C-Print® Desktop Version 4.5

# User Guide

# Contents

# 1. Overview

*C-Print Desktop* is an application used by trained C-Print captionists to provide speech-to-text services. The application allows a trained C-Print captionist to input text using a keyboard abbreviation system.

C-Print Desktop is not backwards compatible with previous versions of C-Print software.

## 1.1. Specifications

C-Print Desktop runs on computers with Windows 10* and higher, 64-bit. The program requires minimal hard disk space (~350MB) and runs efficiently on computers with a 1.0GHz or faster processor. Note that antivirus and firewall settings may need adjustment to allow for and ensure the responsiveness of the Provider/Client communication.

For specifications for the C-Print Web Client, refer to the Client Connections section.

*Starter Edition operating systems and Windows 7 are not recommended. Microsoft will cease support of Windows 7 in January 2020.

## 1.2. Installation/Activation

You are entitled to install the C-Print Desktop software on the number of computers for which you purchased a license. Each user that needs access to the software will require an activation code to use the software.

To start using C-Print Desktop after installation, open the software and enter your activation code in the field provided (C-Print Desktop Registration window).

Each activation code is good for one use. Contact C-Print Customer Support if you need additional uses (for example, if you needed to reinstall the software).
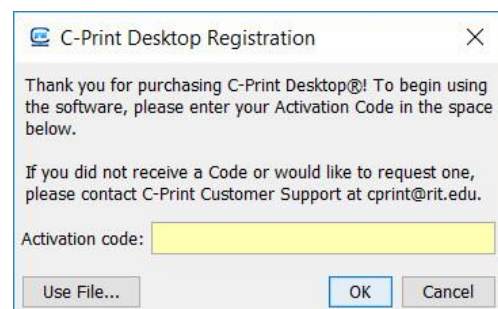
## 1.3. Updates

You have two options to check for updates to C-Print Desktop.

- Manually check for updates: Go to Help > Check for Updates…, or click on the globe icon on the Status Bar.

- Automatically receive update notifications: Go to Tools > Options > Notification Options to select when to receive notifications - on startup, shutdown, or not at all.

YOUR USER PROFILE/SETTINGS – FOR EXAMPLE, FONT AND BACKGROUND COLOR SETTINGS, DICTIONARIES, ETC. – WILL BE SAVED WHEN THE SOFTWARE IS UPDATED.

# 2. Navigate in C-Print Desktop Software

## 2.1. Login/Logout

C-Print Desktop requires you to log in before starting the application. The log in is primarily beneficial when more than one captionist uses the same laptop, because it allows you to load a profile with your settings/preferences. The provider name displayed in the Messaging Pane is the username you entered/selected at log in.

If you are the only captionist using a laptop, select the "Log me in automatically when starting C-Print" checkbox to bypass the log in screen at the initial log in. If circumstances change and you need multiple profiles, select *Log Out* from the **File** menu to deselect the "Log me in automatically…" checkbox.

## 2.2. Menus

C-Print Desktop uses menus and menu-driven commands, like most Windows programs. Some of the menus and commands will be familiar to you, and some are unique to C-Print Desktop.

| Menu | Function |
| --- | --- |
| File | Use to manage documents. |
| Edit | Use to change documents. |
| Format | Use to change the appearance of text on the screen. |
| View | Use to show/hide certain panes and underline highlighters – for example, the Messaging Pane. |
| Connections | Use to manage connections to clients. |
| Tools | Use to adjust settings for various features, check spelling & missed abbreviations, and scan document for words that don't have an entry in the active dictionaries. |
| Dictionary | Use to access dictionary and abbreviation system features. |
| STEM | Use to register and manage STEM Style Feature. |
| Help | Use to access information about the application. |

To quickly access menus using the keyboard, press **Alt** followed by the **letter underlined in the name of the menu**. Once a menu is open, press the underlined letter of the menu item you want to access.

For example, to open the Character Map using the keyboard, press *Alt > v > c*.

| View | Connections | Tools | Dictionary | STEM |
|---|---|---|---|---|
| Character Map | | | | |
| Refresh Document | | | | Shift+F5 |
| Activate Captioning Pane | | | | Alt+C |
| ✓ Messaging Pane | | | | Alt+M |
| ✓ Performance Pane | | | | Alt+P |
| ✓ Dictionaries Pane | | | | Ctrl+D |
| STEM Visual Menu | | | | |
| Spell Check Highlights | | | | Shift+F7 |
| Missed Abbreviation Highlights | | | | Shift+F6 |
| ✓ Missed Abbreviation Hints | | | | Shift+F8 |
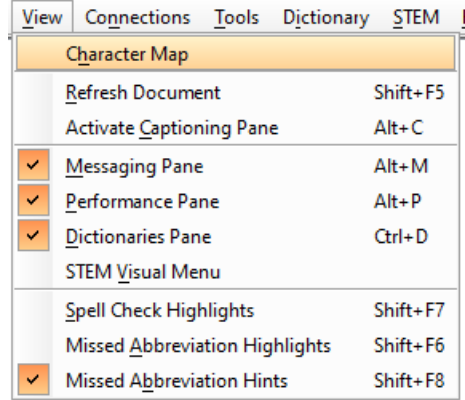
## 2.3. Toolbar

You can access many functions quickly using the Toolbar (located under the menus).

Overview of the functionality associated with each icon on the Toolbar:

| | | | | | |
|---|---|---|---|---|---|
| | ALLOW/DENY CONNECTIONS | | CUT | U | UNDERLINE |
| | START/STOP TAG TEAMING | | COPY | X₂ | SUBSCRIPT |
| | REQUEST/ACCEPT SESSION TRANSFER | | PASTE | X² | SUPERSCRIPT |
| | GIVE/REQUEST DOCUMENT CONTROL | | UNDO/REDO | | CLEAR FORMATTING |
| | NEW DOCUMENT | | LEFT ALIGN | | FIND |
| | OPEN DOCUMENT | | CENTER ALIGN | | REPLACE |
| | SAVE DOCUMENT | | RIGHT ALIGN | | MESSAGING/MESSAGE ALERT |
| | PRINT DOCUMENT | B | BOLD | | DISABLE/ENABLE DICTIONARY |
| | | *I* | ITALICS | | |

TO HIDE THE TOOLBAR, RIGHT-CLICK ON THE TOOLBAR AND DESELECT MAIN TOOLBAR.

## 2.4. Status Bar

The Status Bar at the bottom of the C-Print Desktop window displays:

Active Dictionaries: 1: ProBasic ① ② Edit ▾ 00:50:07 ③ Users: 0 users ④ 129.21.226.34 ⑤ Copy View
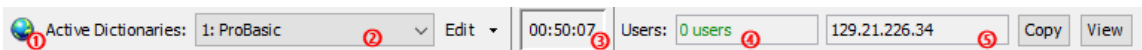
1. A place to check for updates.
   - Click on the **Globe** icon to see if the program is up to date.
2. A list of active C-Print dictionaries.
   - Use the down arrow next to the **Active Dictionaries** field to select a different active dictionary.

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- Use the drop down menu next to the Active Dictionaries field to Edit or Export the active dictionary listed in the field Use the down arrow next to the **Edit** button to open the **Dictionary Edit** window for the dictionary listed in **Active Dictionaries**.

3. The length of time a session has been available to clients and teammates.
4. The number of users connected to a session.
5. The computer's IP address (if allowing connections).
   - A **Copy** button to copy the IP address.
   - A **View** button open the Web Client on the local computer. (Can be used by captionists to become familiar with how the Web Client works.)

# 3. Manage the Captioning Document

Many of the C-Print Desktop menus contain commands that allow you to manage the captioning document. With a few exceptions, most of these commands are similar to those found in normal word processing programs. Instructions for commands unique to C-Print Desktop are included in this *Guide*.

If you plan to edit a document after a session, we recommend that you use a word processing application, such as Microsoft Word.

## 3.1. Familiar Document Functions

Use familiar functions as you would in a normal word processing program. These include New, Open, Save, Save As, Print, Exit, Undo, Redo, Cut, Copy, Paste, Select All, Find, Replace, Bold, Italic, Underline, Superscript, Subscript, Align [left, center, right], Text Color, Background Color, Check Spelling, and Help.

THE SAVE AND SAVE AS COMMANDS SAVE FILES IN RTF FILE FORMAT BY DEFAULT. PREVIOUS VERSIONS OF THE C-PRINT SOFTWARE REQUIRED YOU TO EXPORT FILES TO ACCESS IN OTHER PROGRAMS, SUCH AS MICROSOFT WORD. EXPORTING FILES IS NO LONGER NECESSARY.

## 3.2. Other Document Functions

3.2.1. You can delete the entire last word typed into the document or multiple words using the Delete Last Word feature.

**TO DELETE THE LAST WORD:**

1. Press keyboard shortcut **Ctrl+Ctrl**.
2. *If you are deleting multiple words*, press **Ctrl** once for each additional word you want to delete.

EXAMPLE:

You type, "This is the right word choice." To delete the last three words you would press control four times.

| delete 'choice' | delete 'word' | delete 'right' |
|---|---|---|
| PRESS CTRL+CTRL | PRESS CTRL | PRESS CTRL |

IF YOU TYPE AN ABBREVIATION THAT EXPANDS INTO MULTIPLE WORDS, THE DELETE LAST WORD FUNCTION WILL DELETE WORD-BY-WORD, NOT THE WHOLE PHRASE.

