USER MANUAL

Amanuense: your lectures, put in writing.

The operating guide to transcribing lecture recordings on your own PC, with no internet connection.

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For 64-bit Windows 10 and 11

Riolabs

Riolabs S.r.l. · www.riolabs.net

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In one line. Add your recordings, press **▶ Avvia trascrizione** (Start transcription) and find the text in *Documents › Trascrizioni lezioni*. Everything happens on your PC: recordings are never sent over the internet.

About the labels. The program is in Italian. In this manual each label is shown exactly as it appears on screen, followed by its English meaning in brackets.

1 What it is and what you need

Amanuense turns lecture recordings into written text, split into paragraphs and with the time of every sentence. It works offline: the internet is needed only once, during installation.

What it does

- Transcribes Italian recordings, even long (2–3 hours) and noisy ones.
- Works through several lectures in a row, even while you use the PC for something else.
- Saves a text to read and a time-stamped text to replay the doubtful parts.

What you need

- A PC with 64-bit Windows 10 or 11 and at least 8 GB of memory (16 GB recommended).
- About 8 GB of free disk space.
- Internet only to install and to download the models (about 2.3 GB with the recommended model).

Privacy. Recordings and texts stay on your PC and are never sent to anyone. The program uses the internet only to check for updates (at start-up and once a day, can be turned off in the Settings) and when you download a model.

2 Installation

You do it once and no technical skills are needed: the installation prepares everything by itself.

1. **Download the file.**
   On the Amanuense page of the Riolabs website press *Download*: a single file, `Amanuense-Setup.exe` (about 2 MB), arrives in your *Downloads* folder. If the browser asks for confirmation, choose *Keep*.

2. **Start the installation.**
   Double-click `Amanuense-Setup.exe`. If the blue *"Windows protected your PC"* warning appears, click *More info* and then *Run anyway*. No administrator rights are needed.

3. **Read the notices and choose the models.**
   A window opens: tick *Ho letto e accetto le avvertenze* (I have read and accept the notices) and choose the models to download now (recommended: *Veloce*, fast). They are optional: you can install just the program and download them later from the app, in *Impostazioni › Modelli* (Settings › Models). Then press *Installa* (Install).

4. **Allow it, if asked.**
   If the Microsoft Visual C++ components are missing, Windows asks permission to install them: answer *Yes*.

5. **Wait for the end.**
   In the installation window you see steps 1 to 8. The longest is downloading the models (about 1.7 GB with the recommended one): every 10 seconds it shows how many MB have arrived, and on a slow connection it can take a while. At the end *"Installazione completata"* (installation complete) appears and the program opens by itself.

6. **Done.**
   On the Desktop and in the Start menu you find the **Amanuense** icon. You can delete `Amanuense-Setup.exe`.

> **If the installation stops** (internet drops, PC turned off…), press *Riprova* (Retry) in the window that appears at the end, or open `Amanuense-Setup.exe` again: it picks up where it left off, without downloading again what is already there.

The zip is still available too: if you prefer it, extract it and double-click `Installa.cmd`. The installation is the same.

