

Express Scribe Quick Guide

Download and Install:

The program can be downloaded from: <http://www.nch.com.au/scribe/>
Save the program to your desktop or another easy to find place and then click on it to install it. Follow the directions that guide you through the installation process.

Load Interviews:

Open the program after it has been installed and click on the load button. Click on browse folders and locate the folder that has the recording that you would like to transcribe. Click OK and the file should appear in the window below. Click on the file and press the load button at the bottom of the window. It will take about a minute to load (see the status update in the bottom corner while it is loading). Once it is loaded, you can either play back the recording using the mouse to press the buttons on the bottom of the screen or use the hotkeys. You can also adjust the speed and the volume of the playback in the bottom right of the screen.

Playback Using Keyboard Hotkeys:

F2 Play Slow Speed
F3 Play Fast Speed
F4 Stop
F5 Open Express Scribe
F6 Minimize Express Scribe
F7 Rewind
F8 Fast Forward
F9 Play F10 Play Real Speed
F11 Play Slow Speed
F12 Play Fast Speed

Note: You can change the keys using Settings~Control, but you may find that you will run into difficulties when you are transcribing if you change to a key that you may have to use to type.

Transcribing:

To transcribe, you can either type directly into the lower frame of Express Scribe and then copy and paste into your word processor, or you can minimize Express Scribe and type directly into your word processor. If you do this, you will need to use the hotkeys to control the playback.