

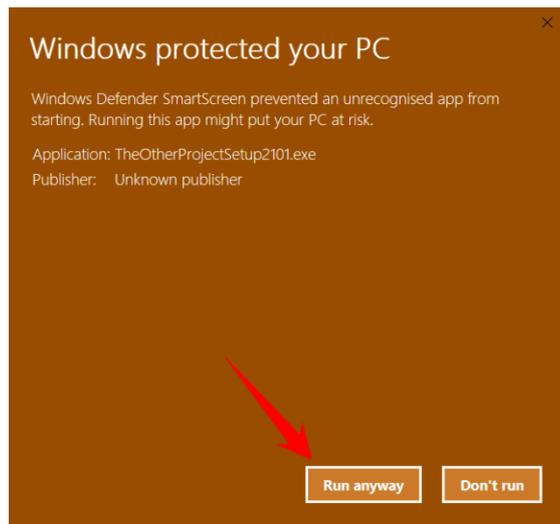
## Using TOP to Listen to Audio Comments for Honours Applicants

TOP has a built-in audio player, it can be used on a single or extended setup on a Windows 8 or higher based PC. The player will float on top of the screen (over the photo if a photo is displayed.) It can be moved around and minimized

### Steps to set up TOP to listen to Audio Comments

#### Installing TOP

Download and install the latest version (build 2.1.0.1) of TOP from “The Other Project” menu on [photovaultonline.com](http://photovaultonline.com). If you received a message that this is an unknown publisher, click on the

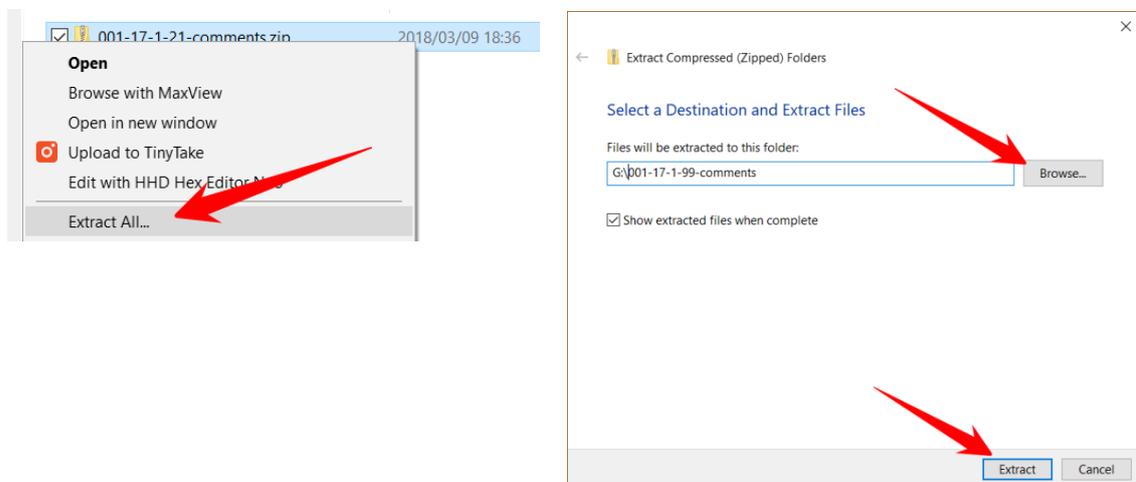


“Run Anyway” button.

#### Prepare the audio files

Download the Audio Comments Zip file which you received via We Transfer.