What gets installed

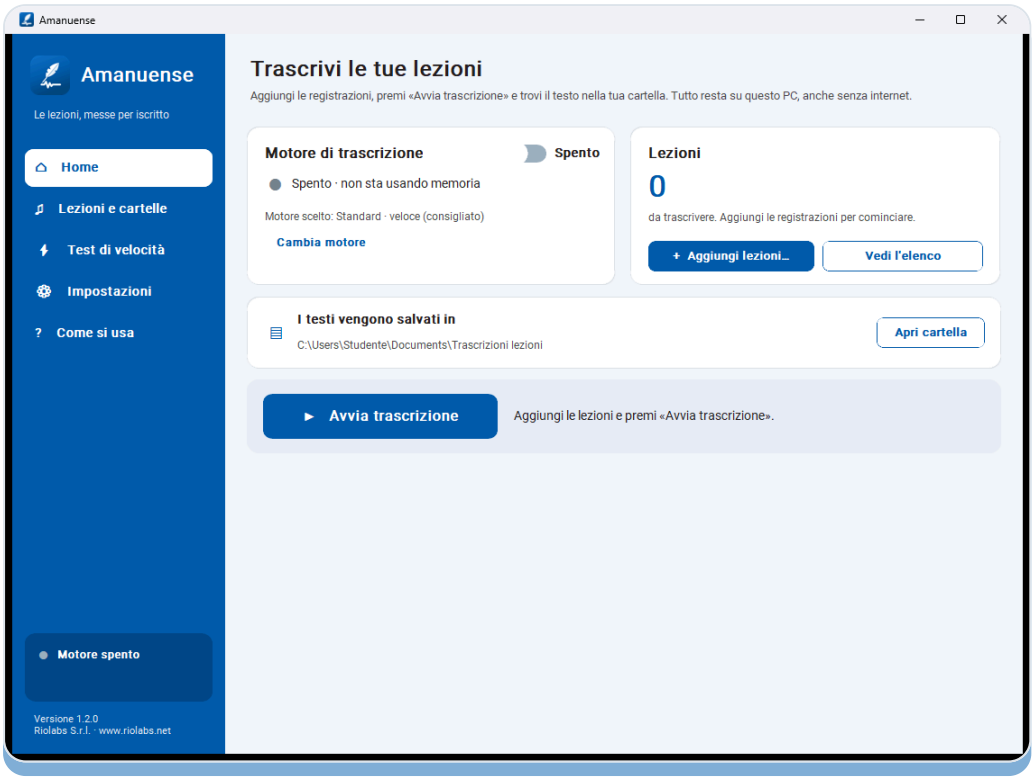
What	Where	Notes
Program, private Python and models	`%LOCALAPPDATA%\Amanuense`	No administrator rights needed; the rest of the PC is left untouched.

Icons	Desktop and Start menu	“Amanuense”.
Uninstall entry	Settings › Apps › Installed apps	Like any other program.
Your texts	*Documents › Trascrizioni lezioni*	You can change the folder at any time.

During installation the program also measures your PC's speed, to use the processor in the best way: it takes a couple of minutes.

3 The window at a glance

Everything happens in a single window. On the left there is the blue menu with the five sections; at the bottom left you always see the engine status and, while it works, how far it has got.



The Home page, with the section menu on the left.

Section	What it is for
⌂ **Home**	The starting point: turn the engine on and off, start transcribing and follow the progress.
♫ **Lezioni e cartelle** (lectures and folders)	The list of recordings to transcribe, the course's difficult words and the folder where the texts are saved.
Test di velocità (speed test)	Tries the available engines and tells you which is fastest on your PC.
⚙ **Impostazioni** (settings)	The engine to use and the options (volume, subtitles, window behaviour, light or dark look).
? Come si usa (how to use)	A short version of this guide, always at hand inside the program.

Notices. When there is something to know (a lecture finished, an invalid file…) a coloured box appears at the top of the window, often with a button to do the right thing straight away. Close it with ×.

4 Transcribing a lecture, step by step

1 **Open the program**
from the **Amanuense** icon on the Desktop or in the Start menu.

