



# Software Manual

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*User's Guide Version 1.033*

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# YouCaption Overview

## **Closed Captioning Without the Hassle**

Live closed captioning used to be a difficult and cost prohibitive process. Now, CPC YouCaption changes all that with easy-to-use automatic captioning software. This is by far the most cost effective way to meet your accessibility requirements and reach a larger audience than before.

YouCaption uses a brand new approach to speech recognition technology, giving you accurate results with minimal lag or buffering time. Simply spend a few minutes training your voice into the software and then speak naturally and freely. You can easily train and switch between multiple profiles if you need to change speakers during the presentation.

When the utmost accuracy is required, YouCaption does not replace a highly trained stenographer. However YouCaption enables you to provide closed captioning in situations in which using the services of a stenographer is not an option.

## **For Live Presentations, Classrooms & Events**

YouCaption gives you a live closed captions display right on your computer screen or projector. No need to set up any complicated broadcast equipment. It overlays a window on top of your screen just like a closed captioning display on a TV. This is ideal for presentations such as PowerPoint.

## **For Webinars & Online Meetings**

If you use a screen sharing system such as WebEx, GoToMeeting, TeamViewer, etc., you can include the closed captions window as part of your shared screen. Now your webinars and online meetings can be Section 508 compliant and reach maximum audience without any recurring costs for captioning.

## **For Web Sites & Mobile Devices**

The captions can also be directed to a live web page which can be viewed on virtually all web browsers, including smart phones and tablets, with no special software or plug-ins needed. This is ideal for reaching a mobile or remote audience, especially when bandwidth may be an issue.

(This feature requires access to a web server with PHP and MySQL installed. See the section "Live Captioning on a Web Page" for more details.)

## **For Live TV Broadcast**

YouCaption can interface with CPC's award winning CaptionMaker software to control a local or remote broadcast closed captions encoder. Our new speech technology greatly reduces the buffering and lag problems that were inherent to previous voice captioning systems.

## **For Post Production**

YouCaption outputs a timed transcript of your session. If you later need to broadcast or upload a video recording of your event, you can use this script in CPC's CaptionMaker or MacCaption closed captioning software to easily add captions to the recording. You can also provide a plain text transcript to anyone who missed your event, or use it for indexing and archiving.

# System Requirements

## Minimum Requirements

- Intel Pentium 4 or AMD Athlon 64 or later processor (SSE2 instruction set required)
- 1.6GHz Processor Speed, 512KB L2 Cache
- Not Recommended for use on Intel Atom ("netbook") or Celeron processors
- 1GB RAM (Windows XP), 2GB RAM (Windows Vista/7)
- 5GB free Hard Disk space
- Operating System:
  - Windows XP SP3 Home/Professional edition (32-bit only)
  - Windows Vista SP1 (32/64-bit)
  - Windows 7 (32/64-bit)
  - Windows Server 2003 or 2008 (32/64-bit)
- Internet access required for software activation & some online features

## Recommended System

- Dual core processor (Intel Core series or AMD Athlon X2 series or later)
- 1.8GHz or faster Processor Speed
- 2GB RAM or higher
- 10GB free Hard Disk space
- Windows Vista or Windows 7 with Aero desktop enabled

# Software Installation

## Two Components

YouCaption is delivered as two components: the Dragon NaturallySpeaking installation disc, and the CPC YouCaption software installation disc. Both must be installed for the software to work.

## Dragon NaturallySpeaking Installation

This disc contains a special version of Dragon NaturallySpeaking which is optimized for working with YouCaption. You must install this software even if you already have a different version of Dragon Naturally Speaking installed on your computer. Insert the Dragon disc and follow the installation prompts.

## CPC YouCaption Installation

Insert the CPC YouCaption disc and run setup.exe, following the prompts to complete the installation process.

## Software Activation

The Dragon Naturally Speaking installation is protected by its own product key (serial number) which is included as part of the package.

YouCaption has two licensing options: a software key (serial number based), or a hardware key (USB dongle).

