Dictamus Manual

Dictamus is a professional dictation app for iPhone, iPod touch and iPad. This manual describes setup and use of Dictamus version 10.
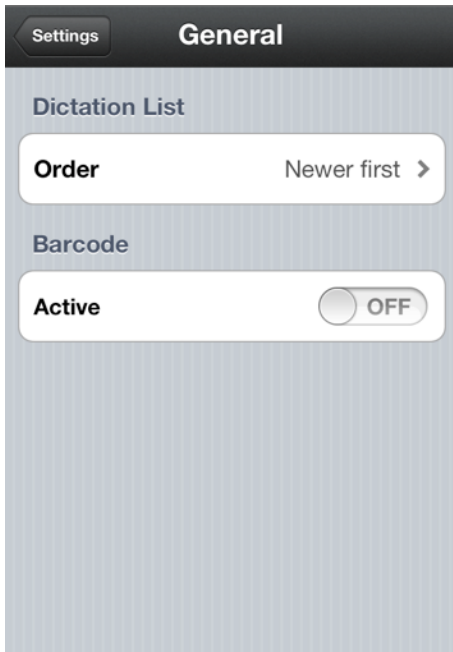
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1. Settings

Before you start dictating, configure a few settings in Dictamus. Tap the gear button top left in the dictation list

1.1. General

In "Dictation List" you can set the sort order of dictations in the dictation list. "Newer first" places dictations with a later modification date at the top, "Older first" those with an earlier date.

Activate the barcode scanner if you want to scan barcodes and store them with dictations. When the barcode scanner is active, you get an additional field in the dictation details labeled "Barcode". Tap it to enter or scan a code.

1.2. Dictation

1.2.1. Recording

When voice activation is enabled, recording will be stopped automatically when Dictamus detects silence.

Choose a recording quality from the options Normal (Standard), Higher and Highest. Normal is sufficient for dictation and transcription use. Please note that higher quality settings generate larger files, which take longer to send.

Activate Bluetooth to dictate through a Bluetooth headset. The headset needs to be coupled with the iPhone. Bluetooth recording works only on iPhone, not on iPod touch or iPad.

1.2.2. Playback

By default, Dictations are played back at normal speed. You can slow down playback speed to 0.75, or increase it to 1.5 or double speed.

If you activate the switch "Always play back through speakers", dictations will only play on the build-in speaker of your device. This is useful if you plug a plain microphone without speakers in your device's headphone jack.

1.2.3. Dictation controls

In the recording view, the upper winding buttons are set to "fast winding" by default. Using these, you can scan quickly forward and backward through your dictation as long as you hold them down. You can change their function to jump a fixed distance instead. For each tap, you'll jump 5, 10 or 30 seconds, according to your setting. You can also change this setting in the dictation screen's setting view.

Activate the "Classic" switch to change the dictation controls to a layout that is similar to the one from earlier Dictamus versions. We recommend using the newer style, though.

1.3. Sharing

1.3.1. Sharing destinations

Dictamus can send dictations by e-mail, transmit them via USB cable, upload them to FTP/ WebDAV/SFTP servers, upload them to several cloud services, and more.

On a fresh installation, Dictamus offers three predefined sharing destinations: iOS Mail, Download and Export. You can add further sharing destinations by tapping the "Add sharing destination" button. Dictamus integrates several workflow solution providers and transcription services. We continuously expand the list of integrated services. If your service isn't listed, let us know at dictamus@jotomi.com and we'll see what we can do.

1.3.1.1. E-mail

Dictamus support sending dictations via iOS mail. There is no configuration required in Dictamus, a working mail configuration in your iPhone's main settings is sufficient. For technical reasons, we have to impose a size limit on files sent through iOS mail. The limit is 5MB for old devices like iPhone 3G, for iPhone 3GS and iPad 1 it's 15 MB, and newer devices (iPhone 4, iPad 2 and newer) can send 35 MB. iOS mail is the only way to send mails over Exchange ActiveSync from Dictamus.