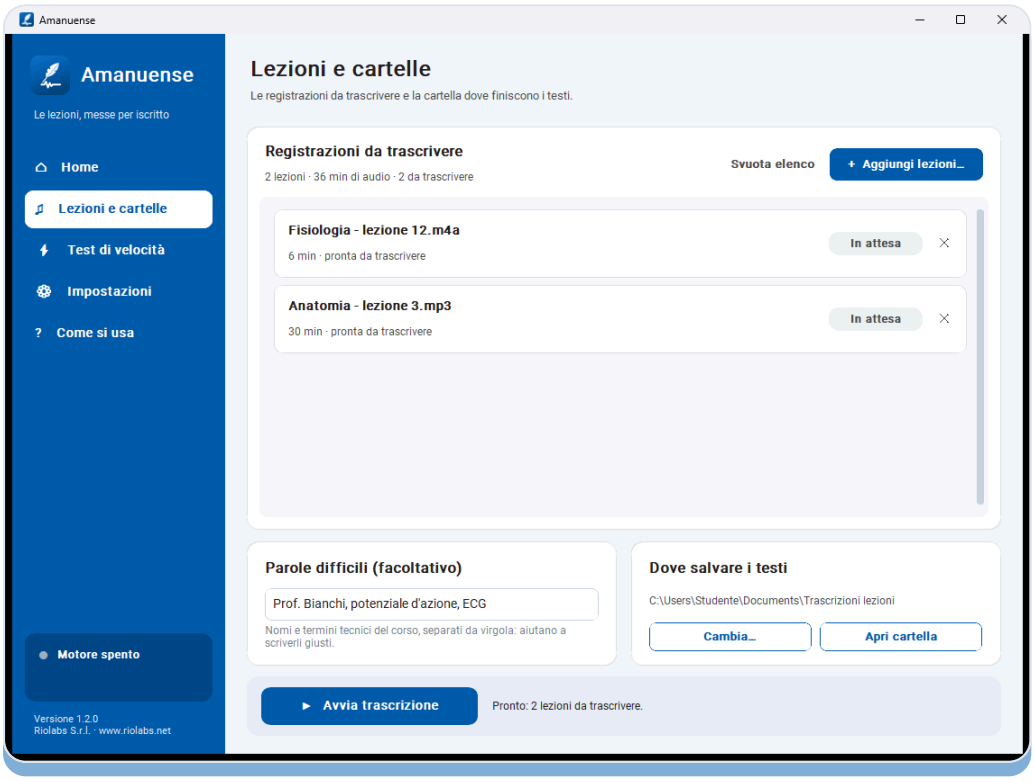
2 **Add the recordings.**
Go to **♫ Lezioni e cartelle** and drag the files into the list, or press **+ Aggiungi lezioni…** (add lectures). mp3, m4a, wav, phone recordings and even videos are fine. You can also drag a whole folder.

3 **Optional: write the difficult words**
of the course, separated by commas (lecturers' names, drugs, diseases, acronyms). The program will spell them correctly more often.

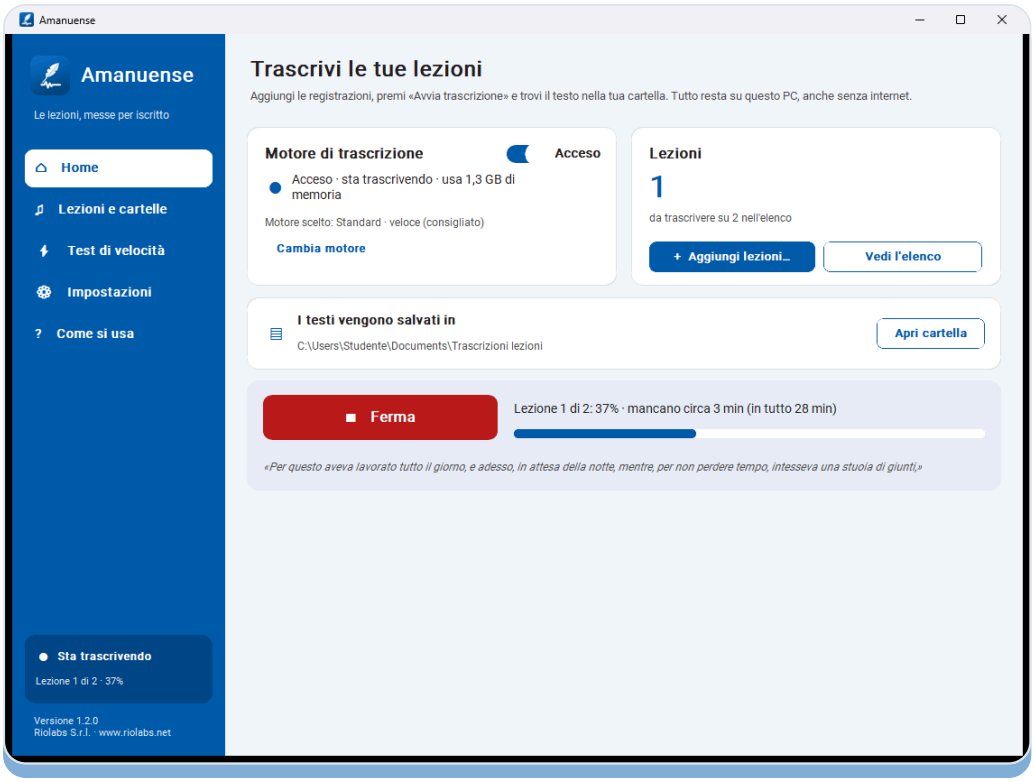
4 **Press ▶ Avvia trascrizione**
(start transcription), in Home or at the bottom of the lectures page. The engine turns on by itself: the first time it takes less than a minute.