### Software Key

If you received YouCaption with a software key, the product key (serial number) will be listed on your invoice. When activating, the User Name and Product Key must be entered exactly as specified on your invoice, and you must have Internet access, otherwise the activation will not complete successfully.

Once the software is installed and activated, it can be run even without an Internet connection, although certain features (like live closed captioning to a remote web site) require Internet access.

Activation means that the software will be locked to this computer and cannot be installed on any other computers. However there is a special process for deactivation which allows the software to be transferred to another machine if necessary (for example, if you buy a new computer and no longer use the software on the old one). Please contact CPC for more information if you plan to make use of this feature.

### Hardware Key

If you received YouCaption with a USB dongle, this dongle must be plugged in to the computer for YouCaption to run. The advantage of the hardware dongle is that it can be moved between different computers without having to reactivate the software, as long as each computer has its own license of Dragon Naturally Speaking - Professional Version installed. The disadvantage of the hardware key is that if it is lost, the replacement cost is the full cost of the YouCaption software.

# Basics of Speech Recognition

## How To Wreck a Nice Beach (How to Recognize Speech)

Computers don't understand speech the same way people do. They can't decipher the wide range of voices and accents that people can. Also they don't make use of context or common sense in order to tell similar sounding words apart. In order to get sufficient accuracy for closed captioning purposes, there are some recommended practices to follow.

## Training Your Voice

This process only takes a few minutes, but it helps the software learn your voice and pronunciation, which will greatly increase the accuracy. Training is specific not only to one person's voice, but also the specific type of microphone you're using and the audio environment (such as the room you're in and the ambient noise level). If you aren't getting good results, you may wish to try re-training the software in the same environment and using the same microphone that will be used. Since training only takes a few minutes, this can be done shortly before the event starts.

You can store multiple user profiles in the software in case you have multiple speakers who speak in rotation, or for multiple sources such as for different microphones used by the same speaker.

**Important note:** After training a new profile in YouCaption, before you begin speaking, you should close your profile and then open it again, to ensure that the training changes are applied to your profile.

## Training your Vocabulary

The software can scan documents and sent e-mails on your computer to learn about words and phrases you use often. This is especially helpful when dealing with proper nouns such as names of people or companies, scientific or medical terminology, and other uncommon words that are not heard often in everyday speech. You can also add specific words to the software's vocabulary and train their pronunciations using your voice. This will help if certain words are always coming up as the wrong word. See the Accuracy Center (under Options) for more information.

## Loading Documents and Scripts

You can also train complete documents or scripts via the Accuracy Center. If you will be reading from an existing document such as a prepared speech or chapters from a book, this will greatly increase the accuracy as the software has to do much less guessing about what words and phrases you will use.

## Speaking Clearly

When training your voice, try to use the same manner of speech (speed, volume, enunciation, etc.) that you will use during the actual speaking event. The training is most effective when you speak with a consistent style. Yelling, whispering, singing, or speaking very slowly or very quickly will reduce the recognition accuracy. To get an idea of how to speak clearly with the best chance for high recognition accuracy, try listening to the way that news anchors speak. This is helpful not only for the speech recognition software, but will also make you a better speaker for your human audience too.

## **Use Natural Phrases**

The software uses knowledge of grammar and parts of speech to pick the right words, so it's best to speak in natural, complete sentences. Speaking in incomplete phrases or individual words without context will lower the accuracy.

## **Mistakes**

Even if you follow all the recommended practices, you should still expect the computer to make occasional mistakes. After all, even highly paid professional interpreters and transcribers make mistakes sometimes too.

