



Using Express Scribe v5.0

For Transcription

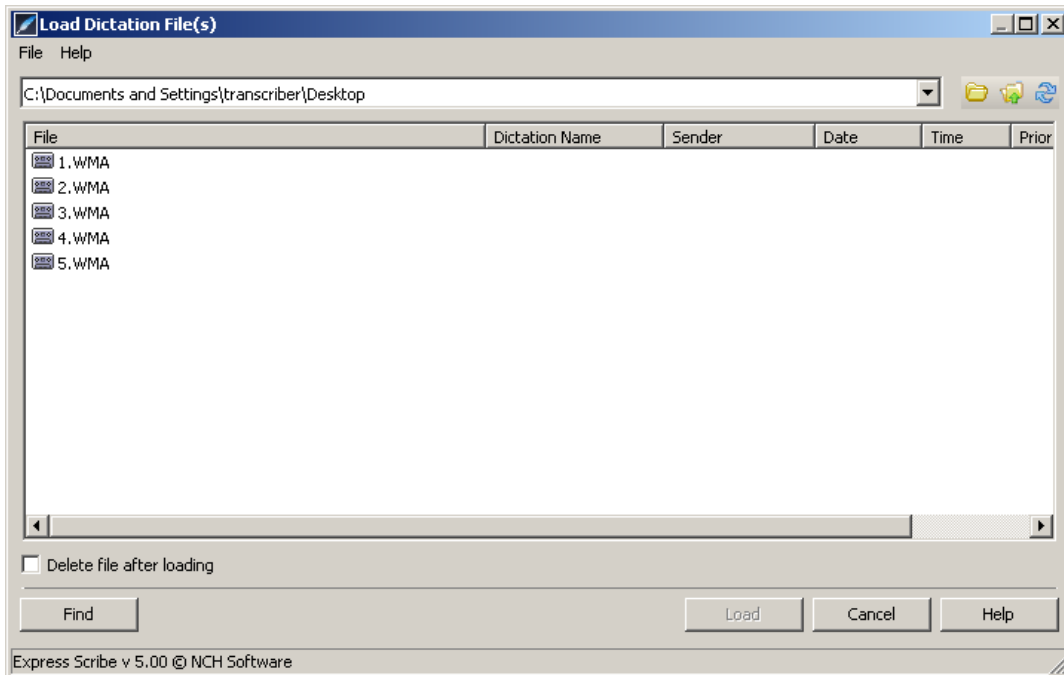
Prepared by Academic Consulting

Contents

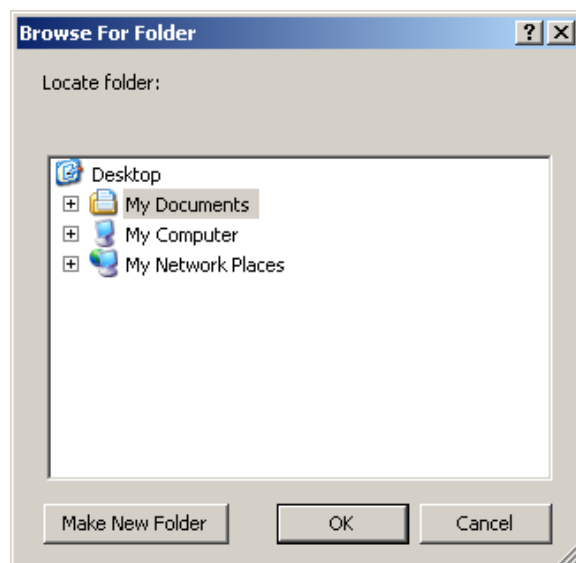
- Loading Recordings into Express Scribe 3
- Playing Recordings 4
 - Controlling Speed and Volume..... 5
 - Rewinding and Fast-Forwarding..... 5
 - Other Playback Hotkeys..... 5
 - Other Playback Options 6
- Foot Pedal Settings 7
 - Special Audio Processes..... 8
- Deleting Finished Files 8

Loading Recordings into Express Scribe

1. Open the Express Scribe software.
2. Click the **Load** button which is the first one on the toolbar (or alternatively press **Ctrl + L**). The following dialog box will appear:

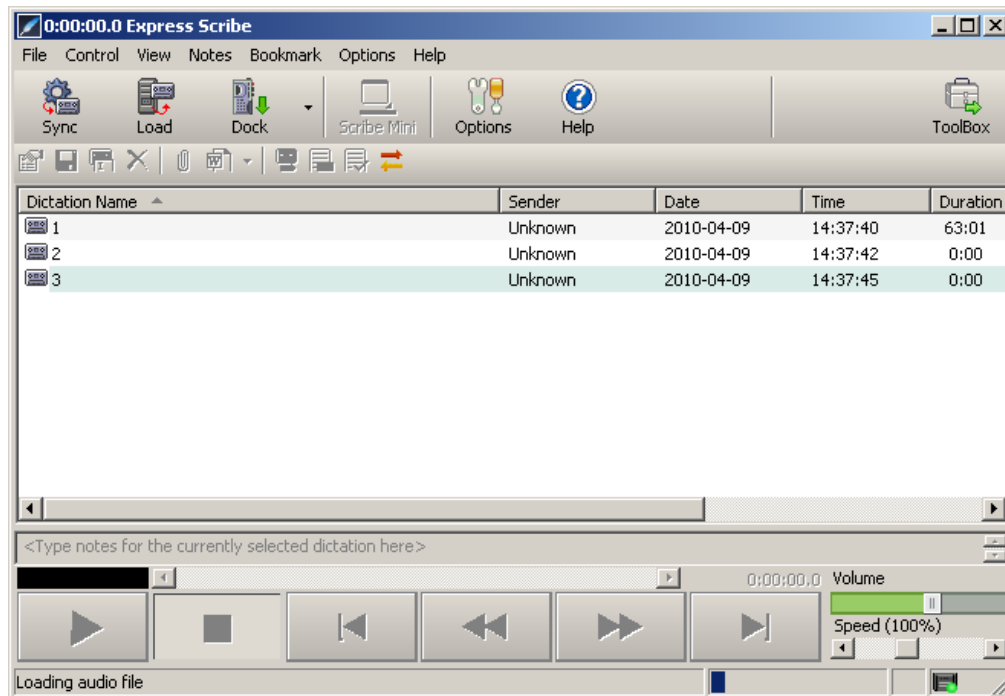


3. Click the **Browse for Folder** button which is the first of the three buttons in the top right corner (represented by a picture of a folder). The following dialog box will appear:



4. Select the location in which your recordings are located.

5. Click the **OK** button.
6. A list of all recordings in that location will appear. Select all the files you wish to load (hold down the **Ctrl** key on your keyboard if you need to select more than one file).
7. Click the **Load** button in the bottom right of the dialog box.
8. Your files will now load into Express Scribe and be listed in the main window as follows:



Note: It may take a while (1-5 minutes) to load a large audio file into Express Scribe. The status bar at the bottom of the window will inform you of what stage the application is up to.

Playing Recordings

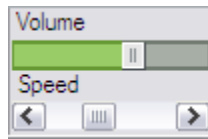
To play a recording, first select it with your mouse in the Express Scribe window. The recording can then be played by one of three techniques:

1. Press the **Play** button in the Express Scribe window.
2. Press the **Play** option on your foot pedal.
3. Press the **F9** key.

To stop the recording, you can press the **Stop** button in the Express Scribe window, press the **Play** button on your foot pedal again, or press the **F4** key.

Controlling Speed and Volume

There are options in the bottom right of the Express Scribe window to control the speed and volume at which the recording is played:



Drag the bars with your mouse to control the speed and volume to your suit your preference.

Rewinding and Fast-Forwarding

You can rewind and fast forward by:

1. Pressing the **Rewind** or **Forward** button in the Express Scribe window.
2. Pressing the appropriate pedals on your foot pedal.
3. Pressing the **F7** button to rewind and **F8** to forward.