5 **Wait.**
You see the percentage, the time left and the last sentence transcribed. You can use the PC meanwhile, or close the window: the program keeps going next to the clock and tells you when it is done.

6 **Read the text.**
Press **Apri testo** (open text) next to the lecture, or **Apri cartella** (open folder).



"Lezioni e cartelle": the list of recordings, the difficult words and the folder for the texts.



While working: percentage, time left and last sentence. The red “Ferma” (stop) button interrupts and saves the part already done.

> **Keep the charger plugged in.** On battery Windows slows the processor down and transcription takes much longer: the program reminds you with an orange notice.

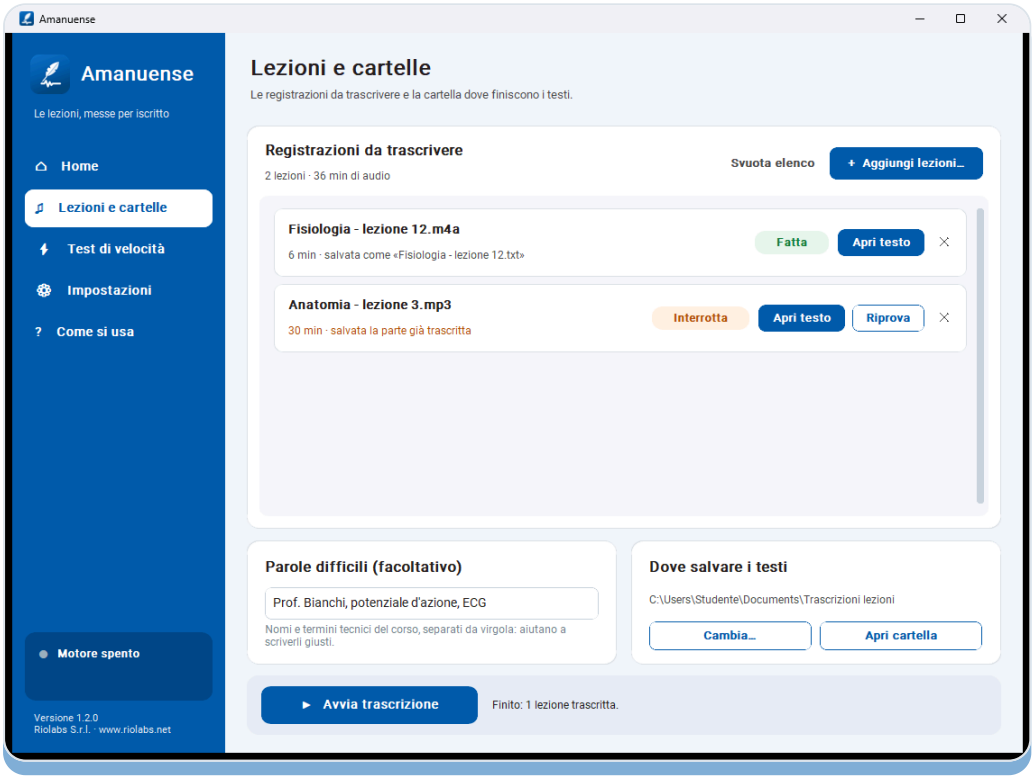
Lecture states

State	What it means	What you can do
In attesa (waiting)	It will be transcribed at the next start.	✕ to remove it from the list.
xx% (blue)	It is being transcribed now.	“Ferma” (stop) to interrupt.
Fatta (done, green)	The text is ready in the folder.	“Apri testo” (open text).
Interrotta (stopped, orange)	You stopped the work: the part done is saved.	“Apri testo” or “Riprova” (try again).
Non riuscita (failed, red)	The reason is written under the name (e.g. a damaged file).	“Riprova” (try again).