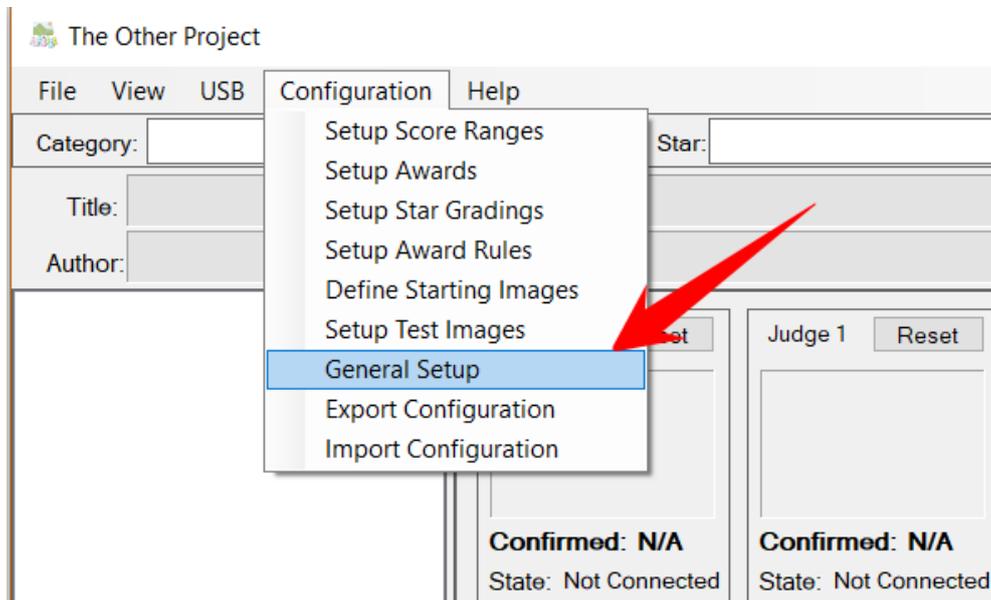
Unzip (Extract) the contents of the zip file to a folder. In Explorer, right click on the downloaded zip file and select “Extract All”. Select a target folder using the “Browse” option and then click on “Extract”. Make a note of the destination folder.



## Configure TOP

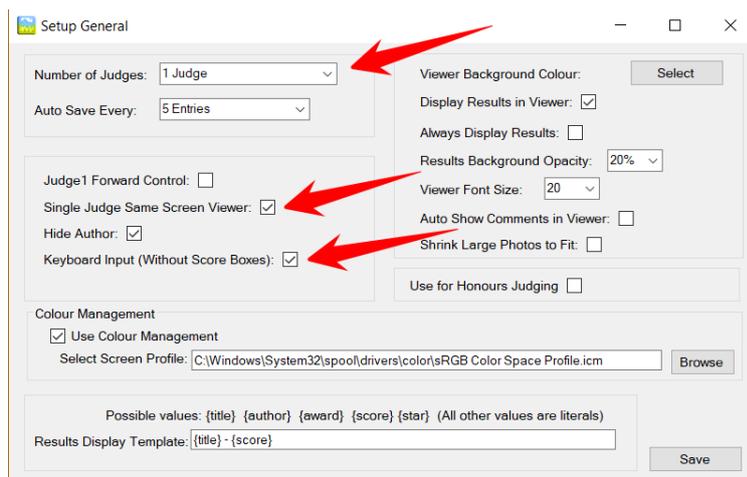
Launch the TOP application.

If you plan to listen to the audio on a single screen, change the following configuration items.



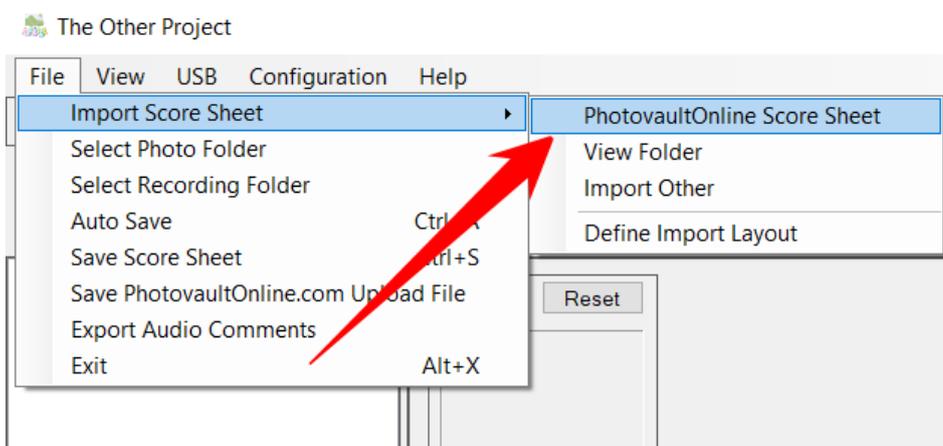
Click on the General Setup menu item in the Configuration menu.