### 3.2.2. You can insert the current date and time at the cursor location by using the Insert Date/Time feature.

**TO INSERT THE CURRENT DATE (AND TIME IF DESIRED)**:

1. Place the cursor in the desired location.
2. Press keyboard shortcut **ALT+D** OR select **Insert Date/Time** from the **Edit** menu.

THE DEFAULT FORMAT IS DAY, MONTH DAY, YEAR. TO ASSIGN A DIFFERENT FORMAT, CLICK ON TOOLS > OPTIONS, AND SELECT DATE FROM THE SCROLLING MENU ON THE LEFT.

## 3.3. Recent Documents

You can see a list of the last five documents you opened or saved in C-Print Desktop in the **File** menu. If you move the location or delete a file after closing it, the link in the File menu no longer works. Use **File > Open** to browse for the file in the new location.

## 3.4. Real-time Indicators

You have the option to view real-time indicators *Spell Check Highlights* and *Missed Abbreviation Highlights* to get instant feedback on spelling errors and words typed without using available abbreviations. Both indicators are managed (turned on/off) using the **View** menu or the **Captioning Pane Options** (Tools > Options). The **Spell Check Highlights** feature is enabled by default.

### 3.4.1. Spell Check Highlights

If the **Spell Check Highlights** feature is on, your misspelled words are "highlighted" with a squiggly red underline as you caption. These lines are not visible to the client.

**TO MAKE QUICK CORRECTIONS:**

1. Right-click on the misspelled word to open a pop-up menu.
2. Select a suggested spelling, ignore the word, or add it to the spelling dictionary.

To review the entire document, select **Check Spelling…** (F7) in the **Tools** menu.

### 3.4.2. Missed Abbreviation Highlights

If the **Missed Abbreviation Highlights** feature is on, as you caption a squiggly blue underline will "highlight" words that you fully type (and do not use an available abbreviation in the active dictionary). For example, if you type *p-e-n-c-i-l* instead of *p-n-s-l*, the word *pencil* will be underlined.

This visual reminder cues you to use the abbreviation for the duration of the session, which will save keystrokes. The system keeps an ongoing list of the missed abbreviations, which is accessible through the **Performance Pane** [Abbreviations Missed (List, #)]. The Missed Abbreviations list accumulates until you choose to clear it. You can also export the list in CSV file format.

IF YOU CHOOSE TO USE ANY OF THE REAL-TIME INDICATORS, BE SURE TO SET YOUR BACKGROUND COLORS ACCORDINGLY (AVOID RED AND/OR BLUE).

### 3.4.3. Missed Abbreviation Hints

If the **Missed Abbreviation Hints** feature is on, when you fully type words that have an abbreviation, the available abbreviations with briefly display in a "pop-up". For example, if you fully type the word *general*, a hint will pop up with the abbreviation(s).
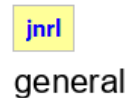
Go to **Dictionary Options** (Tools > Options) to adjust the settings of Missed Abbreviations Hints.

## 3.5. Scan Document

The *Scan Document* feature scans the current content of the Captioning Pane for words that are not in the active C-Print dictionaries. The resulting **No Dictionary Entries** window provides a table where you can enter abbreviations for entries you would like to add to a dictionary.

You can scan the existing text in the Captioning Pane, paste text from another source into the Captioning Pane, or open a RTF (or TXT) file in the software. (Any non-text content will not paste/display.)

**TO USE SCAN DOCUMENT:**

1. Select **Tools > Scan Document** OR press *F8.* The **No Dictionary Entries** window will open.
2. Review the expansions found and enter an abbreviation for each entry you wish to keep. Leave the abbreviation field blank for expansions you do not wish to add.
   - Adjust spelling or capitalization for the expansion as needed.

- Special formatting such as bold or superscript must be added using Dictionary Edit.

3. Select the dictionary where you would like to save the entries.

4. If desired, check the 'Export all expansions' checkbox for a list of resulting expansions.

5. Click **Save** to add entries to your dictionary.

6. If you do not wish to keep any of the expansions, select **Discard All.**
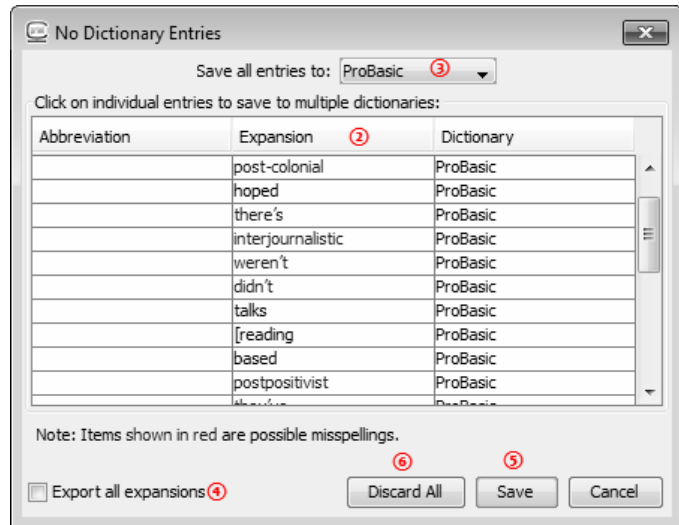
NOTE: IF ANY SAVED ENTRIES RESULT IN A PICK LIST, THE ORDER EDIT DIALOG WILL DISPLAY FOR YOU TO ASSIGN THE PICK LIST ORDER. GO TO DICTIONARY OPTIONS (TOOLS > OPTIONS) TO CHOOSE DIFFERENT OPTIONS.

## 3.6. Check Missed Abbreviations

In C-Print Desktop you have a few options for identifying missed abbreviations. Select **Tools > Check Missed Abbreviations** to use the **Check Missed Abbreviations** feature to review a captioning document for words that were fully typed but could have been abbreviated (because there is an entry in the active dictionaries). This feature identifies the same words as the Missed Abbreviation Highlights feature, and is especially useful if you prefer to keep the real-time indicator for missed abbreviations disabled.

The *Check Missed Abbreviations* window steps through the document one missed abbreviation at a time. In addition, you can view a list of the abbreviations by selecting the link to the right of Abbreviations Missed in the **Performance Pane**. The **Abbreviations Missed** list persists from session to session until you clear it.

## 3.7. STEM Style

**STEM Style** is a feature in the C-Print Desktop software that is similar to an equation editor. A user can insert notations, formulas and equations into their captioning document in real time using keyboard shortcuts and abbreviations.

To gain access to the STEM Style feature, you must complete the C-Print STEM Tools Training. For more information about access to the STEM Style feature, contact C-Print Customer Support.

# 4. Manage the Application

The **View** and **Tools** menus contain commands that manage functions specific to the C-Print Desktop application.  This section explores some of the unique functions accessed through the **View** and **Tools** menus.

## 4.1. Captioning Pane

The **Captioning Pane** is the main document where you enter text. You can set display preferences for the Captioning Pane (font type, size/color, background color) in **Tools > Options > Captioning Pane Options.** The settings do not carry over to Clients or Teammates. The Captioning Pane does not completely close.

There are several other Panes listed in the **View** menu that are separate from the main document. These Panes can be moved, which may change the position of the Captioning Pane, but the Captioning Pane cannot be closed.

The other Panes can be docked to any side of the application window, undocked/floated (🔲) and positioned as desired, or tabbed (📌) to a side and opened when the mouse hovers over the tab. The default position for the Panes is to dock to the right side of the application window. You can close the Panes by clicking the ✖ in the upper right, or by deselecting the item in the View menu.

## 4.2. Messaging Pane

The **Messaging Pane** is the chat feature in C-Print Desktop that allows direct, real-time communication between the captionist and linked client(s) and teammates. You can open and close the Messaging Pane by:

- Selecting **View > Messaging Pane**
- Using keyboard shortcut **Alt+M**
- Left-clicking on the chat bubble icon on the Toolbar (💬)

**TO USE THE MESSAGING FEATURE IN C-PRINT DESKTOP:**

1. Open the **Messaging Pane**.
2. In the **User List**, select the user with whom you would like to communicate.
   - To use the keyboard to select the user, press **ALT + the number associated with the user** in the User List.
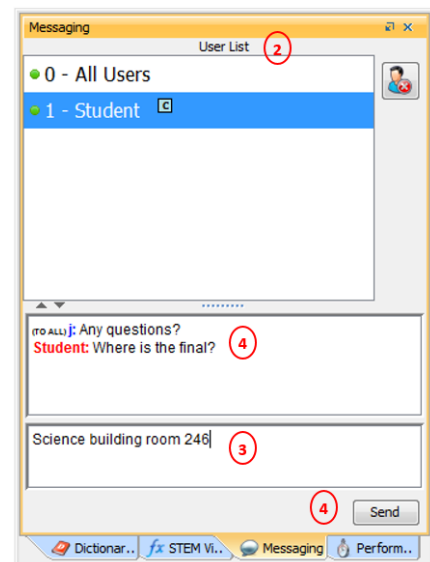
- To communicate with all linked clients and teammates, select **All Users**, <u>OR</u> press keyboard shortcut **ALT+0.**

3. Type your message in the lower section of the **Messaging Pane**. (Your C-Print abbreviations will work in the Messaging Pane.)
4. Click **Send** <u>OR</u> press **Enter** on your keyboard. Your message will display in the Pane between the **User List** and text entry sections.
5. To return to the **Captioning Pane**, place the cursor in the Pane <u>OR</u> press **Alt+C**.