5 The texts you get

For each lecture you find these files in the texts folder (by default *Documents › Trascrizioni lezioni*). The program never overwrites an existing text: if the name is taken it adds (2), (3)…

File	What it contains
`name.txt`	The text split into paragraphs, ready to read or paste into your notes.
`name - con minutaggio.txt`	Every sentence with the exact time it was said, e.g. `[01:12:45] …`: use it to find the point in the recording and listen again.
`name.srt`	Only if you turn subtitles on in the Settings: for an audio or video player (such as VLC).
`name (incompleta).txt`	If you stopped the work: the part already transcribed.



When finished: next to each lecture you find “Apri testo” (open text).

The text may contain mistakes

Recognition is very good but not perfect, especially with proper names, rare terms and when several people talk at once. Use the time-stamped file to replay doubtful parts, and add recurring terms to the **difficult words**: the next lectures will come out better.

6 The engine: on and off

The engine is the part of the program that transcribes. When it is on it takes a few GB of memory; when it is off it takes nothing and the PC stays light.

- **You don't need to turn it on by hand:** “Avvia trascrizione” turns it on by itself.
- **It turns itself off at the end** if the “Spegni il motore quando ha finito” (turn the engine off when done) option is on (it is by default).
- **You can turn it on or off whenever you like** with the switch in Home or from the menu of the icon next to the clock. If you turn it off while transcribing, the part already done is saved.

The coloured dot shows the state: **grey** off, **orange** turning on or off, **green** on and ready, **blue** transcribing.

7 The icon next to the clock

When you close the window with × the program does not quit: it stays active as an icon in the notification area, next to the Windows clock (sometimes hidden under the little ^ arrow).

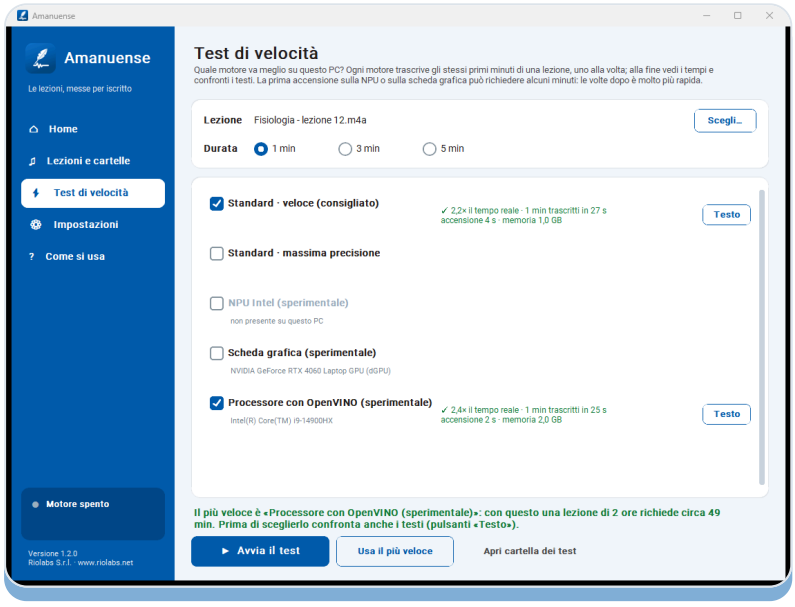
On the icon	What happens
Click	Opens the window again.
Right-click › Accendi / Spegni il motore	Turns the engine on / off, like the switch in Home.
Right-click › Ferma la trascrizione	Stops transcribing and saves the part done (shown only while working).
Right-click › Esci	Quits the program completely and turns the engine off.