- Change the number of Judges to 1 Judge
- Select the "Single Judge Same Screen Viewer" option
- Select the "Keyboard Input (Without Score Boxes)" option
- Click "Save"

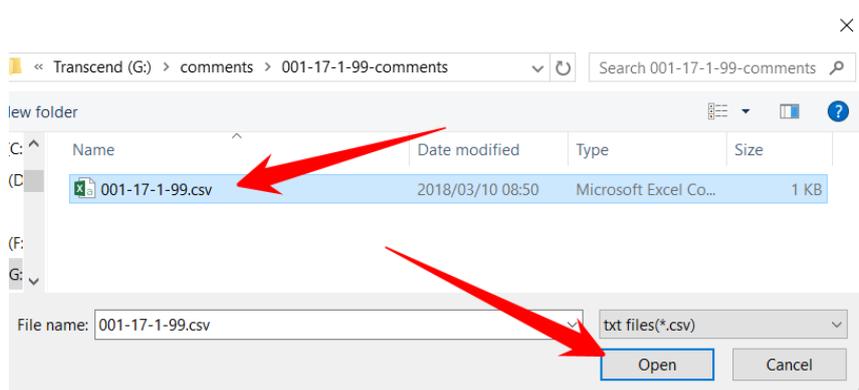


Load the photos and audio comments in TOP

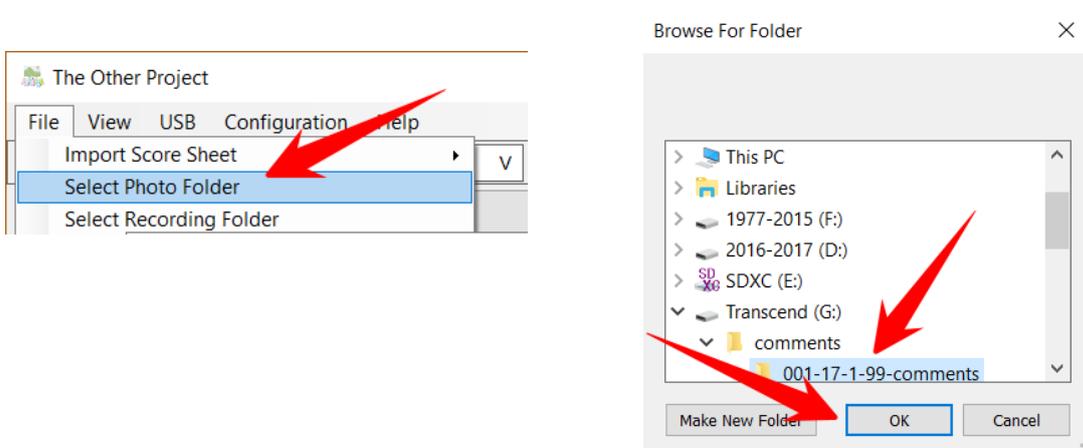
From the File menu, select the "Import Score Sheet/PhotovaultOnline Score Sheet" sub menu item.