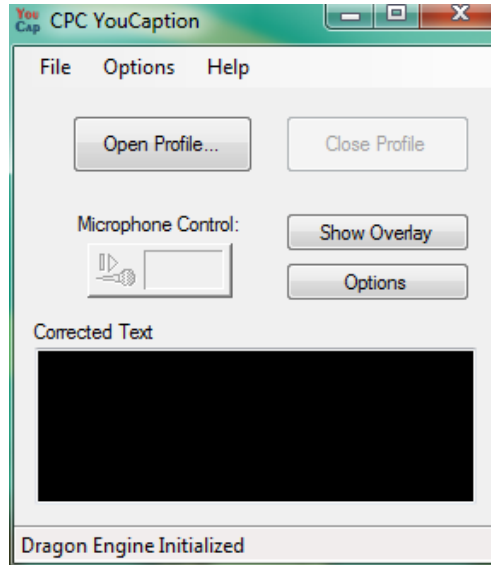
## **Shadow Speaking**

There may be times when you want to caption multiple speakers or speakers who cannot train their voice ahead of time. In these cases you can use a technique called Shadow Speaking, which is like being a live interpreter. The shadow speaker first trains their voice, then listens to everything that is being said by other people, and repeats it in their own voice. Since your voice is trained and only one person is speaking, the accuracy will still be very good. It takes a little practice to be able to listen and speak at the same time, but many people can become good at it over time.

# Quick Start

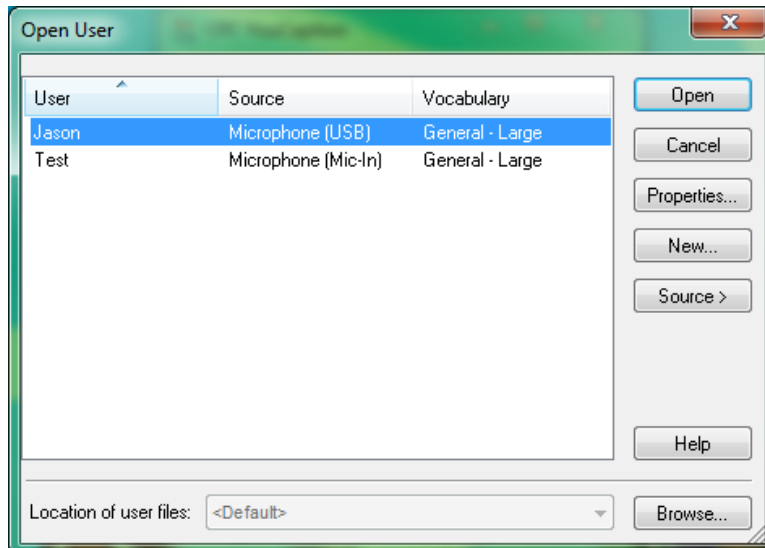
## Running the software

Double-click the YouCaption icon from your Programs menu or desktop to start YouCaption. The first window you'll see is the main controls window.



## Creating or Opening a User

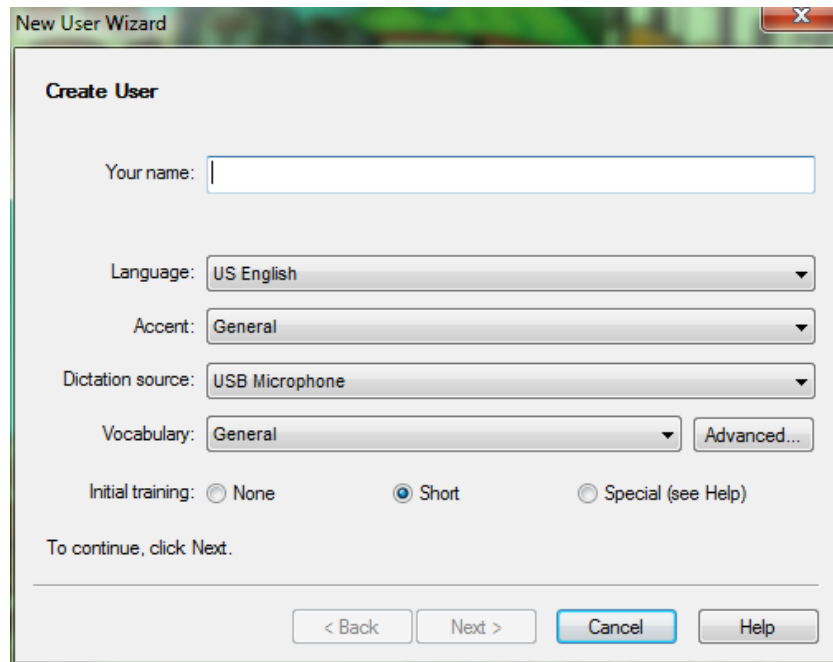
Click the "Open Profile" button to create a new speaker profile, or to open an existing one.



