

**Express Scribe** is a program that allows the user to listen to audio and simultaneously transcribe manually with the use of a foot pedal.

Express Scribe Instructions : Loading and listening to an audio file (e.g. mp3/avi/wav), and using the foot pedal.

Open Express Scribe by clicking on the Desktop Shortcut Icon or by going to:

**Start>Programs>Express Scribe>Express Scribe**

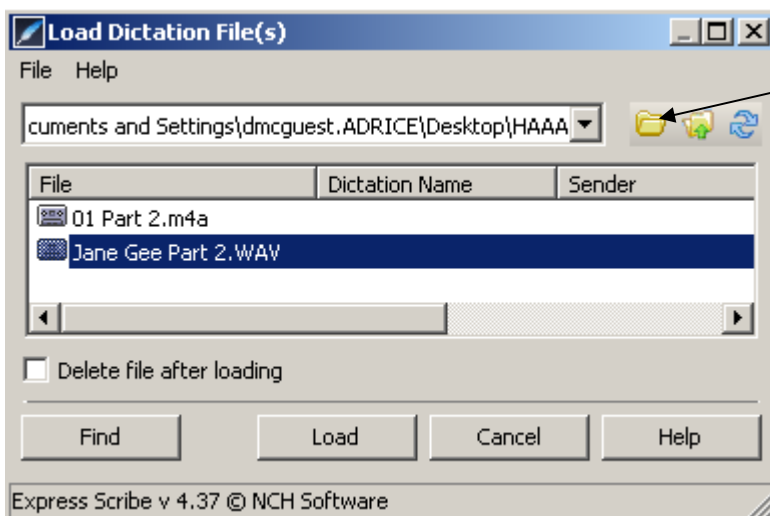
(With the Express Scribe window activated, the user can access the Express Scribe Help Menu and User's Manual online by pressing the F1 key.)

It is important to create a folder with the desired mp3 files inside.

To load audio (mp3/avi/wav) formatted files click on:



Then Choose: **Browse** and locate your folder with your audio files. Click: **OK**.



**Browse** button

- Choose the desired file and click **Load**.

To use the foot pedal step on the center button to play (you have to hold it down, letting go of the button will stop the recording ) and the left and right buttons to rewind and fast forward.