We recommend that you configure an "E-mail" destination if you want to use e-mail and don't require Exchange ActiveSync compatibility. You'll need to enter your mail provider's server settings ("Outgoing Mail" or "SMTP Server") and your account credentials (username and password). to authenticate at the SMTP server. If you don't know any of these, contact your mail provider.

Please note that audio recording files can be very large, depending on their length, quality and audio format. Many mail provider enforce a limit on the size of e-mail attachments. Contact your mail provider to find out your personal limit. Each mail usually passes

through several servers before reaching the recipient, and each server can impose its own limit.

1.3.1.2. E-mail recipient

If you want to send dictations to a fixed recipient, you can set up an "E-mail recipient" destination. You'll need a fully configured "E-mail" destination first. Then, create an "E-mail recipient" destination, choose the e-mail destination and enter the recipient address.

1.3.1.3. WebDAV

In order to send dictations to a WebDAV server, create a WebDAV sharing destination and enter your server details and your credentials. If you only have a URL instead of the settings that you need to enter in Dictamus, you can split the URL into components to get server name, path, port and SSL setting. For example, if your URL is https://dav.server.com/webdav/username , then your server name is "dav.server.com", the path is "webdav/username", and you need to activate SSL. If your URL starts with "http" instead of "https", then deactivate SSL. The path must contain all characters after the first slash after the server name.

If Dictamus reports a size mismatch after uploading a file that's more than 1 MB, please try disabling the "Partial PUT" switch in your WebDAV destination's Advanced section. If the transfer fails with a "40x Content-Range not allowed" or similar, also try disabling "Partial PUT".

1.3.1.4. box, Dropbox, CloudMe

box.com (www.box.com), Dropbox (www.dropbox.com), and CloudMe (www.cloudme.com) are cloud storage providers to which you can upload dictations and share them with other users such as your transcriptionist or colleagues. If you want to use one of these services for your dictations, you need to register an account there before configuring your sharing destination.

1.3.2. Workflow

In the recording view, you'll find the "Quickshare" button in the bottom left corner. By default, this button is disabled. If you select a sharing destination in the Workflow section of the Sharing settings in Dictamus, the button will be enabled, and allow you to share your dictation directly from the recording view.

After sharing a dictation, Dictamus returns to the dictation detail view by default. You can change this behavior so that Dictamus goes to the dictation list instead.

1.3.3. Format

1.3.3.1. Audio format

Dictamus currently offers four audio formats: MP4 AAC, WAV IMA4, WAV, and AIFF. The default format is MP4 AAC. The formats produce different file sizes, and some player applications cannot play all formats. Smaller files get transferred more quickly. Check if your player or transcription software can process the format that you want to use.

1.3.3.2. Encryption

Dictamus can encrypt files with AES (Advanced Encryption Standard, 128 bit key length) before sharing them. The encrypted files can be in Zip format, GPG format or Dictamus GPG format (a minimally extended version of the GPG format). The recipient of the encrypted dictation can only decrypt it if he knows the passphrase. That way, Dictamus offers highest confidentiality when sending dictations with sensitive content over the Internet. Please note that the file name, which may include the dictation description, is not encrypted. To decrypt the files, the recipient can use any software that can read the respective format. In the following table, we collected some examples for the major operating systems. An asterisk (*) indicates commercial software that requires a purchase.

	Dictamus GPG	Standard GPG	Zip
Mac OS X	Dictamus Decrypter*	Dictamus Decrypter* GPG	Keka BetterZip*
Windows	-	OpenGPG	7-Zip WinZip*
Linux	-	OpenGPG	p7zip

|	Dictamus GPG	Standard GPG	Zip
iOS	Dictamus Decrypter*	Dictamus Decrypter*	WinZip

Dictamus Decrypter is an app for Mac OS X that you can purchase in the Mac App Store. Dictamus Decrypter makes decryption very simple. By double-clicking an encrypted file in an e-mail or on your hard drive, Dictamus Decrypter launches, decrypts your file and stores it into a pre-set folder. You only need to enter the password once because Dictamus Decrypter can store it in your system keychain for you. If you use the Dictamus GPG format for encryption, you can easily manage different passwords for several dictators. Each dictator enters a different Sender ID in Dictamus, and Dictamus Decrypter automatically chooses the correct saved password for each of them.

