



## Chapter and Verse User Guide

**Version: 1.4.5.0**

**APRIL 2012**

Chapter and Verse is a free software tool to create chapterized audiobooks for the iPod, iTunes and Quicktime on the Windows operating system. Starting with Advanced Audio Coding (AAC) formatted files or any other audio file supported in iTunes, the user can combine multiple input files into a single audiobook file with chapter marks. Non-AAC files are automatically converted using iTunes.

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# Getting Started

## Welcome to Chapter and Verse

*Chapter and Verse* is a free software tool to create chapterized audiobooks for the iPod, iTunes and Quicktime.

Starting with Advanced Audio Coding (AAC) formatted files or other audio files supported by iTunes, the user can combine multiple input files into a single audiobook file with chapter marks. Non-AAC audio files will be automatically converted using iTunes in the background and then added to the audiobook project.

Chapters can be added, modified or deleted as desired for the combined audiobook. Chapters can be created automatically at the start of each input file and they can also be added at regular intervals specified by the user. If a single file with existing chapters is selected, the user can then add to, modify or delete the existing chapters. Chapter images can also be specified for the chapters and they will be shown during playback on iTunes, QuickTime and on selected iPods.

The user can specify fourteen (14) metadata or information tags (e.g. Title, Artist, Album, Composer and Comment tags) as well as the cover artwork for the combined audiobook.

A virtual copy of the audiobook is created to allow the user to test the changes and to be able to listen to the audiobook prior to building the combined audiobook. The user can then add a chapter at specific time or adjust an existing chapter in the audiobook based on the time position of the player during playback.

Project files containing all input file, chapter and metadata settings can be saved and opened to allow for later editing. Additional tools are provided to import/export metadata, artwork and chapters. The user can also query the audio properties of input files.

At the end of the audiobook build process, the user can choose to have the audiobook automatically added to their iTunes Library.

## Quick Start Guide

Using *Chapter and Verse* is fairly simple to use.

If you prepare your AAC files for use ahead of time, the files for an audiobook need to have the same format (i.e. sample rate, channels, etc.). Using the same tool to encode all the files at the same time helps to ensure consistency. Files protected with Digital Rights Management (DRM) are not supported.

Building your audiobook in 5 easy steps:

## Getting Started

1. Starting on the Input Files tab, add the audio files for the audiobook using the **Add Files** button or menu command. Files can also be dragged from Windows Explorer or from the iTunes list view onto the Input Files data grid view.

If the files are all AAC encoded with the same parameters, they will be added to the input files data grid view on the input files tab and you can proceed to step 2.

If there are any errors that prevent Chapter and Verse from adding any of your files, a "File Error Summary" dialog will be displayed and will list the problems with the input files that prevented them from being added.

If the files are not AAC encoded, then Chapter and Verse will display an "Audio Encoding Error Summary" dialog. The "Audio Encoding Error Summary" dialog will allow you to choose to have your files converted. Once converted they will be added to the audiobook project and you can proceed to step 2.

2. Make sure the files are listed in the proper order for playback in the data grid view. Use the **Move File Up** and **Move File Down** buttons/menu commands to adjust the order if required.
3. Switch to the Chapters tab and verify chapter data on the **Chapters** tab. By default sequential chapters will be added at the beginning of each input file using the specified **Chapter Naming Input File Prefix**. Chapters can be entered manually, at intervals or at the current playback position.
4. Enter or modify the metadata text on the **Metadata** tab. All of the available metadata text fields are limited to 255 characters.
5. Select the cover art file for the audiobook using the **Select Artwork** button/menu command. Currently jpg and png files are supported. Artwork can be dragged and dropped from Windows Explorer, Internet Explorer and Firefox 3.x onto the Artwork picture box.
6. Now you are ready to build your audiobook using the **Build Audiobook** button/command. By default, once the audiobook is built, you will be asked if you want to add the it to your iTunes library.

That's it... you've created your first audiobook.

## Creating Audio Files For Use By Chapter and Verse

The easiest way to create the AAC audio files for use by Chapter and Verse, is to use **iTunes**.

Other utilities that create AAC audio files should work as well, but if you want to combine files into a single audiobook you need to make sure the AAC format for all the files is the same. The

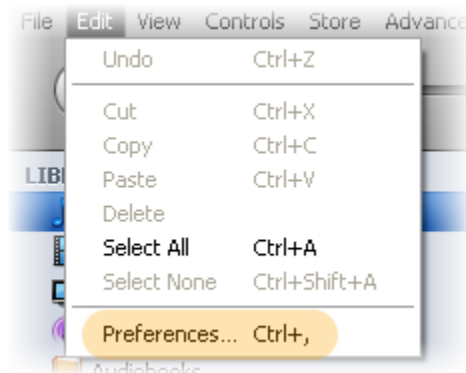


## Getting Started

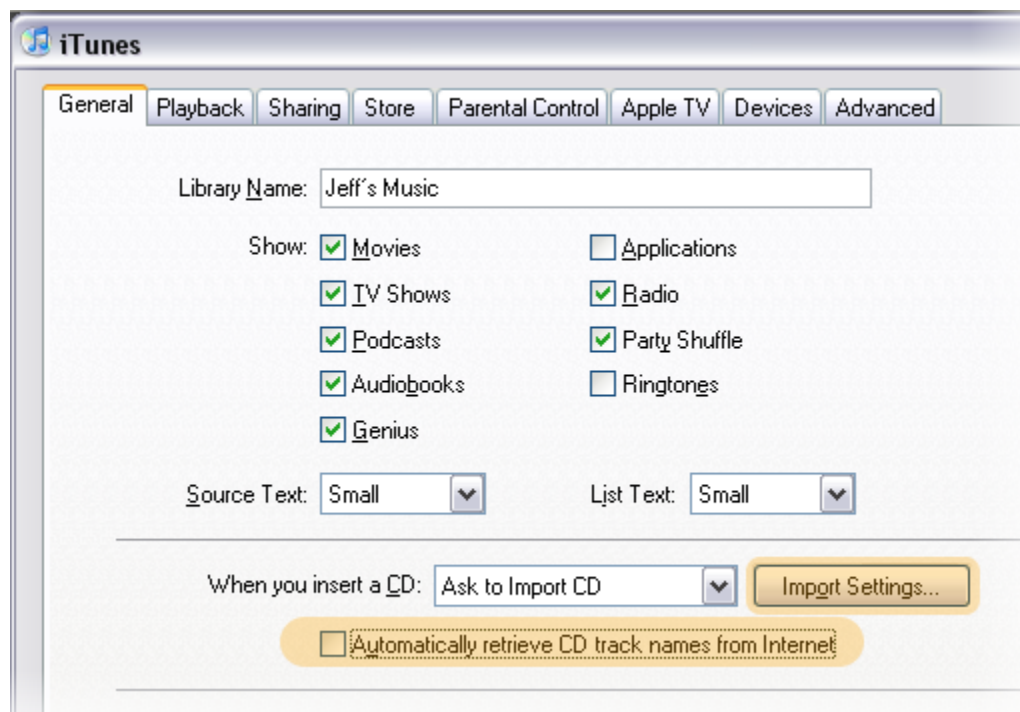
best way to ensure consistency of input files is to use the same tool to create all the files and to make sure you use the same encoder settings for all the files.

A Step-by-step guide to using **iTunes 8** for Windows is provided below.

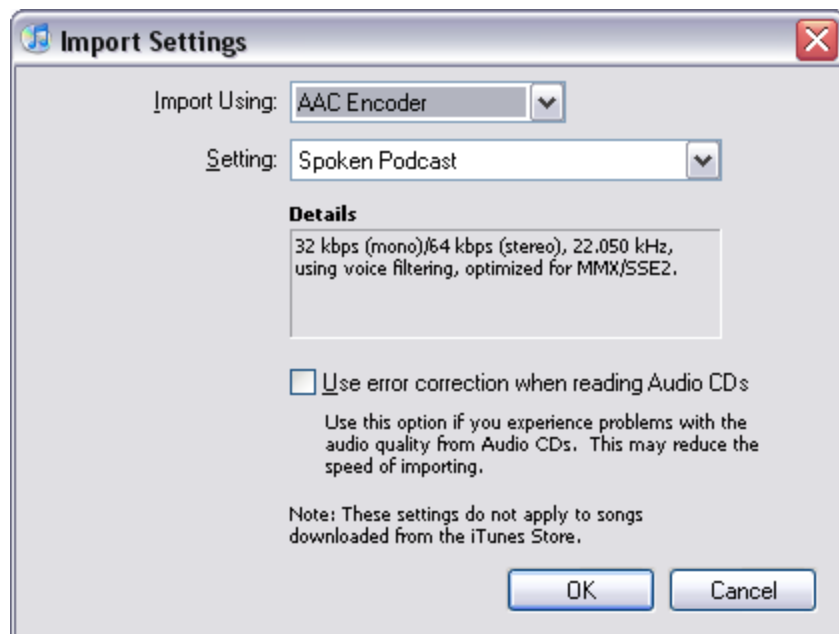
1. Click on the Edit menu and select the Preferences menu option



2. Go to the Preferences - General Tab



3. Make sure the "Automatically retrieve CD Track names from Internet" check box is not checked. Turning this feature off will make it easier to properly order the audio files when you import them later into Chapter and Verse.
4. Click on the "Import Settings..." button



5. Change your Import Settings to use the "AAC Encoder" and the "Spoken Podcast" setting. Please take note of your previous settings so you can change them back for importing music. The "Spoken Podcast" setting is recommended, because it provides a good balance between quality and size of the final file. You can specify other custom settings for the AAC Encoder if you wish, so long as you use the same settings for all files for a specific audiobook.
6. Click Ok to accept on the Import Settings dialog to accept your changes.
7. Click Ok on the Preferences dialog to accept all your changes.

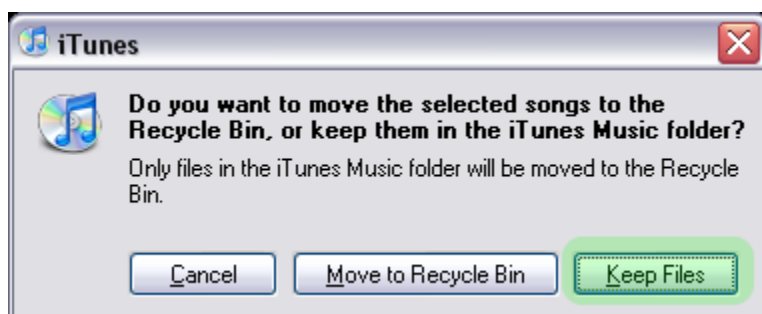
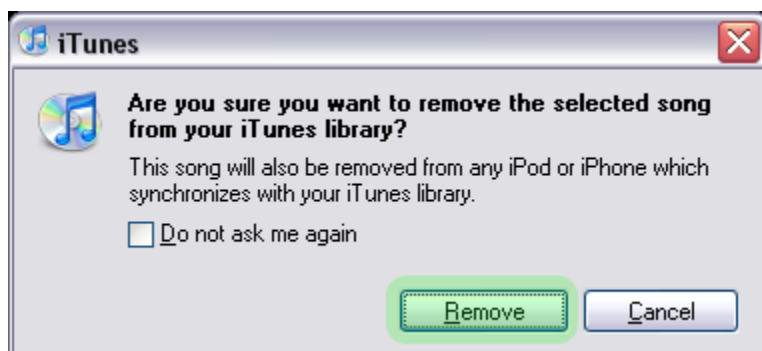
You are now ready to import your audio files. Your audio may come from audio CD's or from audio files (e.g. MP3 files). The process for each alternative is described below.

### **Importing audio from audio CD's.**

1. Insert the first CD from the audiobook.
2. Click Track 01 to highlight it
3. Click Edit / Select All to highlight all of the tracks
4. While all of the tracks are still highlighted, right-click any track and choose Convert Selection to AAC
5. When the import is complete, you will have all the files that include the audio from the CD. To find those files in your Music library, right-click on one of the files, and choose Get Info.

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6. Repeat steps 1 through 5 for each CD.
7. In your Music library, right-click on any of the files that were just created and choose Show in Windows Explorer. A new window will appear.
8. In that new window, click View / List
9. The imported files should all end with m4a (Example: 1-01 Echo Park [Disc 1].m4a) If they do not:
  - a. click Tools / Folder Options... / View
  - b. uncheck the Hide extensions for known files types box
  - c. click OK
10. Cleanup your Music Library. Access your iTunes Music library and delete the files you just imported that are listed there. Make sure you select **Keep Files** on the second dialog.



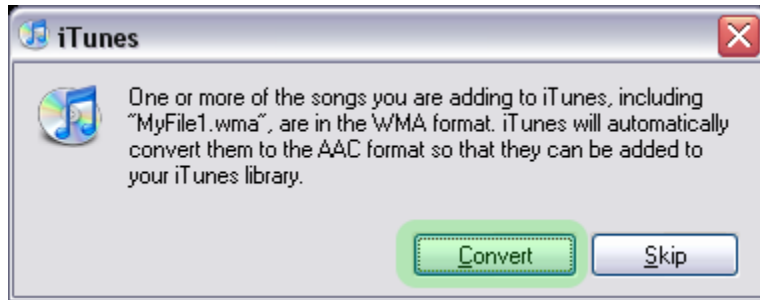
10. Go back to Windows Explorer and move your imported files to a new location for use by *Chapter and Verse*
11. Your files are now ready for use by *Chapter and Verse*

### Importing audio from audio files.

1. Go the File menu on iTunes and select the Add File to Library menu option and add the files to iTunes.

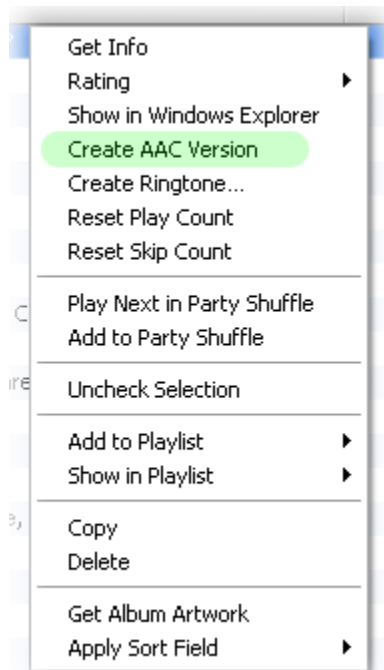
## Getting Started

2. If the files are in a format that iTunes/iPod cannot play directly (e.g. WMA) then iTunes will ask if you want to convert the files. Select convert.