The User List at the top of the Messaging Pane displays active client and teammate connections. If you need to terminate a connection during a session, select the User from the list and click the **Disconnect** icon. 
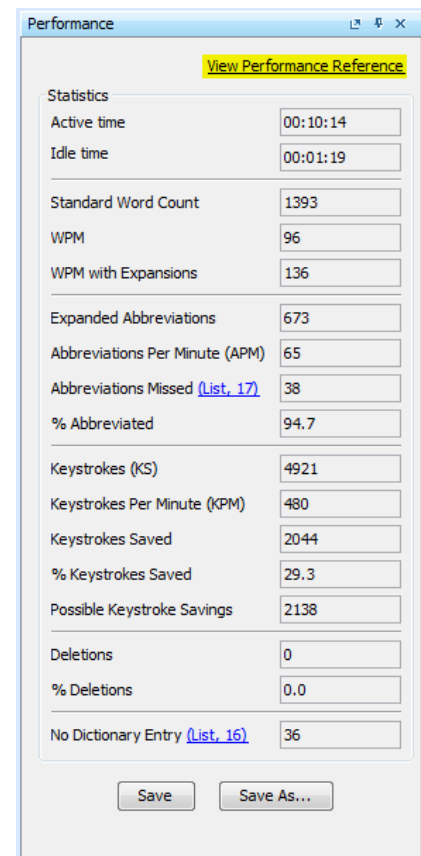
## 4.3. Performance Pane

### 4.3.1. Performance Pane

The **Performance Pane** displays details about your captioning production in the current session; for example, typing speed and abbreviation use.

- The calculations compute all keyboard activity that produces characters *except* typing errors, corrections, and STEM Style content.
- The number of deletions and backspaces provides information about the effort expended on removals (but it is not considered in the WPM calculation).

For details about the information in the Performance Pane, click on the **View Performance Reference** link to access the *C-Print Performance Tools Reference Sheet*.

| Performance | |
|---|---|
| *View Performance Reference* | |
| **Statistics** | |
| Active time | 00:10:14 |
| Idle time | 00:01:19 |
| Standard Word Count | 1393 |
| WPM | 96 |
| WPM with Expansions | 136 |
| Expanded Abbreviations | 673 |
| Abbreviations Per Minute (APM) | 65 |
| Abbreviations Missed (List, 17) | 38 |
| % Abbreviated | 94.7 |
| Keystrokes (KS) | 4921 |
| Keystrokes Per Minute (KPM) | 480 |
| Keystrokes Saved | 2044 |
| % Keystrokes Saved | 29.3 |
| Possible Keystroke Savings | 2138 |
| Deletions | 0 |
| % Deletions | 0.0 |
| No Dictionary Entry (List, 16) | 36 |
| Save    Save As... | |

### 4.3.2. Performance Report

By default, the data from each session is automatically saved in a **Performance Report**. The data for each session is compiled in a CSV file titled *autosaved_performance.csv*. The file is saved in the location designated in **Tools > Path Options > Performance Report Folder**. (The default location is the user's *Documents* folder.)

- You can clear/delete the records in the compiled file when desired. If the file is deleted, a new one will generate when the software is exited.

- If you prefer not to auto-save performance data, deselect the feature in the **Performance Options** (Tools > Options).
- If you would like to save performance data for the current session only, click on the **Save As** button at the bottom of the Performance Pane.

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WPM calculations can be used to look at keyboard entry speed, but they are **NOT** an indicator of captioning quality.

### 4.3.3. Performance Toolbar

The **Performance Toolbar** is different from the Performance Pane. The Performance Toolbar contains a portion of the metrics in the Performance Pane.

| Active | Idle | WPM | WPM w/ Exp. | # Exp. Abbrev. | % Abbrev | KPM | % KS Saved | View Details... |
|--------|------|-----|-------------|----------------|----------|-----|-----------|-----------------|
| 00:10:14 | 4:23 | 96 | 135 | 673 | 94.7 | 480 | 29.3 | |

- The **View Details…** item on the Performance Toolbar is a link to the Performance Pane.
- The Performance Toolbar can be docked to the program's main toolbar, or floating.
- The Performance Toolbar is managed in **Tools > Options > Performance Options**.
- To hide the Performance Toolbar, deselect the option using the Toolbar right-click menu.
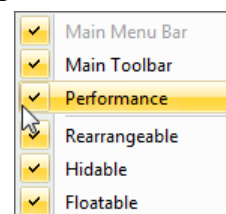
## 4.4. Dictionaries Pane

The **Dictionaries Pane** is the "control center" for the C-Print dictionaries. You will use this function to activate, edit, rename, create, copy, delete, import, export (regular and Anyware), and search dictionaries. To open and close the **Dictionaries Pane**, use the **View** or **Dictionaries** menus, or press **Ctrl+D**. Details about the functionality in the Dictionaries Pane are in the **Manage the Dictionary** section.

## 4.5. STEM Visual Menu

The **STEM Visual Menu** is a visual index of the symbols and structures available when using the **STEM Style** feature. Details about the STEM Style feature are included in the C-Print STEM Tools Training. For more information about access to the STEM Style feature, contact C-Print Customer Support.

## 4.6. Character Map

**View > Character Map** opens the Windows Character Map in C-Print Desktop. You can access symbols/characters to insert in C-Print expansions or directly into a document.

1. Select **View > Character Map**.
2. In **Character Map**, use the drop-down list at the top to select the font you are using in the Captioning Pane.
3. Scroll through the table to locate the desired character.
4. Highlight (left click) the character in the table and click **Select**.
5. Click **Copy**.
6. Paste the character in the document (Ctrl+V) OR, if you plan to include the character in a dictionary entry, open Dictionary Edit for the desired dictionary and paste the character in the Expansion field.
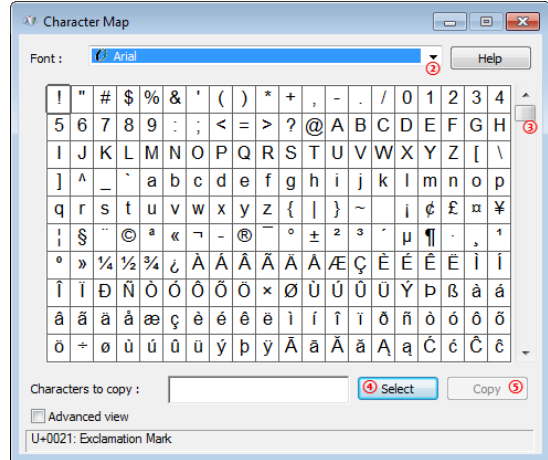
## 4.7. Abbreviation System

The **Abbreviation System** item in the Tools menu allows you to turn the abbreviation system on and off.

There may be times when you do not want the abbreviations to expand. For example, you may want to capture unusual information, or demonstrate what the unexpanded abbreviations look like. Whatever the scenario, this feature provides a quick, easy method for switching the abbreviation system on and off.

# 5. Options

In this section we address the **Options** that allow you to set a number of preferences in C-Print Desktop.

To scroll through the list of **Options** on the left side of Options window, use keyboard shortcut *Ctrl+Shift+↑* (or ↓).

THE "RESET ALL SETTINGS" BUTTON IN THE OPTIONS WINDOW WILL RESTORE THE ORIGINAL (INSTALLATION) DEFAULT SETTINGS.

## 5.1. Captioning Pane Options

Set the display preferences for the **Captioning Pane** in the **Captioning Pane Options**, including the font type, size and color, and background color.

*Your settings do not carry over to client or teammate displays; clients and teammates set their own display preferences.*
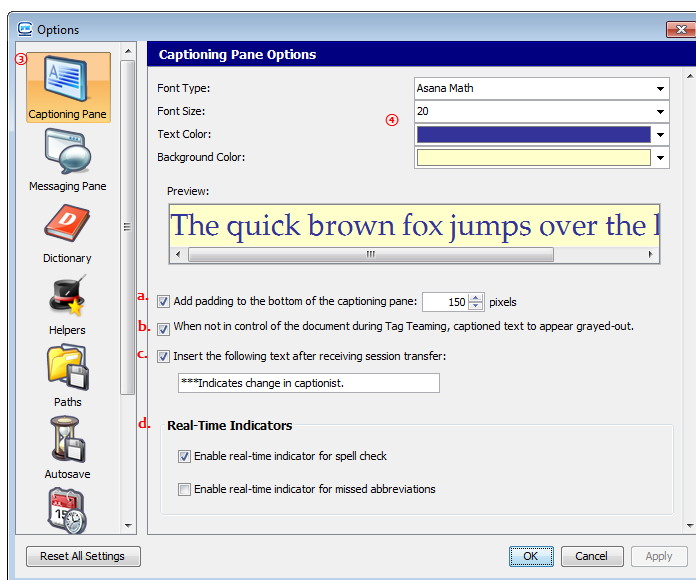


**TO SET THE DISPLAY PREFERENCES IN THE CAPTIONING PANE:**

1. Select **Tools > Options**.
2. Select **Captioning Pane** from the scrolling menu on the left (it may already be selected).
3. Adjust the options to your preferences (font type, font size, text color, and background color).
4. When you are finished with the Captioning Pane Options, click **OK** to exit and save the changes.

In the Captioning Pane Options you can also,

 a) adjust the amount of padding (white space) at the bottom of Captioning Pane (not viewable to clients),
 b) adjust the appearance of text when team captioning (see Manage Connections),
 c) choose whether to insert auto text when receiving a session transfer from another service provider (see Manage Connections), and
 d) enable/disable real-time indicators (see Real-Time Indicators).

