1. Create a new audio file
2. Open an existing audio file
3. Submit audio for transcription
4. Save audio file
5. Save audio file as a copy
6. Close audio file
7. Open, review and submit other audio file(s)
8. **Tools** - Link to your SpeakWrite Member Page and add or update content to each of the following sections of your Member Page for future incorporation into your work **Preferences** – Update your account preferences   **Job Status** – Check the status of a job, open a previous job or listen and download previous audio files

    Templates – Upload your standard forms   or templates

    Address Book – Upload your addresses   or contacts

    Word List – Add names, acronyms or commonly used terms

    Billing – Review your current and historical online billing statements

9. Log in or out of your SpeakWrite Account. To submit an audio for transcription, you must be connected to the internet and logged into your account using your Account Number and PIN.
10. Rewind to beginning of audio
11. Skip backwards 5 seconds in audio
12. Play audio
13. Pause Audio
14. Record new audio or insert content into current location of audio file
15. Skip forward 5 seconds in audio
16. Go to the end of the audio file
17. Allows overwrite of audio from the current position in the audio file
18. Erase all audio from the current position to the end of the document
19. The slider bar enables you to move to any position within the audio file
20. Current position within the audio file
21. Total length of the audio file
22. Name of the audio file you are creating or playing
23. VU Sound Meter indicates volume levels within audio file

Dictating using SpeakEasy2 software -

SpeakEasy2 allows you to quickly and easily record your dictations, notes, narratives and client interviews directly to your computer with a microphone. It is accessible anytime and you may submit your jobs directly to your SpeakWrite account over an internet connection, with the click of a button. Your transcription will be emailed to you as a Microsoft Word file within about three hours. The SpeakEasy2 interface is easy to use and also acts as a dashboard to your SpeakWrite account. You may link directly to your SpeakWrite Personal Pages without having to log into to our website each time you would like to download completed jobs, listen to your audio, update your account preferences, or utilize other tools associated with your SpeakWrite account.

You will use your existing SpeakWrite Account Number and PIN to submit jobs via the SpeakEasy2 software. All audio is submitted via a secure connection to SpeakWrite. You will need a microphone [1] to record your audio into the SpeakEasy2 software. If you have a laptop, you most likely have a built in microphone. If you have a desktop computer, you will need an external microphone.

 [1] SpeakWrite suggests using an economical microphone. Microphones with special features and added cost are not necessary for the successful use of SpeakEasy2.

Recording and Submitting Audio with SpeakEasy2

Note: You may hold your cursor over each button on SpeakEasy2 and a text bubble with a description of the button's functionality will appear. If the button is not available, at that stage in your dictation, the text bubble will not appear and the button will be shaded gray.

Step 1 - Login - Log into your SpeakWrite Account using your 10 digit Account Number and PIN. If you do not have an internet connection, you can continue by recording and saving your audio directly to your computer. Once you have access to the internet again, you may then log into your SpeakWrite account and submit your audio for transcription.

SPEAKWRITE

Step 2 - Start a Recording - Click the _New Audio_ button. You will be prompted to save your file in your SpeakEasy2 Recordings folder. A standard filename will show up in the dialog box. You can use this name, or give the file a custom name that helps you remember the subject of your file.

Step 3 - Record your Audio - Start recording your audio by clicking the red _Record_ button.

Step 4 - Dictate - Speak your notes or narrative into your microphone.

Step 5 - Stop and gather your thoughts - You may pause and gather your thoughts at anytime by clicking the _Pause_ button.

Step 6 - Start recording again - Hit record again to add content to your audio file until you have finished your dictation.

Step 7 - Submit your audio to your SpeakWrite account for transcription - Once your audio is ready to submit for transcription, simply click the Submit button. If you do not have an internet connection you can save your audio for submission to your SpeakWrite account at a later time.

Step 7a - Submit a saved audio from an earlier dictation - If you would like to submit a file from an earlier dictation, or once you have an internet connection, simply open the desired file and continue from this point.

Step 8 - Enter a Custom Filename - You will be prompted to enter a custom filename. This will be the name of the Microsoft Word file that is returned to you via email. You can skip this step if you prefer and your job will be assigned an automated number.

Step 9 - File upload progress and confirmation - SpeakEasy2 will display the progress of your audio submission and once complete will display a confirmation and job number. This job number will also be emailed to you for your records.

Step 10 - Transcribed Work delivered via email - Your typed work will be emailed to you in about three hours.

Advanced Audio Editing and Functionality with SpeakEasy2

Step 1 - Move around in your audio to review and edit your audio file - You may pause your audio at any point during your dictation and review the content of your overall file. You may Skip forward or backwards five seconds or skip to the end or beginning of your audio. Once you have found the position within your audio that you would like to review, simply click the play button.

Step 2 - Slider Bar Functionality - You may also move to any position within your audio by moving the slider bar to the desired position. Click, hold and drag the arrow with your mouse. Note that your overall audio length is displayed on the right hand side of SpeakEasy2 and your current position within the overall audio is displayed on the left.

Step 3 - Add content within your audio file - If you would like to add content to a section within or at the end of your audio, simply find that appropriate position and click the red record button. The new audio content will be inserted into your overall recording.

Step 4 - Overwrite audio content - If you would like to overwrite a portion of existing audio, find the position in your audio and click the overwrite button. New audio will replace the existing audio for the length of time that you are recording using the overwrite function. Simply hit pause to stop. Please be careful with this button. Once you write over audio, you are not able to recover it.

Accessing your SpeakWrite Personal Pages with SpeakEasy2

Step 1 - Using SpeakEasy2 as your SpeakWrite Dashboard - You may use SpeakEasy2 to access your SpeakWrite Personal pages when you are connected to the internet. Click the 'Tools' button and choose the section of your Personal pages that you would like to access. You may update your preferences, check the status of a job, add to your word list and access other features associated with your SpeakWrite account.

Submit Digital Recorder Audio files with SpeakEasy2

Step 1 - Dock your Digital Recorder - Dock your digital recorder to your computer.

Step 2 - Submit Other - Click the 'Submit Other' button. Browse to your audio file location on your computer or digital recorder. Highlight the audio file(s) you would like to submit for transcription. Click Open. Enter a Custom filename for each file and then click 'Submit'.

Questions or Assistance

If you have questions about the use of the telephone to submit your notes, SpeakEasy2 or any aspect of your SpeakWrite account you may contact SpeakWrite Customer Support at:

SpeakWrite Customer Support

Email: support@speakwrite.com

Phone: (800) 828-3889