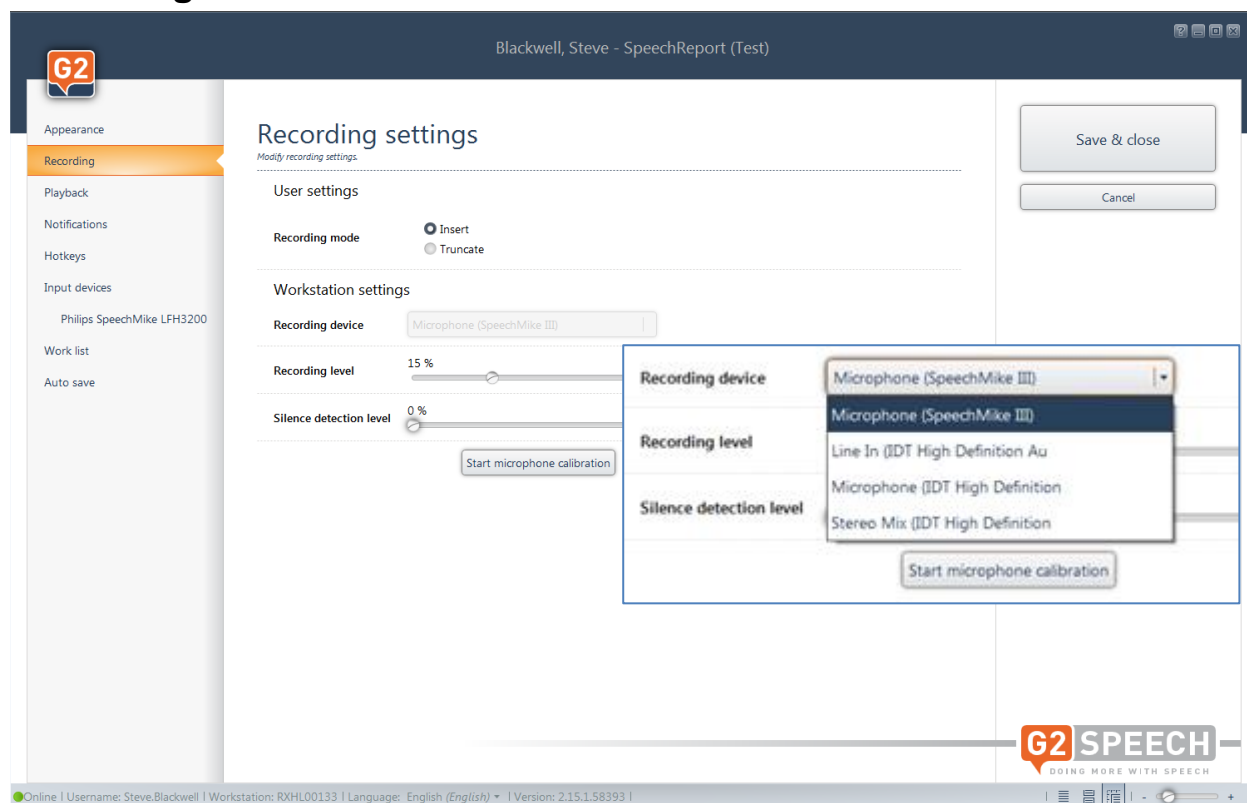# G2 User Settings

G2 User Settings

Appearance

These settings **do not** affect how the letters will look. It is purely to help the user use the system, onscreen.

