

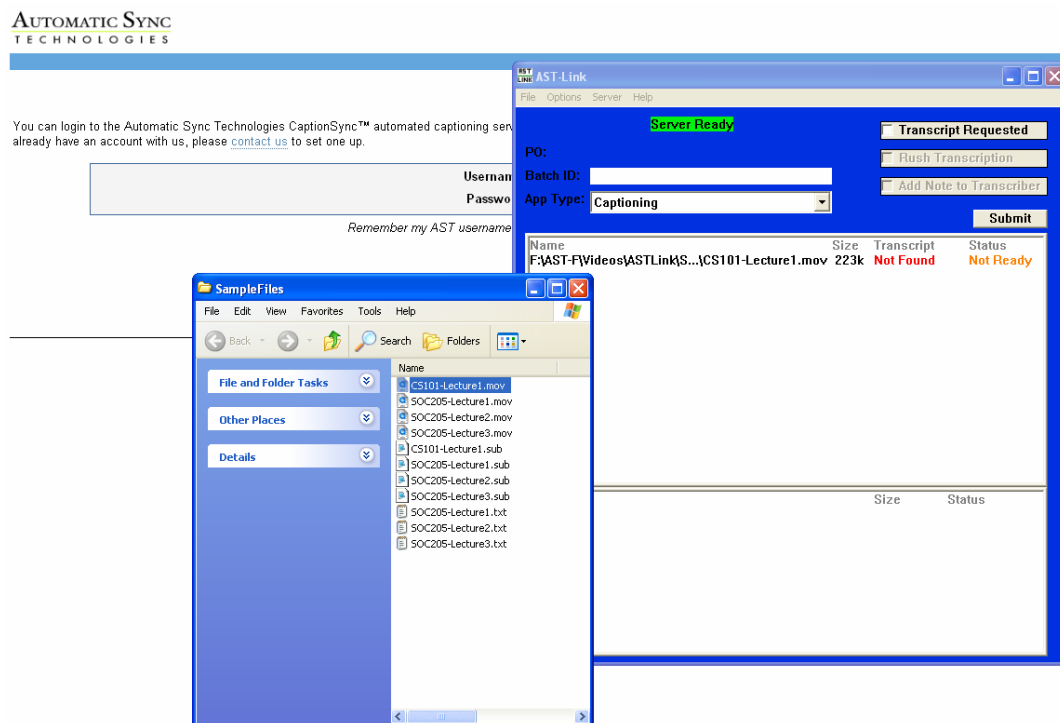
## How-To Tutorial: Using AST-Link for Windows

Now that you've successfully installed AST-Link for windows, by following the instructions in the [AST-Link Setup tutorial](#), you're ready to submit files for captioning.

### SUBMITTING FILES:

In the Setup Tutorial we talked about setting default Preferences in the Advanced Settings page that your AST-Link application will apply to your uploads. You may see the Preferences from within AST-Link using the Options / ShowPreferences menu item. If you wish to change any preferences you must do so from within your CaptionSync account, on the Advanced Settings page.

1. Start up AST-Link (found in the *AutomaticSync* folder in the Start menu on your computer).
2. The AST-Link window opens, reads the preferences you have configured in the Advanced Settings tab of the Submission window in your CaptionSync Account. The system then displays **"Server Ready"**.
3. The AST-Link window has **three main sections**. The area of the window is the Status and Setup area. The middle portion is the Input area, and the bottom section is the Results section.
4. With the AST-Link window visible, you can open the location where your media files are stored and **drag these files to the Input window** or choose File / AddInputFile from the pulldown menu and browse to the location where you choose them.



- Remember that, in addition to the media file and the transcript file having the same base name, i.e., lecture1.wmv and lecture1.txt, you should **make sure your file name has no special characters or spaces** (&#!\*<>?!). (See our CaptionSync Wiki article entitled "Using Nicely Named Files")
- Once files have been added, the Input window shows the file, its size, the transcript status, and the upload status. Next, **check your transcription status**. If you are providing your own transcripts, then the transcript file must have the same root name as your media file (and be in the same folder), with a .txt extension. Check the Transcript status column to ensure AST-Link found the transcript file(s) for each of your jobs. If you need AST to create the transcripts for you, then check the "Transcript Requested" checkbox -- you will see the Transcript status change to "Requested".

