

Audacity Digital Voice Recorder Professional Edition Manual

For Pocket PC Devices

**Including Pocket PC 2003, Windows Mobile 5, and
Windows Mobile 6 Professional Edition**

Version 4.75

Revised 4/02/08

Audacity Audio
1540 NE 60th Street
Fort Lauderdale, FL 33334
954-229-5050
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Audacity

Introduction

Audacity Audio introduces the Audacity Professional DVR for the Pocket PC, a digital voice recorder application for most Pocket PC's running Pocket PC 2003, Windows Mobile 5, Pocket PC Edition, and Windows Mobile 6 Professional. Turn your PDA or SmartPhone into a full-featured intelligent dictation device. Audacity features easy-to-use, one-handed operation. Audacity will be the easiest and most convenient recorder you have ever used. You can record and playback your files using a single hand and a single button (the navigation pad). You can record directly to either internal memory or to the SD Card using a variety of audio formats. You can name and organize your files any way you wish. They will automatically transfer to your PC through the normal ActiveSync conduit duplicating the same names and file structure found on your handheld.

The Audacity Professional recorder targets the Professional user who uses it both for personal notes and professional dictations and/or speech recognition applications. Our professional recorder has a dual filing and processing structure allowing the author to easily separate and process his personal files independently of his professional recordings. It includes a data substructure so the user can easily integrate his dictating with outside applications like schedules, transcribers, and automated workflow and file management systems. It saves the authors time by automatically deleting files on a programmable schedule. It allows the author to place a hold on files. It also allows the author to add notes and bookmarks to a file. This professional grade recorder adds many time saving features to make the professional's workday more efficient.

Audacity Professional is packaged with a powerful desktop file management and transport application called LAM (Local Audacity Manager). LAM automatically handles many tasks like wireless file transfers using WiFi, archiving, and emailing or FTPing the files to a transcriptionist. The list goes on and on.

Audacity Professional integrates into the complete line of Audacity Audio commercial grade dictation and transcription products. We offer several PDA-based recorders both for Palm and Pocket PC, Internet-based transport and management programs, and a foot pedal controlled transcriber program. We also offer an inexpensive single-line telephone input system. These products all "talk to each other" providing an enhanced and integrated experience.

Thank you for choosing Audacity. I think you will love your new Audacity recorder. Visit our web site at www.audacityaudio.com. Audacity Audio is a full service engineering company and is available for engineering custom solutions. Send an Email to fred.clark@audacityaudio.com or give me a call at 954-229-5050. I would like to hear your comments and feedback.

Fred Clark

Audacity Audio

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Key Features

- Easy One-Handed recording using the navigation pad, record, or other hardware buttons.
- Programmable button functions.
- Record directly to either Internal or SD memory.
- Complete complement of record functions.
- Record times are only limited by the size of your SD Card.
- Create your own file-naming format and folder structure.
- Dual file structure for separate processing of personal and business recordings.
- Provides a data substructure for easy integration with other applications.
- Allows for numerous processing options.
- Ability to add text notes and instructions
- Wireless transport options.
- Includes a powerful desktop file management and transport application
- Deletes file automatically after they are archived and processed on the desktop.
- Audio Alarm feature.

Minimum Requirements

- Pocket PC 2003, Windows Mobile 5 Pocket PC Edition, or Windows Mobile 6 Pro handheld.
- PC with a minimum processor speed of 300 MHz. (Available for MAC users without conduit)
- Enough free memory on you desktop to hold your audio files
- ActiveSync Desktop Software installed on the PC
- Free memory of at least 2 MB on your handheld.

Audacity Software Installation

The software is installed from a downloaded zip file. Double click on the zip file and then double click on the .exe file to run the setup program from the downloaded file. Follow the instructions on each screen.

The Installer screen allows you to select which applications supplied with the Audacity System will be installed to the PC and on your PDA/Smartphone the next time you Sync. The choices are:

AudFile Transfer -- The desktop conduit allowing ActiveSync to automatically sync the audio files to your desktop.

LAM (Local Audacity Manager)--The Audacity desktop file management and transport application.

CardSpeed -- A free utility to help you determine the quality of your SD Card for good audio creation.

Audacity Professional PPC -- The Audacity Professional handheld application along with AudAlarm, a program associated with Audacity to keep track of audio alarms. These two applications are installed on the handheld.

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Documentation -- The manual in pdf format. It will be installed on your PC under C:\Program Files\Audacity Personal DVR PPC.

You can change the selection for an item by clicking on the associated checkbox. Those items that are checked will be installed during the next handheld connection. The Audacity conduit and the manual are installed on your PC. After installing you must reboot the PC. The default location for all of the Audacity pieces and files will be under C:\Program Files\Audacity Professional DVR PPC\

Registration

You will need to register your Audacity software after installing it. The software will only run for 7 days without a valid registration code. Allow at least one day for us to return a valid code. The registration is based on a hardware serial number or other unique number found on the Audacity registration page. This number should be submitted with your purchase or soon after installing Audacity Pro. We will generate and return the registration code to you. Enter it on the Audacity Registration page. To find the Registration screen, launch Audacity. Tap the menu button or the wrench icon at the top of the screen on the left. Select Options and then Registration.

Step one--Define an Author

Before starting you should define an author name. The desktop LAM application processes all of the files by author and if no author is defined, it will get lost and create errors. Go to Options as you did when you registered and select Preferences. The first item is for defining the Author or Authors, if the device is to be used by multiple authors, or perhaps a single author in multiple locations. We will talk more about multiple authors later. Using the exact same author name and spelling, define the author in the desktop LAM application. This will associate the correct author with the correct files in the LAM application.

We recommend defining the author names before you record any files to avoid errors when processing the files in LAM. If you have already recorded files, we suggest deleting them prior to the first sync.

Overview of Key Concepts

This section helps you understand the key concepts behind Audacity Professional and the many reasons we call it a "Professional Recorder". We also produce the Audacity Personal Recorder, but the Professional Recorder goes beyond in many areas. Its core infrastructure makes the recording process "Intelligent".

Recording Controls

There are three types of controls used to operate the Audacity Voice Recorder -- screen buttons, the navigation pad, and the other hardware buttons. The Audacity lower graphic is designed to duplicate the hardware buttons found below the screen on Treo models. On other models, the lower 4 buttons represent programmable buttons found elsewhere on the hardware. It is a soft button design and all buttons are programmable. The button functions also change with the "mode". That means that if you are recording, the buttons mean one thing, and if you are playing, they change to something else; for instance, the side button default value is set to record in the idle mode, but if you are already recording, it is used to stop.

The four modes are Idle, Record, Playback, and Home. When Audacity launches, the Audacity Home screen displays your recorded file list. This is referred to as the Home mode. It displays a list of files, but none of the files are open. Once you access the record or playback screen a file is opened. From here you can record, play, or be idle.

To control the record / playback process, you may use either the soft screen buttons or the associated hardware buttons. Most people prefer the hard buttons, at least after they get familiar with the choices. The soft buttons aid in the learning process, but the hard buttons provide easy one-handed operation. All common functions are accessed using the navigation pad. The default button functions are very intuitive and easily learned. After the first day, you will probably never look at the screen again. You may change any button function under Options, Button Setup. Audacity is a very popular recorder. Why? Because, it is so easy to control. It offers easy one-handed operation.