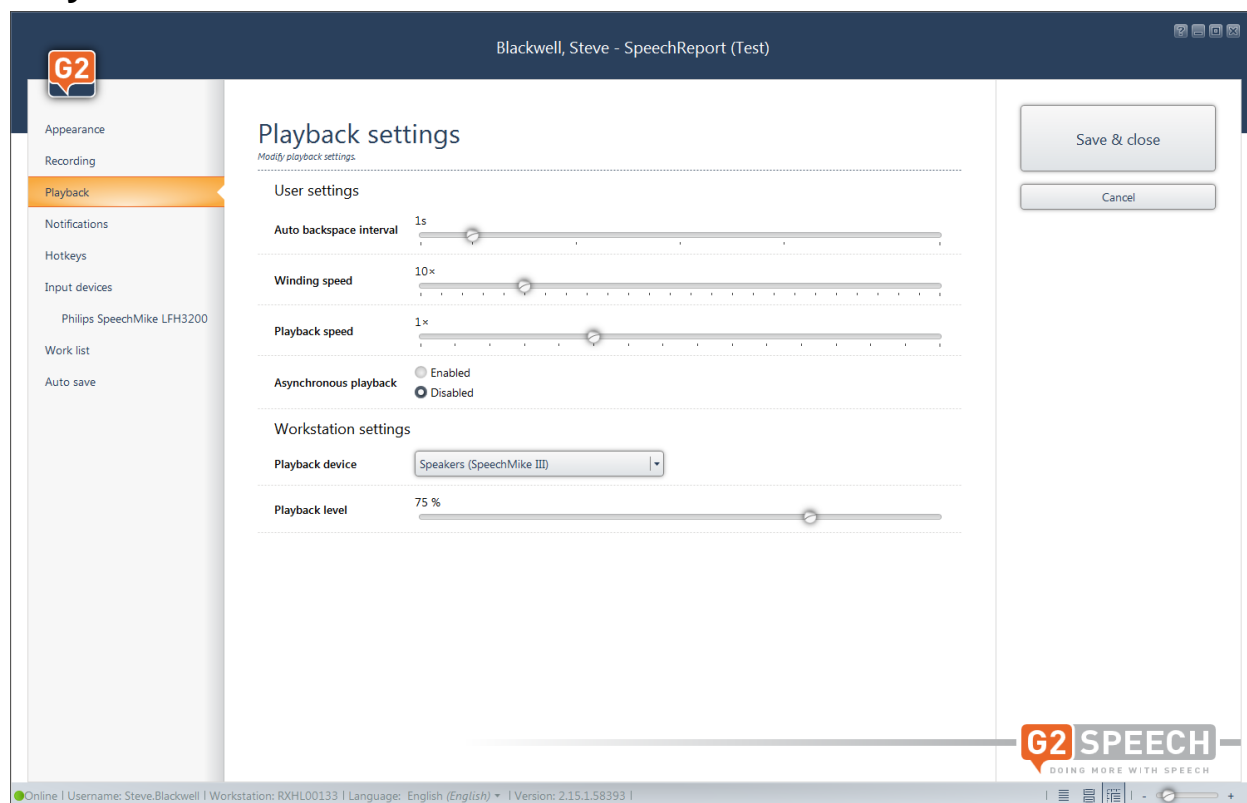| Setting	Description
Font Family	Font used on screen
Font Size	Font size used on screen
Highlighted Text in Patient History	Highlights chosen words in PDFs of previous G2 letters displayed in the Patient History section of the right-hand sidebar
Check Spelling	Whether G2 spellchecks the letter
Always on Top	Whether the G2 window displays in front of all other open windows

Recording

Setting	Description
Recording Mode	Whether the record button inserts or overwrites (truncate) by default
Recording Device	This displays the possible options if a SpeechMike is *not* the default device. If it *is* the default, the field is greyed out. Only by changing the default device in the PC's Sounds settings can you select an alternative here
Recording Level	This level will be set after completing the Microphone Calibration. *It is possible to set this level manually but it is not recommended*
Silence Detection Level	This level will be set after completing the Microphone Calibration. *It is possible to set this level manually.* *Usually set to 12% in normal conditions, 9% in noisy areas*
Start Microphone Calibration	When you use a PC you haven't used before or plug in another microphone to a PC you have used before, this function pops up. However, you can select this button to calibrate at any other time

