

Manual for Transcriber

To download the software 'Transcriber' – <http://trans.sourceforge.net/>

To obtain the complete user manual - <http://trans.sourceforge.net/en/usermanUS.php>

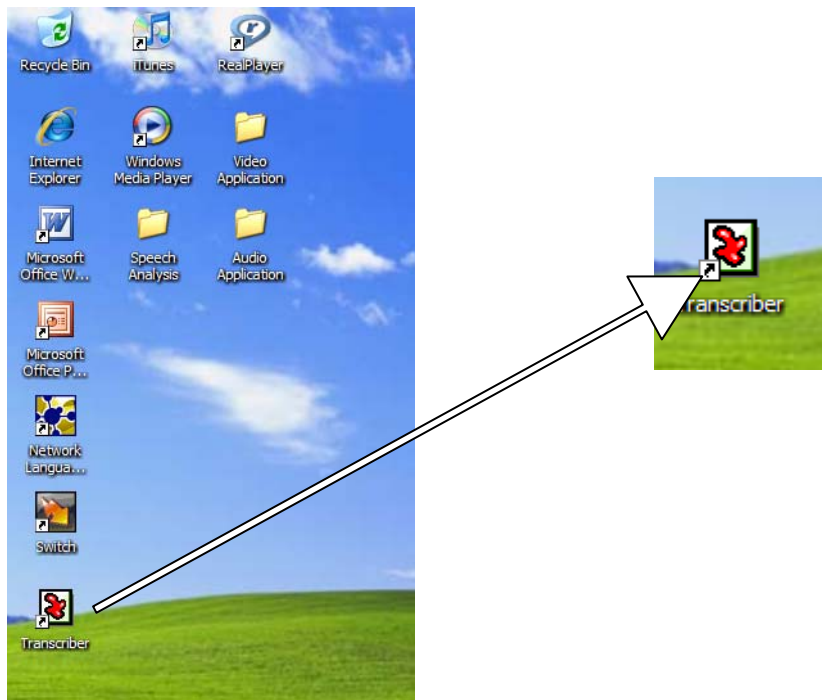
[Note] If you are working with non-Western Language, please remember to look at the section for Language setting.

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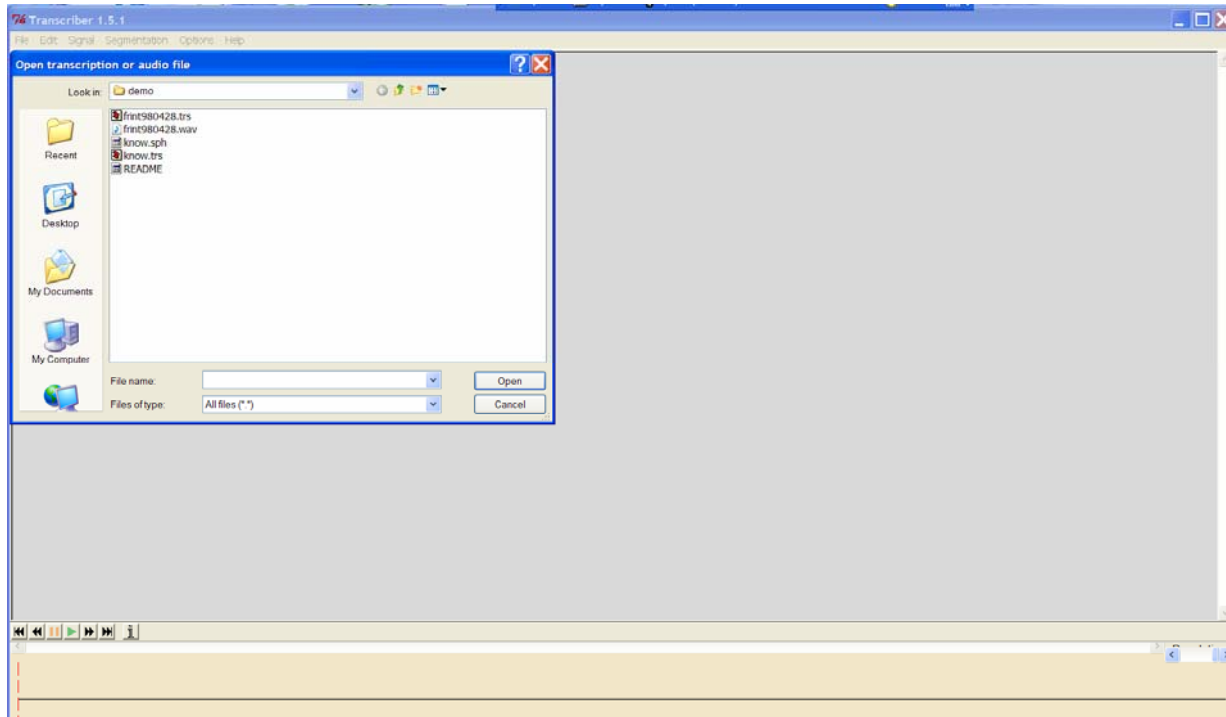
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To start the program