## 5.2. Messaging Pane Options

Set the display preferences for the **Messaging Pane** in the **Messaging Pane Options**, including the font type, size and color, and background color. As with the Captioning Pane, your settings do not transmit to client and teammate displays.

**TO SET THE DISPLAY PREFERENCES IN THE MESSAGING PANE**:

1. Select **Tools > Options**.
2. Select **Messaging Pane** from the scrolling menu on the left.
3. Adjust the options to your preferences (font type, font size, text color, and background color).
4. You can elect to have the Messaging Pane automatically open when you receive a message from a client or teammate. If the **Messaging Pane** is not set to open automatically when you receive a message, the Toolbar icon 💬 will flash to alert you that there is a message.
5. When you are finished with the Messaging Pane Options, click **OK** to exit and save the changes.

## 5.3. Dictionary Options

In **Dictionary Options** you can:

a) Show/hide the Pick List for conflicting entries,
b) set the Pick List behavior options, and
c) select the Pick List type.

The Manage Dictionaries section addresses the Pick List functionality related to these options.
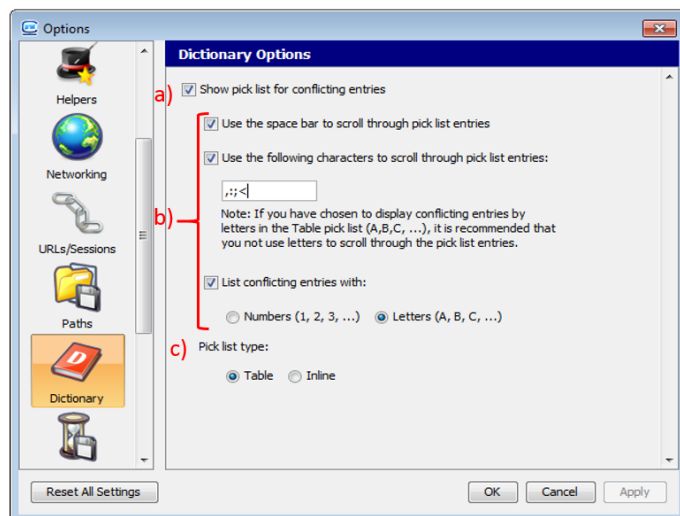
## 5.4. Helpers Options

The C-Print Helpers are shortcuts and features in the Captioning Pane that assist you in adding content—like formatting, punctuation, and capitalization—without taking your hands off the keyboard. You manage the C-Print Helpers in the **Helper Options.**

HELPER EXAMPLE: When three dashes are included after text with no spaces, the Acronym Maker Helper cancels the expansion (if any) and transforms the text to all caps. For example, usa- - - becomes USA.

TO MANAGE HELPERS:

1. Select **Tools > Options** (or press Ctrl+Shift+H).
2. Select **Helpers** from the scrolling menu on the left.
3. Deselect (uncheck) the Helpers you prefer not to use.
4. When you are finished with the Helper Options, click **OK** to exit and save the changes.

For details about the Helpers, click on the **View/Print Quick Reference** link in Helper Options.

## 5.5. Paths Options

Assign your default file locations and file exporting options in **Paths Options**.

TO ASSIGN OR CHANGE A DEFAULT LOCATION:

(USE STEPS **1-6** TO SET ALL OF THE DEFAULT LOCATIONS)

1. Select **Tools > Options**.
2. Select **Paths** from the scrolling menu on the left.
3. Click the down arrow ▼ to the right of the folder you would like to assign. A Windows file chooser will open.
4. Find and select the default location for the folder.

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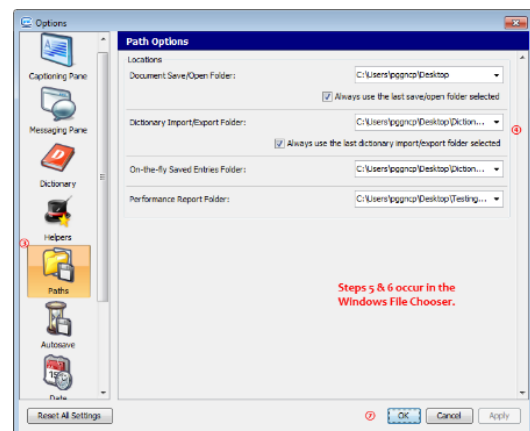
5. Check to be sure that the folder location is in the **File name** field and click **Open**.
6. When you are finished with the Paths Options, click **OK** to exit and save the changes.

Use this process for all of the options listed under **Locations**.

NOTE: BY DEFAULT, THE 'ALWAYS USE THE LAST… FOLDER SELECTED' OPTIONS WILL BE ENABLED.

## 5.6 Autosave Options

Assign a time interval for the computer to automatically save your active file content in **Autosave Options**. This will be useful if the C-Print Desktop application closes unexpectedly.

TO SET THE AUTOSAVE INTERVAL:

1. Select **Tools > Options**.
2. Select **Autosave** from the scrolling menu on the left.
3. Enter the number of your choice into the **Interval** field (or use the up/down arrows).
   - To turn off Autosave, deselect the "Autosave every:" checkbox.

To locate the autosaved file:

- If you save/name a document at the beginning of a captioning session, the autosaved file will be located in the directory/folder where you saved the file.
- If your file is unsaved (untitled) you can:
  - Restart the application and the recovered file will open. The software will prompt you to save or discard the recovered document;
  - Go to the file location – C:\Users\*username*\NTID\cprintdesktop\ and search for 'autosaved.rtf'.

IF THERE IS AN AUTOSAVED FILE AVAILABLE, A "PURGE RECOVERY FILE" BUTTON WILL BE ENABLED IN AUTOSAVE OPTIONS. SELECT THE BUTTON TO DELETE THE FILE.

## 5.7. Date Options

Select the format for the **Insert Date/Time** shortcut in **Date Options**.  To assign the format, select the radio button next to the preferred example.

## 5.8. Performance Options

In **Performance Options** you can:

a) Set the update interval for performance calculations (use the down arrow ▾ to the right of the number to set the interval),
b) turn on/off the automatic saving of performance reports, and
c) select which performance metrics are displayed in the Performance Toolbar.
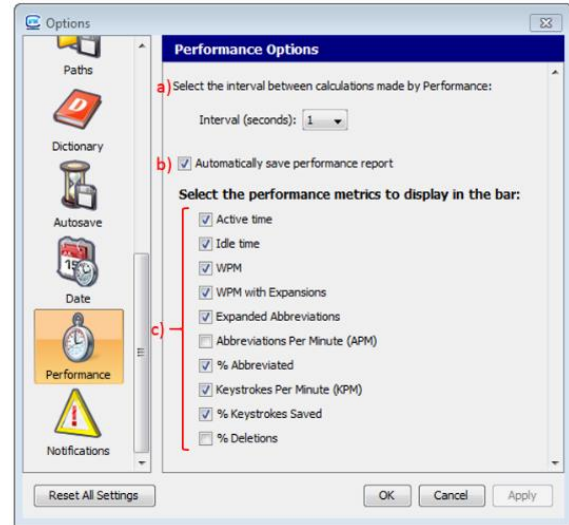
## 5.9. Notifications Options

In **Notification Options**, you can select the types of notification balloons you would like to display in the Windows System Tray (lower right corner of the screen). All options are selected by default.

In addition, you can select when/if you would like to be automatically notified about software updates (on startup, shutdown, or not at all) in **Notifications Options**. If you prefer not to receive automatic update notifications, you can check for updates by selecting **Help > Check for Updates….**
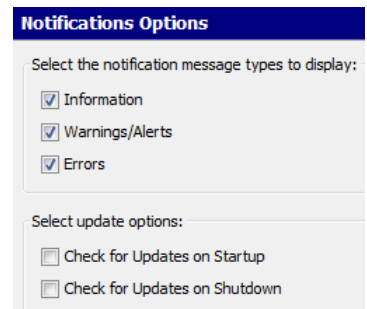
# 6. Manage the Dictionary

This section addresses the Dictionary functionality in *C-Print Desktop*.

The Dictionary menu and Dictionaries Pane provide access to functions that help manage C-Print dictionaries.

## 6.1 Dictionary Menu

### 6.1.1. Manage Dictionaries

**Manage Dictionaries** in the Dictionary menu opens/closes the **Dictionaries Pane**. The Dictionaries Pane can also be opened by pressing **Ctrl+D** and by selecting the Dictionaries Pane in the View menu.

### 6.1.2. Create On-the-Fly Entries

An alternative way to activate the **On-the-Fly** feature is to select **Create On-the-Fly Entries** in the Dictionary menu. To avoid taking your hands off the keyboard, it is recommended that you use the shortcuts **Ctrl+/** or **Shift+Enter** to activate the On-the-Fly feature.

### 6.1.3. Save On-the-Fly Entries

The **Save-On-the-Fly Entries** menu item is active when you have added on-the-fly entries in the current session. It allows you to save the on-the-fly dictionary entries during a session rather than wait until the end. For more information, go to the On-The-Fly Entries section.

### 6.1.4. Clear Pick List Reorder

The **Clear Pick List Reorder** menu item is active when available expansions in a Pick List have been temporarily reordered during a session. It is essentially a shortcut to return Pick Lists to their original order.

TO PERMANENTLY REORDER A PICK LIST, YOU MUST USE DICTIONARY EDIT.