To reduce issues with **Recording Device** and **Playback Device** settings **ALWAYS** make sure the SpeechMike is plugged into the PC before opening up G2 SpeechReport.
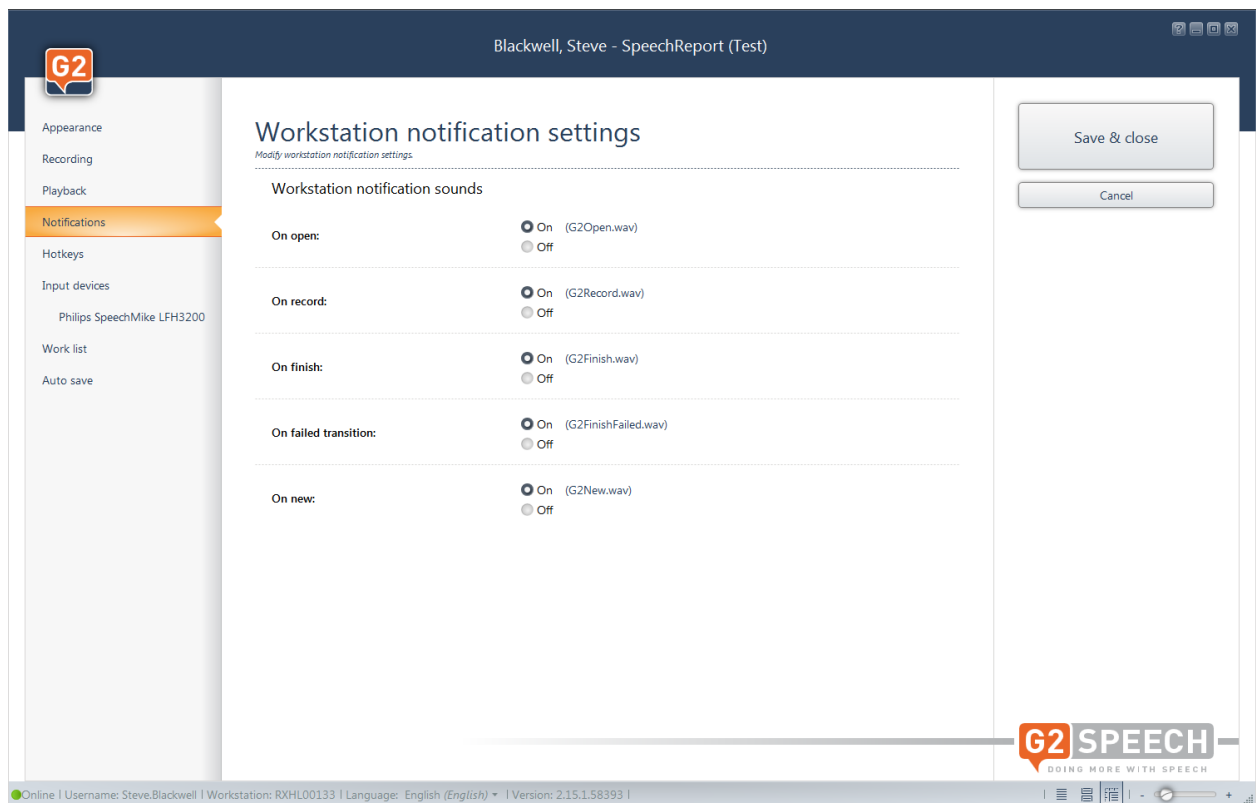
Playback

Setting	Description
Auto Backspace Mode	*This setting relates to a Transcriber's pedals.*
Winding Speed	How fast rewind and fast forward moves when you hold those buttons down
Playback Speed	How fast the voice file plays
Asynchronous Playback	*Always leave this disabled!*
Playback Device	If you have more than one Playback Device, you can select which one you want to set the Playback Level for
Playback Level	How loud the voice file plays