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If you have a function that you use over and over again and you want easy one-handed access to it, set one of the other hardware buttons to access that function. Use the Audacity button setup to set functions for any or all of the screen buttons. The four (or 6 on most modern hardware) lower buttons also change the function of the associated hardware button providing easy one-handed access. For example, I want to easily delete a file after I listen to it; I want an easy one-handed way to edit a file Action (the way the file is processed); I want a one-handed way to record a QuickMemo. Audacity provides the one-handed control you want.

Memory Location, Folders, File Names, and SD Cards

Audacity lets you record directly to either Internal Memory or to the SD Card. Most people record to the SD Card because Internal Memory is usually limited, and audio files can be quite large. The active memory location is displayed in the top portion of the Home Screen. Tap the arrow to select another location. The default folder is "Record" and it is located under Audacity Pro. New folders or subfolders may be created or deleted by using this pull-down.

The default filename is a four-digit date, a four-digit time, and two-digit seconds. Seconds are show to make sure all file names are unique. File names may be changed at any time. The default filename template may also be changed in the preferences section. Remember that all file names must be unique.

The SD Card must be a high quality card for audio recording. It must be fast enough to write the audio files in real time. If it is not, the recordings will sound fast and choppy. Not all SD Cards are created equal. How well your card works is a function not only of the card, but your handheld hardware as well. Audacity Audio has two excellent and free tools to help you with your card selection. First, our installation file includes a free Utility called CardSpeed. Use it to test your specific card working with your hardware. Second, Audacity Audio has a section of our website devoted to SD Card education. It explains why a good SD card is important and also includes a section for people to post the results of their experience. <http://www.audacityaudio.com/sdhome.htm> is a link to our SD Card Education page. This is a great tool for learning from the experience of others using your same hardware. Please add your experience to help others.

Dual Processing Structure

Audacity Professional offers a dual processing structure. It is more than just two folder definitions, it is a dual way to process files. The normal or standard folder is the Record folder. This folder could be used for your business recordings. Perhaps these files are set to automatically get sent to your transcriptionist and delete from your handheld after 1 day.

You also have a QuickMemo folder and a QuickMemo record button. You could use the QuickMemo button for your personal recordings--little reminders to yourself as you drive in your car. These files just sync to your desktop so you have a permanent record, but are set to never delete from the handheld. As you complete the task in your reminder, you delete these files manually.

The dual processing allows you to use Audacity for two completely different functions. The QuickMemo file names will always be preceded by a QM for QuickMemo and will always be placed into the QuickMemo folder. This folder does not use subfolders.

The Record folder can have as many subfolders as you wish and you are free to create or delete them at will. Using the Record button will open a file in the folder that is displayed at the top of the Home Screen.

Setup for the two processing methods is found under Options, Preferences. You will find a Record tab and a Memo tab.

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Audio Types

Audacity supports eight different audio types from a compressed mode to PCM 44kHz. In general, the better audio quality settings produce larger files. Our default setting is PCM 11 at 16 bits. It produces a file of about 1.3 MB per minute of audio. The compressed format (GSM 6.10) is less than 100 KB per minute of audio. The quality is acceptable, but not as good as the PCM 11, 16 bit. Experiment with different audio settings to find the best one for you. A default may be set in preferences, but may be changed on a file-by-file basis from the record screen. Separate defaults may be set for Record and for QuickMemo.

Creating Good Audio

Audacity will create a good audio experience, but it must be set correctly. There are many items that affect audio quality. Two of them we covered above -- you need a good SD Card and you need to pick the audio type that satisfies your taste. There are others as well. Some hardware is better than others and some audio types work better on certain hardware. You need to experiment with what works best for you.

You will need a balance between speaking too softly and overdriving the microphone. Both can be problems, but both can be corrected by adjusting your voice and / or mic position. Both hardware and people are very different. Don't be afraid to experiment with different settings. You will probably find a setting mix you like.

My wife and I went on a bike ride recently. We just got started when my wife complained that she was going back as her bike was broken and she couldn't continue. "My handle bar is broken. I can't ride like this," she complained. We stopped and examined it. In putting the bike in and out of the garage, the front tire got rotated 180 degrees. It was a pretty easy fix and made her all happy. The same goes for audio quality problems. Examine the problem. It's usually a pretty easy fix. Don't be afraid to experiment.

Note for Smartphone users: If you can record OK, but you can't hear the playback, it probably is because the phone is set to vibrate when a call is received. On most hardware the phone ringer uses the same speaker that Audacity uses. When the phone is set to vibrate, the speaker is turned off.

Headsets

Wired headsets work very nicely with Audacity. I use an UmeVoice high quality headset for speech recognition. It produces a very high quality and has a background noise filter. I find that setting the mic farther from the corner of my mouth than they recommend works best. Again, experiment with what works best for you.

Bluetooth headsets do not work with PDA's and Smartphones. Sometimes it appears like they work, but the voice is really getting picked up by the internal handset mic. You can experiment by scratching on the mic, either the internal or the external. Bluetooth is becoming more and more popular and it's just a matter of time before the handset manufacturers will get the clue.

Quick Record and the Side Record Button

Many users want a quick record feature. The side record button, if available, one of the standard PDA buttons, or the navigation pad can be used. The right side of the navigation pad is Go-To-Record which is different from Record. It opens the file and the record screen, but does not start to record. It provides the author the ability to add data to a field (priority for example) prior to recording. One of the buttons to the side of the navigation pad is usually set for QuickMemo, which will record a Memo immediately. The default for the side record button is set to record immediately. All buttons are programmable.

If the phone is off, most hardware requires a press of the power button to first turn it on. You can get around this on some hardware by using the phone features. For instance, I have an ATT 8525 (HTC Wizard). I can go to Start, Settings, System and access a feature called Key Lock. I can turn that off. Then any button can be used to power up the phone.

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If you use the side record button, it is a good idea to also set that button to also launch Audacity. Then, pressing that button twice will launch Audacity and start to record. Pressing it again will stop the recording. Audacity will launch faster if you do not close it when switching to another application. Just leave it running. Then touching the launch button will immediately bring it to the foreground.

There are many different models of Pocket PC and nearly as many different button configurations. On models without a designated Record button, we usually have picked one. You can use the Audacity Button Setup to change to one that is better suited to your taste. Audacity is trying hard to support all hardware models. If your button configurations don't work as you think they should, please contact us at Support@AudacityAudio.com. Tell us your hardware model and specific problem.

Phone Call Recording

As I publish this I am not aware of any vendor that can legitimately record phone calls on Pocket PC devices. In spite of this Audacity and some other vendors claim they can do it. It is done using the speakerphone of the device. Actually, it works quite well. It is somewhat of a stretch to claim we have this feature, but...

Since most will hold the Smartphone next to your face when talking, I recommend using the side button to launch Audacity and Starting the Recording. You may either start the recording before or after the call setup. I suggest trying it a couple of times to get the feel for what works best for you.