To start the program, please click 'transcriber' icon on the desktop of LRC computer.

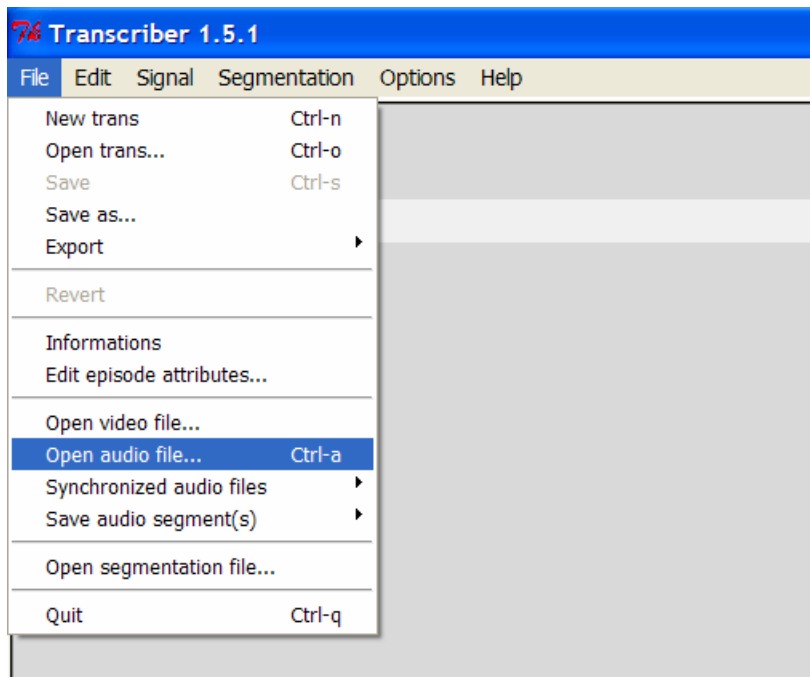


The application will start with a pop-up message. You can either cancel it, or select audio file or transcription file.

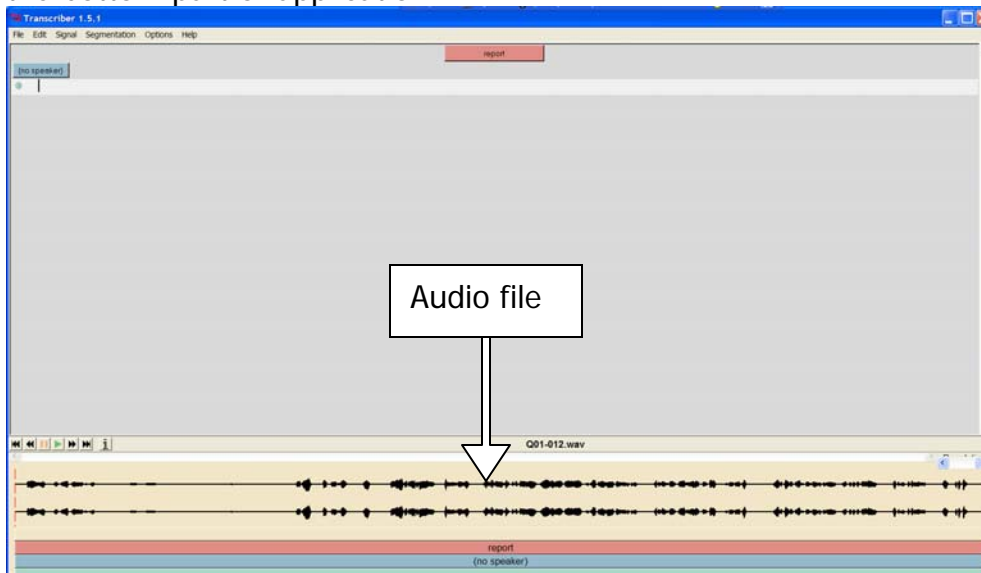


Import the audio

To import the audio, click 'File > Open audio file...'