3. If the files are in a format that can be played directly (e.g. MP3 format ) then iTunes will copy the files to your media library without converting them to AAC.

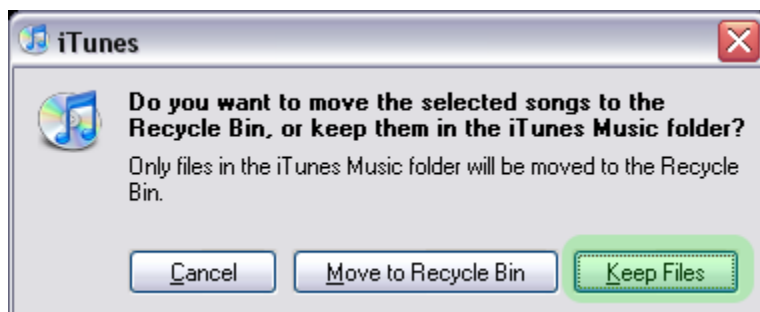
- a. Go to your iTunes library and select all of the files that were imported.
- b. While the files are still highlighted, right-click any of the files and choose Create AAC Version.



5. When the Conversion is complete, you will have all the files that include the audio from the original files. To find those files in your Music library, right-click on one of the files, and choose Get Info.

## Getting Started

6. Repeat steps 1 through 5 for all the files.
7. In your Music library, right-click on any of the files that were just created and choose Show in Windows Explorer. A new window will appear.
8. In that new window, click View / List
9. The imported files should all end with m4a (Example: 1-01 Echo Park [Disc 1].m4a) If they do not:
  - a. click Tools / Folder Options... / View
  - b. uncheck the Hide extensions for known files types box
  - c. click OK
10. Cleanup your Music Library. Access your iTunes Music library and delete the files you just imported that are listed there. Make sure you select **Keep Files** on the second dialog.



10. Go back to Windows Explorer and move your imported files to a new location for use by *Chapter and Verse*
11. Your files are now ready for use by *Chapter and Verse*

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# Working with Chapter and Verse

## Working With Input Files

Input files for *Chapter and Verse* must meet the following requirements:

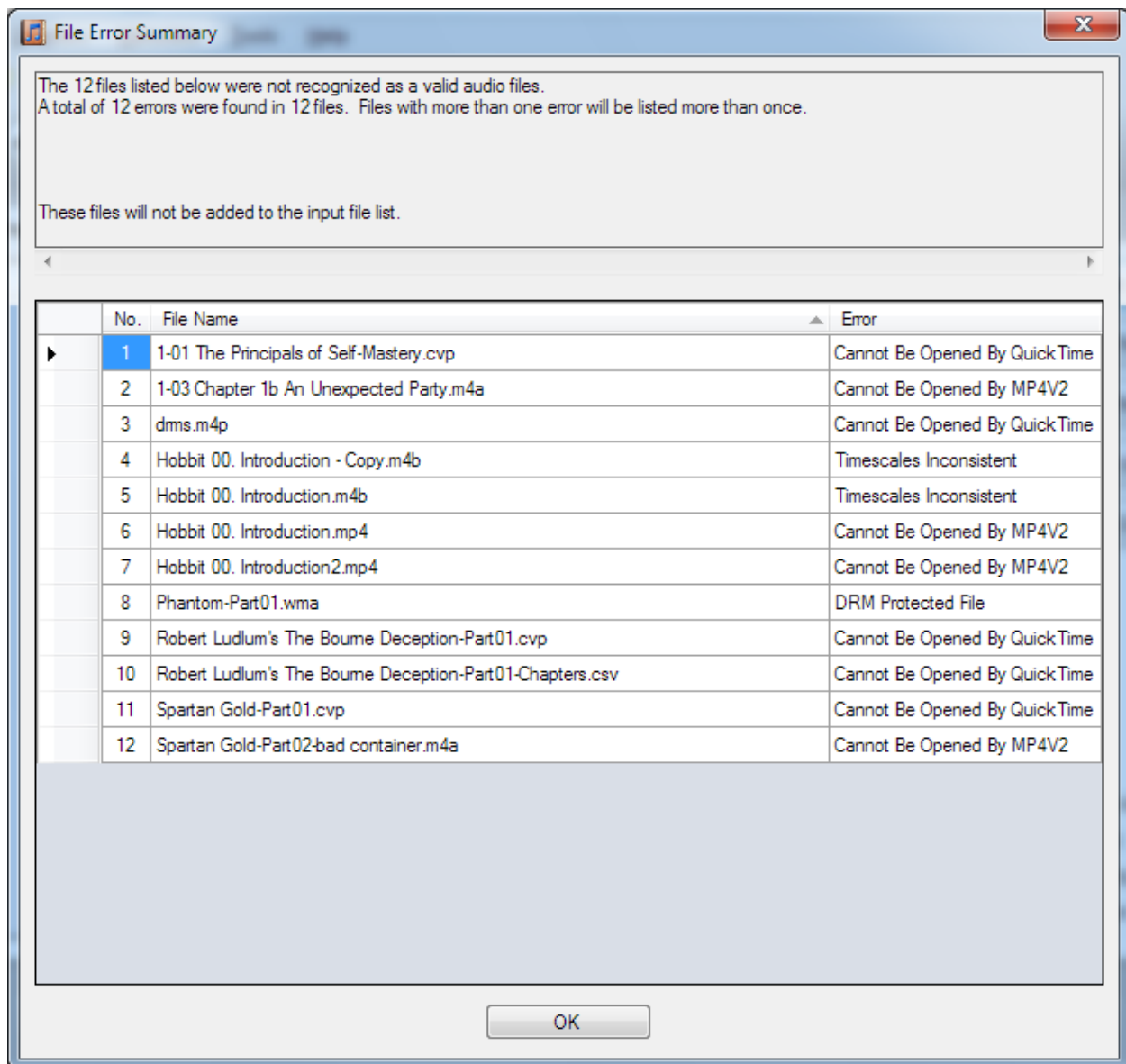
1. Have the same AAC format (AAC-LC or AAC-HE v2)
2. Contain a single audio track.
3. Do not contain a video track other than a JPEG track (i.e. chapter image track)
4. Have the same number of channels (stereo/mono)
5. Have the same timescale (time framework within the file)
6. Have the same sample rate (e.g. 44.1 Khz)
7. Have the same bit rate (e.g. 16 kbps)
8. Have the same bit depth (e.g. 16-bit)

The files are not in the AAC format or if the AAC encoding parameters are not the same, *Chapter and Verse* will attempt to automatically convert the files to a common AAC format. *Chapter and Verse* uses iTunes to convert files, so it must be installed for this feature to be available. The file types that can be converted to AAC automatically are limited to the file types supported by iTunes for conversion.

Supported File types for Conversion to AAC:	MP3, WAV, AIFF, Apple Lossless, WMA
Unsupported File Types For Conversion: protected file	AU, OGG, FLAC, AA, M4P or any DRM

The files are tested to check if they meet these requirements and that they are valid audio files when they are added to *Chapter and Verse*. Invalid or inconsistent files will not be added to the input file list.

## Working with Chapter and Verse

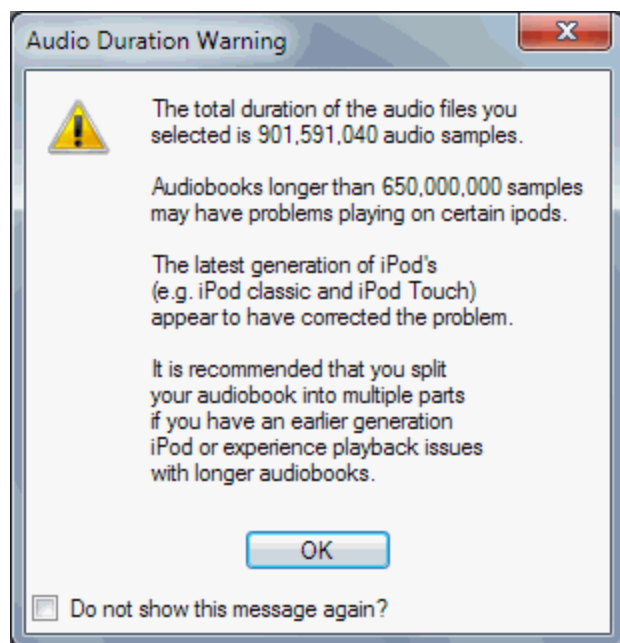


### Limitations

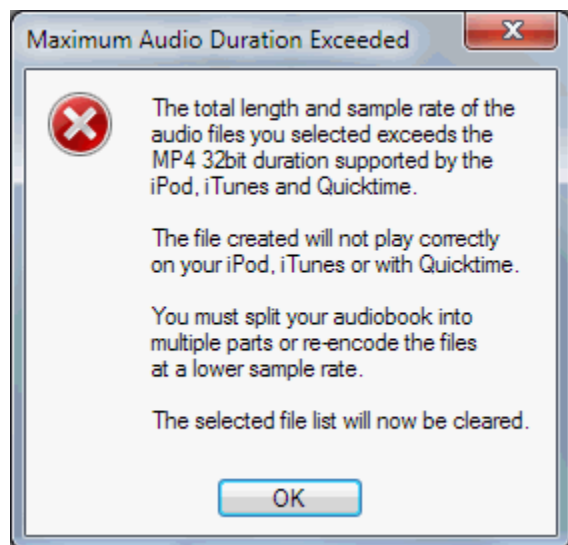
Limitations on audio duration are checked when files are added. A warning is given to the user if the total audio duration exceeds 650 million samples. Longer audiobooks may not play correctly or have stability issues on certain iPods.



## Working with Chapter and Verse



There is a maximum audio duration that is supported by any iPod, iTunes and/or Quicktime. This is a limitation of the file format they support. The maximum audio duration is a function of the length of the audio and its sample rate. The program will provide a warning message when this limit is reached.



## Automatic File Conversion Using iTunes

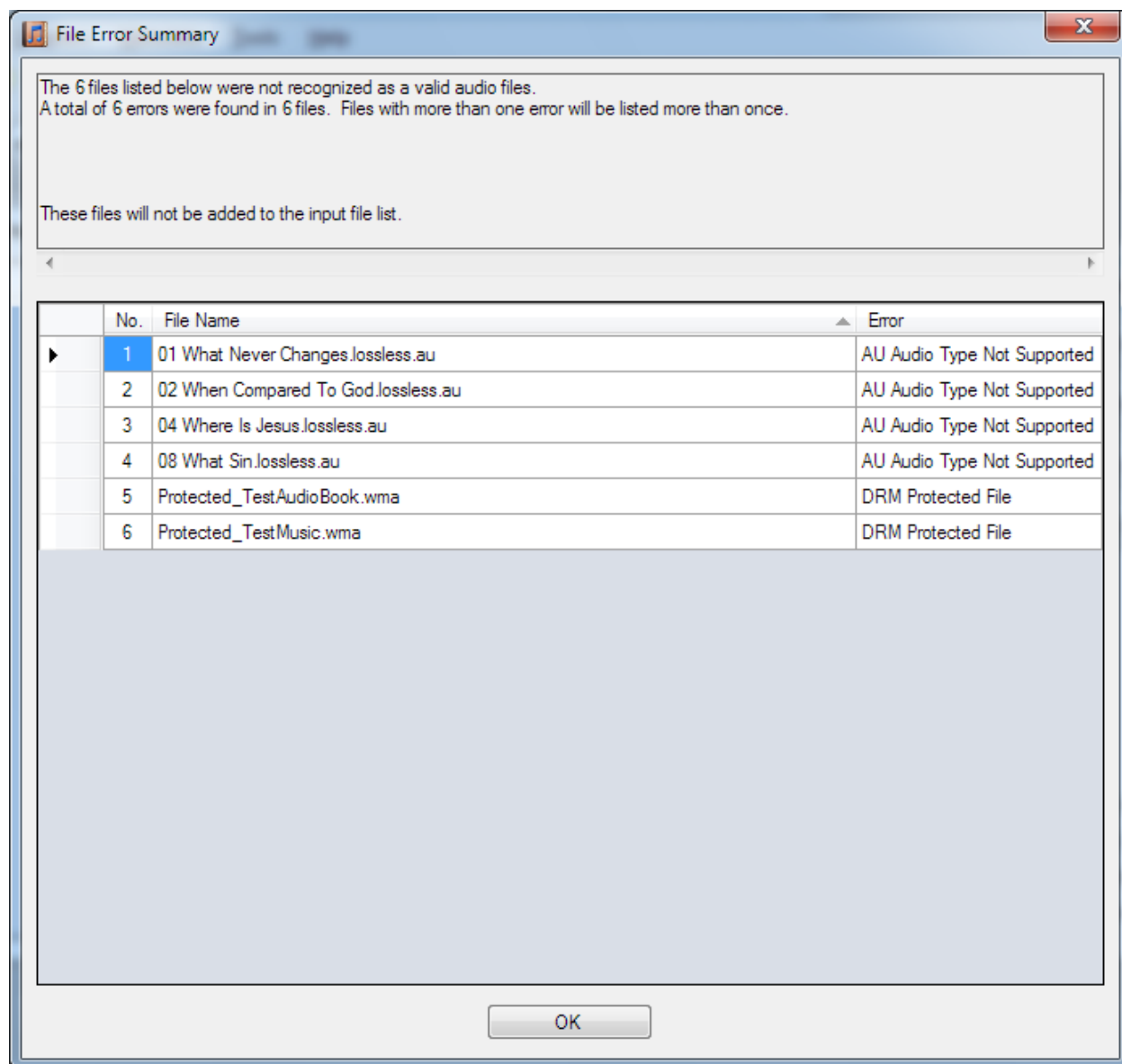
When non-AAC encoded files are added to a project using the “Add Files” button/command or via drag & drop they will be automatically converted to AAC files (m4a audio files) using iTunes in the background.

*Chapter and Verse* uses iTunes to convert files, so it must be installed for this feature to be available. The file types that can be converted to AAC automatically are limited to the file types supported by iTunes for conversion.