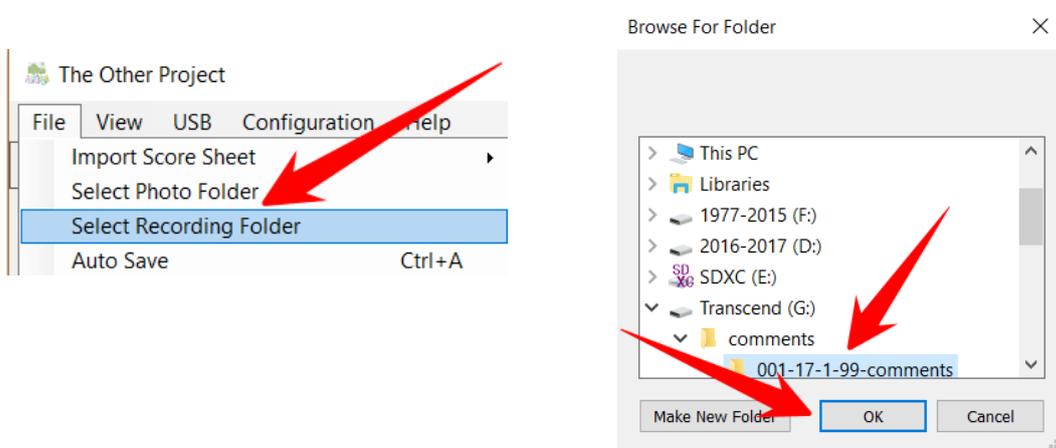
Browse to the folder where you extracted the files in the previous step. Highlight the CSV file (look at the type column to select the correct file) and click open.



Next, from the File menu select the Photo Folder. Highlight the folder where you extracted the zip file and press OK.



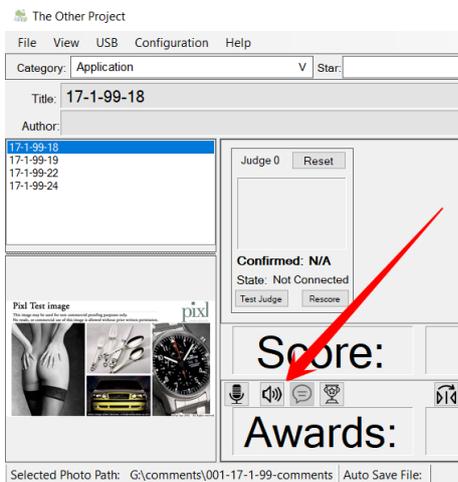
Next, from the File menu select the Recordings Folder (it will be the same folder as the Photos Folder). Highlight the folder where you extracted the zip file and press OK.



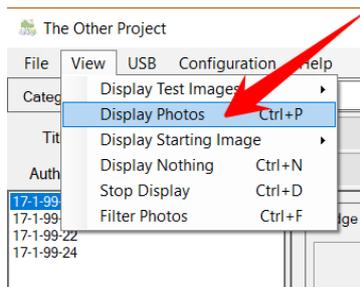
When correctly setup, you should now see a thumbnail of the first photo. Only photos which did not receive credits will have comments. In the case of a panel which did not receive any credits there will only be a general overall comment.

#### View photos and play audio comments

Open the Audio Comment player by clicking on the Audio Comment player button. The player will open in the bottom left corner.



With the player open, select the "Display Photos" menu item from the View menu. The first photo will be displayed in full screen.



# Pixl Test image

This image may be used for non commercial proofing purposes only.  
No resale, or commercial use of this image is allowed without prior written permission.



Press the play button to listen to the comments. You may also press the pause button to first examine the photo, or the stop button to stop listening. You can move the player to another location by click and drag the drag handle in the top left corner of the player.

If the comments do not play check that you have the correct speaker system selected. (The bottom right icon will show you which speakers you have connected.

If you find the player too intrusive, click on the minimize button to resize the player to a very small player.



To go to the next photo, press the keyboard right arrow key.

To quit the full screen mode, press the ESC key.

## Troubleshoot Notes

- Remember, the player play button will be black when it found an audio file for the currently displayed photo, and greyed-out if there is no audio file. This could be an indication that you selected the incorrect recordings folder.
- If you play a comment and the progress bar is moving but do not hear anything (and the volume is not muted!), it could be as a result of the incorrect playback device being selected. Click on the bottom right corner button to select the desired playback device 
- For more information about the full functionality of the player (and recorder) please consult the section in the TOP Manual (available via the Help menu).