

Insync Overwrite/Insert/Append Dictation Instructions

Insync has three dictation editing modes:

Append: Adds to the end of the sound file (Default Setting)

Overwrite: Begins overwriting at point of insertion

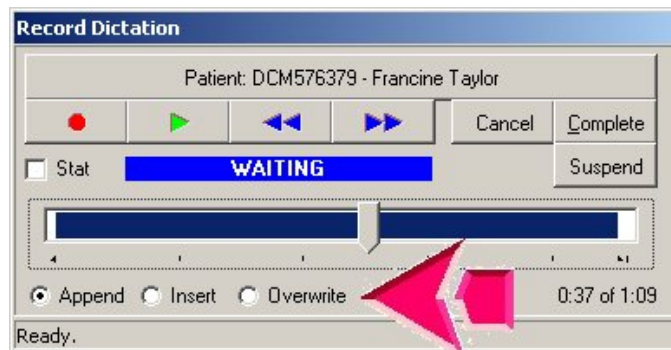
Insert: Inserts at point of insertion

To edit a dictation:

1. Go to the point of the dictation where you want to Insert or Overwrite by dragging the marker or stopping during play back.



2. Select the editing mode by clicking on the appropriate radio button:



3. Click the record button to Insert/Overwrite into the sound file.

The default setting is Append.

The Append setting will add to the end of the sound file regardless of where the marker is located.

You must select Insert or Overwrite to add into the dictation.