NEW DICTIONARY… AND IMPORT DICTIONARY… ITEMS IN THE DICTIONARY MENU PERFORM THE SAME FUNCTIONS AS THE NEW AND IMPORT BUTTONS IN THE DICTIONARY PANE.

## 6.2 Dictionaries Pane

The **Dictionaries Pane** is the "control center" for the C-Print dictionaries. You will use this function to activate, edit, rename, create, copy, delete, import, export (regular and Anyware), and search dictionaries.

Included in the Dictionaries Pane are:

a) dictionary management buttons,
b) list of available dictionaries, and
c) Dictionary Lookup.
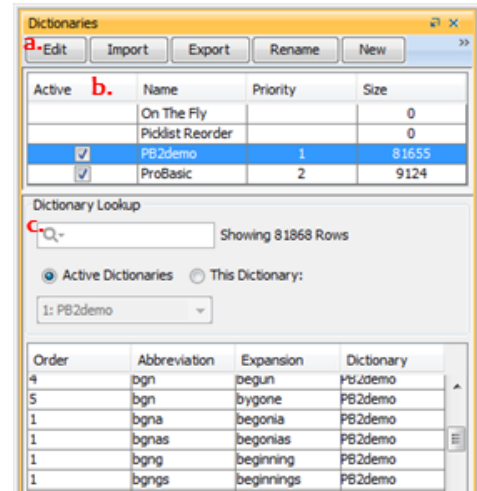
### 6.2.1. Dictionary Management Buttons

The **Import** and **New** buttons are always active in the **Dictionaries Pane**. To utilize the **Edit, Export, Rename, Copy, Delete** and **Export Anyware** buttons/functions, **a dictionary must be active and/or selected**.

| Button | Function |
|---|---|
| Edit | Opens the Dictionary Edit window for the active, selected dictionary. |
| Import | Opens the Windows File Chooser to locate and open a C-Print dictionary file (.cpd). |
| Export | Opens the Windows File Chooser to save a copy of the active, selected dictionary (outside the program). |
| Rename | Opens Rename Dictionary window to change the name of the active, selected dictionary. |
| New | Opens the Create New/Combined Dictionaries window for user to create a shell for a new C-Print dictionary OR combine existing C-Print dictionaries (from active) to create a new dictionary. |
| Copy | Creates a copy of the active, selected dictionary. |
| Delete | Deletes the selected dictionary. (Does not have to be active.) |
| Export Anyware | Opens the C-Print Anyware Converter for the active, selected file. |

**TO ACTIVATE A DICTIONARY**:

1. Select the checkbox in the **Active** column next to the inactive dictionary name.
   - o You can have as many dictionaries active as you would like. The status of the available dictionaries (active/inactive) will remain from session to session until you make a change
2. To MAKE A DICTIONARY INACTIVE, deselect the checkbox next to the dictionary name.
3. To CHANGE THE PRIORITY ORDER of an active dictionary, click in the **Priority** cell of the active dictionary.

**TO CREATE A DICTIONARY**:

1. Left click on the **New** button (or select *New* from the Dictionary menu).
2. Place your cursor in the **Name** field and enter a dictionary name. A description is optional.
3. In the **Creation Options** section, select to create a new dictionary with no entries or a new dictionary that combines entries from other active dictionaries.
4. Click **OK.**
5. The **Dictionary Edit** window will open. You can leave the window open or click **OK** to exit. Click here for [steps to edit a dictionary](#).

**TO EDIT A DICTIONARY**:

1. Select the dictionary you would like to edit and click on the **Edit** button, OR double-click on the dictionary name in the Available Dictionaries table. This will open the **Dictionary Edit** window.
2. Verify that you have selected the dictionary you intend to edit by checking the dictionary name in the title bar of the **Dictionary Edit** window.
3. Add a new entry, OR edit or delete an existing entry in your dictionary.

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4. When you are finished editing, click **OK** to save and exit, <u>OR</u> if you would like to save the changes and keep the **Dictionary Edit** window, click **Apply** to save the changes.
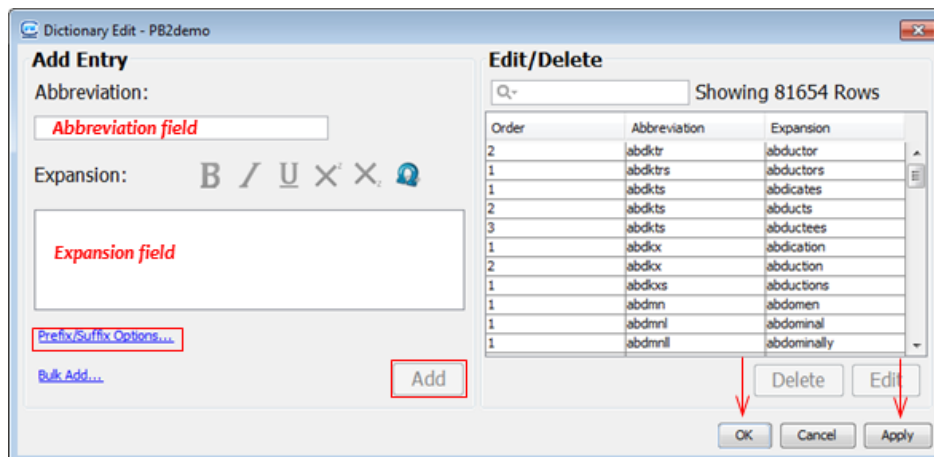


You can also access **Dictionary Edit** for <u>active</u> dictionaries by using the **Edit** button on the Status Bar.



- On the Status Bar, use the down arrow to select the active dictionary you want to edit.
- Click the **Edit** button to open the **Dictionary Edit** window and follow the steps above for to edit a dictionary.
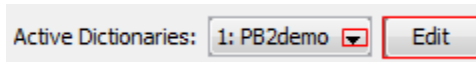
FOR DETAILS ABOUT EDITING A DICTIONARY, GO TO THE **DICTIONARY EDIT** SECTION.

TO COPY A DICTIONARY:

1. Select the dictionary you would like to copy and click on the **Copy** button.
2. Check the **Available Dictionaries** table for your new dictionary titled 'Copy of…'

TO RENAME A DICTIONARY:

1. Select the dictionary you would like to rename and click on the **Rename** button.
2. Replace the text in the **Name** field with your new name (and description if desired).
3. Click **OK**.
4. Check the **Available Dictionaries** table for your renamed dictionary.

TO DELETE A DICTIONARY:

1. Select the dictionary you would like to delete and click on the **Delete** button.
2. The **Confirm Deletion** window will come up.

3. Click **Yes** to confirm OR click **No** if you no longer want to delete the dictionary (closing the window or pressing Esc will also work). Be cautious, as this is a permanent change (unless you have a backup copy of the dictionary).

4. Check the **Available Dictionaries** table to confirm that your dictionary is no longer in the list.

The Import and Export functions allow you to create and load backup copies of C-Print dictionaries.

**TO IMPORT A DICTIONARY:**

1. Click on the **Import** button (or select *New* from the Dictionary menu). An **Open** window (Windows file chooser) will open to the folder designated in in the Locations section of Paths Options.

2. In the **Open** window, locate the dictionary file you would like to import either in the default location or in another location (for example, a USB flash drive).

3. Select the dictionary file.

4. Click **Open**.

5. In the **Dictionary Imported** window` , indicate if you would like to make the dictionary active.
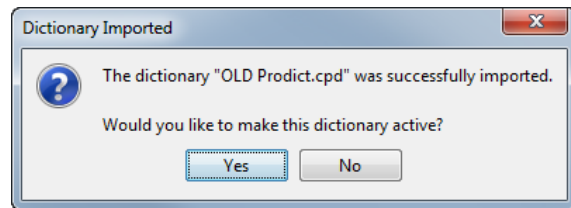


**TO EXPORT A DICTIONARY:**

1. Select the dictionary you would like to back up and click on the **Export** button. A **Save** window will open to the folder designated in the Locations section of Paths Options.

2. The **File name** field will auto-fill with the name of the dictionary.

3. Stay in the current folder/location or browse to another location where you would like the file to be stored.

4. Click **Save**.

5. The **Backup Dictionary - Success** window will notify you when the backup process was successful.

THE DICTIONARY FILE IS NOT READABLE OUTSIDE OF C-PRINT DESKTOP.

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### 6.2.2. List of Available Dictionaries

The table below the dictionary management buttons lists:

- Available dictionaries
- Dictionary status (active/inactive)
- Dictionary priority (if active)
- Number of entries in the dictionary (if active)

*On-the-Fly* and *Picklist Reorder* dictionaries are listed first. These are temporary for the session and do not persist. After the temporary dictionaries, the table sorts by active dictionary priority, then by inactive dictionary name. The table reorders as changes occur–for example, when you make a dictionary active. If you have more than one active dictionary, the Priority column in the table indicates the order of the Pick List items if there are conflicting entries in the active dictionaries.

### 6.2.3  Dictionary Lookup

The **Dictionary Lookup** section of the **Dictionaries Pane** has a search field and results table. Entering content in the search field allows you to look up an abbreviation or expansion in all of the active dictionaries, or a specific dictionary. The resulting entries will update automatically in the table.

REMEMBER: YOU ALSO HAVE THE OPTION TO PERFORM A DICTIONARY LOOKUP IN THE CAPTIONING PANE USING THE DICTIONARY QUICK LOOKUP HELPER.