Supported File types for Conversion to AAC:	MP3, WAV, AIFF, Apple Lossless, WMA
Unsupported File Types For Conversion: protected file	AU, OGG, FLAC, AA, M4P or any DRM

Files are validated that they meet these requirements when they are added to *Chapter and Verse*. Invalid or inconsistent files will not be added to the input file list.

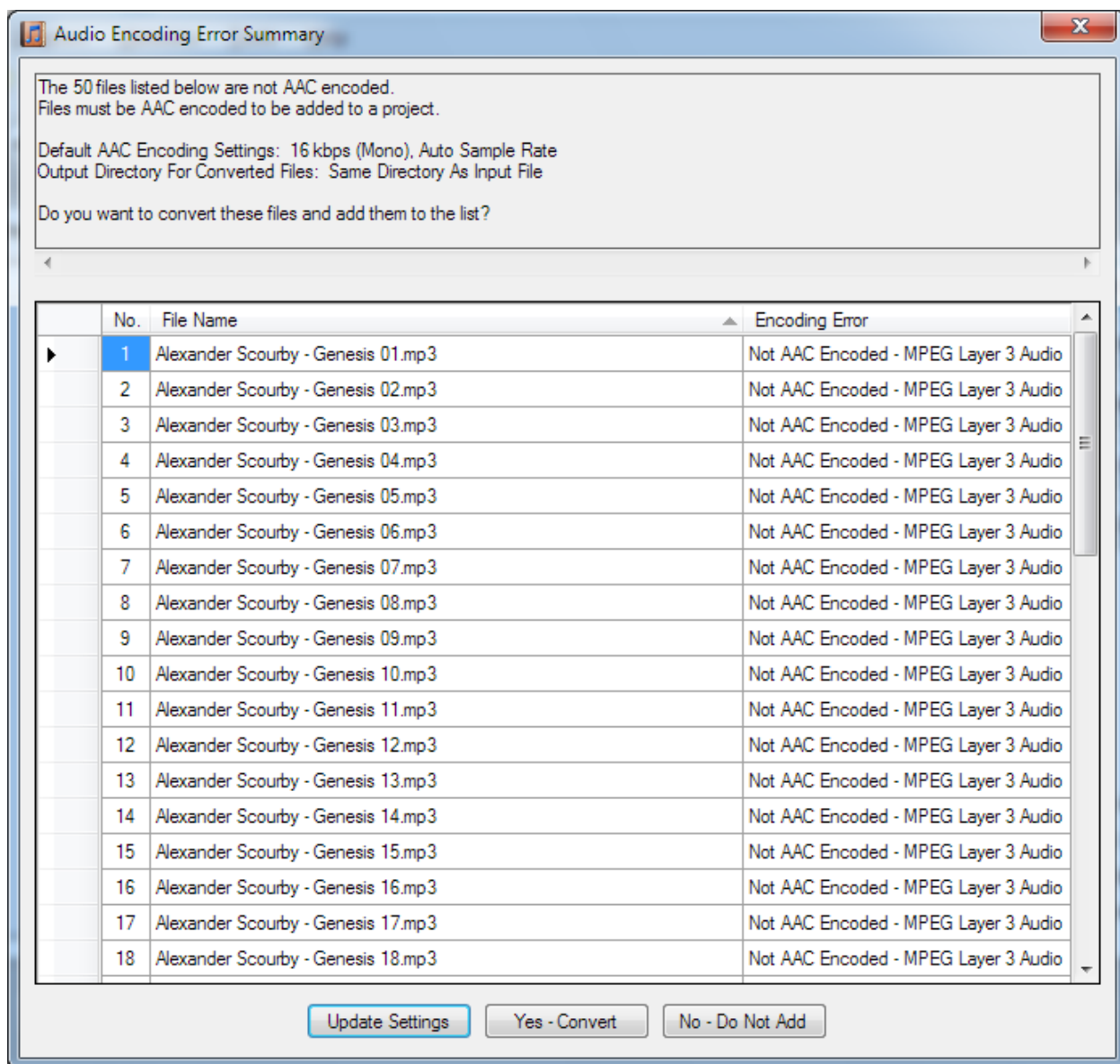
## Working with Chapter and Verse



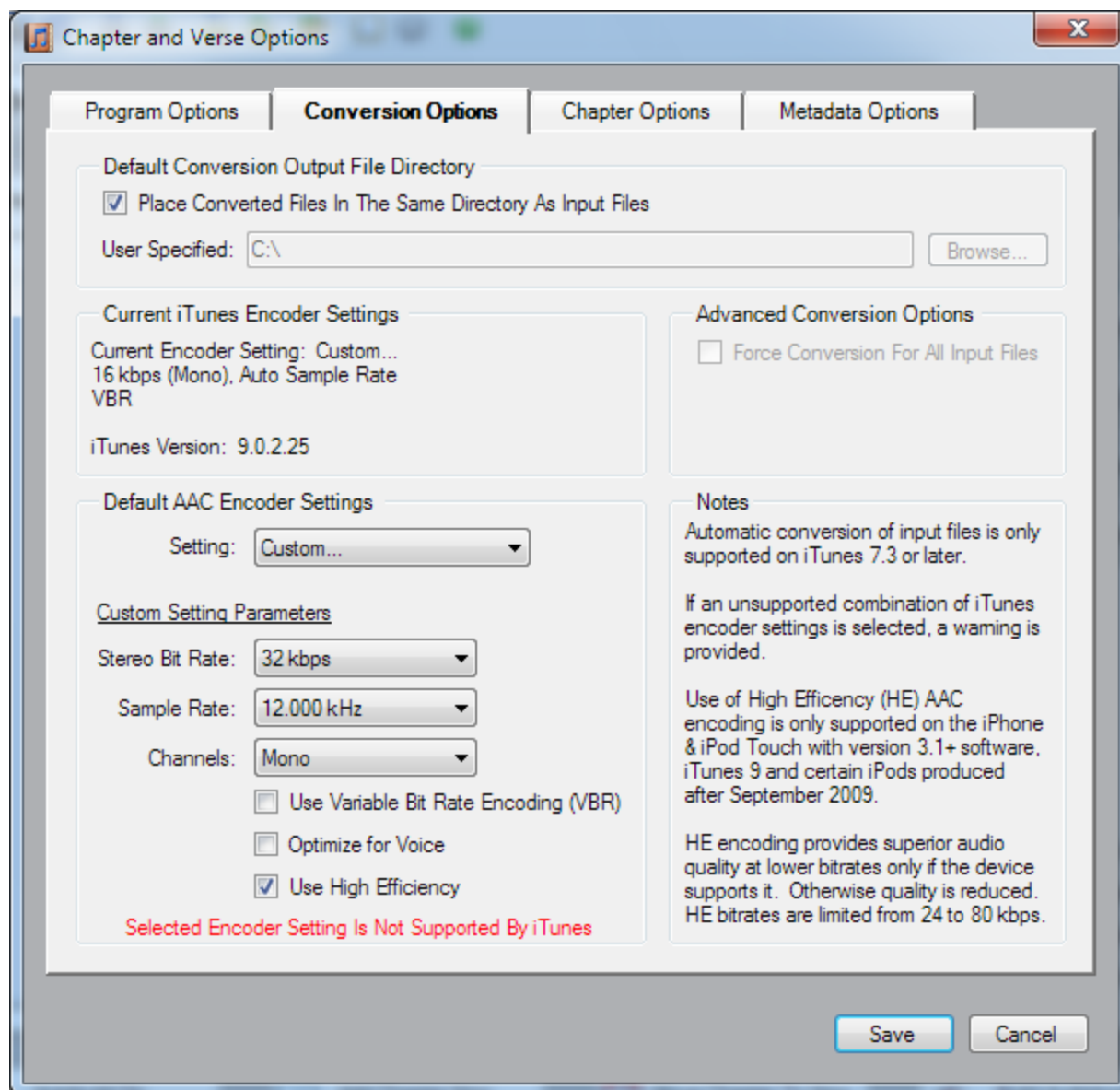
The user has the choice to place the converted files in the same directory as the original source files or in a specific directory. These options are set on the "Conversion Options" tab of the Options dialog.

Chapter and Verse automatically converts the selected files and creates a file with the same name as the original file, but with the M4A extension. If a file with the same name exists in the directory, Chapter and Verse will append the file name for the new file with a number in parentheses.

A summary of all files requiring conversion is presented to the user. The user has the choice to convert the files, to not add the files and to update the default AAC encoder settings and the conversion output directory used for conversion.



A new “Conversion Options” tab has been added to the Options dialog to allow the user to specify the AAC encoder parameters that will be used when converting non-AAC files for a project. The new tab also lists for reference the current encoder settings in iTunes, the installed version of iTunes on the system. If in an invalid set of encoder settings are specified then a warning message will be displayed that the settings are not supported by iTunes.



The High Efficiency encoding option is only available and visible when iTunes version 9 is installed.

If a mix of AAC files created with different AAC encoder settings are added to the project, the user will also be given the option to convert the files to a common format so they can be added to the project. In this case, Chapter and Verse will automatically choose the appropriate encoder settings to standardize the files. If the user chose to place the converted files in the same directory as the original source files, date time stamped backup copies of the original files will be created in the source file directory and the updated file will maintain the original file name.

## Working With Metadata

Chapter and Verse provides the ability for the user to specify the following Metadata for an audiobook:

### Text Fields (limited to 255 characters)

- Title
- Artist
- Album Artist
- Album
- Composer
- Grouping
- Genre
- Comments
- Copyright

Note: The Copyright field is placed into the file, but it is not viewable within iTunes, QuickTime or on the iPod

### Numeric Fields

- Year (must be a number from 1 to 9999)
- Disc Number (must be a number from 1 to 99)
- Total Number of Discs (must be a number from 1 to 99)
- Track Number (must be a number from 1 to 99)
- Total Number of Tracks (must be a number from 1 to 99)

### Image ( jpg or png format)

- Cover Artwork

## Working With Chapters

Chapters for *Chapter and Verse* must meet the following requirements:

1. Start time must be in proper format.
2. Duplicate names and/or duplicate start times are not allowed.
3. A chapter name cannot be blank.
4. If any chapters are specified, then a chapter with a start time of 00:00:00.000 is required.

The proper format for chapter start times is **HH:MM:SS.FFF** where:

- HH is hours - range is between 00 and 99
- MM is minutes - range is between 00 and 59
- SS is seconds - range is between 00 and 59
- FFF is in milliseconds - range is between 000 and 999

## Working with Chapter and Verse

The chapter start times and names are validated that they meet these requirements. If they do not then an error indicator (red circle with an exclamation point) will be displayed next to the chapter start time or name with an error.

*Chapter and Verse* will automatically create chapters for the start of each file when files are added.

The different types of chapters are color coded:

Input File chapters are color coded with the default window background color (normally white).

Interval chapters are color coded with a light blue background color.

User added chapters are color coded with a light green background color.

Imported chapters are color coded with a light yellow background color.

Images may be added for each chapter. The chapter images can be specified by using the **Add Image** button or menu command. Images can also be dragged and dropped from Windows Explorer, Internet Explorer and Firefox 3.x onto the chapter image cell for a row in the Chapters data grid view.

When an image is specified, a 50 by 50 pixel thumbnail version of the image is displayed on the selected chapter row in the Chapters data grid view. This is the same size as the thumbnail when displayed in the chapter list in iTunes.

Images that are specified for chapters are automatically re-sized while maintaining its aspect ratio based on the options specified in the **Chapters** tab in the **Options** dialog. If a specified image is not square, a color will be added to fill the background based on the color specified in the **Chapters** tab in the **Options** dialog. If chapter images are not specified for certain chapters and a chapter image track is created then an image with the default background color will be created.

If one or more images are specified then a JPEG video track will be added to the final audiobook.

If no images are specified, then the JPEG track is omitted.

## Setting Program Options

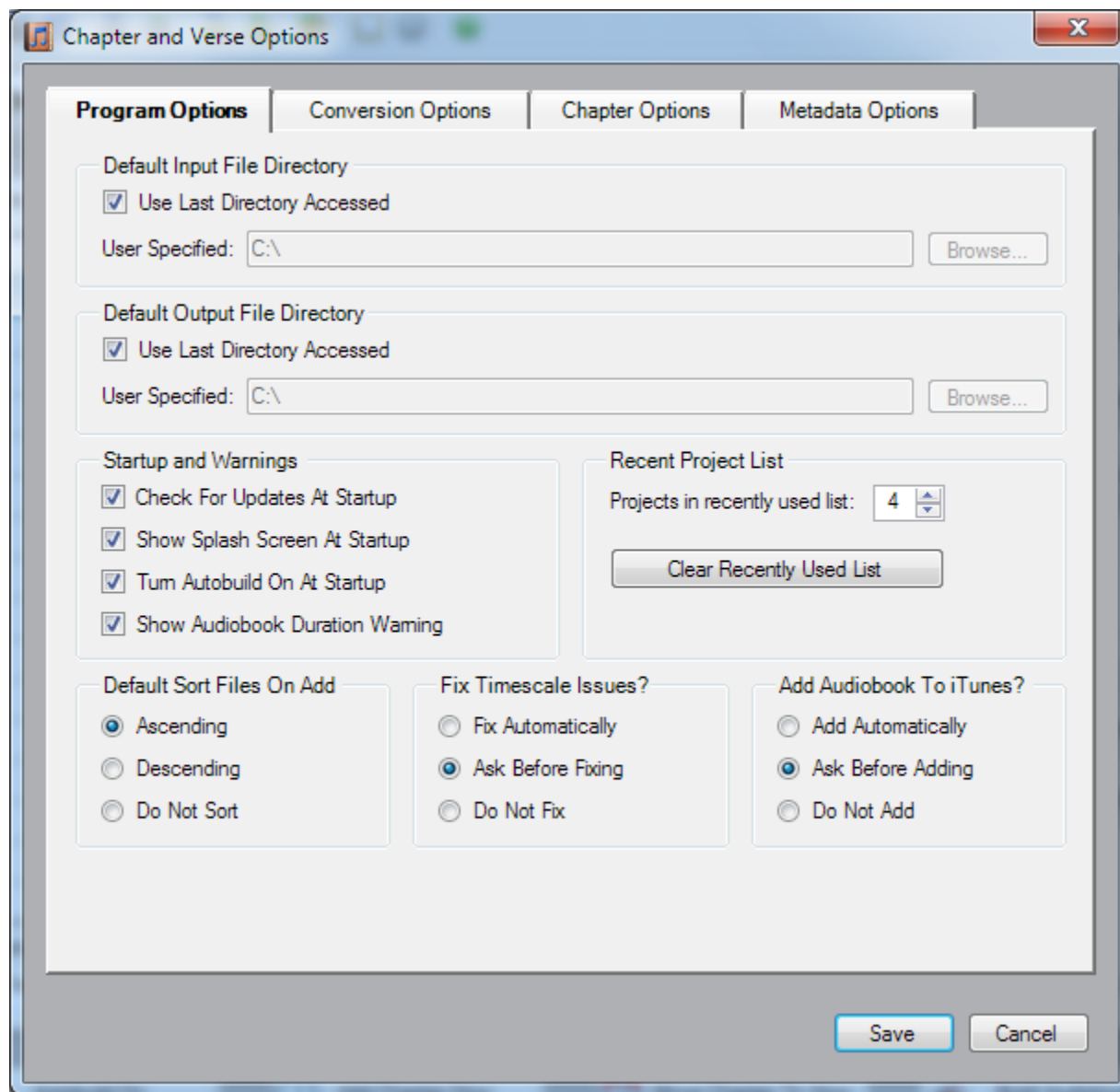
*Chapter and Verse* program options are accessible from the Tools - Options menu.