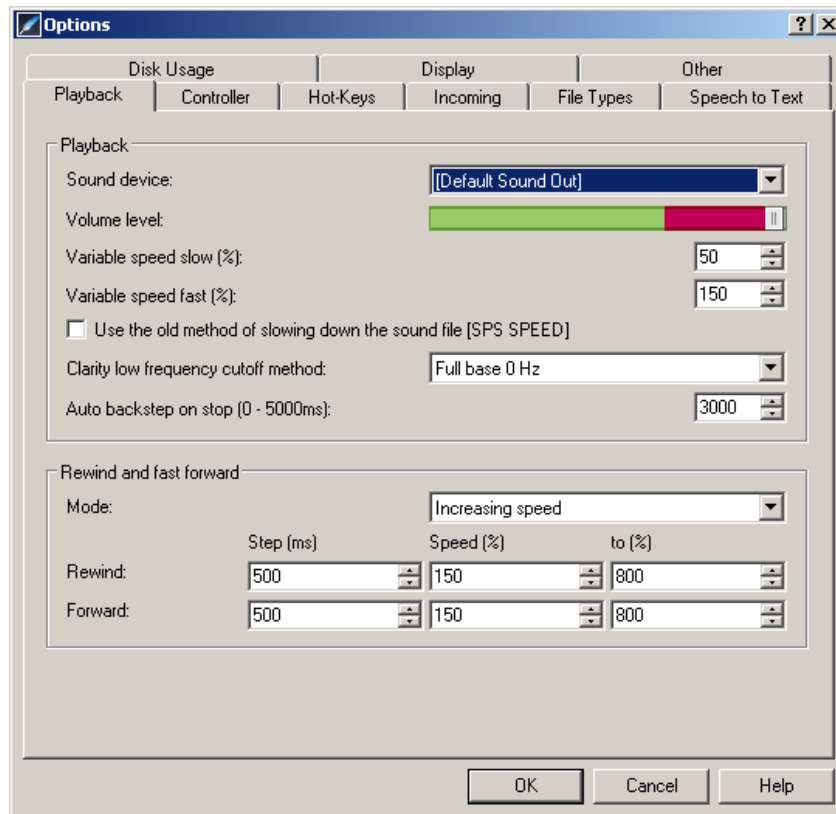
Other Playback Hotkeys

As well as the normal play options, recordings can be played at different speeds by using the following keys:

F2	Play slow speed
F3	Play fast speed
F9	Play
F10	Play normal speed
F11	Play slow speed
F12	Play slow speed with pausing

Other Playback Options

There are a number of useful playback options that you can set to your own preferences. These are available by selecting **Options → Playback**. The following dialog box will appear:



From the above dialog box, some settings you may like to pay particular attention to the following:

Variable Speed Slow (%) and Variable Speed Fast (%)

Controls the speed at which Express Scribe will play with the F2, F3, F11 and F12 keys. This is useful if you want to use different speeds for different voices on the recording.

Clarity Low Frequency Cutoff Method

This helps improve the intelligibility of poor quality recordings. The tone can be controlled by setting the frequency cutoff point.

To turn tone control off use 0Hz. For a mid level settings use 450Hz or for very poor quality recordings use 1000Hz. The default settings is off (0Hz).

Auto Backstep on Stop

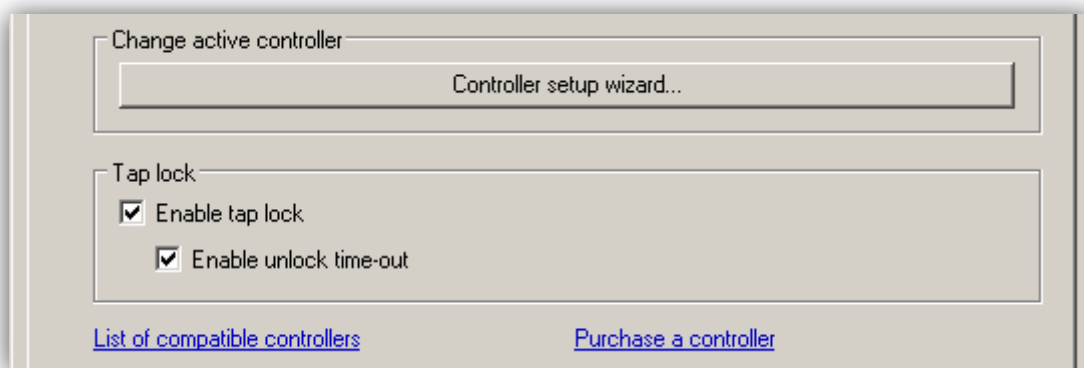
This controls the amount the tape will rewind once the recording is stopped. This is useful when transcribing as it means that you can hear the last thing that was said. Any time period can be set between 0 and 5 seconds – each second is 1000ms so to rewind by 1.5 seconds enter 1500 as the auto backstep.

Foot Pedal Settings

To install your VEC foot pedal, follow the steps below. Note that an additional driver will need to be downloaded and installed. This download is an automated process so it is best to be connected to the Internet when installing your foot pedal.

1. Close Express Scribe
2. Plug in the foot pedal to an available USB port on your computer.
3. Open Express Scribe
4. From the menu bar choose **Options → Controller**.
5. Choose **Enable hand-held or foot pedal controller**
6. Choose **Controller Setup Wizard** and follow the prompts.
7. Follow the instructions on the screen.