You can set preferences to refine a dictionary search by clicking on the magnifying glass icon on the left side of the search field.

| All Abbreviation Expansion | If **All** is selected, Dictionary Lookup will search both abbreviations and expansions. For example, searching for 'br' will display entries like *bread* and *bride* (the expansions contain 'br') as well as *barbecue* and *board* (the abbreviations contain 'br'). You can narrow searches by selecting either **Abbreviations** or **Expansions**. |
|---|---|
| Case sensitive Case insensitive | By default, **Case Insensitive** is selected. This means that Dictionary Lookup does not consider capitalization in the search results. If you would like capitalization considered, select **Case Sensitive** in the search options.  For example, if **Case Sensitive** is selected and the search text is 'da', Dictionary Lookup will **not** find Dacron or Daedalus because the search text did not have a capital 'D'. |

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| | |
|---|---|
| **Match from start** **Match exactly** **Match anywhere** | These three options will determine where Dictionary Lookup searches for matches. **Match from Start** identifies entries that begin with the search text. **Match Exactly** finds entries that match the search text. **Match Anywhere** finds a match for the search text anywhere in the entry. |
| **Use wild cards** **Use regular expression** | These two options allow you to search for words and abbreviations with greater flexibility. **Wild cards** are symbols used widen a search and return more results. Like Wild Cards, **Regular Expression** uses symbols as well as brackets to give your searches more flexibility. For more information about wild cards and regular expressions, refer to the Documentation page on the C-Print website. |

### 6.2.4    Dictionary Edit

The **Dictionary Edit** window can remain open while other tasks are performed (i.e., captioning). As a result, you can move between **Dictionary Edit**, the **Dictionary Pane** and the **Captioning Pane** without closing any of the windows.

TO ADD ENTRIES TO A DICTIONARY:

1. Place the cursor in the **Abbreviation** field in the **Dictionary Edit** window and enter your abbreviation.
2. Move to the **Expansion** field using the Tab key or mouse, and enter your expansion (word or phrase).
3. Apply any desired formatting and prefix/suffix options.
   - Add formatting to an expansion by selecting the text and clicking the format buttons above the Expansion field.
   - Add applicable prefixes and suffixes to root expansions by selecting the **Prefix/Suffix Options...** and selecting the appropriate checkboxes and click **OK**.
4. Click **Add** OR press **Ctrl+Enter** to insert the entry (or entries) into the dictionary.
   - If you have added prefixes/suffixes, the **Prefix-Suffix Addition** window will open. Edit any resulting entries to account for special spelling (if necessary) and click on **Add To Dictionary** to add the entries, or **Cancel** to exit without adding.
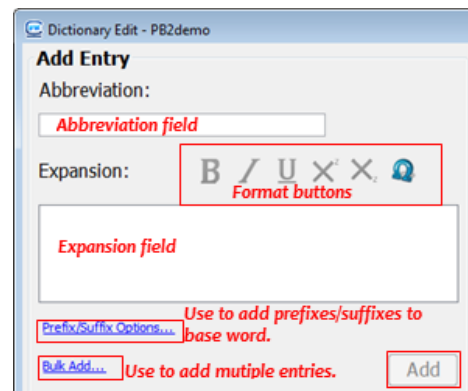
ADDING FORMATTING TO EXPANSIONS IS NOT AVAILABLE WHEN USING PREFIX/SUFFIX OPTIONS. YOU CAN MODIFY THE EXPANSION LATER BY USING THE DICTIONARY EDIT WINDOW.

      o   If your new abbreviation conflicts with an existing abbreviation, the **Multiple Entries** window will appear. If you want to keep the entry, click *Yes*. You can assign the **Pick List** order in the **Order Edit** window. If you prefer not to keep the entry, click *No*.

TO ADD MULTIPLE ENTRIES AT ONE TIME, YOU CAN USE THE BULK ADD FEATURE. CLICK THE BULK ADD… LINK BENEATH THE EXPANSION FIELD AND FOLLOW THE INSTRUCTIONS IN THE WINDOW.

**TO EDIT ENTRIES IN A DICTIONARY**:

1. Locate the entry you would like to edit by using the search field in the **Edit/Delete** section of the **Dictionary Edit** window. The resulting entries will update automatically in the table.



2. Double-click on the entry you would like to edit (in the table) or select the entry and left-click on the **Edit** button.
3. In the **Dictionary Entry Edit** window, modify your abbreviation or expansion and click **OK** to execute the changes.
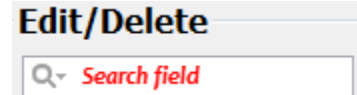
**TO DELETE ENTRIES IN A DICTIONARY**:

1. Locate the entry you would like to delete by using the search field in the **Edit/Delete** section of the **Dictionary Edit** window. The resulting entries will update automatically in the table.
2. Select the entry (left-click) and **Delete**. <u>Be cautious, as you will not be given a warning before the entry is deleted</u>. If you mistakenly click Delete, select *Cancel* to abort any changes and retrieve the deleted entry (or entries).
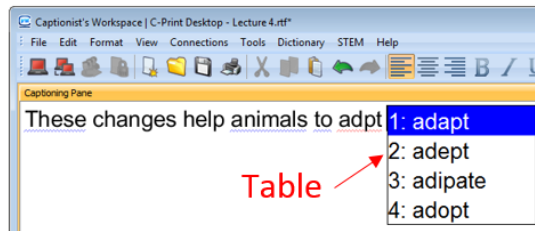
# 7. Pick List

Because the C-Print abbreviation rules shorten English words to their basic consonant sounds, there are times when two (or more) words have the same abbreviation. For example, the words sample and simple are both abbreviated as 'smpl'. This results in multiple expansions, which you can handle with the **Pick List**.

## 7.1 Pick List Display

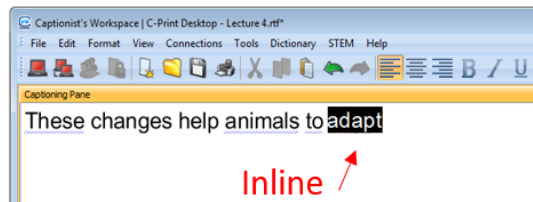You have two options for displaying the **Pick List** – Table *OR* Inline.

| *Table* | *Inline* |
|---|---|
| Displays available expansions in a vertical table. | Displays available expansions one at a time as an inverted view of the font/background colors in the Captioning Pane. |



In addition to the type of display, you have options for handling the Pick List. By default, the **Tab** and **arrow** keys are assigned as the **keys you use to scroll through the Pick List entries**, but there are additional options that allow you to use the space bar and/or custom (user) defined characters.

**TO ADJUST THE OPTIONS FOR HANDLING THE PICK LIST**:

1. Select **Tools > Options.**
2. Select the **Dictionary** option from the scrolling menu on the left.
3. Make the desired changes and click on **OK** to save the changes and exit. To save the changes without exiting, click on **Apply.**

   IF SELECTED, THE LESS THAN SYMBOL (<) AND THE COLON (:) SCROLL FROM THE BOTTOM.

Options for selecting an entry from the Pick List:

- The **Enter** key or **any other key that is not reserved for scrolling**.
- The **Space** bar to select the first option (if not reserved for scrolling).
- The **number or letter corresponding to the desired option**. (Table only)
- Left click on the desired option.

## 7.2 Pick List Reorder

Use the **Order Edit** window to temporarily change the Pick List order. To open Order Edit, press the **Caps**, **Home**, or **Edit** keys, OR **right-click** on the Pick List.

1. Open the **Order Edit** window (press Caps, Home or Edit, or right-click on the Pick List).

2. Select the entry you would like to move (with the mouse or arrow keys)

3. Hold the **Shift key and press the up/down arrow keys** to move the entry.

4. Press **Enter** or click **OK** to save the change for the current session, or **Cancel** to undo the change.
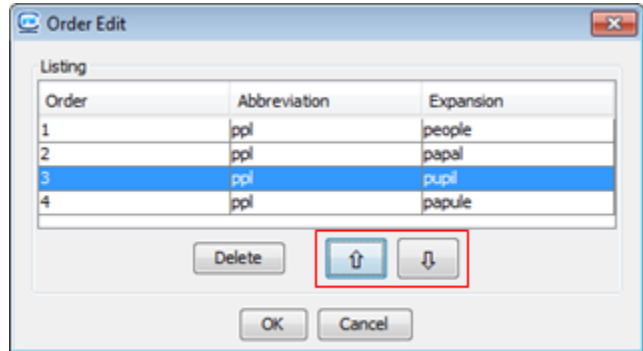
**OR,** FOR PERMANENT ORDER EDIT CHANGES:

1. In the **Dictionaries Pane**, double-click on the **dictionary name** in the **Available Dictionaries** table to open the Dictionary Edit window.

2. In the **Dictionary Edit** window, locate the entry you would like to change (use the search field in Edit/Delete section).

3. Select the entry and click **Edit**… *or* double-click on the entry row.

4. Select the new order number for the entry using the drop box labeled **Order**.

5. Click **OK**.
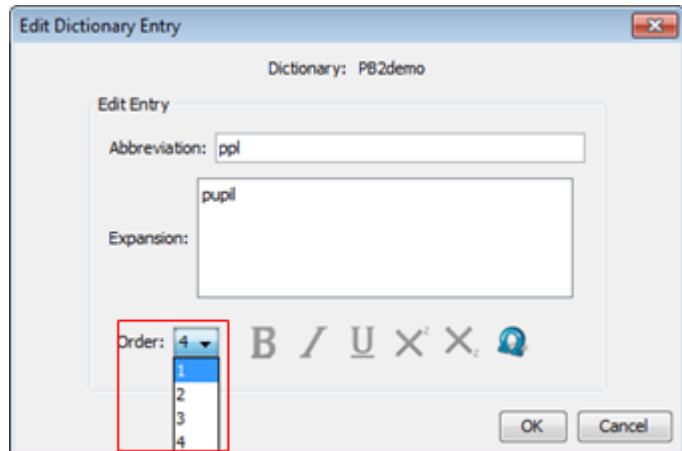
## 7.3 Disable Pick List

TO DISABLE THE PICK LIST FUNCTION:

- Select **Tools > Options**.
- Select **Dictionary** from the scrolling menu on the left.
- Uncheck the checkbox labeled **Show pick list for conflicting entries**.