To encrypt and decrypt dictations, you need a passphrase. We strongly recommend that you use passphrases that are not easy to guess, at least 8 characters long and contain uppercase and lowercase characters as well as special characters. Too short or too simple passphrases are susceptible to "brute force" attacks that simply try a large number of simple passwords. Remember that encryption can always only be as secure as the strength of the passphrase.

1.3.4. File names

Select a file name pattern to determine the names of shared files. Enter your initials to enable a recipient to quickly identify the creator.

1.4. Security
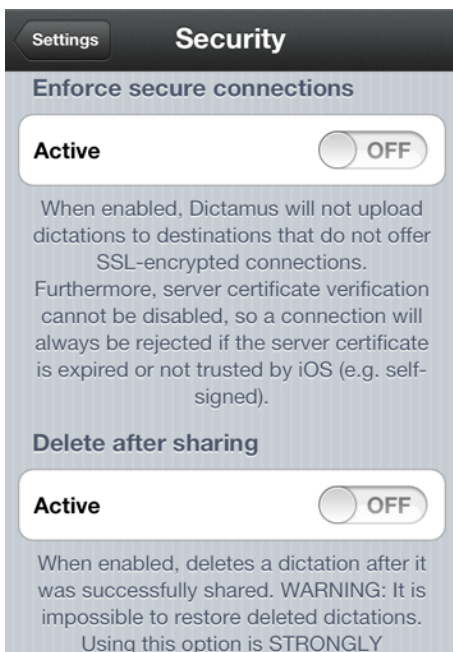
1.4.1. Enforce secure connections

When "Enforce secure connections" is active, Dictamus refuses to transfer dictations to destinations that do not offer SSL-encrypted connections. Furthermore, SSL certificate verification cannot be disabled anymore, so it is no longer possible to connect to servers with expired or self-signed certificates.

1.4.2. Delete after sharing

When this switch is active, then Dictamus deletes every dictation after it was shared successfully. Warning: it is impossible to restore a deleted dictation, deleting is final. We strongly recommend against using this option when you share dictations to destinations that do not guarantee delivery, such as e-mail.

1.5. Info

1.5.1. E-mail / Twitter

Recommend Dictamus to your friends by e-mail or Twitter.

1.5.2. Review

Dictamus is being distributed exclusively through the iTunes App Store. Dictamus buyers can write reviews on the iTunes Store to help potential buyers with their purchase decision, and support future development. Please do not include feature requests and support inquiries in reviews, because there is no mechanism that would allow us to answer you. Please contact our support team at dictamus@jotomi.com instead.

1.5.3. Support

JOTOMI offers support by e-mail only. The support team's e-mail address is dictamus@jotomi.com.

2. Dictating

Tap the red button labeled "New dictation" below the dictation list to create a new dictation. Dictamus will switch to the dictation view. You'll see buttons to start recording, start playback, four transport buttons, the insert button, the quickshare button, the lock button, three bookmark buttons, two selection buttons, an action button, a level indicator and a position slider.