To reduce issues with **Recording Device** and **Playback Device** settings **ALWAYS** make sure the SpeechMike is plugged into the PC before opening up G2 SpeechReport.
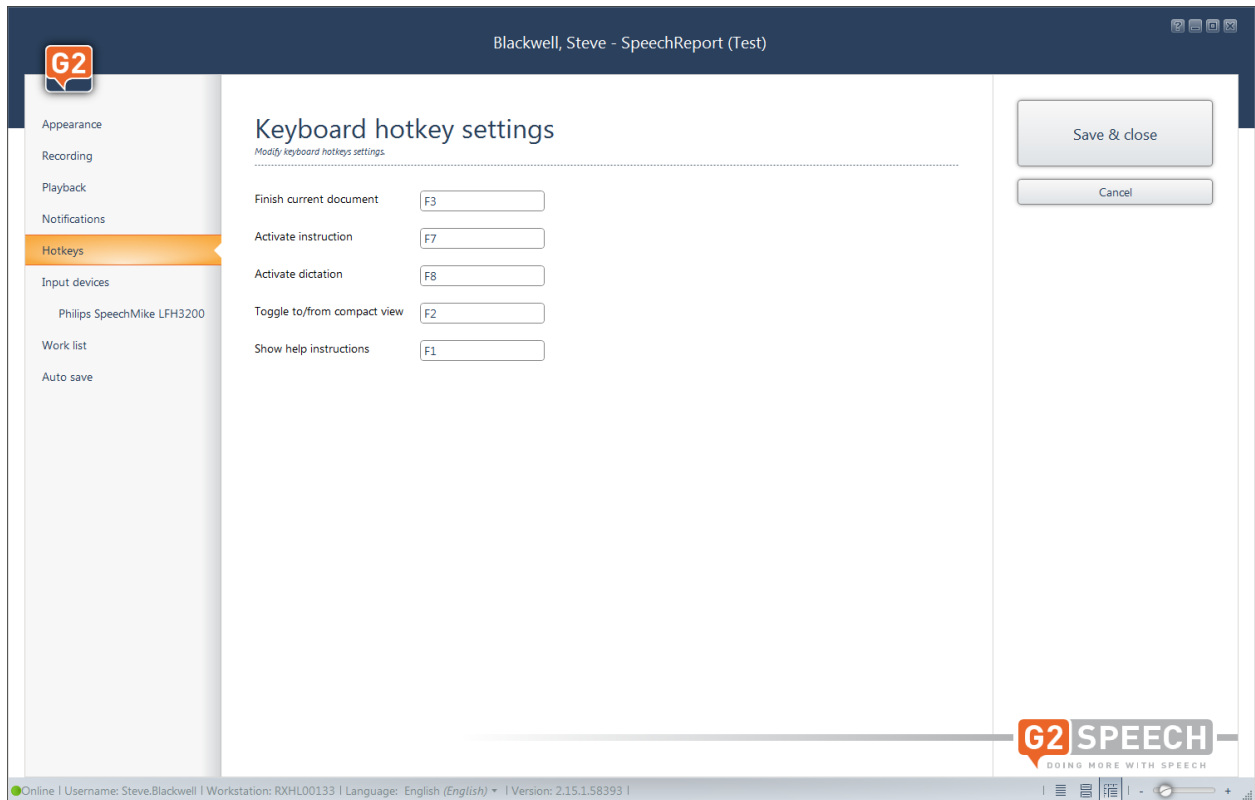
Notifications

Notifications let you decide whether to play a warning sound when:

- opening an existing letter
- recording dictation
- finishing a letter
- a transition fails to occur
  - *passing files through the workflow stages: Dictation, Transcription, Sign Off, Completion, Adaption*
- opening a new letter

Hotkeys

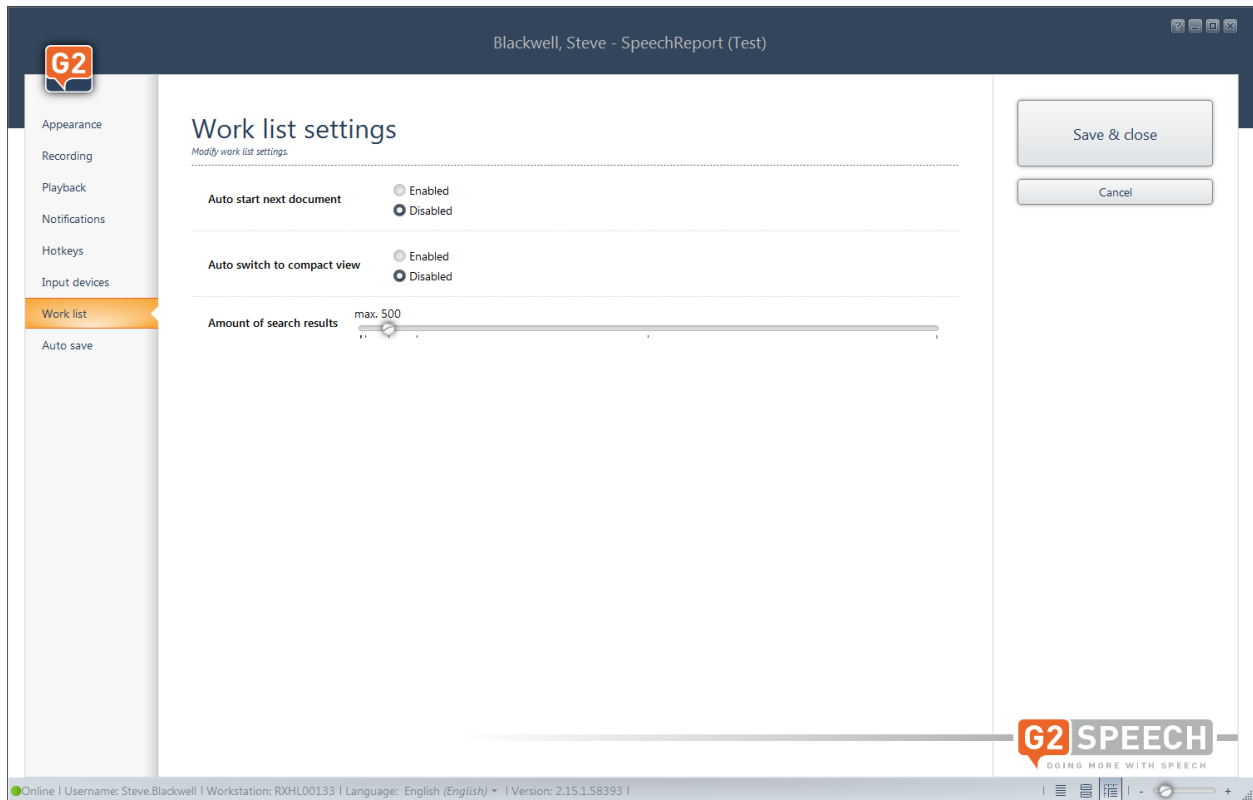You can re-assign shortcut keys to those you prefer. It also acts as a reminder.