The options dialog is a tabbed interface that groups the various user settable options into four categories:

1. Program Options
2. Conversion Options
3. Chapter Options
4. Metadata Options



### **Program Options**



#### **Default Directories**

The default input and output directories can be set to specific directories or the program can keep track of the last directory used.

#### **Check For Updates**

The check for updates feature can be turned on or off. If the option is turned on, then Chapter and Verse will connect via the internet and download the latest version data for Chapter and Verse from the Loden Software website. If a newer version is found then a dialog will be

## Working with Chapter and Verse

displayed informing the user. If the version is current then no dialog is displayed. Chapter and Verse does not transmit any data whatsoever.

### **Splash Screen**

The splash screen can be turned on or off during startup. Please note that the splash screen only displays while the program is loading, so turning off the splash screen will not speed up the loading of the program.

### **Turn Autobuild On**

The Autobuild option can be turned on or off during startup.

### **Audio Duration Warning**

The Audio Duration Warning can be turned on or off when a file exceeds the stable duration for playback on certain iPods.

### **Recent Projects List**

The Recent Projects list provides for easy access to project files that were recently opened by Chapter and Verse.

The total number of files listed on the Recent Projects sub-menu can be specified. The total number of projects listed can range from 0 (none) to 10. The list can also be cleared by clicking on the "Clear Recently Used List".

### **Default Sort Files On Add**

The default sort option that is used when Chapter and Verse opens is determined by the "Default Sort Files on Add" option setting. The "Sort Files On Add" option on the Input Files Tab will be automatically set based on which option is selected.

### **Fix Timescale Issues**

Older versions of iTunes (e.g. version 5 or 6) under certain conditions would improperly encode audio files with the wrong movie timescale. Very often the movie timescale would be incorrectly set at twice the audio timescale for stereo files. Newer versions of iTunes do not exhibit the same problem.

iTunes ignores the discrepancy and will play these files correctly, but they register as half the duration and play at double speed on the standalone QuickTime player. Since, Chapter and

## Working with Chapter and Verse

Verse uses the QuickTime SDK, these files exhibit the same behavior in Chapter and Verse as they do the standalone QuickTime player.

The Fix Timescale Issues option is to specify how the timescale issues are handled. The option has three modes that can be selected through a setting on the Program Options tab on the Options dialog:

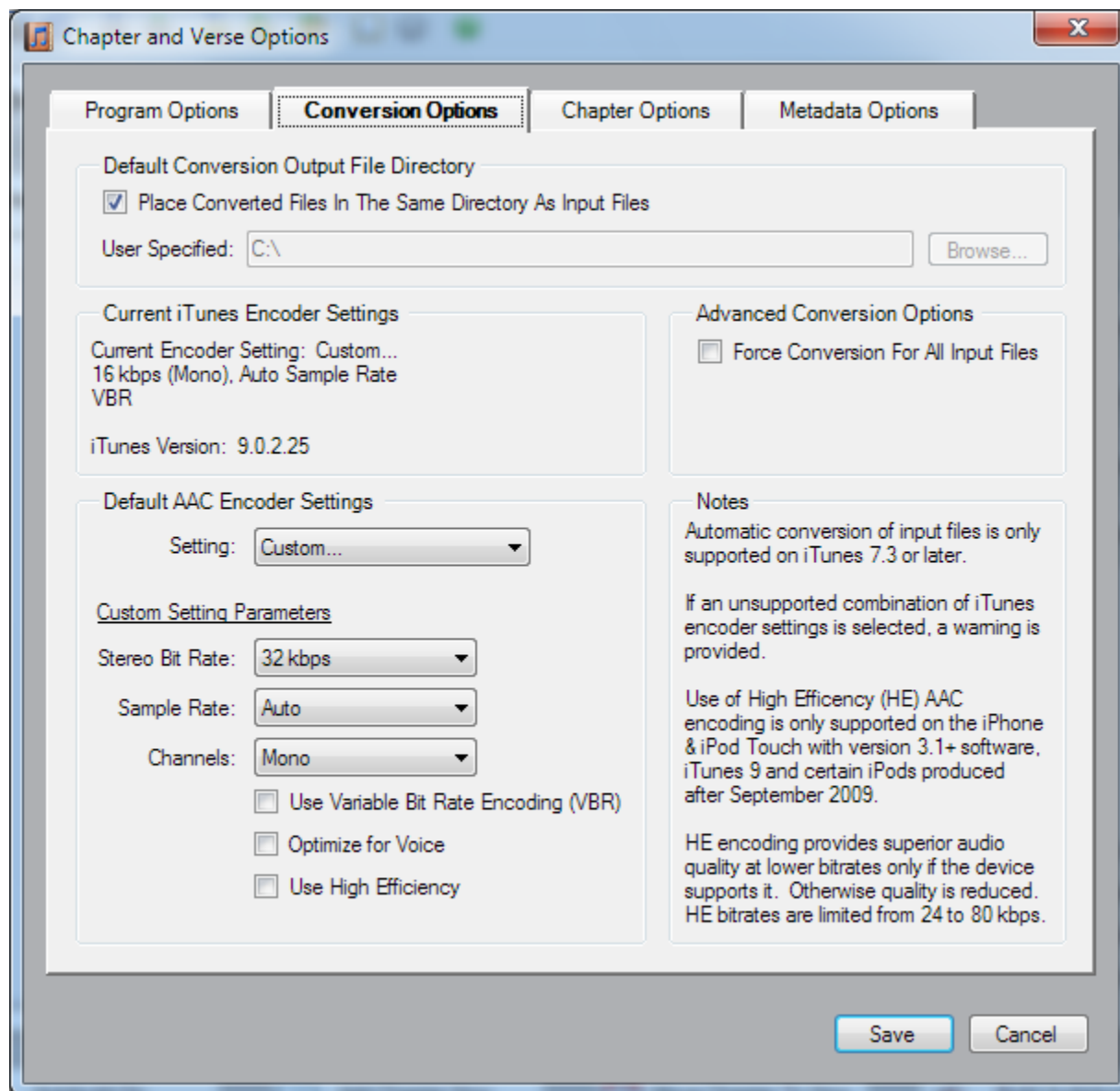
1. Fix automatically - when this choice is selected, Chapter and Verse will check for and silently fix files when the timescale issue is found.
2. Ask before fixing – when this choice is selected, Chapter and Verse will prompts the user with a dialog when the issue is detected and gives the user the choice to fix or not.
3. Do not fix - when this choice is selected, Chapter and Verse ignores the timescale issue and loads files as is.

Before modifying the original audio file, Chapter and Verse will make a date-time stamped backup copy of the file and place it in the same directory as the original file.

### **Add Audiobook To iTunes**

Chapter and Verse has the capability to automatically add the finished audiobook to your iTunes Library after it is built. This feature can be turned on or off or it can be set to ask the user after each build. This feature requires iTunes to be installed on the same computer as Chapter and Verse.

### Conversion Options



#### **Default Conversion Output Directory**

The default conversion output directory can be set to a specific directory or the program can place the converted file in the same directory as the source file.

#### **Current iTunes Encoder Settings**

The current iTunes encoder settings and the installed version of iTunes are provided as information for the user.

-

### **Default AAC iTunes Encoder Settings**

The user can specify the AAC encoder settings that will be used by Chapter and Verse when converting files. These settings are used by Chapter and Verse when a project's audio properties have not been established.

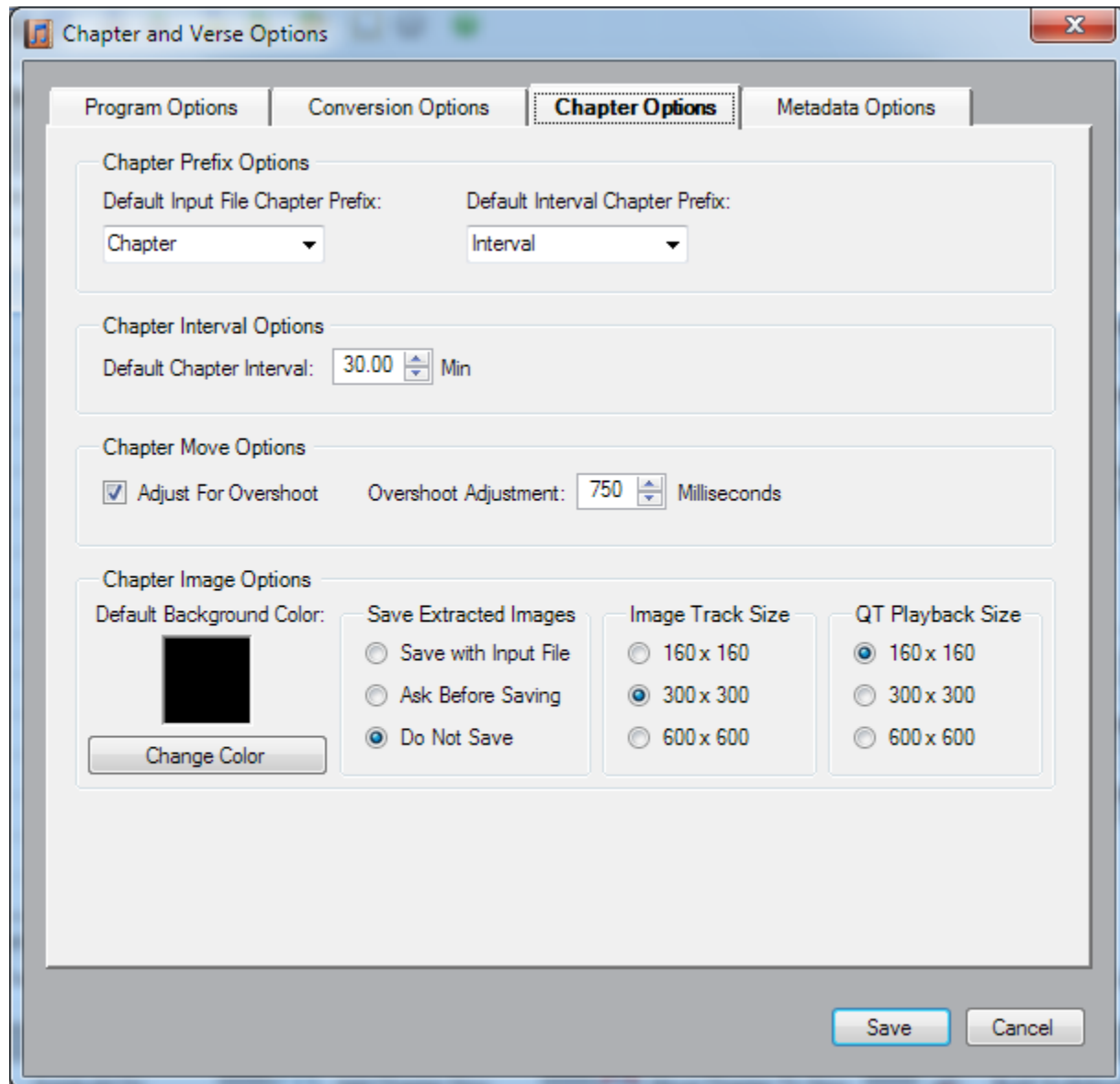
These controls and their individual settings match the available AAC encoder settings in iTunes.

These settings will NOT be used if the audio properties for a project have been established (i.e. valid files have been selected or have already been added to the project). If the audio properties for a project have been established, Chapter and Verse will automatically choose the matching AAC encoder settings to convert files to the project's settings.

### **Advanced Conversion Options - Force Conversion For All Input Files**

If valid AAC files are added to Chapter and Verse, they will normally be added directly to the project without being converted. When the "Force Conversion For All Input Files" option is selected, Chapter and Verse will convert all input files to the "Default AAC Encoder Settings" the user has specified. This option allows the user to re-encode valid existing AAC files with different encoding parameters. Typically this would be done if a user wants to reduce the bit rate of existing files, so they can create audiobooks with smaller file sizes.

### Chapter Options



#### **Default Chapter Prefixes Options**

Default chapter prefixes and chapter interval time can be set by the user. Preselected values can be chosen from the drop down list or the user can enter their own in the combo box.

#### **Chapter Interval Options**

The default chapter interval time can be set by the user.

### Chapter Move Options

The *Move Chapter To Now* feature automatically changes the time of the closest chapter based on the current time of the player. The purpose of this feature is to allow the user to fine tune chapter times, so they start precisely at the beginning of a desired passage without having to enter the time manually.

For example, if you are listening to the audiobook on Chapter and Verse's player and you hear the words "Chapter 5" and you want the closest Chapter to start with the words "Chapter 5", you can press the "Move Chapter To Now" button. When the button is pressed the software will change the time of the closest chapter (in time) to the current player time minus an overshoot factor. The overshoot factor gives you enough time to hear the phrase you are looking for and still be able to have the chapter start at the right time. The overshoot adjustment feature can be turned on or off and the amount of the overshoot (in milliseconds) can be specified by the user.

### Chapter Image Options

A colored background will be placed around chapter images that are not square (i.e. height and width of image in pixels are different). The color of this background is displayed on the option dialog and the color can be changed by pressing the "Change Color" button.

