

Quickstart – Transcribing

A. Preparatory steps

In single steps:



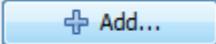
1. Create new transcription
File > New...



2. Add meta data
Transcription > Meta information...

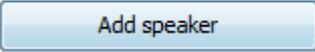


3. Assign media file(s)
Transcription > Recordings...

Add audio/video file(s) by clicking on 
→ the audio file is displayed as a wave form and loaded into the player¹
→ the video is displayed inside the audio/video panel, so you need to make sure that this panel is visible: **View > Audio/Video panel**²



4. Create speakertable
Transcription > Speakertable...

Create new speakers by clicking on 
Change speaker abbreviation in the field **Abbreviation**



5. Add a tier for each speaker
Tier > Add Tier...

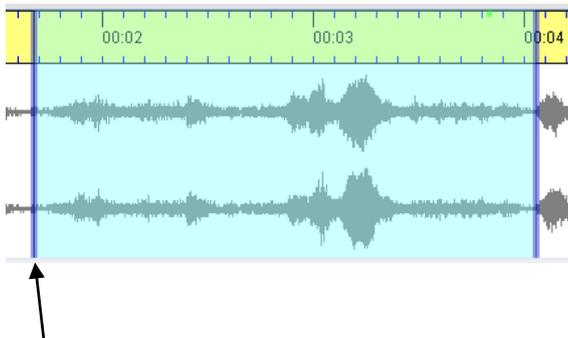
Alternatively, use the wizard to create a new transcription:

File > New from wizard...

*Don't forget to **Save** your file!*

B. Transcribe

1. Select the passage to be transcribed in the waveform

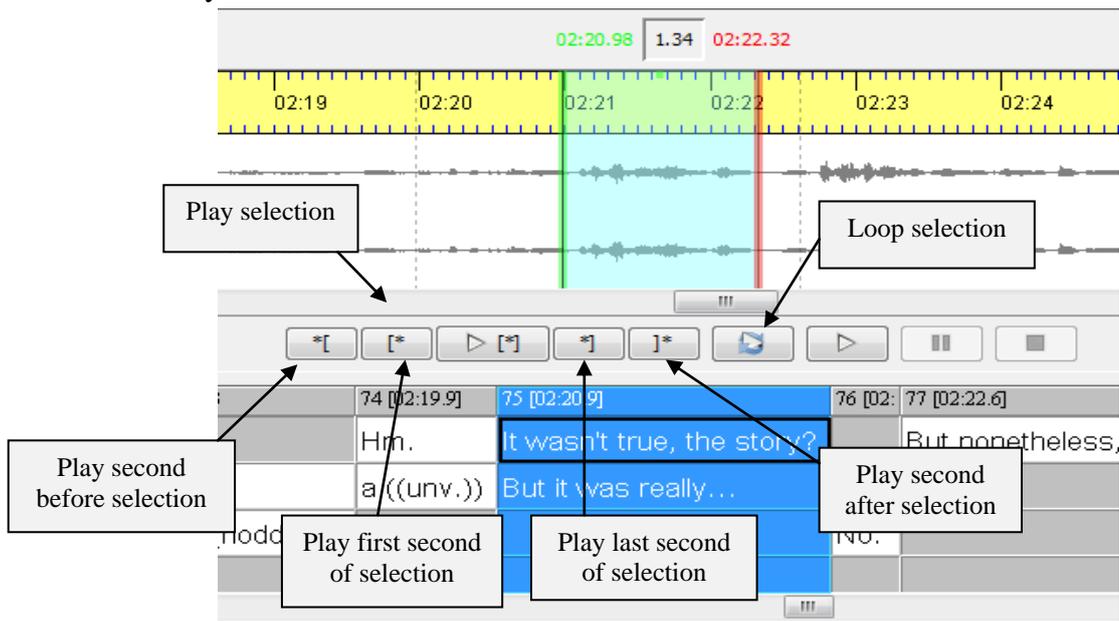


Blue boundaries: selection is not connected to time points in the transcription

¹ A waveform will only be displayed for audio files in wave format (file suffix *.wav).

² The audio/video panel selects the file on top of the list (in the window "Edit media files").

2. Play selection and modify boundaries by click&drag or with the mousewheel if necessary



(Green and red selection boundaries: selection is connected to time points in the transcription)

3. Enter transcription text

There are two modes for entering transcription text:



... for **creating new events**, when no preceding event exists or for transcribing simultaneous passages.