AWI Structure

AWI stands for Audacity WAV Information. It is a text file created whenever an audio file is created. It is a text file containing a wide variety of information. You don't see it on the handheld as it is hidden, but you will see it once you transfer the files to your PC. It provides the infrastructure to make Audacity Professional very "Intelligent". It is used by Audacity itself to keep track of, display, transport information, and process the WAV files. It is used by LAM and other workflow management systems to process the files after the files have left the handheld.

Let's examine a practical use for the AWI file. The dictator wants to record a file and email it to Bob Jones. Bob is in the contact list of the author's Smartphone. Audacity Professional has a contact list link feature. The author taps the email field and jumps to the contact list. A selection is made and Audacity automatically pulls in the email address. This address is stored in the AWI file. After the file is recorded, the author syncs to his PC. The LAM desktop application automatically takes the file and e-mails it. All of the instructions are included in the AWI file. The author simply connects the sync cable. The AWI structure makes it possible. All of the Audacity Professional product line makes use of the AWI concept to intelligently pass data between the different applications. This is just one of many, many uses of the AWI file.

Syncing to the PC and LAM

All files, with the appropriate Action defined, are automatically sent to the PC during a Sync. The files are placed in a folder under `C:\Program Files\Audacity Professional DVR PPC\Incoming\` assuming the application is installed using the default folder settings. After the sync, the transferred files are color-coded a light blue (on the handheld) until the proper time for the files to be deleted (default is 1 day). During the next sync after the LAM is first run, the files are deleted from the Handheld.

The desktop LAM (Local Audacity Manager) will process the files automatically. The process cycle can be set to trigger manually or on a schedule. It first creates an archive of the files in a folder under `C:\Program Files\Audacity Professional DVR PPC\Archive\`. It then continues to process the files. If the files are encrypted, the default settings will decrypt them. The files are automatically e-mailed or FTP'd, if appropriate. After processing, the files are put into a completed folder under `C:\Program Files\Audacity Professional DVR PPC\Recordings\`.

If you examine the file structure on the PC, you will find the files are grouped in pairs. An AWI file with the same name accompanies a WAV file. Each time the Handheld or the LAM touches a file, it adds to the information contained in the AWI file.

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The LAM controls the deleting of the files on the Handheld after a programmable time period. Subsequently, these files are deleted from the Incoming folder. The files in the Archive folder get deleted after a programmable timeframe (the default is 7 days). The files in the Recordings folder remain as a permanent backup. Periodically, they should be archived or deleted manually.

Graphics Icons

The screen soft buttons overlay the function icons over the top of a graphic that represents the handhelds navigation button and other hardware buttons. The following chart displays the icons and their functions.

Alarm Setup



Delete File



Fast Forward



GoToRecord (Opens Record Screen and allows changes to the file name before starting to record).



GoToRecord + (Append)



Home (Return to the Audacity Home Screen)



Keyboard



Menu Icon



Overwrite



PPC Button Preferences 1 throughh 4



PPC Prefs – Phone / Green



PPC Prefs - Phone / Red



Pause



Play



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OK



Open Popup List



Record



Record Plus (Append)



Rewind



Scroll Down



Scroll Up



Sound



Skip to Beginning



Start  Windows Menu

Status-Playback



Status-Record



Stop Recording or Playback



System Information, Battery and Memory



Information, Tips, Help



Volume Down



Volume Up



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Screen by Screen Details

The following is a description of the details of each screen.

Home Screen

Launching the Audacity application displays the **Home** screen showing a list of existing files in the Record folder on the SD Card. Scroll Up or Down to navigate to the desired file.

Default Settings in Home Mode

Go To Record

The right navigation pad opens the Record screen and a new file. It does not start to record. Instead, it provides the author a chance to add programmable information to the file. The file name could be changed, a priority set, a text note added, etc. Press right again to record. Pressing right on the navigation pad normally means Record, Go To Record, or pause/resume recording.



Go to Rec + (Append)

The left navigation pad is used for Append. The icon is Go To Rec+ Screen. The circle is record. The arrow means Go To and the + means you are adding to the recording. Scroll Up or Down to Select the file to Append. Then the left navigation pad will open the file in the Record Screen. The length of the existing recording is shown

Playback

To play a file, select the file from the home screen; then press the Play button (center button of navigation pad).

Scroll Up and Down

The Up and Down navigation pad buttons are used for scrolling the file list.

Four Standard PDA Buttons (The two lower buttons on either side of the navigation pad)

The four standard buttons found on most PDA and Smartphone hardware are set depending on the hardware used. On the Treo 700W Smartphone the outer buttons are the Send and End Phone buttons. The inner buttons are the Start and OK buttons. On many models produced by HTC under many names, these buttons are usually PPC Prefs 1, 2, 3, & 4. This means that these buttons follow the 4 programmable hardware buttons programmed under Start, Personal, and Buttons. For example, if Audacity button one is set for 1, then it's function would be whatever that button is set for under the hardware programmable button 1 setting. This button could be changed to Delete, for example, in the Audacity button setup. Remember, all buttons are programmable under button setup.

Upper Left and Upper Right Buttons

These buttons can be programmed as you wish. Many PDA's don't have matching hard buttons, but these buttons will correspond to the matching hard buttons on models like the Treo. Typical settings are Record QuickMemo and Edit Info (file information, for example, an Action).

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Other Icons on Home Screen

Settings

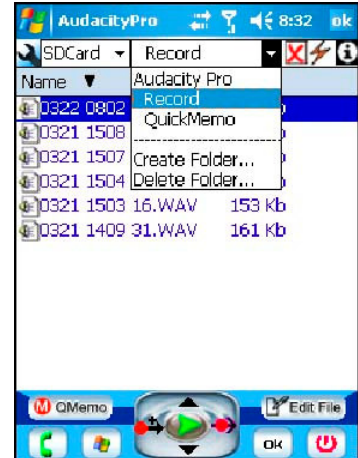
The wrench icon is used for access to the system settings (Options) and registration screen. It also displays file management choices (Files).

File Structure

The current memory and folder location is displayed. Tapping the display area allows for memory and folder location changes. See the screen capture.

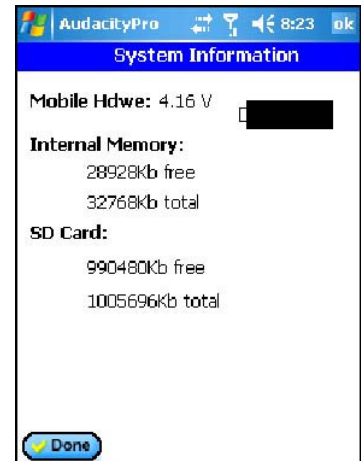
Delete File

Select a file and then tap the box with the red X to delete it. You may also define a button with the delete function.



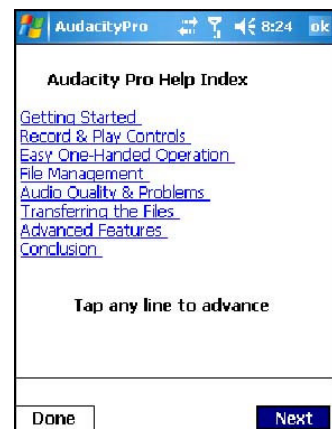
System Info

Tapping the lightning bolt will display the System Information screen. It includes a check of the battery level of the PDA. There are also displays of the total and available memory for both internal memory and the SD Card. You will find this symbol on most screens.