When a transcription finishes you get a Windows notification. If you prefer × to quit the program completely, turn the option off in the Settings (*Finestra e aspetto*, window and look).

8 Speed test: which engine to choose

The program has several engines. **Standard** is the most tested and fine in almost every case. The Intel engines (OpenVINO) can use the **NPU** – the artificial-intelligence chip in Intel Core Ultra processors – or the graphics card and, on some PCs, are much faster. The test tells you which is best on yours.

1. Add at least one real lecture to the list (the test uses its first minutes).
2. Open **Test di velocità**, choose the length (3 minutes is fine) and press **▶ Avvia il test** (start the test). The engines are tried one at a time.
3. For each engine you see how many times faster than real time it is, how long it took to start and how much memory it uses. Press **Testo** (text) to read what it wrote.
4. If the fastest writes as well as Standard, press **Usa il più veloce** (use the fastest): from then on lectures will use it.



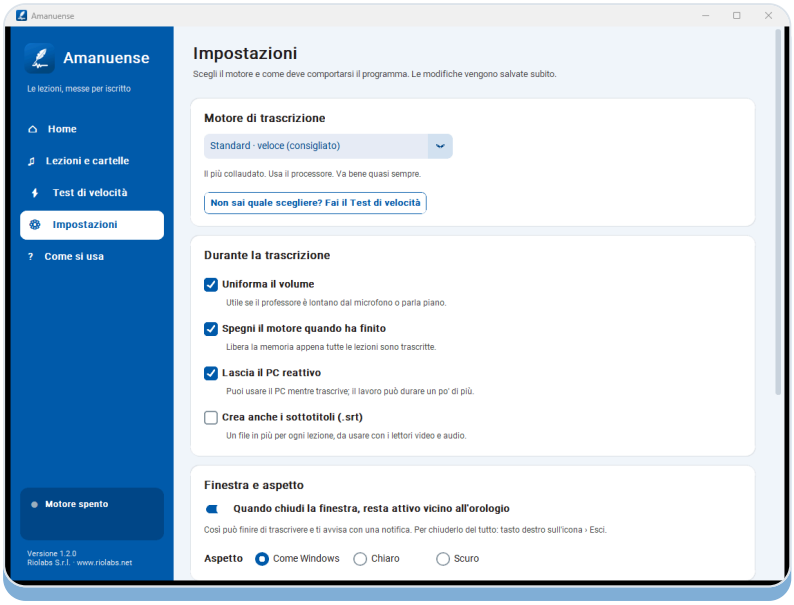
The speed test: “2×” means that an hour of lecture takes about half an hour.

The first time, the NPU and the graphics card are slow to start (even a few minutes): they prepare the model for that chip and remember it. From the next time they start in a few seconds.

If an Intel engine fails or closes nothing serious happens: keep using Standard. The cause is often an old driver: the test shows the NPU driver version and, if needed, the link to update it (or use Windows Update).

9 Settings

Changes are saved immediately and stay when you reopen the program.



The Settings page.

Option	What it does	Default
Motore di trascrizione (engine)	Who does the work: Standard (fast or maximum precision) or an Intel engine. Each one is explained under the menu.	Standard · fast
Uniforma il volume (even out the volume)	Useful if the lecturer is far from the microphone or speaks softly.	On
Spegni il motore quando ha finito (engine off when done)	Frees the memory as soon as all lectures are transcribed.	On
Lascia il PC reattivo (keep the PC responsive)	You can use the PC while it transcribes; the work may take a little longer.	On
Crea anche i sottotitoli (.srt) (subtitles too)	One more file per lecture, for audio and video players.	Off
Resta attivo vicino all'orologio (stay next to the clock)	When you close the window the program keeps running as an icon.	On
Controlla gli aggiornamenti (check for updates)	At start-up and once a day it looks for a new version and offers it to you. “Controlla ora” (check now) does it immediately.	On
Aspetto (look)	Like Windows, light or dark.	Like Windows

10 Tips for better recordings

The program copes with noisy recordings too, but a good recording gives a better text. We recommend:

In the lecture hall

- Sit near the lecturer or the loudspeaker.
- Put the phone on a steady surface, with the microphone towards the lecturer.
- Avoid moving or touching the phone while it records.
- Turn on airplane mode: no interference and no interruptions.