The pop-up message will appear and select the audio file. The file will be display on the bottom part of application.



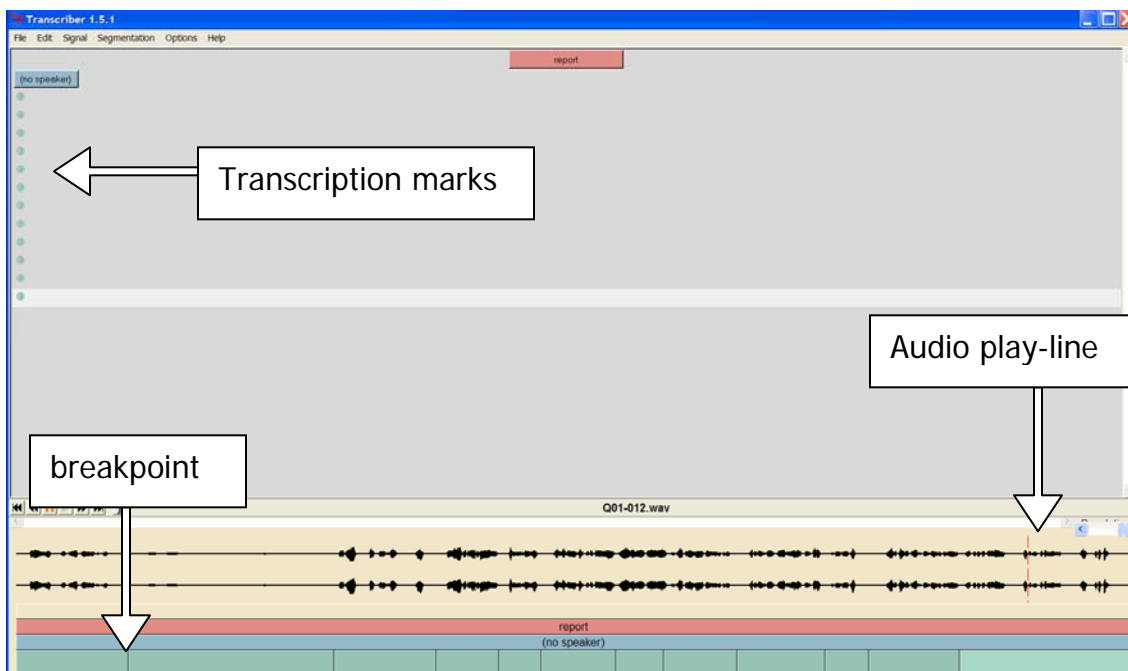
To segment the audio file – to create the breakpoint

To segment the audio file, you will hit 'Return' key as you play the audio file. Red line will be the playing point in the audio file. Every time you hit the key, the application will create the breakpoint in the audio file. Also, it will create the transcription mark.

Useful shortcut keys

To play and pause – hit 'Tab' key

To create breakpoint – 'Return' key



You can always add or delete the breakpoints later. Hitting the 'Return' key in the specific point in audio line will create the breakpoint. When you select the particular breakpoint and choose 'Segmentation > delete breakpoints' or click 'Ctrl-BackSpace', it will be deleted. **Useful shortcut key:** to delete breakpoint - 'Ctrl-BackSpace'

(2) choose 'Segmentation > Delete breakpoint' or Hit 'Ctrl' key and 'BackSpace' key

