

How-To Tutorial: How to Install AST-Link for Windows

AST-Link is a light-weight software application that allows you to submit large files, or large groups of files, to CaptionSync. It offers a simple drag-and-drop interface that allows you to quickly and easily upload large batches of files. AST-Link uses an encrypted communication link to the CaptionSync server to ensure security of your account and of your content. This tutorial will walk through the steps to install and setup AST-Link for Windows; this setup process needs to be done only once.

INSTALLING AST-LINK:

1. A **CaptionSync account** is required prior to obtaining AST-Link. You can sign up for an account at the [Getting Started](#) webpage on the AST website.
2. Login to your CaptionSync account. The first thing you need to do is have your account enabled for AST-Link. After login, click on the "Help" link (upper right corner); then click the link to complete a Support Request Ticket. On the Support Request page, select "Enable my account for AST-Link" under problem type and submit the request. There is no cost to get the AST-Link program.
3. You'll be notified of your new AST-Link status by email. Log in again to your account and navigate back to the Help page. You will now see a section titled "AST-Link Downloads". Click the link for the Windows Installer and save it to your local disk.
4. Now open the **AST-Link_Install zip file** you have downloaded.
5. **Run the SETUP.EXE** -- you will find this file in the Install zip folder. Follow the prompts in the setup program to complete the installation.

SETTING UP AST-LINK:

6. When the installation is complete, you'll see an **'AutomaticSync' folder in your Programs menu**. Go to that folder and select the "PuTTY Gen" application. This application will generate the encryption key pair for AST-Link. You can use any key generation software you wish, but PuTTY Gen is provided with AST-Link for convenience.
7. When PuTTY Gen opens, **set the Parameters** by selecting the SSH-2 RSA radio button, and enter 2048 for the number of bits. Click 'Generate' and the Key generation will begin.



8. When the Key generation is complete, save the Private part of your key on your local computer using the **“Save Private Key”** button. Do not assign a passphrase to this key for use with your AST account. Make sure you save this key in a secure location and make a note of where you save it (you will need to know this in a moment). It is not necessary to save the Public part of your key, but you may do so if you wish.
9. Back in the PuTTY Gen window, **the public key text** appears in the upper pane on the window -- select all of it and copy it to your clipboard with Ctrl-C.
10. Now, we will **enroll your public key** in CaptionSync. Log in to your CaptionSync account and select the "Settings" tab. Now select the "SSH Keys" link on the left side. This is where the public keys associated with your CaptionSync account are stored and managed. Click “Add Another Key” to enroll your new key. Paste the key from your clipboard into the new key window; add some text in the Note window that will allow you to later identify the key. Click "Add Key" when you are done. Each computer that you plan to use AST-Link from will have its own key. You may enroll as many keys as you need in your CaptionSync account and enable/disable them as you need.
11. Once you add your key, it will appear in the key list with a status of "Pending". It takes about 5 minutes for the key to change to the “Ready” status. You will need to wait for the key to become "Ready" before starting AST-Link.

AUTOMATIC SYNC TECHNOLOGIES User: Brent Robertson
Org: Automatic Sync Technologies, LLC [help](#) [logout](#)

SSH Key Management

Key Containing	Create Date (PT)	Enabled	Status	Note
ssh-rsa AAAAB3NzaC1y ... xUgV9wSJvQDevdTlvJhw==	2008-08-08 4:31 PM	<input checked="" type="checkbox"/>	Ready	Kevin's desktop computer
ssh-rsa AAAAB3NzaC1y ... Jow== rsa-key-20070112	2007-01-12 2:33 PM	<input checked="" type="checkbox"/>	Ready	Brent's XP Home
ssh-dss AAAAB3NzaC1k ... @BrentsPowerBook.local	2007-09-24 12:48 AM	<input checked="" type="checkbox"/>	Ready	Brents laptop

[Add Another Key](#)

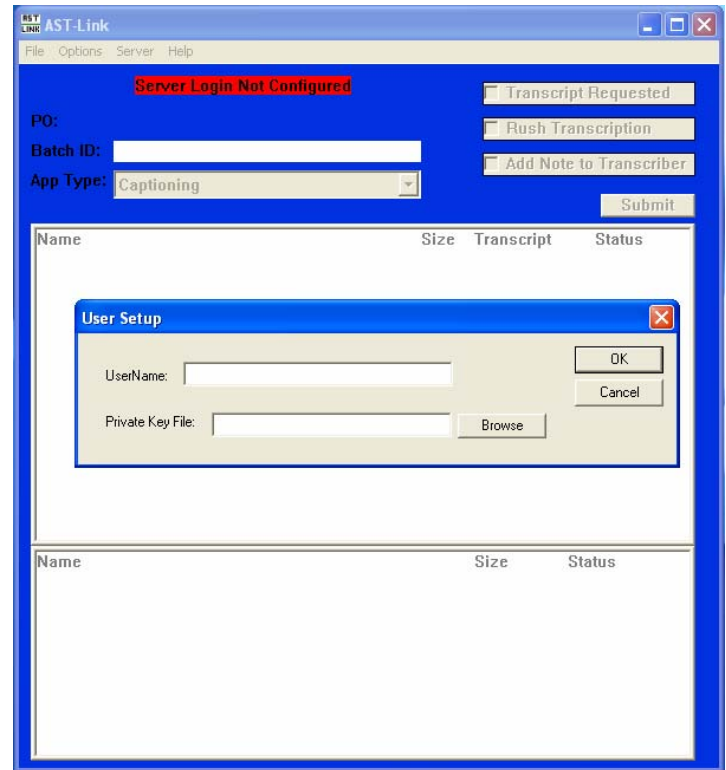
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12. While waiting for your key to be enrolled, let's take this time to review the **default settings** on your account. AST-Link allows you to control only a small subset of the caption settings that appear on your CaptionSync account. For most of the settings, CaptionSync will use the default settings on your account for jobs submitted via AST-Link -- so it is important to review and configure these settings appropriately. Go to the "Caption" tab on your CaptionSync account and click the ADVANCED SETTINGS button. Review the settings on each tab of the Advanced Settings window. Make your changes and check the box “Save as Default” and then Apply Changes. Once you've made the settings for your submissions and saved them as default you can load your submissions without having to revisit the Settings each time.
13. Note that if you have **multiple application types** enabled for your CaptionSync Account (e.g.: Caption and Transcribe), then you will need to visit the Advanced Settings for each application type to ensure they are properly set.
14. Now, return to the SSH Keys screen (on the Settings Tab) and check if your new key now has the status of “Ready”. When it does you can log out of your CaptionSync account and start the AST-Link application.

15. The last step in configuring AST-Link is to enable it to **connect to CaptionSync**. When you first start AST-Link, you will see a red status line at the top saying **Server Login Not Configured**. Select "Configure Server Login" from the Server menu. Enter your CaptionSync user ID (same one you use to login to your CaptionSync account) and provide the path to the private key you saved earlier. Click OK.

16. At this point, AST-Link will attempt to connect to the CaptionSync server. If this is the first time you have ever connected to CaptionSync, you may get a warning message asking you if you want to connect -- this warning will only occur on your first connection. Once it connects, the AST-Link window will show a status of **Server Ready**, and you are all set to go.



Congratulations on a successful AST-Link install! You can find a separate tutorial on [How to Use AST-Link for Windows](#) in the tutorial section of our website.

If you have questions, first see our **CaptionSync Support Wiki** under the 'Help' link in your account. It has answers to many of your queries about the workflow associated with CaptionSync.

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