

Super Transcribe

User Manual

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Introduction

Welcome to Super Transcribe. This is a software application for Windows which makes it easy for you to type transcripts from digital media.

Super Transcribe can read many common audio and video formats. In particular, it supports the MP3 format which is used for Podcasts, the FLV format which is used by YouTube and the MP4/H.264 format which is used by iPods and mobile phones. See the appendix for a full list of supported formats.

A big feature of Super Transcribe is that it can slow down the media replay without lowering the pitch of the speaker's voice. This technique is known as **Time Stretching**. With it you can listen to and understand the words being spoken slowly enough that you do not have to be a high-speed typist to keep up. Super Transcribe can slow down speech as much as 5 times.

It also has shortcut keys for most features so you should never need to use the mouse while transcribing. This means you'll never need to take your hands off the keyboard which means you can type faster.

<http://supertranscribe.com/>

Usage

Here is what the program looks like:



The next few paragraphs will explain each part of the window:

Transcript Editor Window

This is where you type the words as you hear them. You can press the function keys F1 through F8 to select the person speaking.

Media Controls

These include:

Play/Pause – Pauses or resumes playback

Skip forward/back – Jumps the replay forward or back by 6 seconds

Volume – Adjust the replay volume. Clicking the speaker icon will mute the sound.

Speed – Adjust the replay speed from fast (150%) right down to very slow (20% of normal speed)

Seek Bar - Shows your position in the replay. You can drag the Seek Bar left and right to quickly find a particular place in the media file.

Video Window

If your media file contains a video track, it will be displayed in this panel. If your media file is audio-only, the panel will remain black.

Speakers List

This shows the names and pictures of the people who are participating in the transcript. You can add and remove people from the list by using the Speakers menu or right-clicking the list with your mouse. This is a useful feature for transcribing interview-style media.

Shortcut Keys

A few common functions can be accessed with a single keystroke. This keeps your hands off the mouse and on the keyboard so you can type faster.

- F1-F8 Select a different speaker
- F9 Pause/Play media
- F11 Skip back media by 6 seconds
- F12 Skip forward media by 6 seconds

In addition, if your keyboard has media keys, the play/pause, skip forward and skip backward keys are supported by Super Transcribe.

Playing a Media File

Use the **Media** menu to load up a media file. Many common types of audio and video files are supported by Super Transcribe.

Once the media file has loaded, it will begin to play immediately. You can use the audio controls mentioned above to pause, seek or change the replay speed.

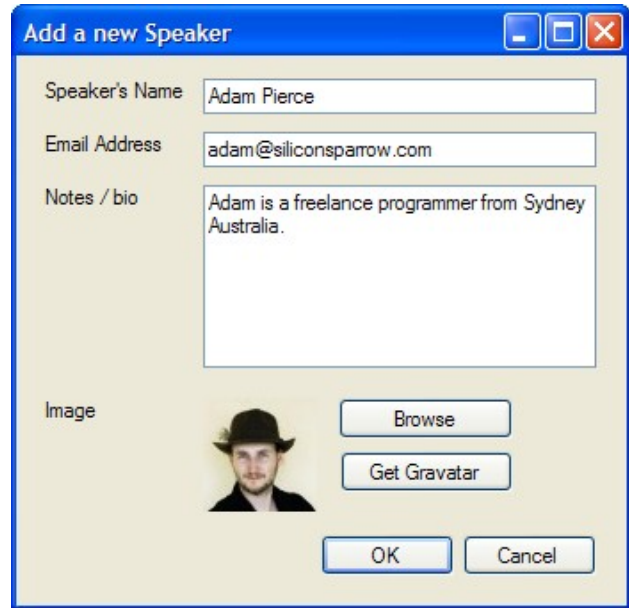
You will want to adjust the replay speed so you can comfortably type along with the speech. If you get too far behind, simply hit F9 to pause the replay or F11 to skip back a few seconds. If your keyboard has media keys, you can also use the pause and skip back keys to achieve the same result.

Managing the List of Speakers

Super Transcribe maintains a list of speakers. Before you begin transcribing, it is a good idea to set up a speaker for each person participating in the discussion you are transcribing.

Use the **Speakers** menu to add, remove and modify your list of speakers. Each speaker has a name and can optionally have an email address, picture and some notes.

By using the keys F1 through F8, you can quickly select a speaker and Super Transcribe will paste the speaker's name and image into your transcript at the current cursor position.



The screenshot shows a dialog box titled "Add a new Speaker". It has a blue title bar with standard window controls (minimize, maximize, close). The dialog contains the following fields and buttons:

- Speaker's Name:** A text input field containing "Adam Pierce".
- Email Address:** A text input field containing "adam@siliconsparrow.com".
- Notes / bio:** A text area containing "Adam is a freelance programmer from Sydney Australia."
- Image:** A small thumbnail image of a man wearing a hat. To its right are two buttons: "Browse" and "Get Gravatar".
- Buttons:** "OK" and "Cancel" buttons are located at the bottom right of the dialog.

Gravatars

Super Transcribe also supports Gravatars. Gravatar is an internet database which collects pictures of people. It identifies people by their email address so if your speaker's email address is registered with Gravatar, you can click the **Get Gravatar** button and it will retrieve the picture. See <http://www.gravatar.com/> for more information.

Saving and Loading Transcripts

Simply use the **File** menu or toolbar buttons to save or load your transcripts. At the moment, only HTML format is supported. The HTML files can be put directly onto a web site or loaded into a word processor such as Microsoft Word for further editing.

Supported Media Formats

Audio Formats

- MP2
- MP3
- WAV
- OGG

Video Formats

- MPEG-1
- MPEG-2
- MPEG-4
- AVI
- WMV
- FLV
- H.263
- H.264