Info

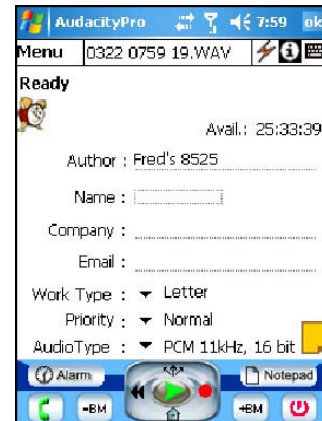
Tapping the info icon will display a tutorial index. This symbol is found on most screens. Tap any index line to jump to the associated help screen.



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Record Screen

The Record Screen is primarily used for recording, but can also be used for playback, and viewing / editing the file name, programmable fields, and text notes. The Filename can be configured from a Template under Options, Preferences, Record / Memo. The file may be renamed before or after recording by using the Rename feature in the menu. Tapping the Alarm Icon opens the Alarm Setup Screen. Before starting to record, be sure to define an Author Name on the Preferences screen. The Author Name must match the Author Name in the LAM application. The three fields under Author are Programmable and can be used for a variety of things. See Programmable Info under Options. A Work Type and Priority may be set. The Audio Type may be changed from the default setting (The Default Setting is found under Options, Preferences, Record / Memo tabs). A text note may be viewed or edited by tapping the Note Icon. All information entered in these fields is included in the associated AWI file and is available for subsequent processing.



Default Settings in Idle Mode

The Idle Mode is defined as a state where a file is open, but there is no record or playback activity. It is different from the Home Mode where there is no open file. It is only pertinent when in the Record or Playback screen.

Rec / Rec+

Touching the Right navigation pad will start the recording. If the file is empty, a new recording is created. If the file already exists, the recording is appended at the end.

Rewind

Touching the Left navigation pad will Rewind the recording 6 seconds (Default Setting) and play the file from that point.

Play

Touching the Center navigation pad will play the file from the beginning.

Send File

Send File will send the file wirelessly to the defined location. The destination must be defined in the Network Setup parameters section.

Audacity Home

Touching the Down navigation pad closes the file and returns to the Home screen.

PDA Buttons 1 and 4

These buttons are dependant on the hardware used. Usually, they are either the Send and End Phone functions or used to add or delete bookmarks

PDA Buttons 2 and 3

On many hardware models Button 2 is Delete Bookmark and Button 3 is Add Bookmark. Suggestion: It is usually easier to set and delete bookmarks from the Playback Screen (accessed by pressing play from the home screen).

Upper Left and Upper Right

The default depends on the hardware used. Typical is Alarm (there is also an alarm icon on the Record Screen), and Notepad (there is also a Notepad Icon on the screen). Remember, most buttons are configurable in the Audacity Button Setup.

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Note: To Record consecutive files, press down to stop recording, down again to close the file, and then right to open a new file and right again to start recording.

Default Settings in Record Mode

These are typical settings, but the actual settings are always dependant on the specific hardware.

Pause / Resume

The right navigation pad is used as a Pause / Resume toggle during the Record Mode.

Rewind

The left navigation pad is a Rewind button. A single press during recording will stop recording, rewind the file 6 seconds (the time is programmable in preferences), and play from that point.

Play

Pressing Play, the center navigation pad, will stop the record process and begin to play the file from the beginning.

Add Bookmark +BM

Adds a Bookmark at the current file position.

Stop

Pressing down on the navigation pad will stop recording.

4 Standard PDA Buttons

Again, the defaults are dependant on the hardware used. They may be changed to a specific function under Button Settings. On many models the outside buttons are Send and End and the inside buttons Start and OK. On many others, these buttons are PPC Preferences.

Upper Left and Right Buttons

These buttons usually show the record status. They will display red during the record mode.

Default Settings in Playback Mode

Fast Forward

The Right navigation pad will Fast Forward the file 6 seconds (Default Setting) per press.

Rewind

The Left navigation pad will Rewind the file 6 seconds (Default Setting) per press and begin playing from that point.

Pause / Resume

The Center navigation pad is a toggle between Pause and Resume.

Overwrite

The Up navigation pad will overwrite from the current position. This works similar to overwriting a file using a tape recorder.

Stop

Pressing Down on the navigation pad stops the Playback.

Buttons 1 to 4

These buttons are very dependant on the hardware used. On some hardware only the soft buttons will work as the hard buttons are not programmable.

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Upper Left and Right Buttons



Press and hold these buttons to scan back or forward through the file.

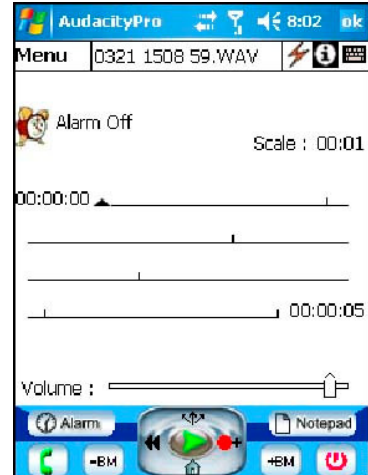
Playback Screen

The Playback Screen is accessed when selecting a file to play from the Home Screen. A progress bar is displayed. The record controls are the same as those used from the Record Screen.

Default Side-Button (Record) Settings

Home Mode = Record
Idle Mode = Record
Record Mode = Stop
Playback Mode = Stop

Note: The above controls will only work if Audacity is the running application. To Launch Audacity from the side button, the side button must be set to Audacity under Start, Settings, Personal, and Buttons. With the Pocket PC programmed to launch Audacity and the Audacity Side Button defaults in place, you can press the side button to launch Audacity. Then a short press will start the recording. An additional press will stop.



Misc. Screens

Edit or Audio File Info Screen

Tapping the Edit File button on the home screen displays the Audio File Info screen. The first two lines contain the file name and size followed by the duration and audio type. Below are other file settings that may be edited for a particular file. The default settings are set using the choices under System Options. The Edit screen allows the author to change a setting for a particular file. For example, the file Action could be change to Keep on PDA-PC Not Aware while the author is researching more information for this file. The file name will display in red.

Action: – Used to change the disposition of the file. See more details of the choices available in the Preferences description.

Delete: – Changes the delete option. The LAM application is required for the files to be automatically deleted after a programmable time.

Email: – Change the E-mail To address. This is only used if the Action is set to 'email to Addr – Del / Optn' or if the E-mail Override is set in LAM (this is the default setting).

Author: – Used to change the author name.

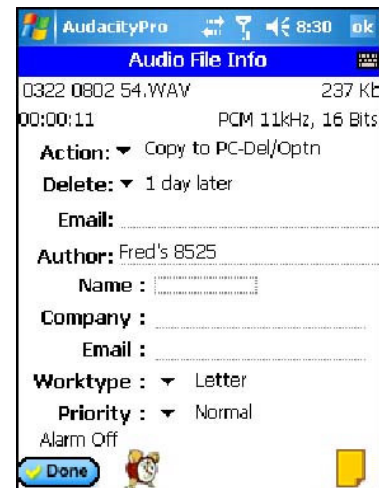
The next 5 fields display the Programmable Information fields. The Edit screen permits the author to change any of these values after the file has been recorded and closed. The defaults are:

Name: – A selection from the Contacts list (Programmable field).