After clicking the button, a new event will be inserted.

- select the corresponding tier of the transcription
- a new interval in the timeline will be created
- a new empty event in the tier will be created
- enter the transcription text in this event (do not transcribe within the red and yellow events!)
- so that the word boundaries can be recognized as such, use a space after each word

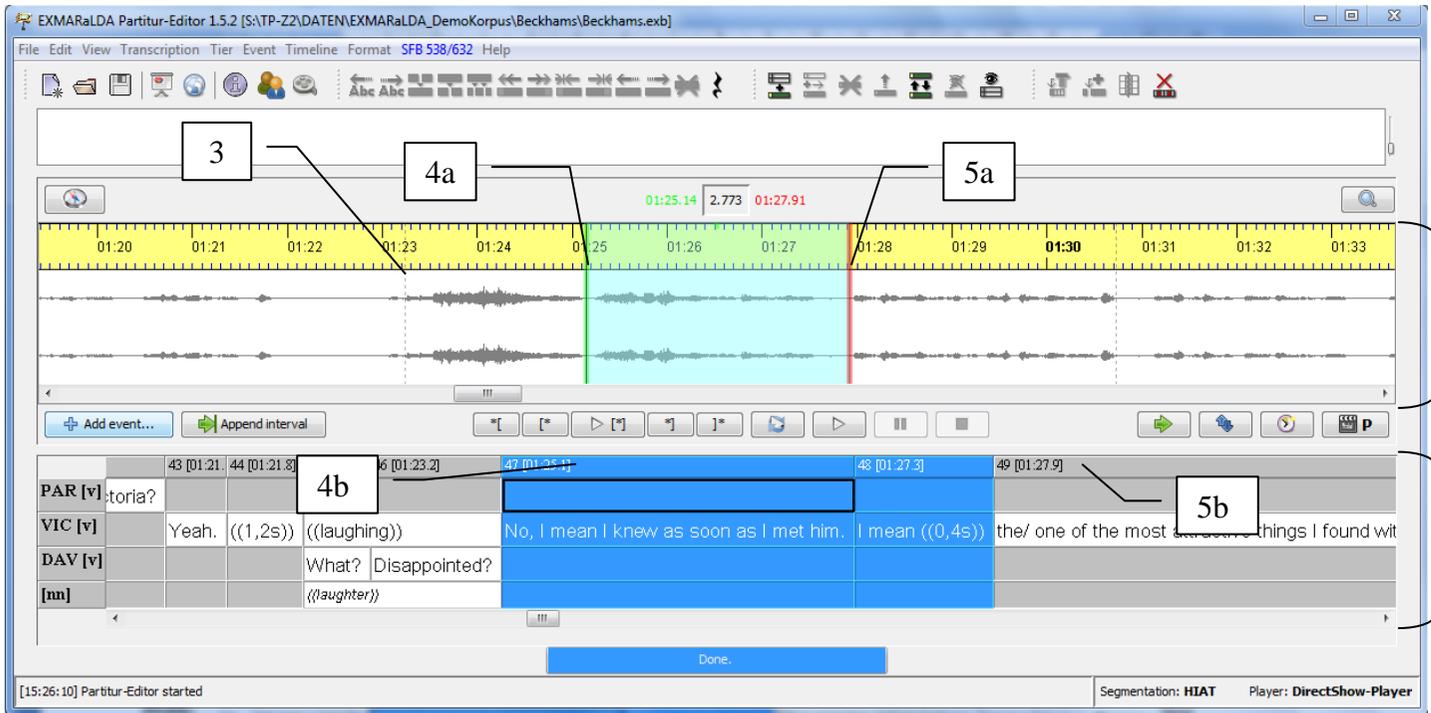


... for **creating a new event at the end of the currently transcribed part**.

After clicking the button, a new interval immediately following the currently transcribed part will be created. Initially, this interval is two seconds long.

- the corresponding part of the recording will be automatically selected in the waveform display
- modify the right selection boundary (cf. section 2)

- right interval boundary in the partitur adjusts automatically
- enter transcription text in the appropriate tier in the transcription
- so that the word boundaries can be recognized as such, use a space after each word
- repeat this step to append another interval



- (1) Musical score („Partitur“)
- (2) Waveform
- (3) Cursor position in the waveform
- (4) Left selection boundary in the waveform (a) and in the musical score (b)
- (5) Right selection boundary in the waveform (a) and in the musical score (b)