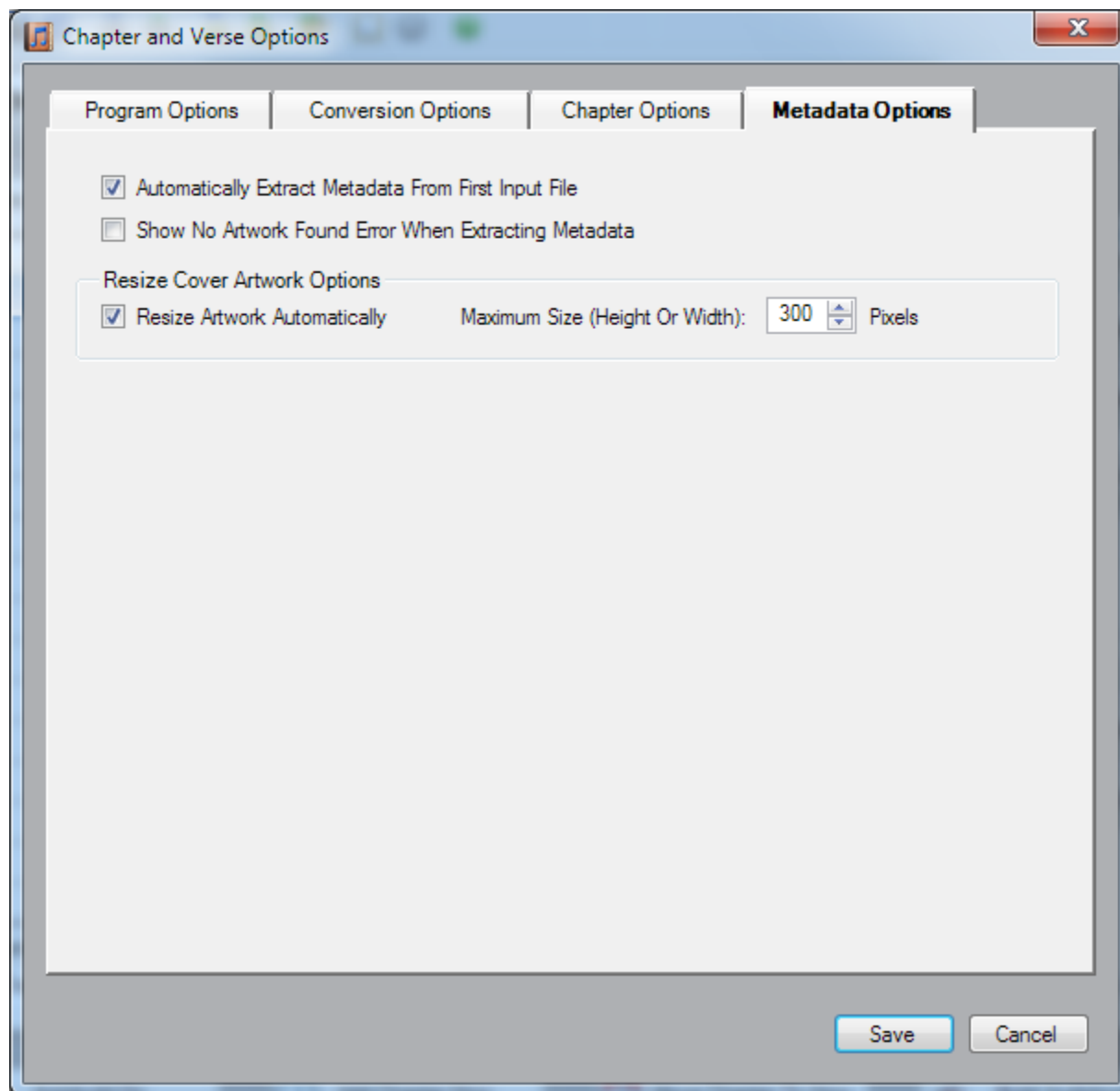
Chapter and Verse will automatically extract chapter images from a single file containing a chapter image track to facilitate editing of the audiobook. The extracted images can be saved in the same location as the input file, or the program can ask the user how to handle the files, or the images can be discarded.

The images in the image track will be automatically sized to one of three different sizes. The size options for image track are 160 x 160 pixels, 300 x 300 pixels, or 600 x 600 pixels. This size will determine the size and quality of the image track that is displayed in the pop-up player in iTunes.

The playback size of the chapter image track in QuickTime is specified separately. The size options for QuickTime playback are 160 x 160 pixels, 300 x 300 pixels, or 600 x 600 pixels.

Thumbnails for the chapter images are placed on the chapter list in iTunes or the iPod. These thumbnails are automatically created and are sized at 50 x 50 pixels. Chapter and Verse creates chapter image thumbnails in the Chapters grid view for preview and they are automatically sized to 50 x 50 pixels to simulate the behavior of iTunes and iPods.

### **Metadata Options**



#### **Automatically Extract Metadata**

The automatic extraction of metadata from the first input file feature can be turned on or off.

#### **Show "No Artwork Found" Error**

If no artwork is found in a input file, an error can be displayed informing the user that the file did not contain artwork. This feature can be turned on or off.



### Resize Cover Artwork Options

The desired cover artwork size in pixels can be specified as an option. Artwork images that are bigger or smaller than the specified number of pixels will be resized automatically. This feature can be turned on or off and the desired size in pixels can be specified by the user. The feature works for all methods of selecting artwork including the drag and drop method.

## Keyboard Shortcuts

### General Controls

Ctrl+S	Save Project
Ctrl+B	Build Audiobook
Ctrl+H	What's this?
Ctrl+L	View Log for last audiobook created.

-

### Player Controls

Ctrl + Left Arrow	Go to Previous Chapter
Ctrl + Right Arrow	Go to Next Chapter
Ctrl + P	Play/Pause
ALT + Left Arrow	Move 5 seconds backward
ALT + Right Arrow	Move 5 seconds forward
Ctrl+N	Add Chapter Now (based on current player playback position)
Ctrl+M	Move Chapter To Now (based on current player playback position)

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# User Interface and Controls

## User Interface Overview

The user interface is divided into five major areas:



### Menu /Tool Bar

The Menu Bar and Toolbar contains the user menus, menu commands and tool buttons. The function and use of each of the menu commands and associated toolbar buttons are described in the Menu Commands section of this help document. The toolbar provides access to Project functions, import/export functions, the build log, program options and help without using the menus.

### **Virtual Audiobook Player and Controls**

The Player controls area is where the virtual audiobook audio player and its controls are located. The program will automatically build a virtual audiobook in memory (assuming the Autobuild feature is On). The player allows the user to listen to the merged audio and to test the placement of the chapters before saving the audiobook.

The player has the following controls: play/pause, fast forward, rewind, selectable chapter list, go to next chapter, go to previous chapter and volume controls. The current playback position, the total duration of the selected audio and the current title of the audiobook are displayed in the player trackbar area.

### **Input Files, Chapters and Metadata Tabs**

The Chapters and Metadata control area has two tabs to allow the user to switch between the Chapters control area and the Metadata control area.

#### **Input Files Tab**

The Input Files control area is used to add, delete, clear and/or organize the order of the audio files that will be used to create the audiobook. The left hand side of this area contains the grid view that displays the selected audio files and the order in which they will be merged into the final audiobook. The right hand side of this area has the control buttons to add, delete, clear and change the order of the audio files.

Selecting a file or a group of files (i.e. a specific row or a group of rows) in the grid view allows certain controls to operate on that input file. For example, you can move the file up/down in the list, you can get detailed information on the audio format of the selected file or you can import metadata from that file.

#### **Chapters Tab**

The Chapter control area is accessed by selecting the Chapters tab. The Chapters control area is used to add, delete, clear or add chapters at regularly spaced intervals. Controls to add remove or clear chapter images are located be the chapter controls. The left hand side of this area contains the grid view that displays the chapter times and chapter names that will be added to the final audiobook. The right hand side of this area has the control buttons to add, delete, clear and add chapters at intervals. Chapter times and names can be edited in the grid view by double clicking on a cell or by selecting a cell and pressing F2. Automatic chapter naming and numbering options are located below the Chapters Grid View. Chapter images can be added by dragging image files onto the appropriate cell in the chapter image column.

Right-clicking on a chapter's row brings up a context sensitive menu with the "Set Chapter Properties" command. The "Set Chapter Properties" command brings up a dialog box to allow modification of the enhanced properties of a chapter.

### Metadata Tabs

The Metadata control area is accessed by selecting the Metadata tab. The Metadata control area is used to add metadata (i.e. information tags) to the finished audiobook. The right hand side of this area allows the user to choose the cover artwork for the audiobook. The selected artwork and its height and width are displayed once selected. Artwork can be selected by dragging and dropping onto the Artwork display area as well.

### Miscellaneous Controls

The miscellaneous controls area contains four control buttons: the Autobuild toggle button, the Add Chapter Now button, the Move Chapter To Now Button and the Build Audiobook button.

The AutoBuild toggle button allows the user to toggle the virtual audiobook Autobuild feature on or off. While the Autobuild feature is On, the virtual audiobook will be constantly updated with any changes the user makes to the list of input audio files or the chapters. Turning the Autobuild feature off is useful if major changes to the order of files or chapters is required. When Autobuild is toggled from Off back to On, the program will automatically rebuild the virtual audiobook with the currently specified files and chapters.

The Add Chapter Now button allows the user to add a chapter based on the current playback position in the virtual audiobook.

The Move Chapter To Now button automatically moves the time of the closest chapter to the current time of the player.

The Build Audiobook button allows the user to build and save the virtual audiobook along with its chapter data and metadata to a single file.

### Status Bar

The status bar displays progress information during processing. The status bar also displays selected error messages and a summary of the number of audio files selected and the number of chapters that have been specified.

## Input File Controls

### Input Files Grid View

The Input Files Grid View displays the list of audio files that will be used to create the final audiobook. The order of the files determines where the audio of that file is placed in the audiobook.

Selecting a file or group of files (i.e. a specific row or group of rows) in the grid view allows certain controls to operate on that file. For example, you can move the file up/down in the list,

you can get detailed information on the audio format of the selected file or you can import metadata from that file.

The files can be automatically sorted based on their full path and filename by selecting the "Sort Files On Add" Ascending or Descending options. If the user does not want the order of the files to be changed from the order provided the operating system, then the "Do Not Sort" option can be selected. The default sort option that is used when Chapter and Verse starts is determined by the "Default Sort Files on Add" option setting in the Program Options.

The user can also sort the list of input files at any time by clicking on the "File Name" column header in the Input File Grid View. Clicking on the "File Name" column header more than once will toggle the sort order (e.g. from ascending to descending or the reverse).

### Add Files

The Add Files Button opens a dialog allowing the user to specify the files to be added to the input files grid view. Files are added to the existing list of inputs if any were already specified.

Input files for *Chapter and Verse* must meet the following requirements:

1. Have the same AAC format (AAC-LC or AAC-HE v2)
2. Contain a single audio track.
3. Do not contain a video track other than a JPEG track (i.e. chapter image track)
4. Have the same number of channels (stereo/mono)
5. Have the same timescale (time framework within the file)
6. Have the same sample rate (e.g. 44.1 Khz)
7. Have the same bit rate (e.g. 16 kbps)
8. Have the same bit depth (e.g. 16-bit)

The files are not in the AAC format or if the AAC encoding parameters are not the same, *Chapter and Verse* will attempt to automatically convert the files to a common AAC format. *Chapter and Verse* uses iTunes to convert files, so it must be installed for this feature to be available. The file types that can be converted to AAC automatically are limited to the file types supported by iTunes for conversion.

Supported File types for Conversion to AAC:	MP3, WAV, AIFF, Apple Lossless, WMA
Unsupported File Types For Conversion:	AU, OGG, FLAC, AA, M4P or any DRM protected file

The files are validated that they meet these requirements when they are added to *Chapter and Verse*. Invalid or inconsistent files will not be added to the input file list.

### Remove File

## User Interface and Controls

The Remove File Button deletes the selected file or group of files (i.e. selected row or group of rows) in the grid view from the list of input files.

### Clear All Files

The Clear All Files Button removes all files from the input files grid view. This also clears all chapter and metadata. This is equivalent to starting a new project.

### Move File Up Button

The Move File Up Button moves the selected file or group of files (i.e. selected row or group of rows) in the grid view up in the order of input files.

Moving a files location (up or down) will cause the virtual audiobook to be automatically rebuilt when the Autobuild feature is On. Chapter and Verse will automatically turn off the Autobuild while files are being moved. Once Chapter and Verse detects that files are no longer being moved, the Autobuild feature will be automatically turned back on. After you are done moving files, the program will automatically rebuild the virtual audiobook when Autobuild feature is On.

### Move File Down Button

The Move File Down Button moves the selected file or group of files (i.e. selected row or group of rows) in the grid view down in the order of input files.

Moving a files location (up or down) will cause the virtual audiobook to be automatically rebuilt when the Autobuild feature is On. Chapter and Verse will automatically turn off the Autobuild while files are being moved. Once Chapter and Verse detects that files are no longer being moved, the Autobuild feature will be automatically turned back on. After you are done moving files, the program will automatically rebuild the virtual audiobook when Autobuild feature is On.

### Sort Files On Add

The files can be automatically sorted based on their full path and filename by selecting the "Sort Files On Add" Ascending or Descending options. If the user does not want the order of the files to be changed from the order provided the operating system, then the "Do Not Sort" option can be selected. The default sort option that is used when Chapter and Verse starts is determined by the "Default Sort Files on Add" option setting in the Program Options.

The user can also sort the list of input files at any time by clicking on the "File Name" column header in the Input File Grid View. Clicking on the "File Name" column header more than once will toggle the sort order (e.g. from ascending to descending or the reverse).

## Chapter Controls

### Chapters Grid View

The Chapters Grid View displays the list of chapters that will be added to the final audiobook. The chapters are automatically sorted in proper time order.

Chapter start times and names can be edited in the grid view by double clicking on a cell or by selecting a cell and pressing F2.

The different types of chapters are color coded in the Chapters Grid View as follows:

Input File chapters are color coded with the default window background color (normally white).

Interval chapters are color coded with a light blue background color.

User added chapters are color coded with a light green background color.

Imported chapters are color coded with a light yellow background color.

### Add Chapter Button

The Add Chapter Button adds an empty Chapter to the Chapters Grid View to allow the user to add a chapter manually.