Company: --Associated with the Name above (Programmable field).

Email: --Associated with the Name above (Programmable field). These 3 field values come from a link to the Contact list. LAM will use the email value to email the file automatically.

Work Type: – Change the work type.



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Priority: – Change the priority.

Alarm Icon -- Set an alarm to trigger the playing of this file.

File Folder Icon (at top of screen) – Click here to add text comments.

Done – Return to home screen.

Alarm Set Screen

Audacity can associate an alarm with a recording. You can record a file and then play it back at a set time. For instance, I can record a file "Bring home milk" and then set it to trigger at 5 PM as I am preparing to go home. Record a file and then tap the Alarm icon to open the alarm set screen. You can use the Navigation Pad left and right buttons to move from field to field, and the up and down buttons to change the field value. Minute values are changed in increments of 5 minutes. An exact time can be set using the stylus.

When the alarm time is reached, the system alarm sound will play followed by the recorded audio file. If you do not want the system alarm to play, uncheck the System Sound box. If you would like to respond to the alarm prior to the file playing, check the "Ask Before Play" box.



Notepad Screen

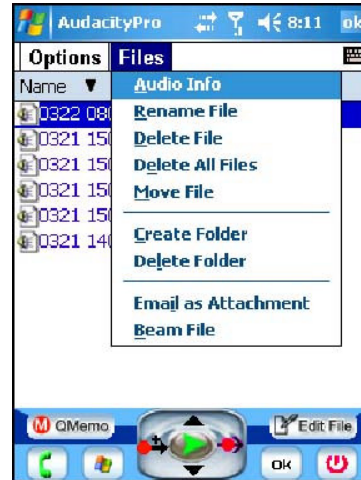
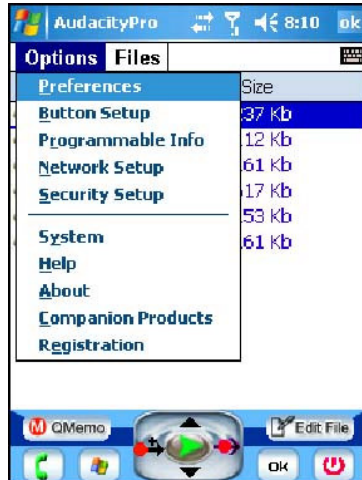
Tapping the Notepad Icon opens a text entry screen. Make a text entry and then record your file. The text is included in the AWI file for subsequent processing.



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Menu from Home Screen

Tapping the Settings icon (wrench) in the upper left corner of the Home screen brings up the **Options** menu and the **Files** menu. They can also be accessed with the menu button if one is programmed.



Options Menu

The **Options** menu offers the following system settings and their respective choices:

Preferences

The Preferences screen is divided into three tabs

System tab

Author: Put the Author name here. A file must have an author or the LAM application will not be able to relate to it. Use the exact spelling and spacing used for the LAM application. Audacity can be set for multiple authors in a hospital setting for instance. Each author's files can then be processed independently. A single user might also set an author for different facilities so the files would be sent to different locations depending on which facility they are associated with. Different authors files could be distributed differently.

Play Volume: Use the pull-down menu to select the preferred playback volume setting.

FF Size: This setting controls the length of time the Fast Forward control advances the file playback point. The default setting is 6 sec.

Rew Size: This setting controls the length of time the Rewind control moves back the file playback point. The default setting is 6 sec.

Beep On Rec: This feature provides audible feedback when initiating a recording. The same tone provides feedback for pause, resume, stop, and append. If the audible feedback is not wanted, uncheck this box.



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Record tab

The settings in this section apply to files created using the Record function (as opposed to the QuickMemo or Memo function).

Audio Type: Use the pull-down menu to select the default audio format to be used in recording a file. The default audio type is PCM 11kHz, 16bit. This is a sample rate of 11,000 per second and 16 bits per sample. A 1-minute file is approximately 1.3 MB. The GSM 6.10 file type is a compressed format and a 1-minute file is under 100 KB. Files using a 16 bit sample are twice the size of ones using an 8 bit sample, but produce a higher quality.

Action: This setting determines what action is to be taken with regard to the file disposition and its interaction with the Local Audacity Manager application.



Copy to PC-Del / Per Optn: The file is copied to the PC. The file is deleted (from the handheld) based on the Delete option set (see Delete File below). This is the default setting.

Keep on PDA-PC Aware: The file is kept on the handheld, and the PC is made aware of its existence because the associated AWI file is transferred. The file will appear in red on the file list display on the handheld (showing Held status).

Keep On PDA-PC not Aware: Neither the audio file nor the associated AWI file is transferred to the PC. The file will appear in red on the file list display on the handheld (showing Held status).

Email to Addr-Del / Optn: The file is transferred to the host PC and then e-mailed by the Local Audacity Manager program the next time it processes files. The file is deleted (from the handheld) based on the Delete option set (see Delete File below).

Email To Trans Svc-Del / Optn: The file is transferred to the host PC and then LAM E-mails it to the transcription service. (This E-mail address is set up in the PC Local Audacity Manager program). The file is deleted (from the handheld) based on the Delete option set (see Delete File below).

FTP To Trans Svc-Del / Optn: The file is transferred via FTP (File Transfer Protocol) to the transcription service defined in the Local Audacity Manager program on the PC. The file is deleted (from the handheld) based on the Delete option set (see Delete File below).

Notify Secretary-Del / Optn: When LAM processes a file with this Action, up to 3 secretaries are notified of the new file. The secretary receives an audible alert. The file can simply be acknowledged or can be played. The secretary also receives the Work Type and Priority of the file. This feature is available through Audacity Communicator.

Delete File: Set the number of days before the PC Local Audacity Manager program deletes the file from the handheld. The choices are: when the file is sent to the PC, 1, 3, 7, or 14 days after the file is sent to the PC, or never. 1 day will delete the file the next sync after the LAM first runs.

Email Default: Specify the default e-mail address to which the Standard recording files are sent when the action for the file has been set to 'E-mail to Address Shown-Del / Optn'. This address can be overridden on a file-by-file basis using the edit screen. This address overrides the default e-mail address programmed in the LAM.

Filename Template: Used to specify the default filename to be used for a new recording in the Record folder. (See filename template macro definitions in the Appendix). The default template is %m%d %H%M %S which results in a filename consisting of the 2 digit month followed by the 2 digit day, followed by a space, followed by a 2 digit hour, followed by a 2 digit minute, followed by a space and then by a 2 digit second. Tapping the Tips button will display a help screen showing the available template macros. If define a template such that the filename it generates does not

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change during the time between creating new recordings, the new file will be appended to the existing file. (Check the filename on the record screen to confirm the filename being used. Caution: Different filing systems (PC, Pocket PC internal, SD Card) will not allow certain filename characters.

Memo Tab

The Memo tab settings duplicate those found on the Record tab. These settings are associated with those files created using the Record QuickMemo function to create the file. This provides the author the ability to process his professional files separately from his personal files. Files using this set of parameters will begin with QM and be located in the QuickMemo folder. The QuickMemo Folder does not allow subfolders like the Record Folder does.