The file

- One lecture per file is perfect, even 2–3 hours long.
- Give files clear names (e.g. *Physiology - lecture 12*): the texts take the same name.
- No need to convert files: the program reads almost every audio and video format.
- Before transcribing, write the course's difficult words.

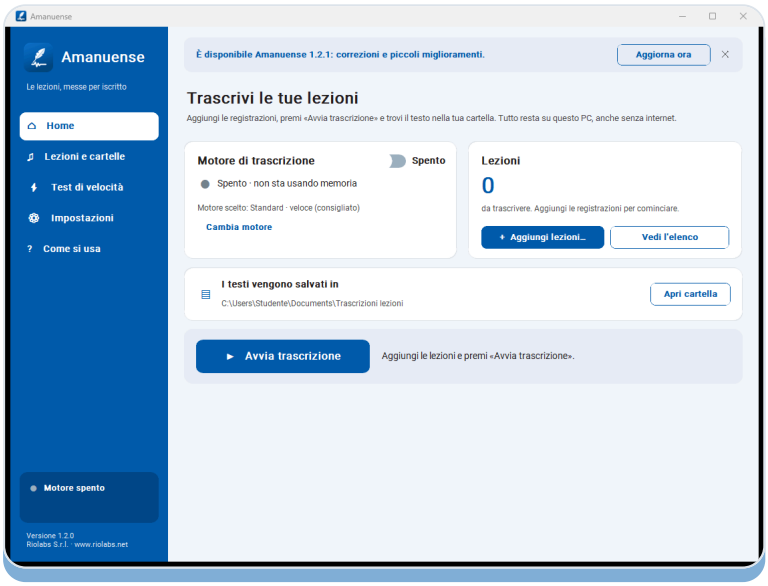
11 Troubleshooting

What happens	What to do
Transcription is very slow	Plug in the charger. Close heavy programs. Run the speed test: another engine might be faster on your PC.
The PC is sluggish while transcribing	Turn on “Lascia il PC reattivo” in the Settings.
A file is ignored when you add it	It is not a valid audio or video recording, or it is damaged. Try opening it with a media player.
A lecture is “Non riuscita” (failed)	Read the reason under its name, then press “Riprova”.
You stopped a transcription	The part done is in `name (incompleta).txt` . “Riprova” starts it again from the beginning.
The program closed suddenly	The part done is in `name - IN CORSO.txt` in the texts folder. Reopen the program and try again.
You can't find the window	Look for the icon next to the clock (also under the ^ arrow) and click it, or open the program again from the Desktop: it comes to the front.

An Intel engine won't start	Go back to the Standard engine in the Settings. Update the Intel drivers through Windows Update and repeat the speed test.
Many mistakes on names and terms	Add the terms to the difficult words. For very noisy recordings try the “Standard · massima precisione” (maximum precision) engine.

12 Updating and uninstalling

- **Update:** you don't need to do anything. At start-up and once a day the program checks for a new version; when there is one, a notice appears with the **Aggiorna ora** (update now) button. Press it: the program downloads the update, closes and reopens by itself after a few seconds. Lectures, texts and settings stay as they are; if it is transcribing, the update waits for the end. If something goes wrong, the previous version comes back by itself.



The notice shown when a new version is available (“È disponibile…”, a new version is available).

- **Uninstall:** Windows Settings › Apps › Installed apps › *Amanuense* › *Uninstall*. The program and the models are removed; your transcriptions stay where they are.
- **Help:** if something goes wrong, in Settings › Informazioni press “Apri la cartella dei registri” (open the log folder) and send those files to whoever gave you the program: they help understand what happened.