burn**.

Exporting a file to PDF format may take a long time. A progress bar indicates the status and the title bar shows the percentage of the file exported.

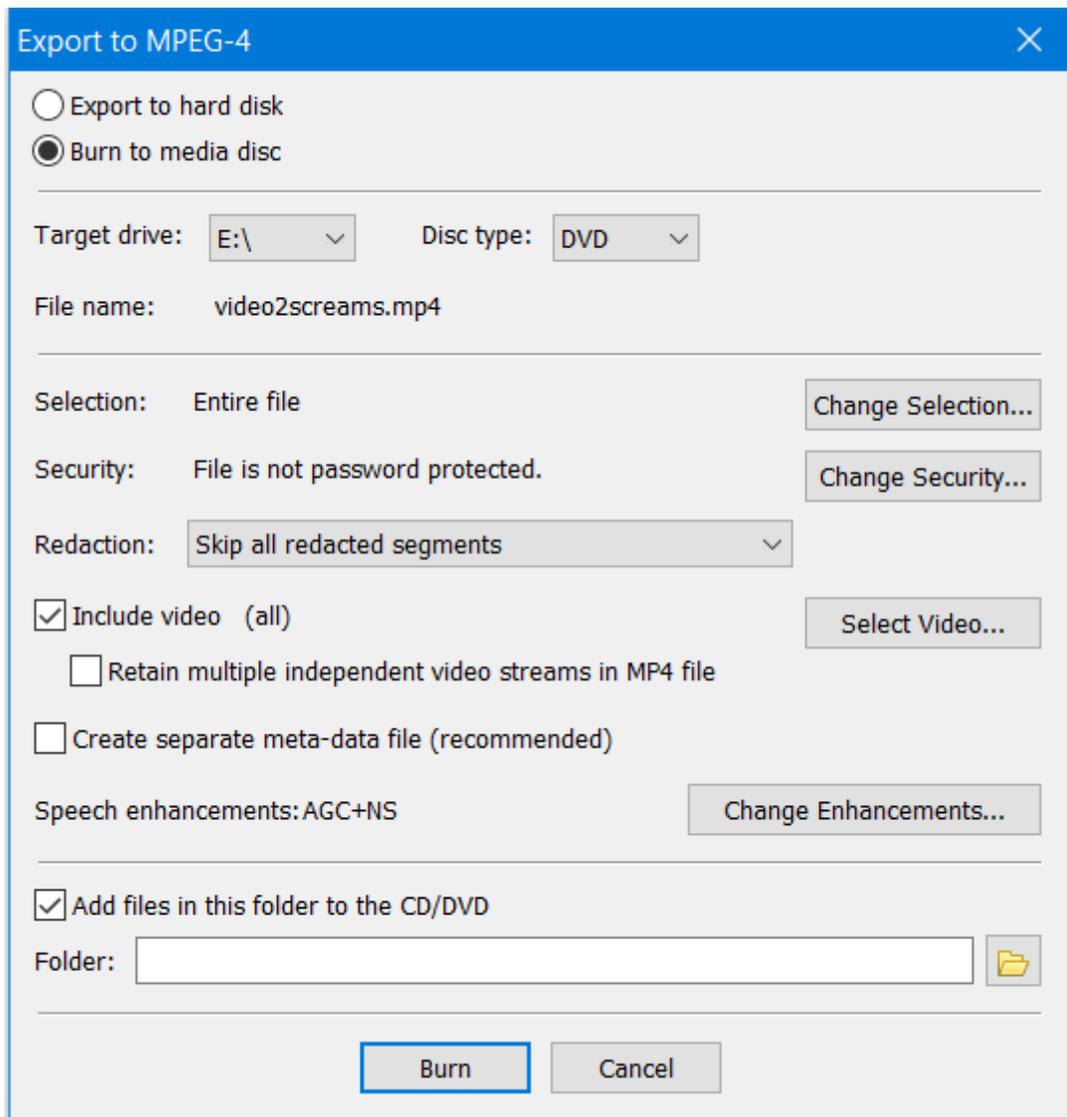
### 3.15 Exporting a File to MP4 Format

You can export the audio and video in a dcr file to MP4 format. This file can then be played using a product such as Windows Media Player.

Using this export facility you can also create a portable version of a recording file by choosing to create a separate meta-data file. In addition to the MP4 file, an html file will be created that you can view through a browser of your choice. This allows you to play the video, listen to the audio, and use bookmarks within the file.