Button Setup

The Button Setup Screen provides a way to customize access to the control functions. The setup is divided into four tabs--Home, Idle, Record, and Playback. Each represents a mode of operation. Each button can be defined for each mode. When Audacity is launched, the Audacity Home Screen displays. The recorded file list shows. This is the Home mode. There is no open file in the Home Mode. The other three modes have a specific file open. In the Idle mode, a file is open, but idle.

The Button Setup is programmable for each of the four modes. It affects both the Soft Buttons / Icons and also the associated hardware buttons. Setting a specific function for any of the buttons will change the icon and function for that button and also the function of the associated hardware button (assuming there is one).

Using Button Setup, an author can customize Audacity for very easy one-handed operation. For instance, you can set a button to delete a file or open the alarm menu.



Definitions for each of the menu choices follow:

Home Mode

Go to Rec+ Screen (Go to Record Screen and open selected file)

Record (Go to Record Screen, open a new file in Active Folder, and start recording)

Go to Record Screen (and open a new file in the Active Folder)

Scroll Up

Scroll Down

Play Selected

Record QuickMemo (Go to Record Screen, open new file in QuickMemo folder, and start recording)

Go to Qmemo (Go to Record Screen and open a new file in the QuickMemo folder)

Edit file info (Open Edit Screen so author can edit information about the selected file)

Menu (Open Menu Screen)

PPC Prefs-Phone/Grn (Go to the Pocket PC phone application-for Smartphones)

PPC Preferences (Direct access to the application set in Start, Settings, Personal, Buttons.)

PPC Prefs-Phone/Red (Ends phone call)

Alarm (Open alarm setting screen to set or modify selected file alarm)

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Delete File (Delete the selected file)

File Information (Displays the details of the audio file--Same info as Edit file info)

System (Display battery condition and both Internal and SD Memory status.)

Email (Opens an email form to attach the audio to an email)

Beam (Beams the selected file to a recipient)

None (No function defined)

Start (Opens the Windows Start Menu)

OK (Closes the current screen or application)

Rename (Opens the rename function window)

Idle Mode

Rewind (Jumps file pointer back the rewind size {default is 6 sec} and begins to play)

Rec / Rec+ (Begin Recording a new file or appending to an open file)

Overwrite (Recording starts from current file position replacing the existing segment)

Send File (Sends the open file using either FTP or WiFi defined in Network Setup)

Audacity Home (Close file and return to the Audacity Home Screen)

Play (Play the open file from the beginning)

Record (Go to Record Screen, if not already there. Close recorded file if one is open. Open a new file in Active Folder, and begin recording.)

Record QuickMemo (Go to Record Screen, if not already there. Close recorded file if one is open. Open a new file in the QuickMemo Folder, and begin recording.)

Menu (Open Menu Screen)

PPC Prefs-Phone/Grn (Go to the Pocket PC phone application-for Smartphones)

PPC Preferences (Direct access to the application set in Start, Settings, Personal, Buttons.)

PPC Prefs-Phone/Red (End the phone call)

Delete Bookmark (Delete Bookmark from the current file position--Recommend using play screen.)

Add Bookmark (Adds a Bookmark to the current file position)

Alarm (Open alarm setting screen to set or modify the selected file alarm.)

System (Display battery condition and both Internal and SD Memory status.)

Delete File (Delete the Open File and return to the home screen)

Email (Opens an email form to attach the audio to an email)

Beam (Beams the selected file to a recipient)

None (No Action, but it counts as a button press to keep the screen active)

Start (Opens the Windows Start Menu)

OK (Closes the current screen or application)

Rename (Opens the Rename Function Window)

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Record Mode

Rewind (Jumps the file pointer back the Rewind Size {default 6 sec} and begins playing.)
Pause / Resume (Alternates between the two states.)
Add Bookmark (Adds a Bookmark to the current file position)
Stop (Stops the record process, but the file remains open.)
Play (Plays the open file from the beginning.)
PPC Prefs-Phone/Grn (Go to the Pocket PC phone application-for Smartphones)
PPC Preferences (Direct access to the application set in Start, Settings, Personal, Buttons.)
PPC Prefs-Phone/Red (Ends the phone call)
Menu (Open Menu Screen)
Status (Turns Red in Record Mode)
None (No function defined)
Start (Opens the Windows Start Menu)
OK (Closes the current screen or application)

Playback Mode

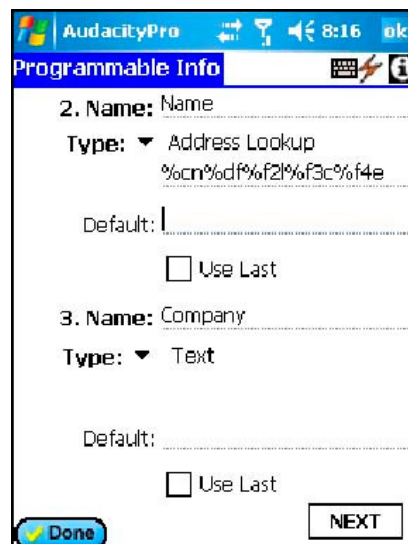
Rewind (Jumps the file pointer back the Rewind size {default 6 sec} and begins playing.)
Fast Fwd (Jumps the file pointer forward the FF size {default 6 sec} and begins playing.)
Overwrite (Recording starts from the current file position replacing the existing segment.)
Stop (Stops the playback, but the file remains open.)
Pause / Resume (Alternates between the two states.)
PPC Prefs-Phone/Grn (Go to the Pocket PC phone application-for Smartphones)
PPC Preferences (Direct access to the application set in Start, Settings, Personal, Buttons.)
PPC Prefs-Phone/Red (Ends the phone call)
Delete Bookmark (Delete Bookmark from the current file position--Recommend using idle mode.)
Add Bookmark (Adds a Bookmark to the current file position)
Scan Back (Press and hold to scan backwards)
Scan Forward (Press and hold to scan forwards)
Menu (Open Menu Screen)
Volume Down (Sets the volume level lower.)
Volume Up (Sets the volume level higher.)
Status (Turns green in Playback Mode.)
Skip to beginning (Jumps to the start of the file and begins playing.)
Audacity Home (Go to Audacity Home Screen.)
None (No function defined)
Start (Opens the Windows Start Menu)
OK (Closes the current screen or application)

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Programmable Info

The programmable Information fields are used to enhance and add intelligence to the dictation process. The information from these fields is included in the AWI (Audacity Wave Intelligence) file that is created with each audio recording. During a Sync, the AWI file is transferred to the PC and is used by the LAM to process the audio file. It is also used by other applications (RAM and Transcriber) in the Audacity product suite to provide intelligent processing of the files. Outside vendors also use this feature to provide an exceptional experience.

The programmable information fields are displayed on the record screen during the recording process allowing the user to access pertinent information or add processing information to the audio file. Field 1 is the Author Name and is defined on the preferences screen. Fields 2, 3, and 4 can have custom names and custom Types (functions). To name the field, enter up to 10 characters in the space provided for the field name. The field type can be Numeric, Text, Popup List, or Address Lookup. Fields 5 and 6 have fixed names of Work Type and Priority and only support Popup lists.