If you disable the **Pick List** function, the default expansion for the abbreviation will be the first option in the list of multiple expansions. For example, there are two expansions for the abbreviation 'tc'; *teach* and *touch*. If the Pick List is disabled, the abbreviation will always expand to *teach* because it is the first option in the list.

# 8. On-The-Fly Entries

The **On-The-Fly** function allows you to add dictionary entries quickly, without moving focus away from the **Captioning Pane**. This is useful for handling new vocabulary terms, etc.
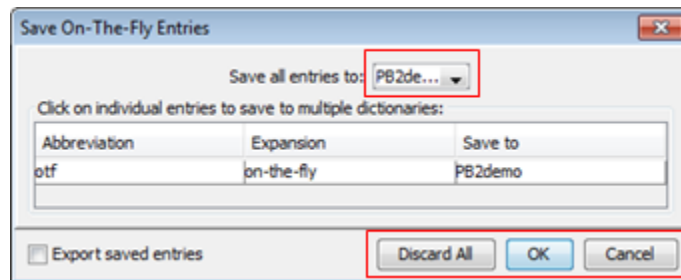
**TO ADD ON-THE-FLY (OTF) ENTRIES**:

1. In the **Captioning Pane**, type your new abbreviation followed by one of the OTF keyboard shortcuts – **Ctrl+/** OR **Shift+Enter**.
2. In the text field provided, type your correlating expansion followed by the **Enter** key.
3. Continue captioning.
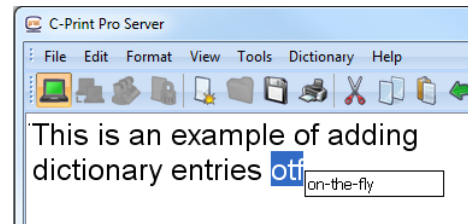
YOU CANNOT INCLUDE FORMATTING WHEN ENTERING AN OTF ENTRY. TO MODIFY THE ENTRY WHILE IT IS AN ON-THE-FLY ENTRY, DOUBLE-CLICK ON "ON-THE-FLY" IN THE ACTIVE DICTIONARIES SECTION OF THE DICTIONARIES PANE.

**TO SAVE THE ENTRIES DURING THE SESSION**:

1. Select **Dictionary > Save On-The-Fly Entries…**; this will open a window with the same name.
2. In the **Save On-The-Fly Entries** window, assign the dictionaries where you want to save the OTF entries.
   - You can assign different dictionaries to the entries by selecting the associated cell in the **Save to** column.
3. Click **OK** OR click
   - **Discard All** to delete all the entries
   - **Cancel** to keep the entries in OTF dictionary

If you prefer to wait until the end of the session or simply do not have time to save during the session, the **Save On-The-Fly Entries** window will come up before *C-Print Desktop* closes. In that case, follow steps 2 and 3 above.

IF YOU WOULD LIKE TO GENERATE A LIST OF THE OTF ENTRIES THAT YOU SAVED TO A DICTIONARY, SELECT THE CHECKBOX LABELED 'EXPORT SAVED ENTRIES' IN THE SAVE ON-THE-FLY ENTRIES WINDOW. THE EXPORTED FILE WILL BE IN .CSV FORMAT AND LOCATED IN THE DIRECTORY/FOLDER SPECIFIED IN PATH OPTIONS. THE .CSV FILE NAME CORRESPONDS WITH THE .CPS FILE NAME. IF A .CSV FILE WITH THAT NAME ALREADY EXISTS, A NUMBER IS APPENDED TO THE END OF THE NEW FILE NAME. IF THE .CPS FILE IS UNTITLED, THE .CSV FILE NAME REFLECTS THE SYSTEM DATE AND TIME.

# 9. Manage Connections

*C-Print Desktop* uses a network connection to link captionists, clients, and teammates; as a result, you must establish communication between the computers (via a network connection) prior to linking with the software.

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Network setup and troubleshooting instructions are not included in the C-Print Desktop user documentation. If you need assistance with network setup or troubleshooting, contact your IT/technical support person or refer to the C-Print Desktop Connection Information document.

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**Once your network connection is established,** you can link the captionist, clients, and teammates in *C-Print Desktop*. For the purpose of this document, we will use the following identifiers:

- HOST CAPTIONIST – Captionist using *C-Print Desktop* who is in control of the session.
- TEAMMATE – Captionist using *C-Print Desktop* who connects to Host captionist via Tag Teaming.
- CLIENT – Individual(s) using C-Print Web Client to connect to the Host captionist.

Host captionists can receive connection requests from individuals using C-Print Web Client and Teammates using *C-Print Desktop* (same version as Host). Clients and Teammates initiate connections to a Host captionist. If the Host captionist is allowing connections, the request will be automatically accepted.

## 9.1 Connections Menu/Commands

All of the functionality related to linking captionists, clients, and hosting services is in the **Connections** menu.

| Menu Item | Toolbar | Shortcut | Function |
|---|---|---|---|
| Allow Connections | | F2 | Opens the captioning session for Clients and Teammates to connect to the Host captionist.  Green background indicates the Host captionist is allowing connections; red background indicates the Host captionist is not allowing connections. |
| Start Tag Teaming… | | F3 | Used by Teammate to connect to Host captionist. Green background indicates that |

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| | | | Teammate is connected to Host captionist; red background indicates that Teammate *not connected* to a Host captionist. |
|---|---|---|---|
| Give Document Control | | F4 | Available when a Tag-Teaming session is active. Used when the captionist who is entering text in the Captioning Pane wishes to give other captionist control of the document (not the session) to enter text. ENTRY OF TEXT IS ASYNCHRONOUS. ONLY ONE CAPTIONIST CAN ENTER TEXT AT A TIME. A green lock indicates when a captionist is in control of the document and can enter text; a red lock indicates when a captionist is *not in control of the document* and cannot enter text. |
| Accept Session Transfer | | F5 | Displayed to Host Captionist to indicate when Teammate has requested transfer of a session.  Icon background flashes until the Host Captionist accepts the request. |
| Request Session Transfer | | F5 | Displayed to the Teammate after connecting to a Host Captionist. Teammate uses to request control of a session from Host captionist. After selecting the command (click on toolbar, use shortcut, or select from menu), the icon background flashes while a Teammate awaits transfer of the session. |
| Open C-Print Connector… | n/a | n/a | Opens the C-Print Connector window, which allows captionist to stream plain-text captioning from C-Print to third-party software, such as StreamText.Net. See C-Print Connector for more information. |

| Port Options… | n/a | n/a | Opens port settings for network connections. These settings should not be changed without advanced knowledge. |
|---|---|---|---|

## 9.2 Hosting a Session (Allow Connections)

When you (the Host captionist) are ready to begin a hosting session, click **Allow Connections** on the Toolbar. (Other options: select **Allow Connections** from the **Tools** menu, OR press keyboard shortcut **F2**). When you Allow Connections, Clients and Teammates can connect to you using your computer host name or IP address.

## 9.4 Disconnecting a Client

If for some reason you need to terminate a connection with an unauthorized viewer who connected using the Web Client, select the viewer in the **User List** and click on the **Disconnect** icon in the right margin of the **User List**. The Host Captionist and Teammate can both terminate a connection with a Client. (The Host Captionist can terminate a connection with a Teammate.)

- If a connection with a Client or Teammate is terminated, the disconnected user cannot reconnect for that session.

## 9.5 Tag Teaming

Tag Teaming involves two captionists sharing captioning responsibilities for a session. Teaming captionists link via the *C-Print Desktop* software, but only one captionist can enter text into the Captioning Pane at a time. All captionists (Hosts or Teammates) can manage dictionaries and respond to messages at any time during the session.

During a Tag-Teaming session, the text appears grayed-out in the Captioning Pane of the captionist not in control of entering text. You can change this default setting by deselecting "When not in control of the document during Tag Teaming…" in Captioning Pane Options.

### 9.5.1 Connect a Teammate to a Host Captionist

**STEPS PERFORMED BY A TEAMMATE:**

- Ensure the computers are able to communicate on your network**.**
- Start *C-Print Desktop*. The username you log in with will be the name displayed in the User List and messages to clients.
- Click **Start Tag Teaming** on the Toolbar.