To export a dcr file to MP4 format, take the following steps:

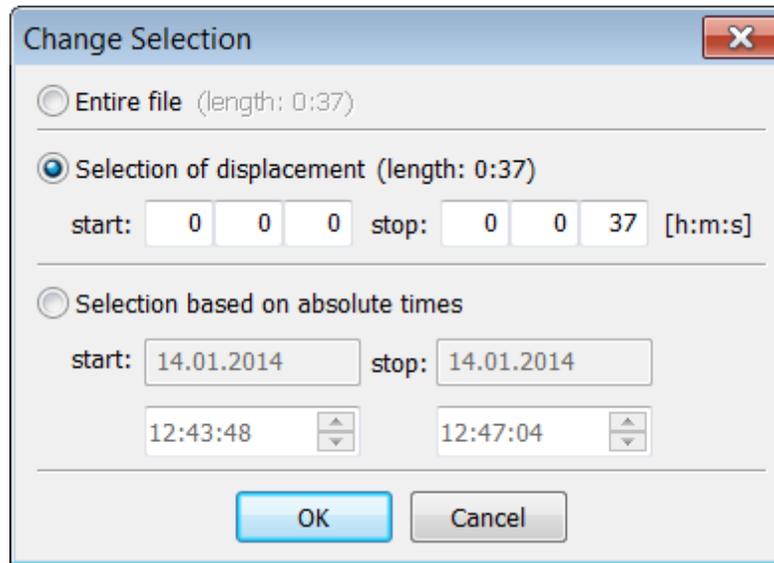
1. Open the file in DCR Player.
  2. If you want to export only part of a file, it is recommended you use the Selection Panel to select the fragment you want to export. You can adjust this selection later in this process if you need to.
  3. Choose **File - Export to MPEG-4**. The following dialog box appears.
-



4. Select whether you want to export the file to a hard disk or burn the file to a media disc.
5. Complete the fields described below.

**Target** information: When exporting to your hard disc, you can specify the “Target folder” location. When burning to a media disc, you will need to specify the “Target drive” and “Disc type”.

**Selection** - By default, the entire file will be exported unless you have selected part of the file on the Selection Panel. You can choose to export part of the file by pressing the “Change Selection” button and specifying a start time and an end time (using displacement times or absolute times) on the dialog below.



**Security** - By default, any sealed sections of the recording within the file, or part of the file, being exported, will be deleted. You can use the “Change Security” button to change this behavior. For more information, see [“Working with Sealed Recordings”](#).

**Redaction** - from the drop-down list, you can select the handling of redacted segments. All of them can be skipped (not included), blacked out, or ignored (included), or each individual bookmark setting can be used.

**Include video** - select this check box if you want to export video to the file. You can click the “Select Video” button to select the video streams to be exported and how you want them displayed (a picture within a picture, for example).

If you want multiple video streams saved to the MP4 file without being merged into a single video stream, select the “Retain multiple independent video streams in MP4 file” check box. Note that not all browsers support the ability for you to select and playback any of the multiple streams. You can also identify one stream as the main stream. This is the stream that will be displayed when using a browser that cannot switch between video streams.

**Create separate meta-data file** (recommended) - it is recommended you select this check box to have a separate meta-data file created. This will result in the creation of an MP4 file, an html file, and a Metadata folder in a subfolder with the same name as the file name (without an extension). This also includes a control that allows you to switch between video streams if supported by your browser (e.g. Microsoft Edge).

**Speech enhancements** - when exporting to a non-DCR format, you can use Automatic Gain Control (AGC) to control the sound level of speech recording during playback and use noise suppression to enhance the quality of reproduced sound by suppressing unwanted noise in a recording. By default, both of these options are selected. Click the “Change Enhancements” button to clear either of these options.

**Add files in this folder to the export or CD/DVD** - select this check box if you want to include additional files. Specify the location of the folder containing these files in the field below. All files and subfolders from this folder will be added to the disc. For a CD/DVD, the size of these files cannot exceed half of the available space on the disc. If a recording spans multiple discs, these additional files are copied to each of the discs. For example, you can use this field if you have created a portable version of the Player program on a CD/DVD and want to include the PlayerProgram folder on the disc.

6. Click **Export** or **Burn**.

Exporting a file may take a long time. A progress bar indicates the status and the title bar shows the percentage of the file exported.

## 3.16 Using the Command Line

DCR Player can be run from the command line.

The syntax to run DCR Player from the command line is:

```
DcrPlayer.exe [Filename] [-Play] [-Minimize]
```

The parameters are explained below:

**[Filename]** - specifies the name of a file you want DCR Player to open. Include the full path to the file. If the path contains spaces, enclose it in double quotes.