AUTOMATIC SYNC  
TECHNOLOGIES

CaptionSync™ Login

You can login to the Automatic Sync Technologies CaptionSync™ automated captioning service from this page. Once you establish an account with us, you will be assigned a user name and password already have an account with us, please [contact us](#) to set one up.

Username \_\_\_\_\_  
Password \_\_\_\_\_  
 Remember my AST username

AST-Link

File Options Server Help

**Server Ready**

Transcript Requested

PO: \_\_\_\_\_

Batch ID:

App Type:

Name	Size	Transcript	Status
F:\AST-F\Videos\ASTLink\S...\CS101-Lecture1.mov	223k	Requested	Ready
F:\AST-F\Videos\ASTLink...\SOC205-Lecture1.mov	223k	Requested	Ready
F:\AST-F\Videos\ASTLink...\SOC205-Lecture2.mov	223k	Requested	Ready
F:\AST-F\Videos\ASTLink...\SOC205-Lecture3.mov	223k	Requested	Ready

Name \_\_\_\_\_ Size \_\_\_\_\_ Status \_\_\_\_\_

- If you have **guidance for the transcribers**, such as the proper spelling of names or special terminology, check the "Note to Transcriber" box and provide your notes.
- If you have a set of files of similar subject, say a complete set of lectures on one Course, you can **name these under one name in the Batch ID** window. Note that no spaces or special characters are allowed in the Batch ID name.
- When you click the SUBMIT button, the window will read "Uploading Files" and the window will be inaccessible for other file additions. The window will read "Server Ready" and the status of the submission will read "Uploaded" when the process is complete and you can then upload more files.
- When considering a batch upload, **separate files that DO need transcription from the ones that have transcripts with them**, and submit these in two separate uploads.

## Receiving Results:

Log into your CaptionSync account and go to the "**Status of Existing Submissions**" section. Within about 5 minutes after uploading jobs via AST-Link, you will see the jobs appear in the status section. When the jobs complete, the CaptionSync will email the results to you (unless you configured your account not to email results), and the results will also be available for download from this Status section. In addition, you will also be able to retrieve the results using AST-Link.

1. When you select "**Server/Fetch Results**" menu item in the AST-Link window the available result files will be listed in the Result window.

The screenshot shows the CaptionSync v10.0 web interface. The top navigation bar includes 'Caption/Transcribe', 'Billing', 'Settings', and 'News'. The 'Submission History' section is active, displaying a table of submissions:

AST ID	Submit Date (PT)	Status
1279251841joe	2010-07-15 8:44 P	Pending
1279239245joe	2010-07-15 5:14 P	Completed
1279239240joe	2010-07-15 5:14 P	Completed
1279239236joe	2010-07-15 5:13 P	Completed
1279239231joe	2010-07-15 5:13 P	Completed
1278632688joe	2010-07-08 4:47 P	Completed

The AST-Link application window is overlaid on the web interface. It shows a 'Server Ready' status and a list of results:

Name	Size	Status
Batch1.zip	358k	Ready

2. If you used a **Batch ID** when you submitted your jobs, CaptionSync will wait until all of your jobs have run and then present the results in the AST-Link application as a single .zip file using the name of the Batch ID. If you later submit more material with the same Batch ID, those results will just be added to that zip file. If you do not use a Batch ID, the result files will appear individually in the results listing.

3. When the files appear in the **Results window**, you may highlight the ones you want and use the “File/Save Selected Results” menu item to save the results to your local computer. You can also use the “File/Save All Results” menu item to save all of the files in the Result list.
4. Your result files will remain in your AST-Link result folder for up to one year. **You may remove the result files** prior to that for your own organization by using the "Server / Delete From Server" menu item. Even if you delete result files from your AST-Link results folder, they will still be available in the "Status of Existing Submissions" section of your CaptionSync account.

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.



Automatic Sync Technologies LLC

1-877-AST-SYNC

[www.automaticsync.com](http://www.automaticsync.com)

[info@automaticsync.com](mailto:info@automaticsync.com)