- In the **Connect To A Session** window, enter the Host captionist's **IP address** or **computer name**.
- Click **OK** to connect.
  - o If a connection cannot be established, you will receive an error message. Contact your technical support or refer to the C-Print Connection Information document for assistance.
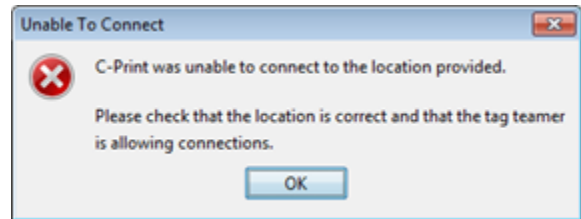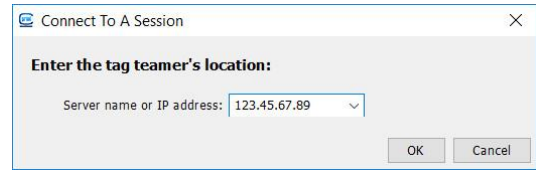
Once a Tag-Team connection is established, the streaming text will appear in the **Captioning Pane** and the Host captionist's username will appear in the **User List**. (If text does not appear to be streaming, check to see if the other captionist is typing.)

- When you are in control of entering text in the Captioning Pane, click **Give Document Control** on the Toolbar to pass control of typing to your teammate.
  OTHER OPTIONS: PRESS KEYBOARD SHORTCUT F4 OR GIVE DOCUMENT CONTROL FROM THE TOOLS MENU.

### IMPORTANT INFORMATION FOR HOST CAPTIONISTS

In a **Tag-Teaming** session, the Host Captionist controls the <u>session</u>. This means that the Host Captionist is the "keeper" of connections to the Clients and Teammate. If the Host Captionist leaves the session, the Teammate and Clients are disconnected. Before leaving a session, the Host Captionist should pass control of the session to a Teammate. For more information, refer to the [Session Transfer](#) section.

## 9.6  Session Transfer

**Session Transfer** is an alternative function of the **Tag-Teaming** feature. **Session Transfer** allows a Host Captionist to pass control of the session to Teammate. This includes passing control of the document, session availability (allow/deny connections), and connected Clients to the Teammate.

### TO USE SESSION TRANSFER:

1. HOST CAPTIONIST: Click **Allow Connections** on the Toolbar OR press **F2**.
2. TEAMMATE: Follow the [steps to connect as a Teammate](#).  The Host Captionist and Clients should connect as usual.

*4.5.082019.753.1*

3. TEAMMATE: To indicate you are ready to receive <u>control of a session</u>, click **Request Session Transfer** on the Toolbar.
   OTHER OPTIONS: PRESS KEYBOARD SHORTCUT **F5** OR SELECT REQUEST SESSION TRANSFER FROM THE TOOLS MENU.

4. HOST CAPTIONIST: When you are ready to transfer <u>control of the session</u> to the Teammate, click **Accept Session Transfer** on the Toolbar.
   OTHER OPTIONS: PRESS KEYBOARD SHORTCUT **F5** OR PRESS ACCEPT SESSION TRANSFER FROM THE TOOLS MENU.

- The **Session Transfer** icon on your Toolbar will become inactive and the status of your **Allow Connections** icon will change from Allow (green) to Disallow (red).
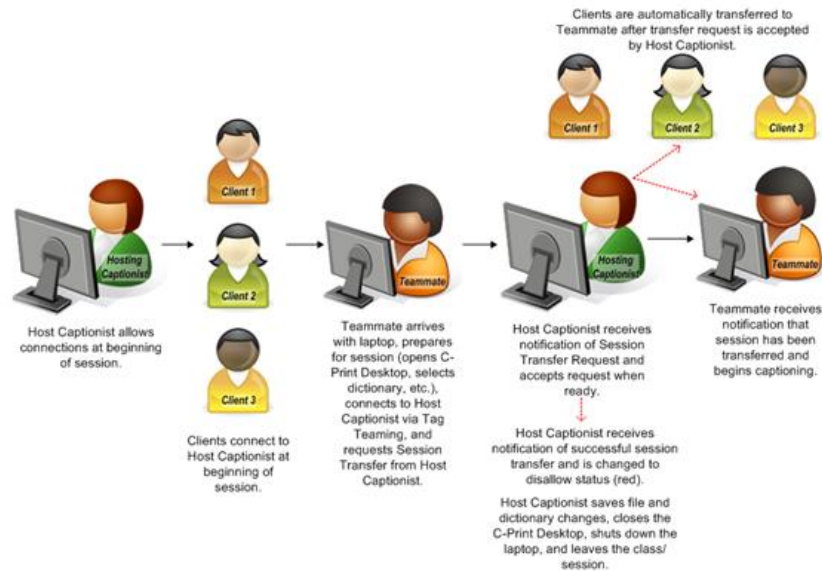


TEAMMATE: You will receive notification of the successful session transfer and can begin captioning. The **Start Tag Teaming** icon will become inactive and the **Allow Connections** icon will become active.
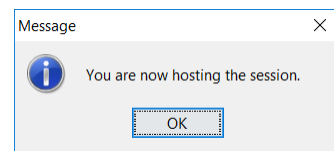
TO CLOSE THE SESSION TRANSFER MESSAGE, PRESS ENTER OR ANY KEY TO BEGIN TYPING.

### 10.1.1 More about Session Transfer

- You have the option to have customizable text automatically insert into the captioning document when you receive control of a session (as the result of Session Transfer).
  - For example, if the option is selected (in Captioning Pane options), the text *** *Indicates change in captionist*** would automatically insert in the Captioning Pane of the Teammate who is receiving

> control of the session when the session has been successfully transferred (rather than having to type the text).
>> o This setting is enabled by default. However, if you would like to disable the setting or modify the text, go to **Tools > Options > Captioning Pane Options** and modify the text or deselect the option.
>
> - Clients connected to the Host Captionist should transfer to the Teammate with minimum delay.
> - Text from the previous hour(s) of captioning is available to connected Clients and Teammates.

## 9.7 C-Print Connector

The C-Print Connector allows you to stream plain-text captioning from C-Print to third-party software, such as StreamText.Net. In order to do so, the other software must be programmed to accept the connection from the C-Print Connector. The host and port information will be available from the third-party software to which you are connecting.

The C-Print Connector can be accessed by going to the **Tools > Enable C-Print Connector…**

## 9.8 Client Connections

Clients view captioning via the *C-Print Web Client*. This section will briefly address connecting the Web Client to *C-Print Desktop*. For detailed instructions for the *C-Print Web Client*, refer to the Help section of the Client application.

**To connect C-Print Web Client to a Host captionist:**

1. Ensure the computers are able to **communicate on your network.**
2. Open a web browser, for example, Mozilla Firefox, Google Chrome, Apple Safari. In the address bar, **enter the connection information provided** by the party providing C-Print captioning services (such as an IP address), and press **Enter**.
3. Click in the **Name** field and **enter a username**. Your username must be between 3 and 50 characters.

   C-Print Login

   Name:
   StudentUser

4. Press **Enter** or click the arrow button to the right to connect.
5. If the connection is not successful, check the connection information (for example, IP address) to ensure that it is correct, and check your Internet connection. Try again. If the connection is still not successful, contact your technical support.
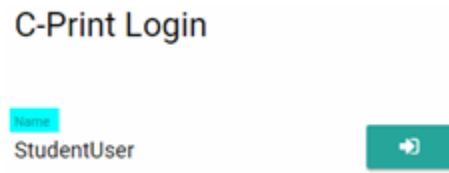
# 10. Keyboard Shortcuts

| FUNCTION | SHORTCUT | FUNCTION | SHORTCUT |
|---|---|---|---|
| Align Center | Ctrl + E | Missed Abbreviation Highlights (on/off) | Shift + F6 |
| Align Left | Ctrl + L | Missed Abbreviation Hints (on/off) | Shift + F8 |
| Align Right | Ctrl + R | New Document | Ctrl + Shift + N |
| Allow Connections | F2 | On-The-Fly Dictionary Entry | Ctrl + / or **Shift + Enter** |
| Bold (on/off)* | Ctrl + B | Open Document | Ctrl + O |
| Captioning Pane (cursor focus) | Alt+C | Options (open) | F12 |
| Check Missed Abbreviations | F6 | Order Edit (opens when Pick List displaying) | Caps Lock or **End** or **Home** |
| Check Spelling | F7 | Paste | Ctrl + V |
| Chemistry Helper | Ctrl+Shift+C | Performance Pane (open/close) | Alt + P |
| Clear Formatting | Ctrl + N | Print | Ctrl + P |
| Copy | Ctrl + C | Redo | Ctrl + Y |
| Cut | Ctrl + X | Replace | Ctrl + G |
| Delete last word typed | Ctrl Ctrl For first word, Ctrl for each additional word. | Save | Ctrl + S |
| Dictionaries Pane (open/close) (Manage Dictionaries) | Ctrl + D | Save As | Ctrl + Alt + S |
| Disable current expansion (and document behavior) | Ctrl | Scan Document | F8 |
| Exit | Alt + F4 | Select All | Ctrl + A |
| Find | Ctrl + F | Session Transfer – Accept | F5 |
| Give Document Control | F4 | Session Transfer – Request | F5 |
| Helper Options | Ctrl+Shift+H | Spell Check Highlights (on/off) | Shift + F7 |
| Insert Date/Time | Alt + D | Start Tag Teaming | F3 |
| Italics (on/off)* | Ctrl + I | STEM Style | Ctrl + M |
| Log Out | Alt + L | Subscript (on/off)* | Ctrl + ↓ or F10 |
| Math Helper (on/off) | Ctrl+Shift+E | Superscript (on/off)* | Ctrl + ↑ or F9 |
| Messaging Pane (open/close) | Alt + M | Underline (on/off)* | Ctrl + U |
| Messaging – Specific User | Alt + # of User | Undo | Ctrl + Z |

*ADDITIONAL OPTIONS AVAILABLE IN C-PRINT HELPERS.