The screenshot shows the 'Programmable Info' dialog in AudacityPro. It has a title bar with 'AudacityPro' and system icons. The main area lists two fields:

- Field 2:** Name: Name, Type: Address Lookup (dropdown), Default: %cn%df%f2%f3c%f4e. There is a 'Use Last' checkbox.
- Field 3:** Name: Company, Type: Text (dropdown), Default: (empty). There is a 'Use Last' checkbox.

At the bottom are 'Done' and 'NEXT' buttons.

Selecting **Numeric** as the Type causes a selection box to display on the record screen. Tapping in the box will open a large keypad for entry of a number with up to 10 digits. One use is to input a patient number. It is primarily used with devices that do not have a keypad.

Selecting **Text** as the Type will allow the author to type up to 20 characters of text in this field. Alternately, the field could be pre-populated by adding an entry under Default.

When the field type **Popup List** is selected, an entry list is displayed. You may add, delete, or modify entries in the list. On the Record screen tapping on the pull-down will display the list. Scroll to select your choice.

If the field type is **Address Lookup**, you can assign data from the address book (Contacts) application to the various fields according to the Address Lookup templates. See the Appendix for details. For instance, you can pull in an email address from your Contact List. When using the Address Lookup function, the included data from your contact list will be included in the AWI file so if the email address is included, the LAM will automatically email the file to the selected contact.

UseLast and/or **Default:** These modifiers are available for all of the programmable info fields. If you usually require a particular entry, put it as a default. If you need to change it, you can still do so. Use Last always displays the last value used. You will still be able to change it to a new value.

The programmable information fields are a convenient way to add intelligence to the dictation process.

Network Setup and Wireless Options including Stealth Mode

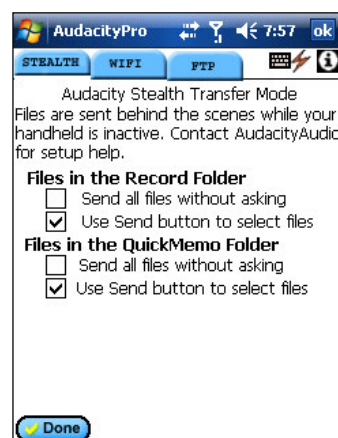
Audacity Pro supports several forms of wireless transfers. The most obvious choices are email and beaming. These choices are found under the "Files" menu, but neither is optimal for large audio files. Beaming is very slow and limiting. Email is not very reliable or efficient for large audio files. Bluetooth could be used, but it is far too slow. Better choices are FTP (File Transfer Protocol) and WiFi, but the best choice is the Audacity Stealth mode. The Network Setup section provides a means to configure all of these last three methods. I will present them in reverse order of how I view their usefulness.

First is FTP (File Transfer Protocol). This is a standard for file transfers. An FTP server needs to be established to send to. It works great with wired networks, but the cellular network offers more challenges and will require some handholding to be successful. Use the FTP tab to program the Host IP address or DNS name, the User Name, and the Password. Audacity Audio does sell tools to automatically retrieve the files from the FTP server.

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WiFi is a good option for in-office use. It is fast and quite efficient with the right hardware. It will not work once the Author leaves the office. On the WiFi tab, program the IP address of the PC running the LAM application. You can find this in the LAM application under Manage, Folder Settings, and Wireless Network Input. Look for the Local IP Address. The files are sent to the LAM desktop application and LAM processes them automatically just as if they were transferred via a cable.

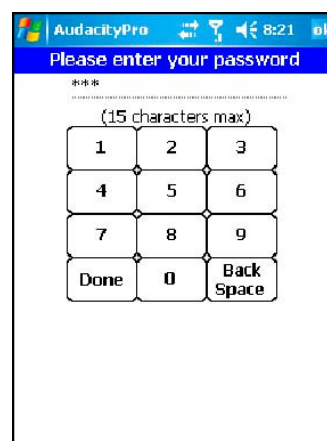
The third and best option is Audacity Stealth. It is designed to handle large audio files from any location. It uses the cellular network and is robust enough to handle cellular irregularities with ease. It is the easiest to use and offers the most options for easy file delivery. It is provided as part of the Audacity Communicator service. Audacity Communicator is a comprehensive service offering including the handheld recorder, file transport, file management, notification, and transcription. It makes communicating with the office much more efficient for a mobile professional. Audacity Audio would be happy to discuss how it could help you.



Security Setup

Tapping on Security Setup from the Options menu will display a screen prompting you to enter the security code. The default entry code is 123. Once you have entered the code you can set various security levels, the security timeout period, and control encryption. You also have a means to change the security password (recommended), or change the encryption key. The default setting is for no security.

Security Mode: - The choices are 'None', 'Playback Only', or 'Full'. Full requires you to enter a security key each time you use the program after the security timeout period. The security code will not be needed again as long as you continue to Record or Playback. The security timeout period begins once activity ceases. The default timeout is 2 minutes. Consequently, the code will not need to be entered until 2 minutes after activity ceases.



'Playback Only' does not require a key for recording. Playing back a file just recorded (within the security timeout period) does not require you to enter the security key, but does require a key in order to play a file if the timeout period has expired. The security key is required to Play or Append to any closed file.

QMemo Security – Specifies whether or not to enforce security for QuickMemo files.

Security Timeout – Sets the amount of time an entered security key remains valid. The choices are 15 or 30 seconds, 1, 2, 5, 10 or 30 minutes, and 1 hour.

Encrypt Audio File: Determines if the audio file will be stored in an encrypted format.

Encrypt AWI Files – Determines if the associated AWI files will be stored in an encrypted format.



If using encrypted files, you will need to set an encryption key. Any combination of letters, numbers, and special characters may be used (up to 15 characters). Either the LAM or RAM, application will be needed to decrypt the files. CAUTION! The encryption key must be set and must match on both ends for the process to work.

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System ⚡

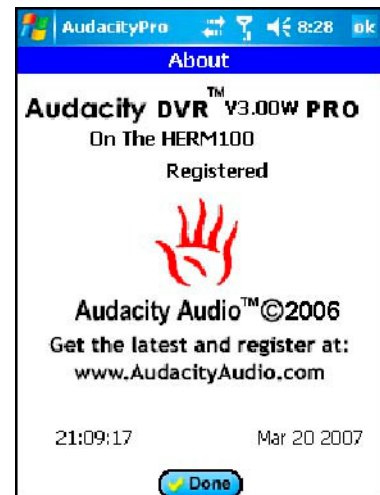
This displays a screen showing various details about the System. Use this screen to check battery condition, Internal Memory, and SD Card statistics. There is a System Screen picture on page 10.

Help or Info ⓘ

This will display an on-screen help text file. Tap on an area of interest to jump to that section. There is a Help Screen reference on page 10.

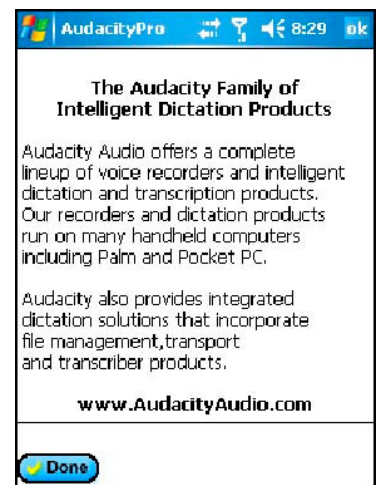
About

This screen displays version and vendor information.