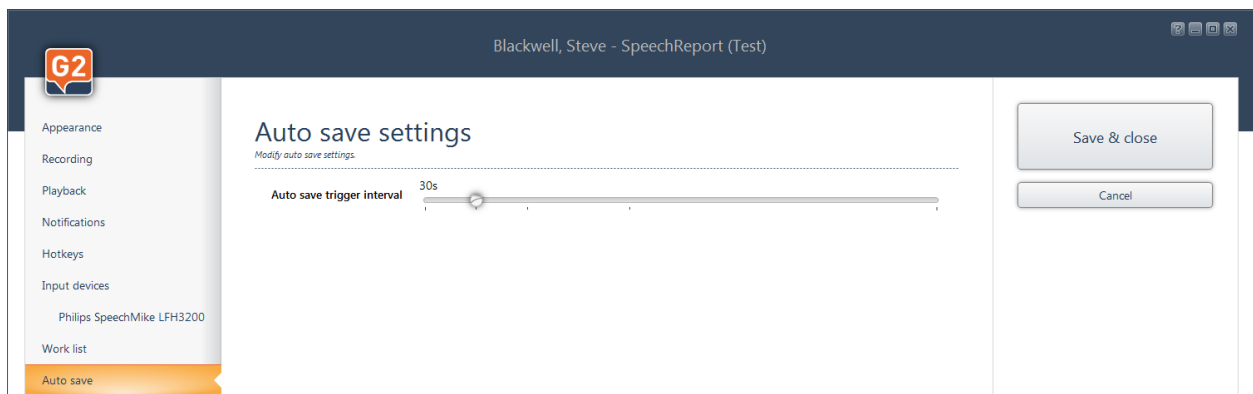| Setting	Description
Finish Current Document	This equals the author's EOL button on the SpeechMike
Activate Instruction	This activates the Instruction voice file, if in Dictation
Activate Dictation	This activates the Dictation voice file, if in Instruction
Toggle to/from Compact View	This hides everything but the Priority button, voice file(s) and action buttons, offering less distraction, until you need to edit
Show Help Instructions	Opens a help file for both Authors and Transcribers

Input Devices

This enables you to set whether the selected device requires a click of the record to start and another click to stop or whether you press/hold to start then let go to stop.

Work List

Setting	Description
Auto Start Next Document	If enabled, on finishing the current letter, another/the next letter opens
Auto Switch to Compact View	You can dictate whilst viewing the letter contents or you can dictate with just a record bar and simple controls. Enabling this displays only that record bar when you record
Amount of Search Results	You can choose the maximum number of results on a Search with this slide bar; 10, 25, 100, 500, 1000, 5000 and 9999

Auto Save

Sets how frequently data auto saves; Off, 30s, 1m, 2m and 5m – **after** a state change