Level indicator →	← Settings
Bookmark buttons →	← Selection buttons
Position slider →	
Current position →	← Current length
Fast rewind/Jump →	← Fast forward/Jump
Rewind →	← Forward
Quickshare →	← Lock/unlock

Insert
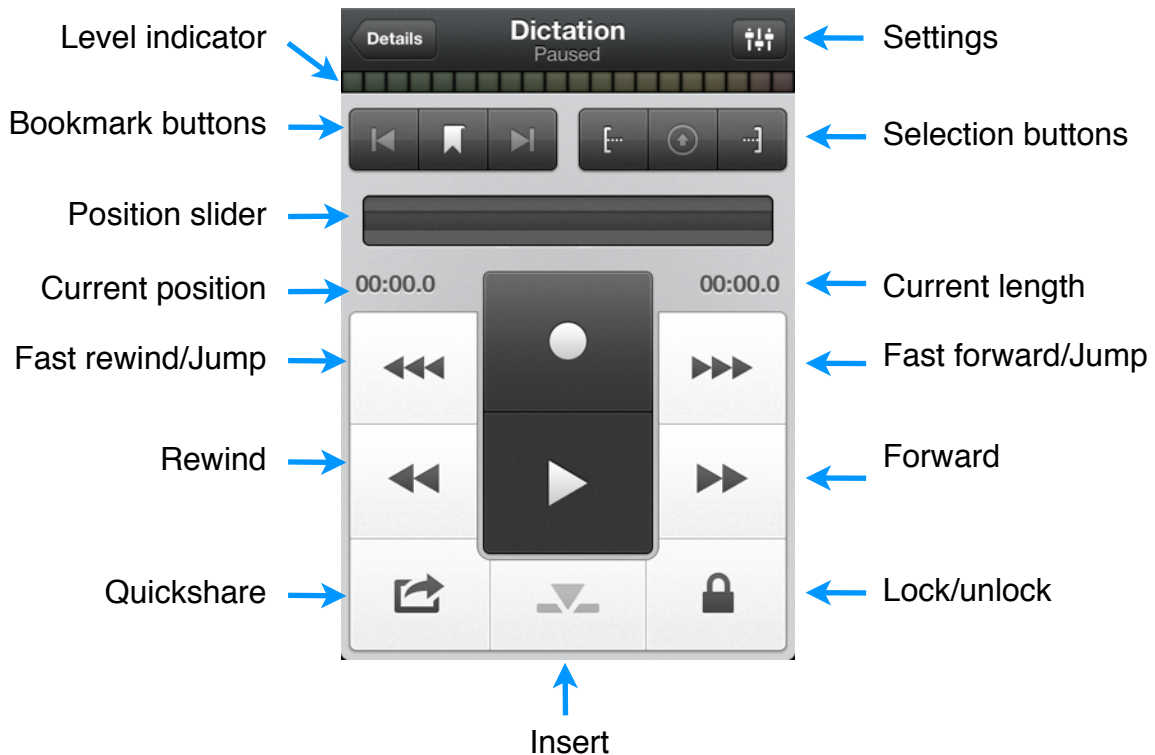
Tap the button labeled "Details" in the top left corner to go back to the dictation details. If you press this button for 0.5 seconds or longer, you'll go back to the dictation list instead.

2.1. Recording

You can record a dictation through the build-in microphone on your device or through an attached audio accessory, such as earphones with a microphone. If you use the built-in microphone on an iPhone or iPod touch, we recommend turning it upside down so that you're speaking directly into the microphone. The screen will rotate accordingly. On older iPod touch devices (3rd and 2nd gen) you will need an external microphone to record a dictation because these devices have no built-in microphone. On iPhones, you can also record through Bluetooth headsets if you activate Bluetooth recording in the Recording section of Dictamus' settings.

2.2. Saving

You don't need to manually save dictations. Your dictation is saved continuously while you're dictating. Just return to the details view when you're done. Dictamus sets an automatic description based on date and time. We recommend giving each dictation a

unique name so that you can distinguish your dictations from each other in the dictation list more easily.

2.3.　Overwriting / Inserting

You can overwrite your dictation at any point to make corrections. Just move to the point where you want to start overwriting and tap Record to start.

If you want to insert instead of overwrite, move to the point where you want to insert a section, then tap the Insert button , then the Record button to start recording. To finish your insert operation, tap the record button again.