### Remove Chapter Button

The Remove Chapter Button deletes the selected chapter (i.e. selected row) in the grid view from the list of chapters.

### Clear All Chapters Button

The Clear All Chapters Button removes all chapters from the input Chapters Grid View.

### Add Chapters At Intervals Button

The Add Chapters At Intervals Button automatically adds chapters at regularly timed intervals based on the time spacing set by the user.

### Add Image Command

The Add Image Command adds a chapter image to the currently selected chapter. In addition to using the button, the user can double click on the image cell or drag and drop an image file onto the image cell.

### Remove Image Command



## User Interface and Controls

The Remove Image Command removes the chapter image for the selected chapter (i.e. selected row) in the grid view.

### Clear All Images Command

The Clear All Images Command removes all chapter images from the list of chapters in the Chapters Grid View.

## Chapter Naming and Numbering Controls

Chapters added at the start of each file and when added at intervals by the user, use the prefixes specified in the Input Files and Intervals combo boxes. Numbers are added to the prefix based on the numbering style selected.

Predefined input file and interval chapter name prefixes can be selected from their respective combo boxes. *The user can also enter their own prefix by typing in the combo box and hitting enter.*

The following predefined prefixes are available for input files and intervals:

Input File Prefixes	Interval Prefixes
Chapter	Chapter
Disc	Disc
File	File
Interval	Interval
Marker	Marker
Part	Part
Segment	Segment
Track	Track
<Filename>	<Filename #>
<Filename #>	<Metadata Title #>
<Metadata Title>	
<Metadata Title #>	

The <Filename> and <Filename #> choices substitute the filename with no number and the filename with the appropriate automatic number respectively. The <Metadata Title> and <Metadata Title #> choices substitute the title metadata tag with no number and the metadata tag with the appropriate automatic number, respectively, based on the appropriate file. The no number versions, <Filename> and <Metadata Title> are not allowed for intervals as they would create duplicate chapters.

## User Interface and Controls

Three number styles are now selectable using their associated radio button.

**Independent:** Numbering for Input file chapters and Intervals are independent

Input File 1  
Interval 1  
Interval 2  
Input File 2  
Interval 3  
Interval 4  
Input File 3... And so on

**Combined:** Numbering for Input file chapters and Intervals are combined.

Input File 1  
Interval 2  
Interval 3  
Input File 4  
Interval 5  
Interval 6  
Input File 7... And so on

**Outline:** Numbering for Input File and Interval chapters are numbered in an outline form with intervals numbered under files.

Input File 1  
Interval 1.1  
Interval 1.2  
Input File 2  
Interval 2.1  
Interval 2.2  
Input File 3... And so on

Leading zeros can be turned on/off for the Independent and Combined chapter numbering styles using the Leading zeros check box. The appropriate number of leading zeros are added based on the total number of input files and intervals.

Chapter names will update automatically for input file chapters or interval chapters when the values in the prefix combo boxes are changed (select a predefined or enter custom prefix) or if the numbering styles or options are modified.

The default startup value for the Input File and Interval prefixes can be set using the Options command on the Tools menu.

User added Chapters, added with the "Add Chapter" or "Add Chapter Now" commands, and imported chapters are not affected by the automatic chapter naming and numbering. They will

## User Interface and Controls

not update if the chapter naming or numbering settings are modified. On the other hand, modifications to chapters created by Chapter and Verse for Input Files or Intervals will be overwritten, if the chapter naming or numbering settings are modified.

The various types of chapters can be identified by their background coloring. The chapter color codes are as follows:

Input File chapters are color coded with the default window background color (normally white).

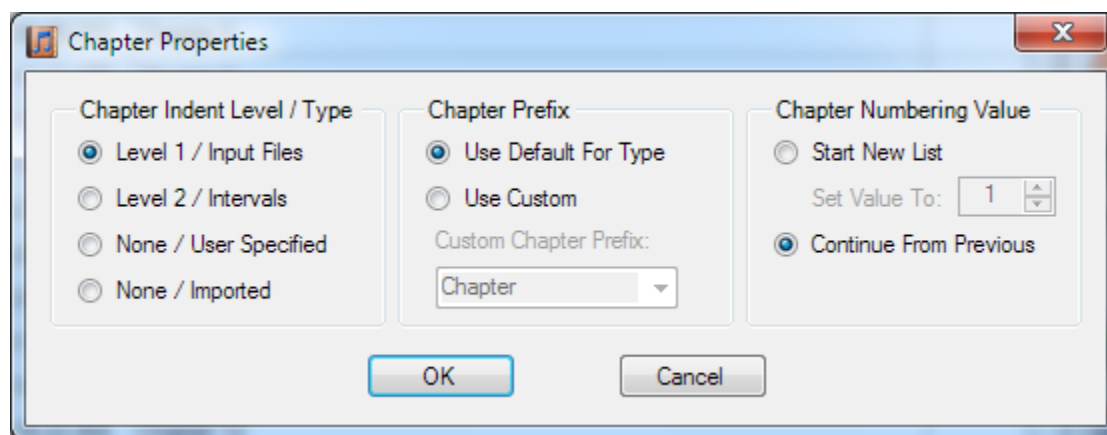
Interval chapters are color coded with a light blue background color.

User added chapters are color coded with a light green background color.

Imported chapters are color coded with a light yellow background color.

The ability for the user to specify chapter properties for individual chapters is accessed by right-clicking on a chapter row and choosing the “Set Chapter Properties...” option from the context sensitive menu.

The Chapter Properties dialog appears and allows the user to modify and set special properties for the selected chapter.



The user can modify the chapter indent level and type. This effects what default prefix is used, how the chapter is numbered, and how it is color coded in the grid view display.

The starting number for a chapter can be specified. Changing a chapter's starting number will cause all chapters with automatic numbers after the selected chapter to be renumbered based on the new number.

A special prefix (different that the default) can specified for an individual chapter.

### Add Chapter Now Button

The Add Chapter Now Button adds a chapter at to the list of chapters in the Chapters Grid view based on the current playback position of the virtual audiobook player.

Chapters added using the "Add Chapter Now" command are now named using the chapter start time. For example, a chapter added at "01:02:01.000" would have a chapter name of "Time (01:02:01.000)" created automatically.

### Move Chapter To Now Button

The *Move Chapter To Now* feature automatically changes the time of the closest chapter based on the current time of the player. The purpose of this feature is to allow the user to fine tune chapter times, so they start precisely at the beginning of a desired passage without having to enter the time manually.

For example, if you are listening to the audiobook on Chapter and Verse's player and you hear the words "Chapter 5" and you want the closest Chapter to start with the words "Chapter 5", you can press the "Move Chapter To Now" button. When the button is pressed the software will change the time of the closest chapter (in time) to the current player time minus an overshoot factor. The overshoot factor gives you enough time to hear the phrase you are looking for and still be able to have the chapter start at the right time. The overshoot adjustment feature can be turned on or off and the amount of the overshoot (in milliseconds) can be specified by the user.

## Metadata Controls

### Select Artwork For Audiobook Button

The Select Artwork For Audiobook Button allows the user to choose the cover artwork for the audiobook. The selected artwork and its height and width are displayed once selected.

The Artwork can also be selected by dragging and dropping the file from Windows Explorer, Internet Explorer or Firefox 3.x onto the Artwork display area.

Cover artwork must be jpg or png format.

### Metadata Text And Numeric Boxes

The Metadata Text Boxes allow the user to add metadata (i.e. information tags) to the finished audiobook.

#### Text Fields (limited to 255 characters)

- Title
- Artist
- Album Artist
- Album
- Composer
- Grouping
- Genre
- Comments
- Copyright

#### Numeric Fields

- Year (must be a number from 1 to 9999)
- Disc Number (must be a number from 1 to 99)
- Total Number of Discs (must be a number from 1 to 99)
- Track Number (must be a number from 1 to 99)
- Total Number of Tracks (must be a number from 1 to 99)

### Autobuild On/Off Toggle Button

The Autobuild Toggle button allows the user to toggle the virtual audiobook Autobuild feature on or off. While the Autobuild feature is On, the virtual audiobook will be constantly updated with any changes the user makes to the input audio files or the chapters.

Turning the Autobuild feature off is useful if major changes to the order of files or chapters is required.

When Autobuild is toggled from Off back to On, the program will automatically rebuild the virtual audiobook with the currently specified files and chapters.

### Virtual Audiobook Player Controls

The Player controls area is where the virtual audiobook audio player and its controls are located. The program will automatically build a virtual audiobook in memory (assuming the Autobuild feature is On). The player allows the user to listen to the merged audio and to test the placement of the chapters before saving the audiobook.

The player has the following controls: play/pause, fast forward, rewind, selectable chapter list, go to next chapter, go to previous chapter and volume controls. The current playback position,

## User Interface and Controls

the total duration of the selected audio and the current title of the audiobook are displayed in the player trackbar area.

### Player Controls -Shortcut Keys

Ctrl + Left Arrow      Go to Previous Chapter

Ctrl + Right Arrow    Go to Next Chapter

Ctrl + P                Play/Pause

ALT + Left Arrow      Move 5 seconds backward

ALT + Right Arrow    Move 5 seconds forward

Ctrl+N                Add Chapter Now (based on current player playback position)

Ctrl+M               Move Chapter To Now (based on current player playback position)

## Build Audiobook Button

The Build Audiobook Button opens a dialog for the user to specify the output filename and directory. Once specified and accepted the program will then build the final audiobook based on the files, chapters and metadata specified by the user.

# **Menu Commands**

## **File Menu**

### **New Project Command**

The New Project Command prepares Chapter and Verse to start a new project. The command removes all files from the input files grid view and clears all chapter data and metadata.

Project files allow the user to resume editing at a later time. The project file specifies all input files, chapter data, chapter image files and metadata. Selecting the “New Project” menu item will clear all data and allow you to start building a new audiobook project.

Chapter and Verse Project files have the extension “cvp” and they are associated with Chapter and Verse. The “cvp” files can be opened by double clicking on the file in Windows Explorer.

### **Open Project Command**

The Open Project Command allows the user to select a previously saved project for loading, so that editing can be resumed. The command loads all input files, chapter data, chapter image files and metadata that we present when the project was saved.

Chapter and Verse Project files have the extension “cvp” and they are now associated with Chapter and Verse. The “cvp” files can be opened by double clicking on the file in Windows Explorer.

### **Save Project Command**

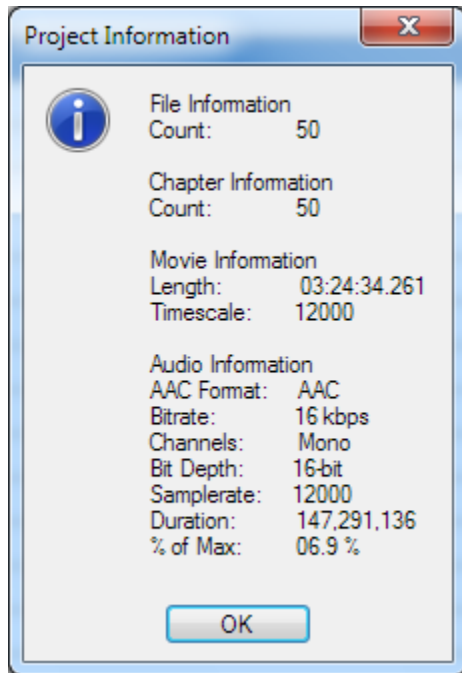
The Save Project Command allows the user to save all input files, chapter data, chapter image files and metadata that are currently specified, so that editing can be resumed at a later time.

### **Save Project As Command**

The Save Project As Command allows the user to save the current project with a new name or to a new location. The project file contains information on all input files, chapter data, chapter image files and metadata that are currently specified, so that editing can be resumed at a later time.

### View Project Information Command

The Project Information menu command displays summary information about the current Project and provides detailed information about the audio parameters for the project. Once a valid file has been added to a project the audio parameters are set and all subsequent files must have the same audio format and parameters.



### Add Files Command

The Add Files Command opens a dialog allowing the user to specify the files to be added to the input files grid view. Files are added to the existing list of inputs if any are specified.

### Remove File Command

The Remove File Command deletes the selected file (i.e. selected row) in the grid view from the list of input files.

### Clear All Files Command

The Clear All Files Command removes all files from the input files grid view. This also clears all chapter and metadata.



### Move File Up Command

The Move File Up Command moves the selected file (i.e. selected row) in the grid view up in the order of input files.

Moving a files location (up or down) will cause the virtual audiobook to be automatically rebuilt when the Autobuild feature is On. Turning the Autobuild feature off is useful if major changes to the order of files is required. After you are done moving file, the program will automatically rebuild the virtual audiobook when Autobuild is toggled from Off back to On.

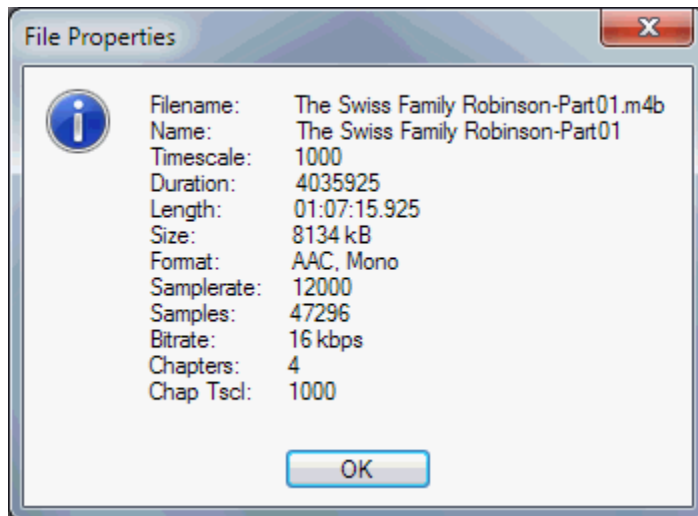
### Move File Down Command

The Move File Down Command moves the selected file (i.e. selected row) in the grid view down in the order of input files.

Moving a files location (up or down) will cause the virtual audiobook to be automatically rebuilt when the Autobuild feature is On. Turning the Autobuild feature off is useful if major changes to the order of files is required. After you are done moving file, the program will automatically rebuild the virtual audiobook when Autobuild is toggled from Off back to On.