**[-Play]** - indicates you want to start playback. You can abbreviate this parameter as [-p].

**[-Minimize]** - indicates the program should run in minimized mode. You can abbreviate this parameter as [-m].

### Example

The following example opens a file and playback.

```
DcrPlayer.exe "a file" -p
```

## 3.17 Associating DCR Files with a Digital Program

DCR files are automatically associated with either Digital Recorder or DCR Player. When you double-click on a DCR file name in Windows Explorer, the associated program is automatically opened.

If required, you can manually associate DCR files with DCR Player. For example, this may be required when both Digital Recorder and DCR Player are installed and you want DCR files to be automatically associated with DCR Player instead of Digital Recorder.

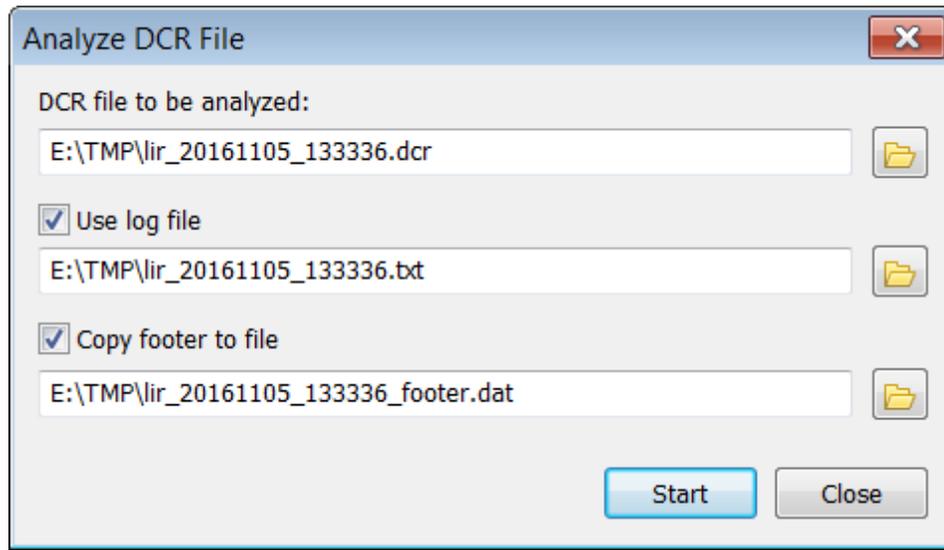
To manually associate DCR files with a Digital program, take the following steps:

1. From the program you want to use as the default, choose "**View - Options**".
2. Select the "General" tab.
3. Press the "Advanced" button.
4. Click the "Associate program with DCR files" button. For Windows 8 users, this will launch a system dialog where you can set the association. For prior Windows systems, clicking the button is sufficient.

## 3.18 Analyzing a DCR File

DCR Player has a built-in utility to analyze a DCR file and to validate its integrity. When problems occur with a DCR file, Technical Support may ask you to analyze the file, by taking the following steps.

1. From the Help menu in DCR Player, click "**Analyze DCR File**". The following dialog box appears.



2. In the "DCR file to be analyzed" field, specify the full path to the file to be analyzed, or click the  button to locate and select the file.
3. Click the **"Start"** button.

When the analysis is complete, a dialog box appears with a summary of the results. If a problem is found during the analysis, Technical Support may ask you to select "Use log file" and "Copy footer to file" on the "Analyze DCR File" dialog box, rerun the analysis, and send them the resultant files. These files can help the Technical Support Team determine and resolve problems associated with the DCR file.