To add break point, click any part in audio file And hit 'Return' key

(1) select any breakpoints you would like to delete

Transcribe

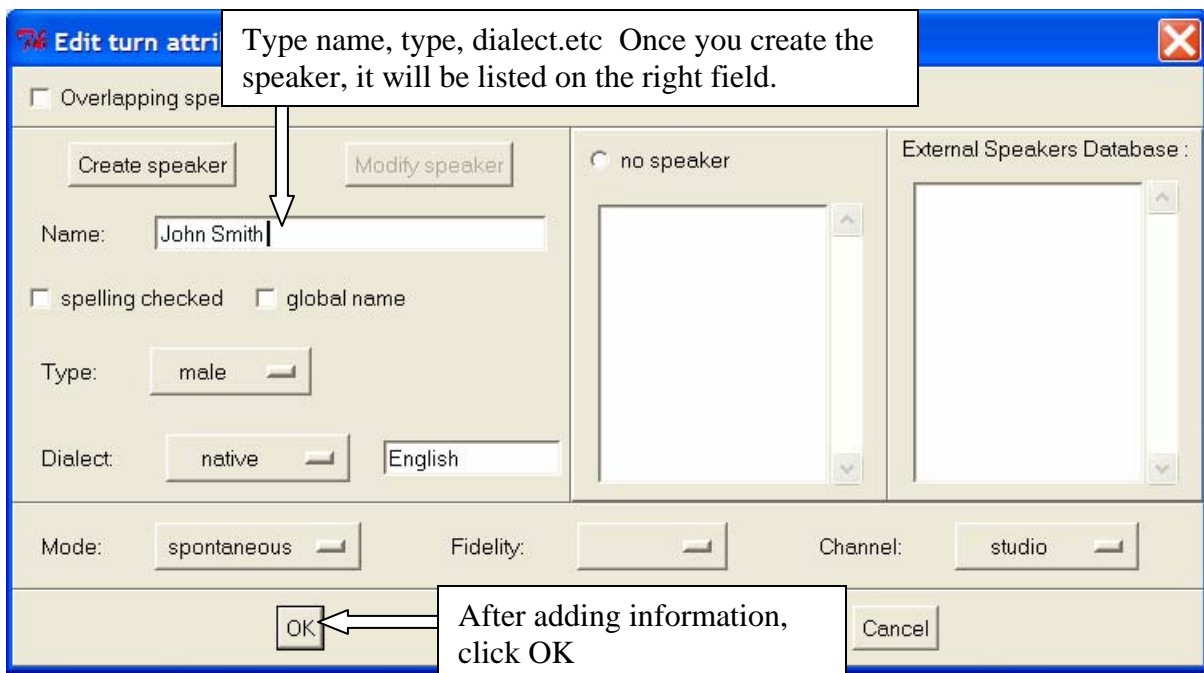
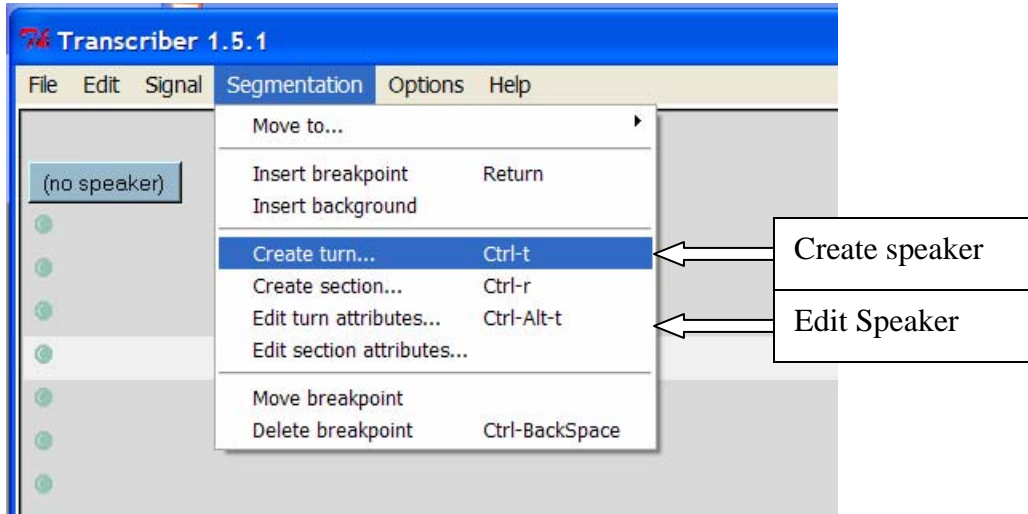
To transcribe, you will type words in the transcription field. The transcription will also appear in the breakpoints on the bottom of the window.

Use the arrow keys to go up and down to edit the transcriptions.

The screenshot displays the Transcriber 1.5.1 application window. The title bar includes the application name and system tray icons for 'JP Japanese' and a keyboard icon. The menu bar contains 'File', 'Edit', 'Signal', 'Segmentation', 'Options', and 'Help'. The main workspace is divided into two sections. The upper section is a text editor with a light gray background, showing a list of speakers on the left: '(no speaker)', 'John Smith', and several empty entries. The text for 'John Smith' reads: 'Yeah... I, I think it is the best to find out the way to go around'. A white arrow points to the end of this line. The lower section features a playback control bar with icons for stop, previous, play, next, and fast forward. Below this is a waveform display with two channels. A red vertical line indicates the current playback position. At the bottom, a segmented transcription bar shows colored blocks corresponding to the audio segments. A white arrow points from the waveform to a segment labeled 'Yeah... I, I best', which is further divided into sub-segments 'Yeah... I, I ...' and '... best'. The following segment is labeled 'to find. around'.