### View File Properties From List Command

The View File Properties From List Command allows the user to view detailed information about the selected file (i.e. selected row) in the Input Files Grid View.



### Import Metadata From List Command

The Import Metadata From List Command allows the user to extract and import the metadata and artwork from the selected file (i.e. selected row) in the Input Files Grid View.

All existing metadata entered or artwork selected on the Metadata tab will be replaced by the metadata and artwork contained in the selected file.

### Build Audiobook Command

The Build Audiobook Command opens a dialog for the user to specify the output filename and directory. Once specified and accepted the program will then build the final audiobook based on the files, chapters and metadata specified by the user.

### Recent Projects Sub-menu

The Recent Projects sub-menu provides a list for easy access to project files that were recently opened by Chapter and Verse.

The number of file listed on the Recent Projects sub-menu can be changed using the Recent Projects option in the Program Options. The total number of projects listed can range from 0 (none) to 10. The list can also be cleared from the Program Options dialog.

### Exit Command

The Exit Command closes the *Chapter and Verse* application.

## Chapters Menu

### Add Chapter Command

The Add Chapter Command adds an empty Chapter to the Chapters Grid View to allow the user to add a chapter manually.

### Remove Chapter Command

The Remove Chapter Command deletes the selected chapter (i.e. selected row) in the grid view from the list of chapters.

### Clear All Chapters Command

The Clear All Chapters Command removes all chapters from the input Chapters Grid View.

### Add Chapters At Intervals Command

The Add Chapters At Intervals Command automatically adds chapters at regularly timed intervals based on the time spacing set by the user.

### Add Chapter Now Command

The Add Chapter Now Command adds a chapter at to the list of chapters in the Chapters Grid view based on the current playback position of the virtual audiobook player.

Chapters added using the "Add Chapter Now" command are now named using the chapter start time. For example, a chapter added at "01:02:01.000" would have a chapter name of "Time (01:02:01.000)" created automatically.

### Import Chapters Command

The Import Chapters Command allows the user to import a chapters from properly formatted .csv or .chap files.

### Export Chapters Command

The Export Chapters Command allows the user to export the current list of chapters form the Chapters Grid View to a .csv file. The .csv file can be modified with Excel or a text editor and imported back into *Chapter and Verse*.

### Add Image Command

The Add Image Command adds a chapter image to the currently selected chapter. In addition to using the button, the user can double click on the image cell or drag and drop an image file onto the image cell.

### Remove Image Command

The Remove Image Command removes the chapter image for the selected chapter (i.e. selected row) in the grid view.

### Clear All Images Command

The Clear All Images Command removes all chapter images from the list of chapters in the Chapters Grid View.

# Metadata Menu

## Import Metadata From XML Command

The Import Metadata From XML Command allows the user to select an XML file to import the metadata and artwork from for the current audiobook.

All existing metadata entered or artwork selected on the Metadata tab will be replaced by the metadata and artwork contained in the selected file.

## Import Metadata From Media File Command

The Import Metadata From Media File Command allows the user to select an external file to extract and import the metadata and artwork from for the current audiobook.

All existing metadata entered or artwork selected on the Metadata tab will be replaced by the metadata and artwork contained in the selected file.

## Export Metadata From XML Command

The Export Metadata From XML Command allows the user to specify an XML file to export the metadata and artwork from for the current audiobook.

All metadata including the artwork is stored in the file.

## Clear Metadata Command

The Clear Metadata Command clears all metadata text and the cover artwork if selected.

## Select Artwork Command

The Select Artwork Command allows the user to choose the cover artwork for the audiobook. The selected artwork and its height and width are displayed once selected.

The Artwork can also be selected by dragging and dropping the file from Windows Explorer onto the Artwork display area.

Cover artwork must be jpg or png format.

## Import Artwork From Media File Command

The Import Artwork From Media File Command allows the use to select an audio file to extract and import the artwork from for the audiobook.

## Menu Commands

Previously selected artwork on the Metadata tab will be replaced by the artwork contained in the selected file.

### Export Artwork Command

The Export Artwork Command allows the user to export the current artwork displayed on the Metadata tab to an external file.

### Clear Artwork Command

The Clear Artwork Command clears the cover artwork if selected on the Metadata tab.

## Tools Menu

### View Log Command

The View Log Command allows the user to view the log file for the last save audiobook process.

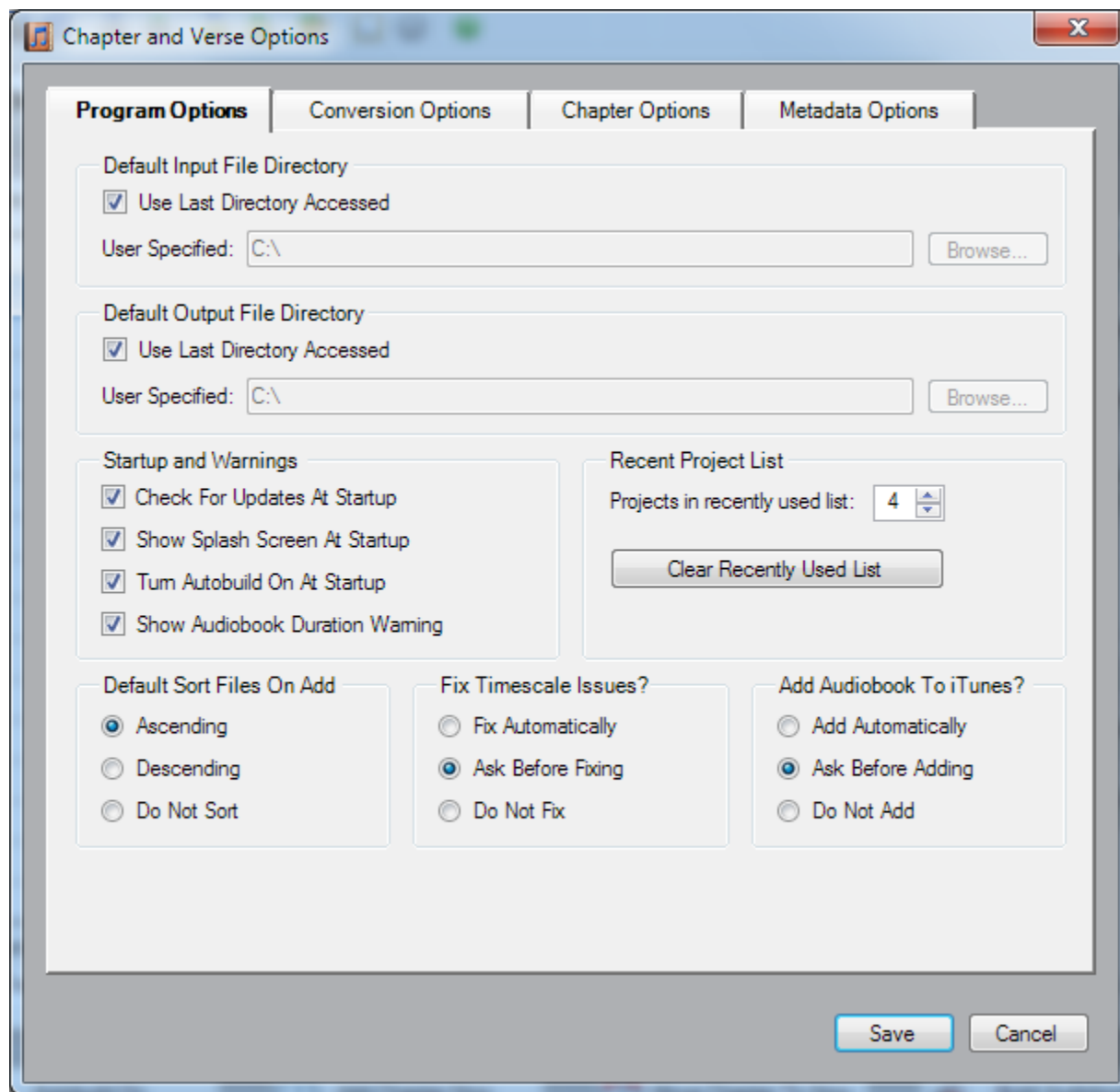
The file contains information on each step of the save process and can be useful in understanding issues that arise in saving the final audiobook.

### Options Command

The Options Command opens the Options dialog. The options dialog is a tabbed interface that groups the various user settable options into four categories:

1. Program Options
2. Conversion Options
3. Chapter Options
4. Metadata Options

### Program Options



#### **Default Directories**

The default input and output directories can be set to specific directories or the program can keep track of the last directory used.

#### **Check For Updates**

The check for updates feature can be turned on or off. If the option is turned on, then Chapter and Verse will connect via the internet and download the latest version data for Chapter and Verse from the Loden Software website. If a newer version is found then a dialog will be

## Menu Commands

displayed informing the user. If the version is current then no dialog is displayed. Chapter and Verse does not transmit any data whatsoever.

### **Splash Screen**

The splash screen can be turned on or off during startup. Please note that the splash screen only displays while the program is loading, so turning off the splash screen will not speed up the loading of the program.

### **Turn Autobuild On**

The Autobuild option can be turned on or off during startup.

### **Audio Duration Warning**

The Audio Duration Warning can be turned on or off when a file exceeds the stable duration for playback on certain iPods.

### **Recent Projects List**

The Recent Projects list provides for easy access to project files that were recently opened by Chapter and Verse.

The total number of files listed on the Recent Projects sub-menu can be specified. The total number of projects listed can range from 0 (none) to 10. The list can also be cleared by clicking on the "Clear Recently Used List".

### **Default Sort Files On Add**

The default sort option that is used when Chapter and Verse opens is determined by the "Default Sort Files on Add" option setting. The "Sort Files On Add" option on the Input Files Tab will be automatically set based on which option is selected.

### **Fix Timescale Issues**

Older versions of iTunes (e.g. version 5 or 6) under certain conditions would improperly encode audio files with the wrong movie timescale. Very often the movie timescale would be incorrectly set at twice the audio timescale for stereo files. Newer versions of iTunes do not exhibit the same problem.

iTunes ignores the discrepancy and will play these files correctly, but they register as half the duration and play at double speed on the standalone QuickTime player. Since, Chapter and

## Menu Commands

Verse uses the QuickTime SDK, these files exhibit the same behavior in Chapter and Verse as they do the standalone QuickTime player.

The Fix Timescale Issues option is to specify how the timescale issues are handled. The option has three modes that can be selected through a setting on the Program Options tab on the Options dialog:

1. Fix automatically - when this choice is selected, Chapter and Verse will check for and silently fix files when the timescale issue is found.
2. Ask before fixing – when this choice is selected, Chapter and Verse will prompts the user with a dialog when the issue is detected and gives the user the choice to fix or not.
3. Do not fix - when this choice is selected, Chapter and Verse ignores the timescale issue and loads files as is.

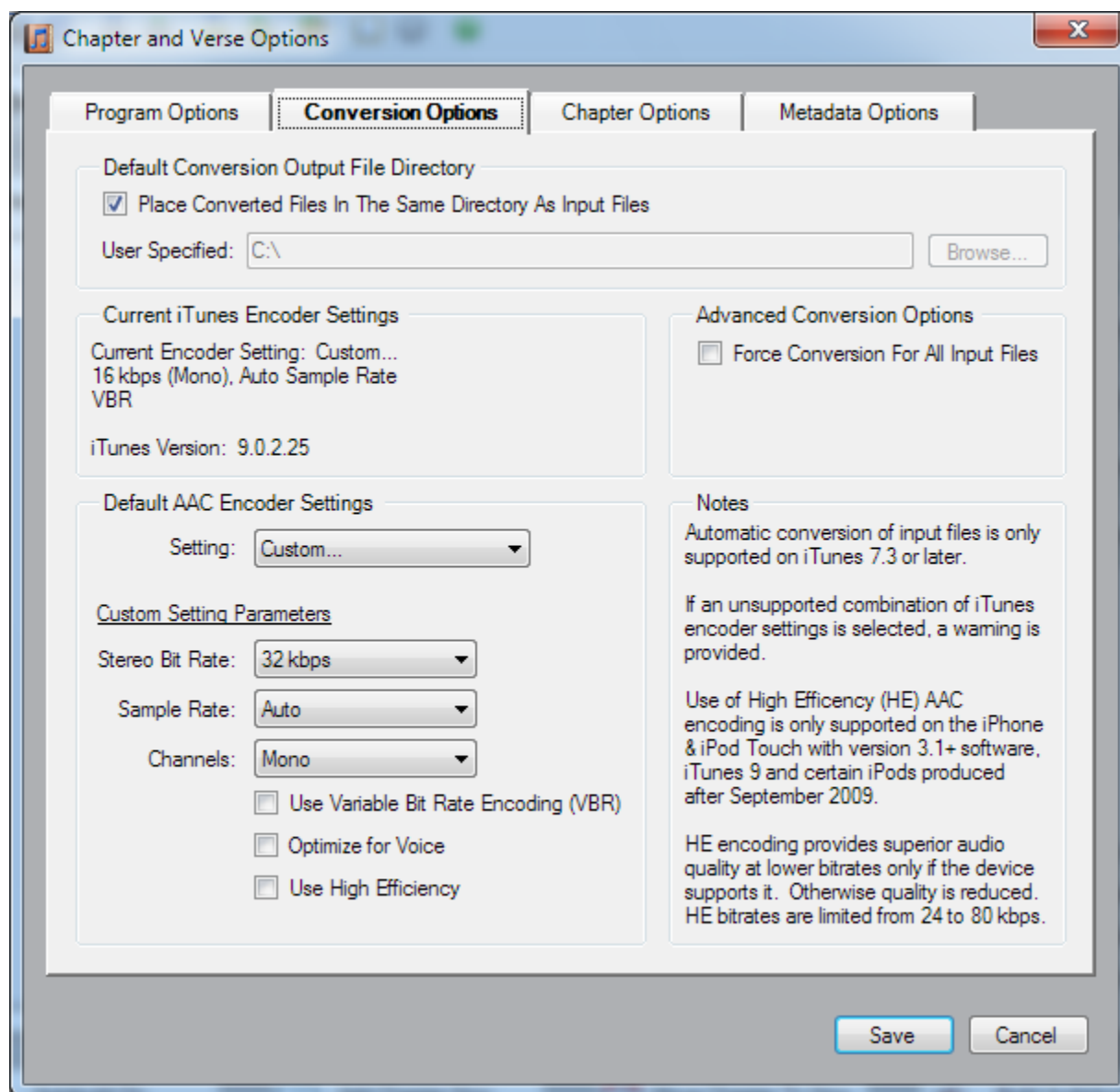
Before modifying the original audio file, Chapter and Verse will make a date-time stamped backup copy of the file and place it in the same directory as the original file.