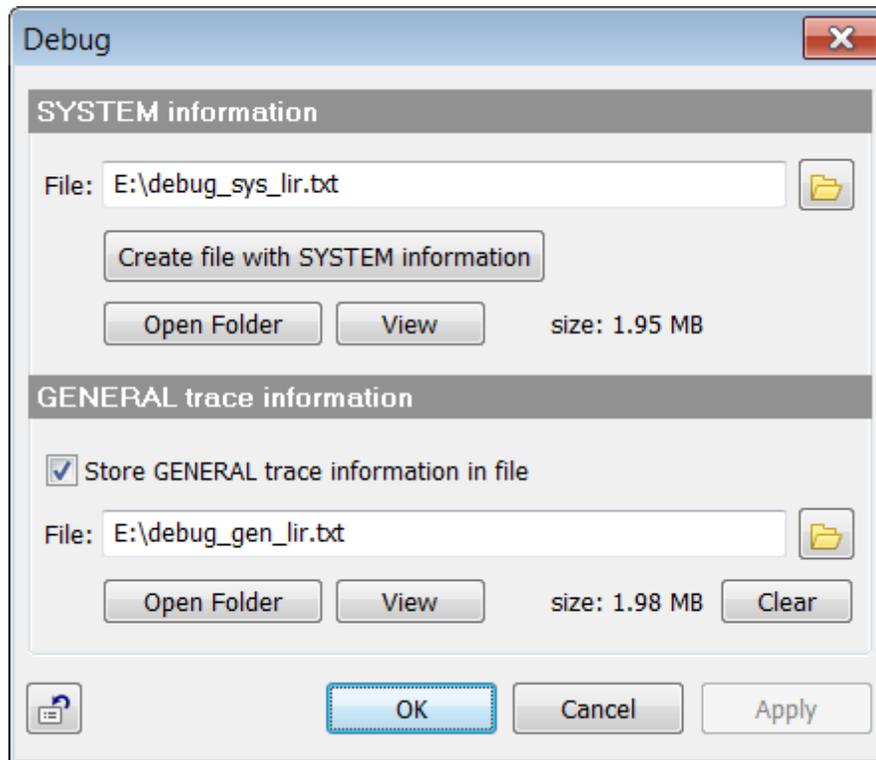
---

## 3.19 Collecting Trace Information

To help identify and diagnose problems, DCR Player can collect diagnostic, or trace, information. You can set different types of traces when advised by the Technical Support Team.

Technical Support may ask you to collect information for a problem, by taking the following steps.

1. From the Help menu, click **Debug**. The following dialog box appears.



2. Technical Support will advise you which options to select on this dialog box.

Each program collects and stores a limited amount of trace information in hidden files so that when a problem does arise, there is already some trace information available. When you indicate that trace information is to be stored in a file, the program copies trace information from a hidden file to the file you specify.

You can use the **Open Folder** button to open the Debug folder. You can use the **View** button to view system information or the contents of a trace file.

Trace information is automatically cleaned up. Information which is older than 7 days is automatically purged from the General trace file. You can use the **Clear** button to manually clear a trace file.

**Note:** When you install DCR Player, a folder called “Debug” is created in the program’s installation directory. You should not delete this folder. If you accidentally delete it, you will need to run the install program again and select the “Repair” option.

## 3.20 Keyboard shortcuts

Use the shortcut keys for quick access to common commands.

You can use the following shortcut keys in the **Main** window:

Description	Shortcut Key	Button	Menu
Open an existing DCR file	Ctrl + O		File - Open
Play	Ctrl + P		Playback - Play
Pause / continue	Ctrl + U		Playback - Pause
Stop	Ctrl + T		Playback - Stop
Play all channels	Ctrl + 0		Playback - Playing All Channels
Play a specific channel	Ctrl + (1-8)		Playback - Playing Channel (n)
Decrease the playback speed	Ctrl + Shift + D		Playback - Speed Play - Decrease
Restore the normal speed	Ctrl + Shift + N	<b>x1</b>	Playback - Speed Play - Normal
Increase the playback speed	Ctrl + Shift + I		Playback - Speed Play - Increase
Playback with automatic pauses	Ctrl + Q		Playback - Automatic Pauses
Change the autopause parameters	Ctrl + Alt + Q		Playback - Autopause Parameters
Rewind to the beginning	Ctrl + H		Playback - Go To - Home
Left (one step)	Ctrl + L		Playback - Go To - Left
Right (one step)	Ctrl + G		Playback - Go To - Right
Go to end	Ctrl + E		Playback - Go To - End
Jump to a time	Ctrl + J		Playback - Jump To Time
Jump to next activity in channel <i>n</i>	Ctrl + Shift + <i>n</i>		Playback - Jump to Next Activity - Channel <i>n</i>
Set the left selection boundary to the current slider position	Ctrl + Shift + P		Selection - Set Beginning of Selection
Set the right selection boundary to the current slider position	Ctrl + Shift + T		Selection - Set End of Selection
Export to WMV, WAV, AVI or DCR file	Ctrl + Shift + E		File - Export
Change configuration options	Alt + F7		View - Options
Show or hide the Bookmarks window	Alt + F2		View - Bookmarks
Switch to the Thin View	Alt + F5		View - Thin View

You can use the following shortcut keys in the **Bookmarks** window:

Description	Shortcut Key	Button	Menu
Create a new bookmark	F2		Edit - New Bookmark
Find text in bookmarks	Ctrl + F		Edit - Find
Move current position to previous bookmark	Shift + F4		Position - Go to Previous
Move current position to current bookmark	F4		Position - Go to Current
Move current position to next bookmark	Ctrl + F4		Position - Go to Next

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