Select a user and click "Open" to open an existing Dragon speaker profile, or click "New..." to train a new user profile.

## New Profile

If this is your first time using Dragon, you need to train your speaker profile.



The screenshot shows a window titled "New User Wizard" with a close button (X) in the top right corner. The main area is titled "Create User" and contains the following fields and options:

- "Your name:" followed by a text input field.
- "Language:" with a dropdown menu set to "US English".
- "Accent:" with a dropdown menu set to "General".
- "Dictation source:" with a dropdown menu set to "USB Microphone".
- "Vocabulary:" with a dropdown menu set to "General" and an "Advanced..." button to its right.
- "Initial training:" with three radio buttons: "None", "Short" (which is selected), and "Special (see Help)".

Below these fields, it says "To continue, click Next." At the bottom of the dialog are four buttons: "< Back", "Next >", "Cancel", and "Help".

Enter your name as you would like it to appear, and configure your Accent, Dictation source (microphone type), etc. Please see the Help menu for more information about this process.

After checking your microphone sound levels and quality, the Dragon training process will begin. You'll be asked to read some sample paragraphs while the software learns what your voice and pronunciation sounds like.

**Important note:** After training a new profile in YouCaption, before you begin speaking, you should close your profile and then open it again, to ensure that the training changes are applied to your profile.

## Starting Dictation

Once a trained user has been opened, click the Microphone Control button to turn the microphone on. Now your speech will be turned into text.

## Pausing or Restarting Dictation

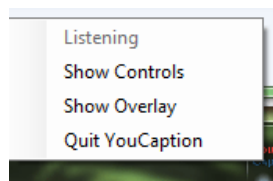
Click the Microphone Control button any time you want to pause the dictation or to restart it.

## Switching Users

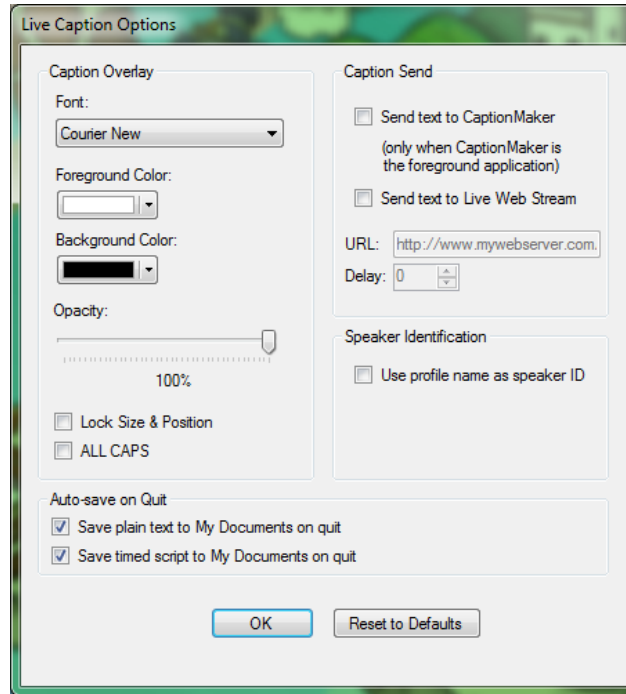
If you need to switch speakers during a session, click the Close Profile button, then click Open Profile... and select the next user profile to use.

## Using the Tray Icon

Right-click the YouCaption icon in your system tray to adjust YouCaption controls while using other applications (such as PowerPoint), without having to open the main YouCaption window. For example you can start/stop the microphone, or show/hide the overlay window without obscuring your other applications by the YouCaption control window.



# Options



## Overlay Window Settings

You can change the font, background & foreground color, and opacity via the caption overlay settings. If you'd like the caption text to be in ALL CAPITAL LETTERS, select the "ALL CAPS" option.

## Send to Live Broadcast/Live Web Page

Select "Send text to CaptionMaker" if you are using CPC's CaptionMaker software and would like the recognized text to be input into the CaptionMaker live captioning window. For more information, see the section "Live Closed Captioning for Broadcast TV" in this manual.