2.4.　Bookmarks

Tap the bookmark button to place a bookmark at the current position in your dictation. Use the skip buttons beside the bookmark buttons to jump between bookmarks and the start and end of your dictation. To delete a bookmark, jump to it and tap the bookmark button again.

2.5.　Moving and deleting dictation sections

You can move and delete sections in a dictation. First, select the section that you want to delete or move with the Start Selection and End Selection buttons. Next, hit the Action button and select "Move" or "Delete". Moving is only possible within a dictation. Deleting a section is final and cannot be undone.

2.6.　Locking and unlocking dictations

You can lock a dictation to prevent accidental edits in the dictation view. For a locked dictation, the Record, Insert and Action buttons are disabled. To lock or unlock a dictation, tap the lock button and confirm the operation.

When you successfully share a dictation, it is locked automatically.

2.7.　Quickshare

Use the Quickshare button (bottom left) to send the dictation directly from the dictation view to the Quickshare destination that you selected in Dictamus' settings, Workflow section. If the button is disabled, then you'll need to set a Quickshare destination (see [Workflow](#)).

3. Dictation List

Your recorded dictations are managed in the dictation list. For each dictation, you see the description, date and time of the last modification, the length and a marker that indicates a successfully completed sharing operation, if applicable. To see the details of a dictation, tap it.

3.1. Settings

To go to Dictamus' settings, tap the gear button top left.

3.2. Multi Share / Multi Delete

Tap the Edit button in the upper right corner to enter multi selection mode. Tap dictations to select them. Tap the Delete or Share button in the bottom right corner to delete all selected dictations or to share them, respectively. If you share dictations, you'll need to select a sharing destination next. Deleting dictations is final, there is no way to recover them.

4. Dictation Details

In a dictation's detail view, you can edit its description, edit or scan an associated barcode (if activated in the General section of Dictamus' settings), share the dictation, play or edit it, duplicate it or delete it.

4.1. Play / Edit

To play, edit or continue a dictation, tap the green button at the bottom. Dictamus will switch to the dictation view.

4.2. Duplicate

To create a duplicate of the current dictation, tap the duplicate button in the bottom left corner. After the data has finished copying, you'll be taken directly to the detail view of the copy. The duplicate will have the same description as the original, except that the suffix "copy" was appended.

4.3. Delete

Delete the dictation by tapping the trash can button bottom right. You will be asked to confirm the deletion. Deleting a dictation is final, there is no way to restore it.

4.4. Switching between dictations

Tap the arrow buttons in the top right corner to switch quickly to the previous or next dictation in the dictation list.

5. Sharing dictations

In the dictation detail view, all configured sharing destinations are listed. You can add more sharing destinations in Dictamus' settings, Sharing section. To send a dictation to a sharing destination, tap the sharing destination in the details view.

5.1. iOS mail

The iOS mail sharing destination presents a mail composer view with your dictation as a file attachment. Enter the recipient address and tap "Send" to hand the mail over to your device's built-in mail system. Please note that Dictamus cannot track your mail any further beyond that point, we cannot even determine if it has been sent to your outgoing e-mail server. Therefore, Dictamus marks the dictation as "successfully shared" after a successful handover to iOS Mail.

5.2. Download

Dictations can only be downloaded over a WiFi network. Both your device and the computer on which you want to download your dictations must be logged onto the same WiFi network. Tap the "Download" sharing destinations to prepare your dictation files. When the preparation steps are done, you'll see the download view with two URLs. Enter one of them in a browser on your computer to see a list of the dictations that you selected for sharing. Click a dictation's description to download it.

5.3. Export

To export a dictation, select the "Export" sharing destination. Dictamus prepares these dictations for iTunes file sharing. Connect your device to your iTunes computer. You'll find your exported dictations in iTunes. Click your device in the list on the left side of iTunes, then click the Apps tab in the right hand pane. Scroll down all the way to the bottom to see the File Sharing area, then click Dictamus in the File Sharing list to show all exported dictations.