Companion Products

Displays a list of Audacity products



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Registration

The Audacity application will only work for 7 days without a valid registration code. The serial number or other unique number found on this screen is used to generate your code. Return this number to Support@AudacityAudio.com. The number must be identical to that shown. A registration code will be returned within one day. Enter your registration code here.



File Menu

The File Menu contains several items relating to file storage, transport, and general management. A screen capture is on page 15.

Audio Info

This screen displays and provides a way to edit a variety of information concerning the selected audio file. A screen capture is on page 13.

Rename File

To rename the selected file, select the file and then select Rename from the file menu, enter the new filename and tap **OK**.

Delete File

To delete a file, select the file, tap **Delete** on the file menu and tap **OK**.

Delete All Files

Used to delete all files in the selected folder.

Move File

Used to move a file to another folder or memory location.

Create Folder

Used to create another folder.

Delete Folder

Used to delete an existing folder.

Email as Attachment

Used to attach an audio file to an email form.

Beam File

Used to beam an audio file to another Audacity user.

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Menu from Record and Playback Screens

Rename File

Provides a method to rename the open file.

Set Alarm

Access to the Audio Alarm Set screen to set an alarm for the open file. Tapping the alarm icon on the screen will also open this window. A hardware button may also be programmed to access the alarm.

Audio Info

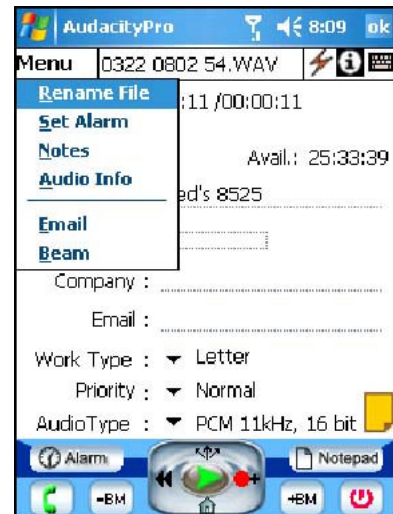
Provides information about the open audio file and allows for editing. For example, the action could be change to put the file in hold status.

Email

Provides a way to email an audio file as an attachment.

Beam

Provides a way to Beam a file to another Audacity user.



Conduit Details And Where To Find Your Files

Audacity Pro includes a conduit to make it easy to transfer the recorded files to the PC. New files get transferred automatically as part of a normal Sync. In ActiveSync under Tools, Options, look for AudFilePro. Make sure it is checked for the conduit to transfer your files.

The default file location is C:\Program Files\Audacity Professional DVR PPC\Incoming\. Under this will be the same structure that the files are located on the handheld. For instance: SD Card\Audacity Pro\Record\0324 0840 45.WAV.

If you are unsure whether a file got transferred or not, a log file is kept of all activity. The file includes a timestamp and the complete path of the transferred file. To access this file, go to the ActiveSync window and click on Tools and Options. Select AudFilePro and click the Settings button. This opens an Audacity Conduit Window. The Audacity Conduit keeps two log files. The current one is highlighted. Click it to open the current log file. Scroll to the end to view the most current activity. When this file gets over 64 KB the log will transfer to the other file. When that file becomes full, the first log file is deleted and a new log file is started. These files are kept under C:\Program Files\Audacity Personal DVR PPC\Incoming.

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Appendices

Address Lookup Template Definitions

This template definition is used to define an Address Lookup in the Programmable Info Setup Screen.

%cX	1 st Address Lookup column (in Palm address book)
%dX	2 nd Address Lookup column (in Palm address book)
%f2X	Assign data to field 2
%f3X	Assign data to field 3
%f4X	Assign data to field 4

Where X is replaced by one of the following:

n	last name
f	first name
c	company
a	address
d	city
s	state
z	zip code
y	country
t	title
1	custom1
2	custom2
3	custom3
4	custom4
w	work (phone number)
h	home (phone number)
x	fax (phone number)
o	other (phone number)
e	email
m	main (phone number)
p	pager (phone number)
b	mobile (phone number)
l	listname (last name, first name)

Example: The default entry for field 2 is %cn%df%f2l%f3c%f4e. This results in the lookup display showing the last name (%cn) and first name (%df) from the contact list (address book). Then when a selection is made, field 2 is filled with last name, first name (%f2l). Field 3 is filled with the company name (%f3c), and field 4 is filled with the E-Mail address (from the address book) (%f4e). These fields may be customized to match your needs.

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Filename Template Macro Definitions

%a	Abbreviated weekday name (Sun, Mon, Tue, Wed, Thu, Fri, Sat)
%A	Full weekday name
%b	Abbreviated month name (Jan, Feb ...)
%B	Full month name
%c	date and time MMDDYYHHMMSS (i.e.: 061202153250)
%d	2 digit day of the month (01 - 31)
%H	2 digit hour (00 - 23)
%I	2 digit hour (01 - 12)
%m	2 digit month (01 - 12)
%M	2 digit minute (00 - 59)
%p	AM or PM
%S	2 digit second (00 - 59)
%w	Weekday where Sunday is 0 (0 - 6)
%x	Date (MMDDYY)
%X	Time (HHMMSS)
%y	2 digit year (00-99)
%Y	4 digit year
%%	character '%'

Example 1: You want the filename to consist of the current date preceded by the 3-letter day of the week.

The format for this would be %b%x and the results would appear like MON072902.WAV.

Example 2: You would like the filename to consist of the characters HMO followed by the current date and time.

The format for this would be HMO %c and the results would appear like HMO 072902150619.WAV. Note the inclusion of the space between HMO and the date.

Example 3: You want the filename to consist of the characters AET followed by the current time followed by the 3 character day of the week (with no spaces).

The format for this would be AET%X%b and the results would appear like AET151250MON.WAV.

Example 4: You want the filename to consist of a 2-digit month, followed by a 2-digit date, followed by a space and ending with a 2-digit hour (in 24 hr format). The format for this would be %m%d %H and the results would appear like 0930 14. Note that the filename would only change at the beginning of a new hour.

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Audacity Audio Product Terms and Conditions

Please read this document carefully.

The terms and conditions in this document constitute the entire agreement between Audacity Audio and customer for the sale of products and license of software. By ordering the product, the customer agrees to be bound by these terms and conditions. If you do not agree to these terms and conditions, please do not order this product.

LIMITED WARRANTY

Software

Audacity Audio warrants to Customer that the Desktop Companion software, PDA software and embedded application software in the form supplied by Audacity Audio ("Software") will perform in substantial conformance to its program specifications, for a period of sixty (60) days from the date of original purchase from Audacity Audio or its authorized distributor. No updates are provided. Audacity Audio does not provide any warranty for any third party applications software that may be included with the Product that is licensed to Customer by the third party. Audacity Audio's sole obligation with respect to this express warranty shall be (at Audacity Audio's discretion) to refund the purchase price paid by Customer for any defective Software, or to replace it with Software that substantially conforms to applicable Audacity Audio published specifications.

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