There are two ways in which the **Play** button can operate. You can either tap the pedal to play and then tap it again to stop, or alternatively you can hold the pedal down to play and release it to stop. If you wish the pedal to operate in the latter manner you will need to choose from menu bar **Options → Controller** and then remove the tick next to **Enable Tap Lock**.



Special Audio Processes

Express Scribe comes with a number of processes that can be applied to audio files which are difficult to hear. If you have a problematic recording, you can try using these to see if they improve the intelligibility. The detail of these functions are as follows.

Background Noise Reduction

Sets the floor threshold value and removes all sound below that value. This feature will not be useful in an environment with high background noise, as Express Scribe will be unable to differentiate between the background sounds and the voice.

Extra Volume Boost

This increase can be represented in percent or in a scale called the "decibel" or "dB" scale. The human ear can hear a remarkable broad range of sounds from very low to very high power. The ear does not perceive differences in power in direct proportion to power but in a logarithmic way. To more closely match the way we hear loudness sound engineers use the decibel scale (dB). To give you a feel for how this works, reducing the volume level of a sound by 6dB means you are dropping the amplitude by 1/2 or the power by 1/4. Conversely, a 6db increase in the level corresponds to doubling the amplitude. A 20dB drop means 1/10 of the amplitude (or 1/100 of the power). The smallest unit of loudness change a person will notice is around + / - 3dB. The gain is set to a 10% increase.

High Pass Filter

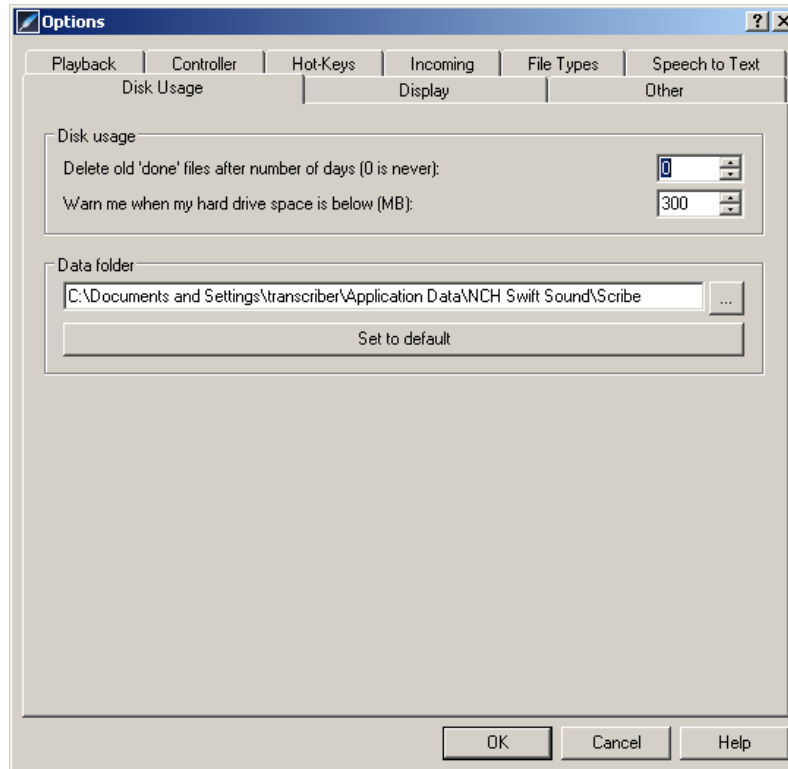
Keeps only those frequencies in the audio above 450Hz.

To apply any of the above processes, select the recording in the Express Scribe Window and from the menu bar choose **File → Special Audio Processes** and then select the process you want to apply. To remove the process from the recording choose **File → Special Audio Processes → Undo (Restore Original Audio)**.

Deleting Finished Files

As you complete each recording, you will need to remove it from the list that appears in Express Scribe. To do so, select the file and click the **Done** button on the Express Scribe toolbar.

Unfortunately, by default Express Scribe saves all **Done** files in a folder on your computer. This can consume a large amount of disk space. To stop this occurring, from the menu bar choose **Options** → **Disk Usage**. The following dialog box will appear:



For the option, **Delete old 'done' files after number of days** enter **1** so that the files will be deleted from your system after 24 hours of you completing them. The default is set to **0** which means the files will never be deleted.

Further Help

This booklet only covers the basics of using Express Scribe. If you want to learn more about Express Scribe for your transcription, press **F1** or choose **Help** from the menu bar from within Express Scribe.