### **Add Audiobook To iTunes**

Chapter and Verse has the capability to automatically add the finished audiobook to your iTunes Library after it is built. This feature can be turned on or off or it can be set to ask the user after each build. This feature requires iTunes to be installed on the same computer as Chapter and Verse.



### Conversion Options



#### **Default Conversion Output Directory**

The default conversion output directory can be set to a specific directory or the program can place the converted file in the same directory as the source file.

#### **Current iTunes Encoder Settings**

The current iTunes encoder settings and the installed version of iTunes are provided as information for the user.

-

### **Default AAC iTunes Encoder Settings**

The user can specify the AAC encoder settings that will be used by Chapter and Verse when converting files. These settings are used by Chapter and Verse when a project's audio properties have not been established.

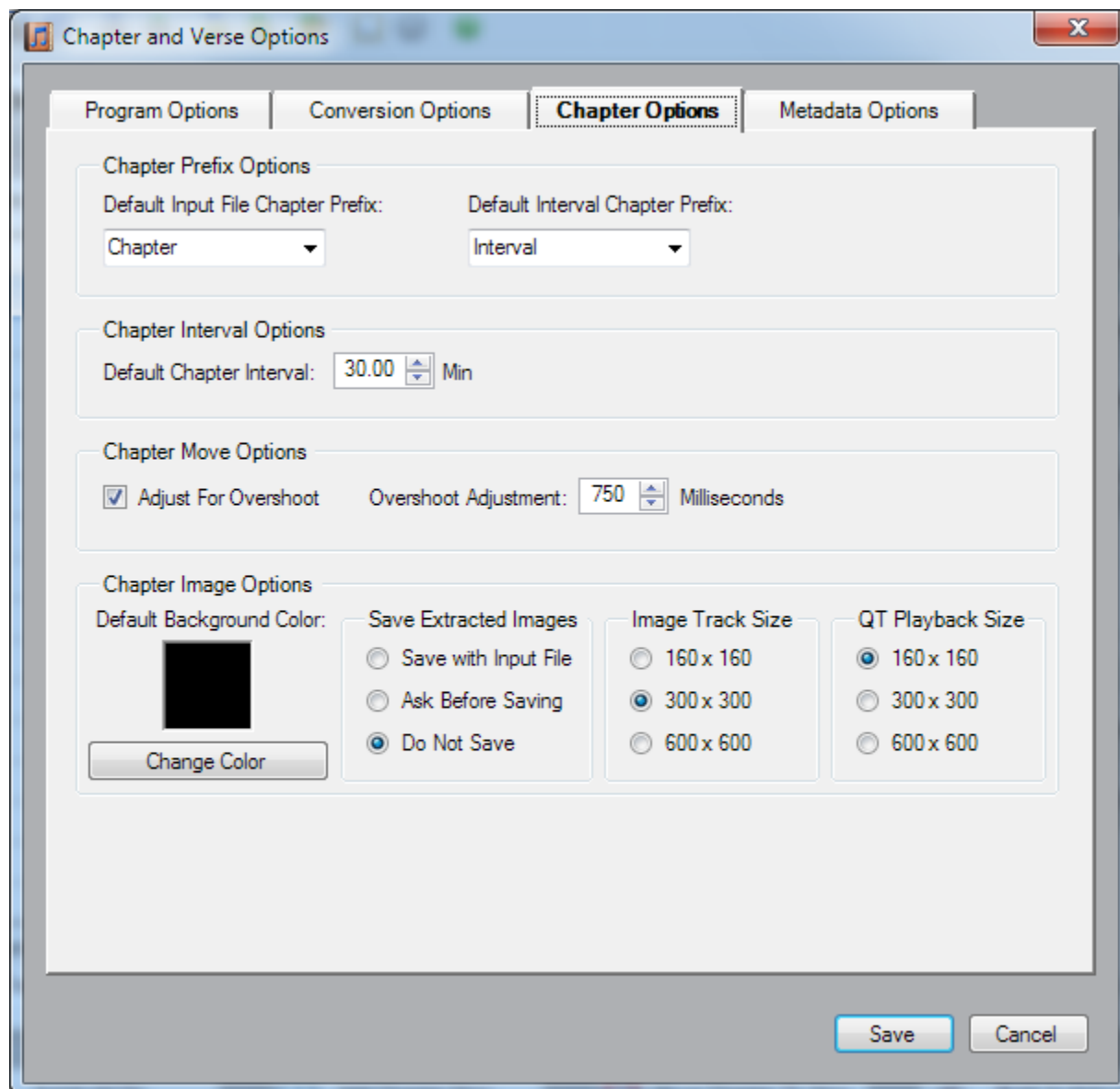
These controls and their individual settings match the available AAC encoder settings in iTunes.

These settings will NOT be used if the audio properties for a project have been established (i.e. valid files have been selected or have already been added to the project). If the audio properties for a project have been established, Chapter and Verse will automatically choose the matching AAC encoder settings to convert files to the project's settings.

### **Advanced Conversion Options - Force Conversion For All Input Files**

If valid AAC files are added to Chapter and Verse, they will normally be added directly to the project without being converted. When the "Force Conversion For All Input Files" option is selected, Chapter and Verse will convert all input files to the "Default AAC Encoder Settings" the user has specified. This option allows the user to re-encode valid existing AAC files with different encoding parameters. Typically this would be done if a user wants to reduce the bit rate of existing files, so they can create audiobooks with smaller file sizes.

### Chapter Options



#### **Default Chapter Prefixes Options**

Default chapter prefixes and chapter interval time can be set by the user. Preselected values can be chosen from the drop down list or the user can enter their own in the combo box.

#### **Chapter Interval Options**

The default chapter interval time can be set by the user.

### Chapter Move Options

The *Move Chapter To Now* feature automatically changes the time of the closest chapter based on the current time of the player. The purpose of this feature is to allow the user to fine tune chapter times, so they start precisely at the beginning of a desired passage without having to enter the time manually.

For example, if you are listening to the audiobook on Chapter and Verse's player and you hear the words "Chapter 5" and you want the closest Chapter to start with the words "Chapter 5", you can press the "Move Chapter To Now" button. When the button is pressed the software will change the time of the closest chapter (in time) to the current player time minus an overshoot factor. The overshoot factor gives you enough time to hear the phrase you are looking for and still be able to have the chapter start at the right time. The overshoot adjustment feature can be turned on or off and the amount of the overshoot (in milliseconds) can be specified by the user.

### Chapter Image Options

A colored background will be placed around chapter images that are not square (i.e. height and width of image in pixels are different). The color of this background is displayed on the option dialog and the color can be changed by pressing the "Change Color" button.

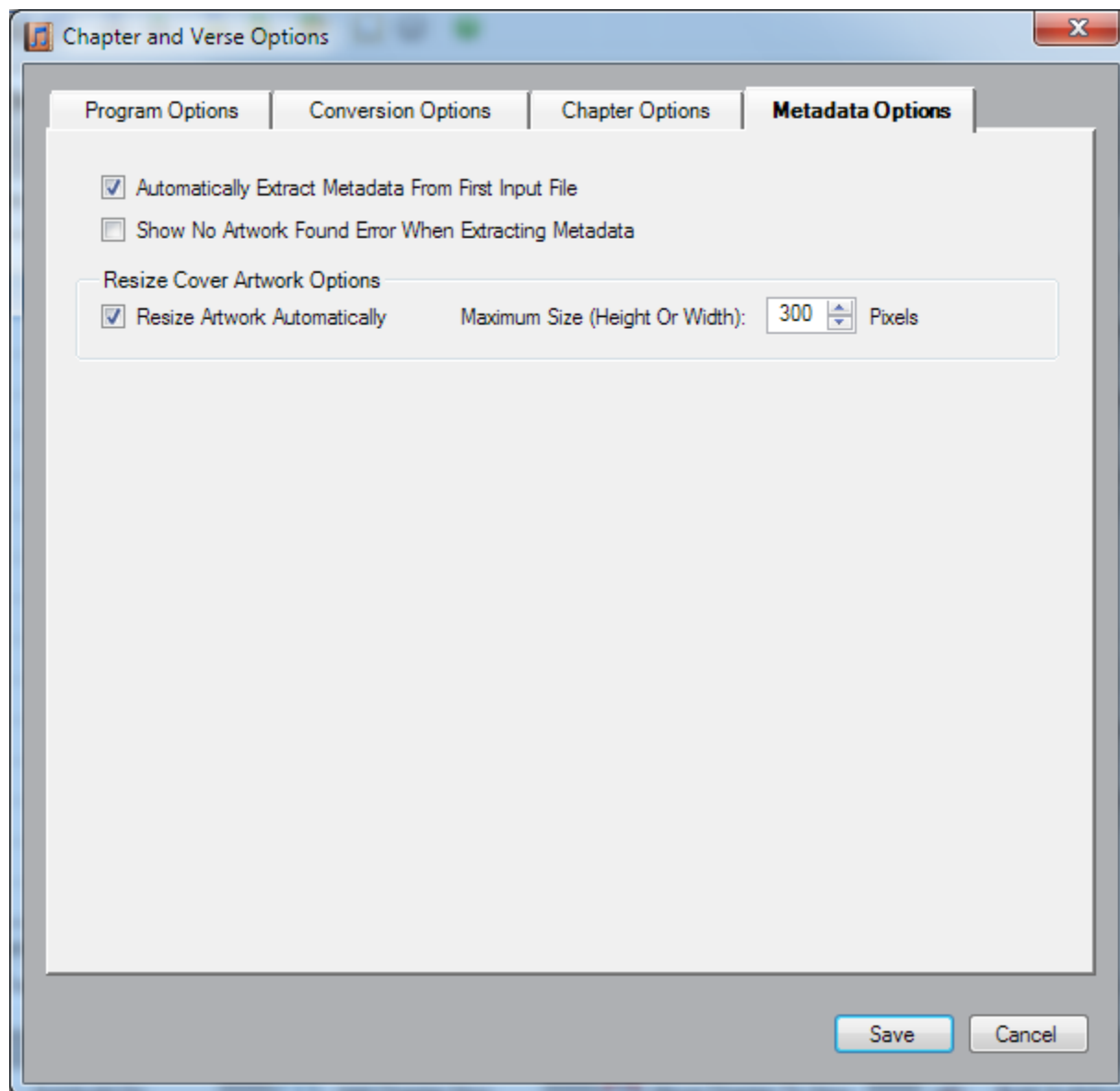
Chapter and Verse will automatically extract chapter images from a single file containing a chapter image track to facilitate editing of the audiobook. The extracted images can be saved in the same location as the input file, or the program can ask the user how to handle the files, or the images can be discarded.

The images in the image track will be automatically sized to one of three different sizes. The size options for image track are 160 x 160 pixels, 300 x 300 pixels, or 600 x 600 pixels. This size will determine the size and quality of the image track that is displayed in the pop-up player in iTunes.

The playback size of the chapter image track in QuickTime is specified separately. The size options for QuickTime playback are 160 x 160 pixels, 300 x 300 pixels, or 600 x 600 pixels.

Thumbnails for the chapter images are placed on the chapter list in iTunes or the iPod. These thumbnails are automatically created and are sized at 50 x 50 pixels. Chapter and Verse creates chapter image thumbnails in the Chapters grid view for preview and they are automatically sized to 50 x 50 pixels to simulate the behavior of iTunes and iPods.

### Metadata Options



#### **Automatically Extract Metadata**

The automatic extraction of metadata from the first input file feature can be turned on or off.

#### **Show "No Artwork Found" Error**

If no artwork is found in a input file, an error can be displayed informing the user that the file did not contain artwork. This feature can be turned on or off.

### **Resize Cover Artwork Options**

The desired cover artwork size in pixels can be specified as an option. Artwork images that are bigger or smaller than the specified number of pixels will be resized automatically. This feature can be turned on or off and the desired size in pixels can be specified by the user. The feature works for all methods of selecting artwork including the drag and drop method.

## **Help Menu**

### **Contents Command**

The Contents Command opens the help viewer to the help file's table of contents.

### **Index Command**

The Index Command opens the help viewer to the help file's index.

### **Search Command**

The Search Command opens the help viewer and allows the user to search for specific keywords in the help file.

### **What's this? Command**

The What's This? Command provides contextual help based on the control or area of the application selected.

### **Check For Updates Command**

#### **Check For Updates**

Chapter and Verse will connect via the internet and download the latest version data for Chapter and Verse from the Loden Software website. A dialog will then be displayed informing the user if a newer version is found or if the version is current.. Chapter and Verse does not transmit any data whatsoever.

### **Get Quicktime Info Command**

The Quicktime Info Command provides information on the current version of the Quicktime Object Control, Quicktime Object Library and Quicktime installed on the system.

### About Command

The About Command provides information on the version and build of *Chapter and Verse*.

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# Helper Applications

## Quicktime COM Control and API

*Chapter and Verse* uses the Quicktime COM Control and API to provide the virtual player capability and for extracting file information.

More information about the Quicktime COM control and libraries can be found at <http://developer.apple.com/quicktime/>

## MP4V2 Library

*Chapter and Verse* uses the MP4V2 library to provide MP4 file manipulation functions.

More information about the MP4V2 library can be found at <http://code.google.com/p/mp4v2/>

## TabControlEx Library

*Chapter and Verse* uses the TabControlEx library to provide enhanced tab controls.

More information about the TabControlEx library can be found at <http://www.dotnetrix.co.uk>

## iTunes

*Chapter and Verse* uses the iTunes COM interface and API to provide file conversion capabilities and to add finished audiobooks to the iTunes library.

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# **Support**

## **Program Prerequisites**

*Chapter and Verse* requires the following prerequisites in order to install and function properly.

1. Microsoft Windows Installer 3.1
2. Microsoft .NET Framework 3.5
3. Quicktime 7.3 or newer
4. iTunes 7.3 or newer

## **Troubleshooting**

### **Log File**

The Log File for the last save audiobook process can be viewed by selecting the View Log Command from the Tools menu.

The file contains information on each step of the save process and can be useful in understanding issues that arise in saving the final audiobook.

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