Select "Send text to Live Web Stream" if you'd like to have live caption text appear on web page on your server. For more information, see the section "Live Captioning on a Web Page" in this manual.

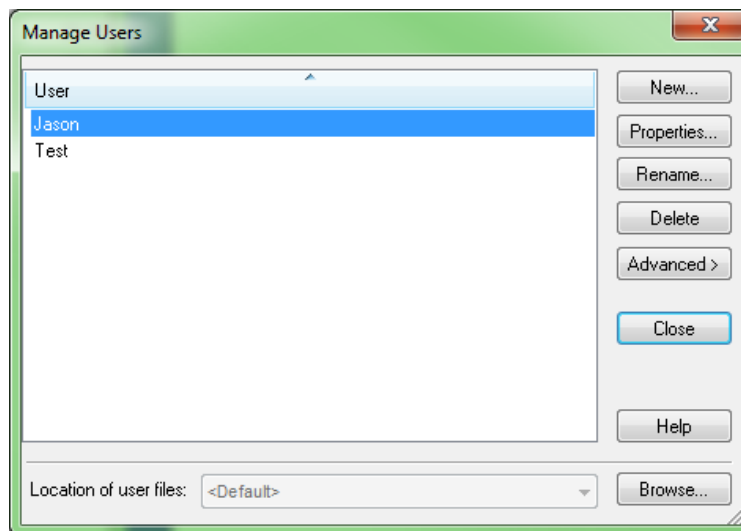
## Speaker Identification

Enable this option if you'd like your Dragon speaker profile name to be used as a speaker identifier in the YouCaption captions window. For example, if your Dragon profile name is "Jane", then your caption window will start with ">> Jane: ".

## Save Transcripts on Quit

Select "Save plain text to My Documents on quit" if you'd like to automatically save an (untimed) plain text transcript to your My Documents folder when exiting YouCaption. Select "Save timed script to My Documents on quit" if you'd like to automatically save an timed text transcript (for use in a captioning program like CaptionMaker or MacCaption) to your My Documents folder when exiting YouCaption.

## Manage Profiles

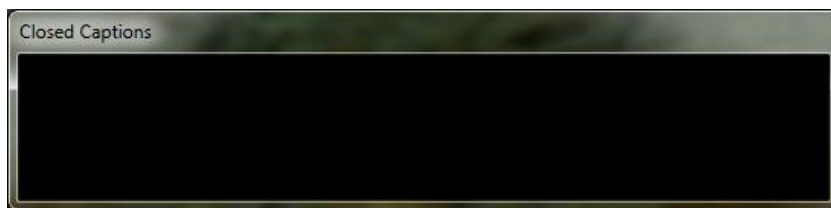


### Managing Dragon Speaker Profiles

You can manage Dragon speaker profiles by going to the Options > Manage profiles... menu. For example, you can rename or delete a speaker profile.

From the "Advanced >" button, you can export your profile to be used on another computer, or import profiles that were made on another computer or a different version of Dragon Naturally Speaking.

## Live Captioning on your Computer Screen



*Unlocked (Default) Overlay Window*

### **Showing & Hiding the Overlay Window**

Click "Show Overlay" in the controls window or the tray icon menu to show the captions overlay window. This window is used when you want closed captions to appear on your computer screen, such as when captioning a PowerPoint presentation. The overlay will always stay on top of other windows on your computer. If you need to access another program which is under the overlay window, you can hide it from the Controls window, from the tray icon menu, or by right-clicking the overlay window and select "Hide."

### **Moving & Resizing the Overlay Window**

When the overlay window is unlocked, you can move it around by dragging the title bar, and resize it by dragging from the lower left or right corners. When you resize the window, the text will automatically get bigger or smaller to suit the window size.

### **Locking & Unlocking the Overlay Window**



*Locked Overlay Window*

You can right-click on the overlay window and select "Lock" to lock the window. This ensures that the window can't be accidentally moved or resized during your presentation.