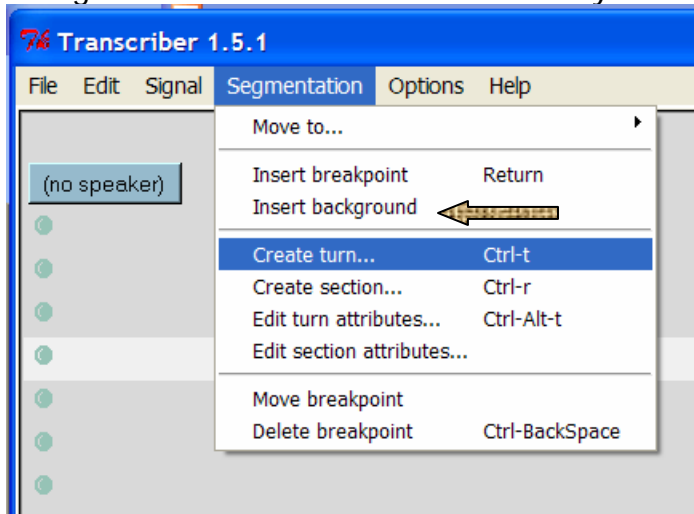
Add / Edit the speaker

You can indicate the speaker in the transcriber. To add/create/edit the speaker, choose 'Segmentation > Create turn' and 'Segmentation > Edit turn attribute'. Pop-up message is where you insert the information of the speaker – name, gender, mode...etc

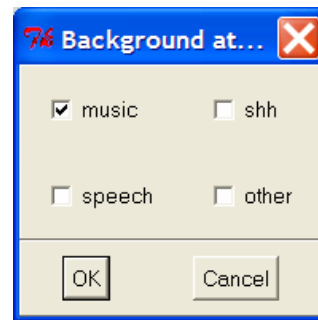


Insert the information on Background – music...etc

To add the information about background (music..etc), click "Segmentation > Insert Background" and choose the information you would like to add in the pop-up message.

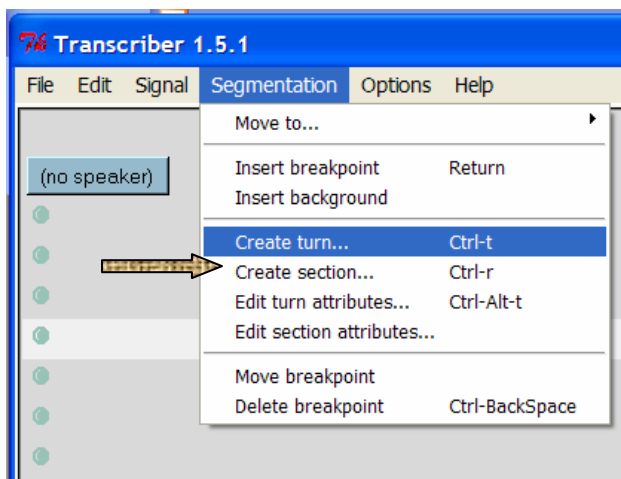


Check the boxes and click OK.

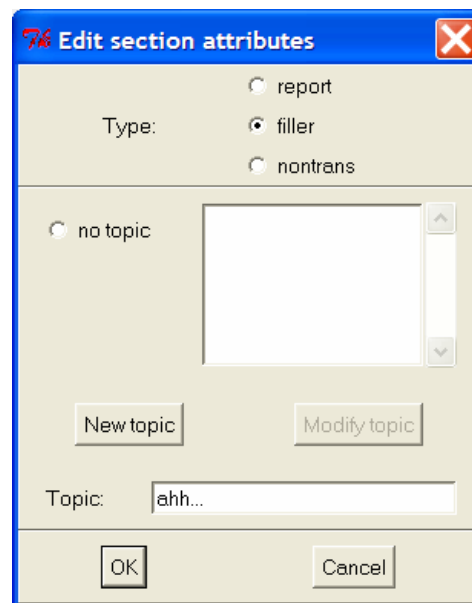


Create section – report, filler,

To create the section as indicated as 'report', 'filler'...etc, Click 'Segmentation > Create section'. The popup message will show up for you to add the information on topic and types of section. When the section is created, it is necessary to add the speaker's information again.