### **Customizing the Appearance**

You can control the overlay window's font, foreground & background color, opacity, etc. from the YouCaption Options menu.

# Live Captioning on a Web Page

## Introduction

The YouCaption web scripts can be uploaded to your web server, providing a hub in which captioners (using YouCaption or CaptionMaker) can stream live text to the web, and clients can view the live streams. You can have multiple meetings running on the same server simultaneously (using multiple captioners), and each meeting can have separate passwords for the captioner and for the viewers. All communication is done via the common HTTP or HTTPS protocol, meaning this method works on almost any internet or intranet connection (even behind most firewalls).

## Requirements

This feature requires a web server running PHP and MySQL with at least 1 database available, and the MySQL username and password to access it. If you need a secure stream, the server and URLs should be configured with HTTPS/SSL. Please contact your web site administrator if you need help with this section.

## Script Installation

The script files are included in your Program Files\CPC\YouCaption installation folder. Upload the script files to a public folder on the web server. For example, if your web server is [www.mywebserver.com](http://www.mywebserver.com) and you put the script files in the "youcaption" folder on the server, then the URL will be <http://www.mywebserver.com/youcaption/>

## Database Creation

Your MySQL database administrator should create a database (e.g. `youcaption_db`), and then edit the `db.php` file in the `youcaption` folder on the web server to contain the server, database name, user name and password login information. The admin password is also very important. You'll need this password to create and edit meetings.

Once the `db.php` file has been properly configured, you can then visit the page `install.php` in your web browser (e.g. <http://www.mywebserver.com/youcaption/install.php> ) and enter your admin password to initialize the database. (This initialization step will erase any previous YouCaption database, so it should only be done once.)

## Managing Meetings

Visit the `admin.php` page (e.g. <http://www.mywebserver.com/youcaption/admin.php> ) and enter your admin password to manage your meetings:

- Create a new meeting (with optional passwords for the captioner and for the viewers)
- Delete a meeting
- Change meeting passwords for the captioner & viewers
- Reset a meeting (delete all the text history)

## **Configuring YouCaption**

The captioner will need to enter the following information in the YouCaption options:

- Connection URL (e.g. <http://www.mywebserver.com/youcaption/> )
- Meeting ID - The number that appears next to the meeting on the admin/login page
- Captioner Password - (if required) the password set by the meeting admin
- Delay - (optional) If you are displaying the text alongside a live streaming video, you may want to add some delay to the captions in order to compensate for buffering of the video stream

## **Viewing Live Captions**

To view the live captions, direct your participants to open the URL in their web browser, and join the meeting (entering the viewer password if required).

## **Clearing the Screen**

During a meeting, the YouCaption user can clear the screen by going to Options > Clear All. This will also clear the screen for any web clients who are connected. Note that all of the previously transmitted text will still be in the database and might be seen briefly when clients refresh the page, so it is best to completely reset the meeting (via the admin.php page) if you are using the same meeting ID for a later event and don't want the previous text to appear.

## **Customization**

The scripts and HTML pages provided with YouCaption are very basic. Feel free to customize them to support whatever appearance or features you need on your live captions page.

# Live Captioning for Broadcast TV

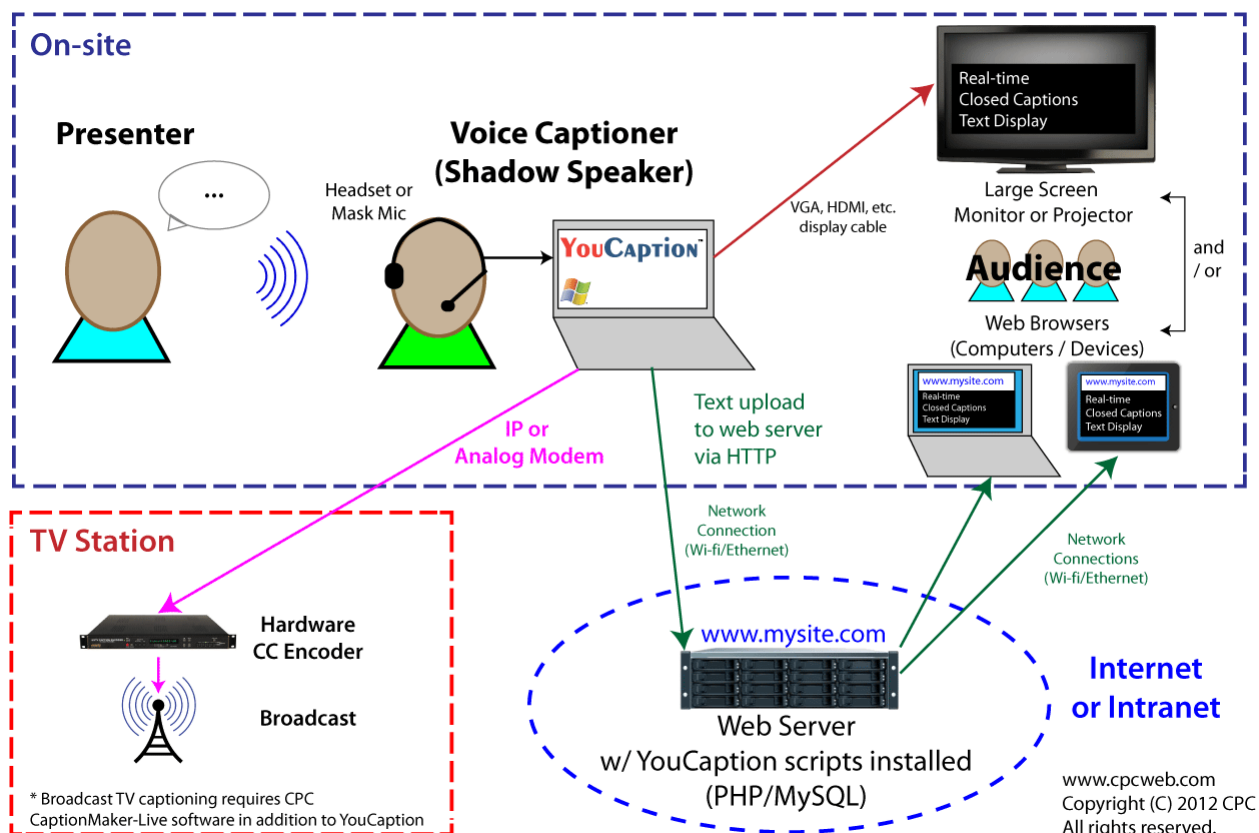
## Connecting to CPC's CaptionMaker software

YouCaption can send captions into CaptionMaker for the purpose of live closed captioning to broadcast TV. Both YouCaption and CaptionMaker must be running on the same computer.

1. First, configure CaptionMaker to connect to the hardware closed captions encoder used for live TV captioning (see the CaptionMaker manual for more details).
2. In CaptionMaker, enter Live Captioning mode.
3. Without closing CaptionMaker, run YouCaption software and open your user profile.
4. In the YouCaption Options, enable the option to send live text to CaptionMaker (see the Options section for more details.)
5. Turn on your microphone and enable dictation in YouCaption.
6. Bring CaptionMaker to the foreground application and click the cursor inside the text area, so that the text entry cursor is in the live captioning entry window.
7. Now all speech recognized by YouCaption will be sent to CaptionMaker's Live Captioning window, and then to the hardware encoder, as long as CaptionMaker remains the foreground application. (Do not minimize the CaptionMaker window or switch to another program while live captioning.)

If you need to adjust any settings or exit Live Captioning mode in CaptionMaker, you may want to temporarily disable dictation inside YouCaption, so that the text doesn't interfere with other functions of CaptionMaker. This can be done via the tray icon or the control window.

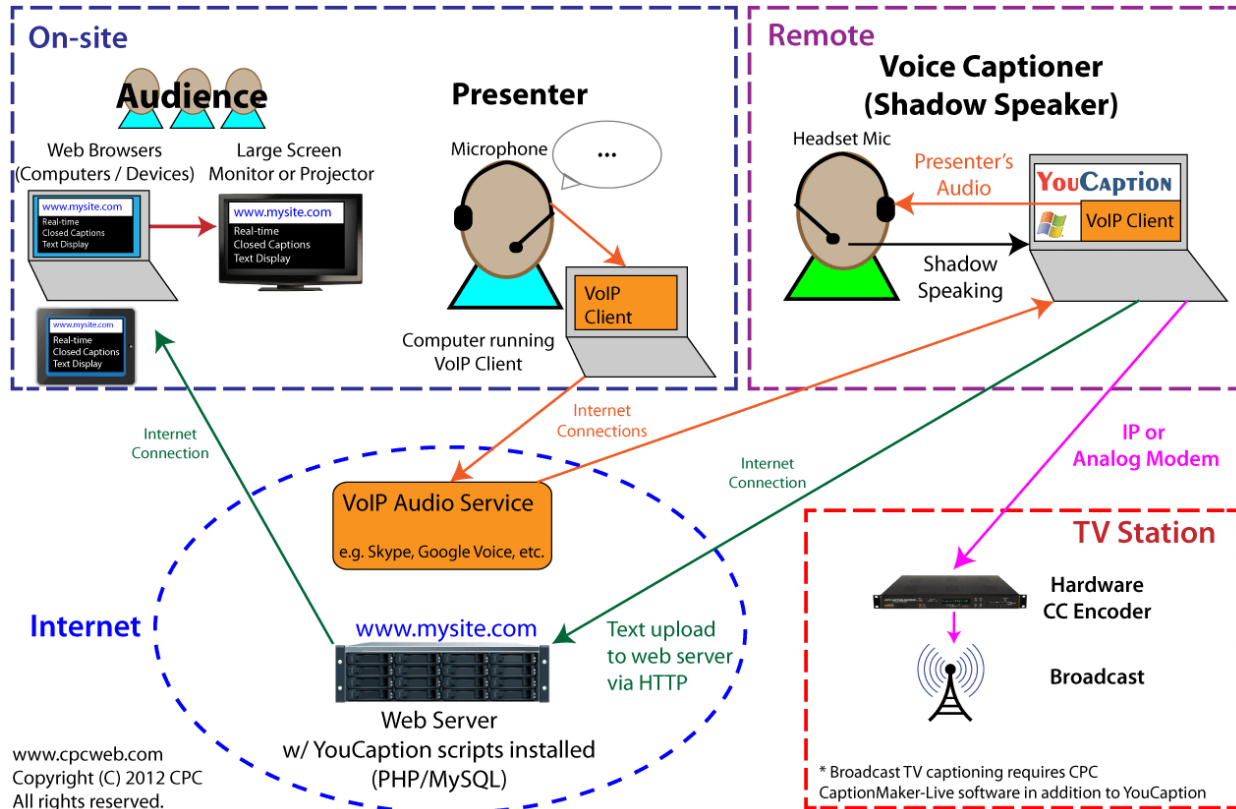
## Scenario: On-site Shadow Speaker



In this example, a shadow speaker (voice captioner) is on-site where the presentation or meeting is being held. They listen to what the presenter is saying and repeat it out in their own voice. The captions can be sent to any of the following simultaneously:

- A large screen such as a TV monitor or projector connected to the YouCaption computer
- Computers and mobile devices with web browsers - see the section "Live Captioning on a Web Page"
- For TV broadcast, the captions can be sent to a remote hardware encoder - see the section "Live Captioning for Broadcast TV"

## Scenario: Remote Shadow Speaker



In this example, a remote shadow speaker (voice captioneer) is captioning a presentation from off-site. The captioneer gets an audio feed using a telephone or Voice over IP (VoIP) service like Skype, Google Voice, etc. They listen to what the presenter is saying and repeat it out in their own voice. The captions can be sent to any of the following simultaneously:

- Computers and mobile devices with web browsers - see the section "Live Captioning on a Web Page"
- A large screen such as a TV monitor or projector connected to one of the remote computers (viewing the web page on a large screen) - see the section "Live Captioning on a Web Page"
- For TV broadcast, the captions can be sent to a remote hardware encoder - see the section "Live Captioning for Broadcast TV"