Choose type and type the topic and click OK.



Transcription Sample

Transcriber 1.5.1 JP Japanese Keyboard Input Style ÁInput Mode

File Edit Signal Segmentation Options Help

filler

Simon Tivolle + Patricia Martin

- 1: ouais .
- 2: sûr ?

Simon Tivolle

- ah bon ?[rire] non . blague , blague de Patricia .
- [i] France-Inter , [rire-] il est 7 heures [-rire] .

nontrans

(no speaker)

- ♪

filler

Patricia Martin


- le journal , Simon Tivolle :

report - les titres

Simon Tivolle

- [i] bonjour !
- ♪
- mardi 28 avril .
- la consultation nationale sur les programmes des lycées :
- [i] grand débat aujourd'hui et demain à Lyon
- pour tirer les enseignements du

frint980428



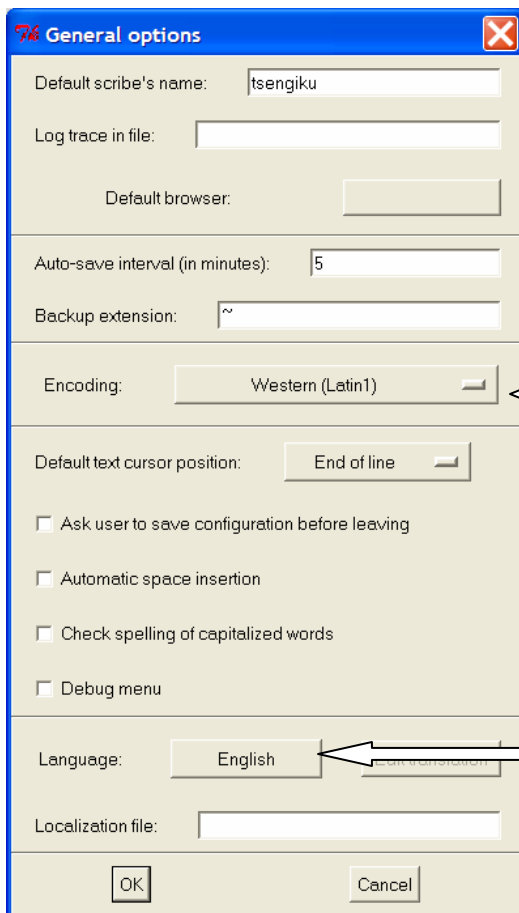
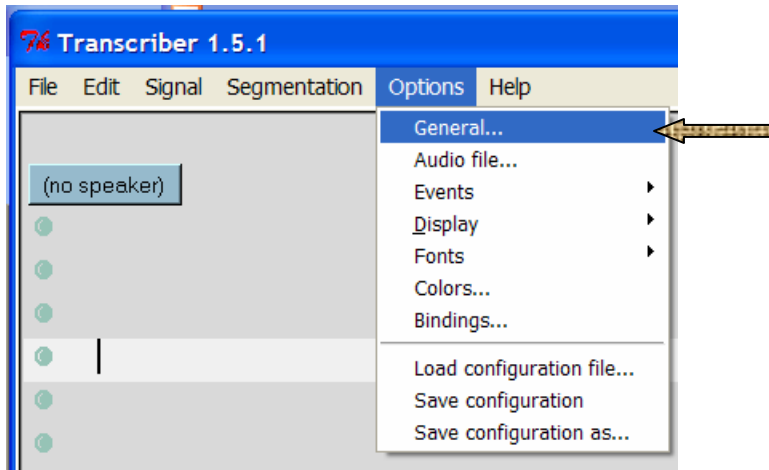
	filler	music	filler	
	nontrans			
Si.	Simon Tivolle	(no speaker)	Patricia...	
D.	ah bon ?[rire] non . blague	[i] France-Inter ...	le journal..	[i]
S.	, blague de Patriciaheures [-rire] Tivolle :	bonjour !

!! Before you save !! – Language Setting

If you are working with the non-Western Language in Transcriber, you have to set up the language setting every time you use the transcription file. Saving file without

setting up the language option may corrupt the characters you type in the transcription file. So please remember to set up the setting before you save and close the transcription file.

To set up the language option, click 'Options > General'. Within the pop-up message, set 'Encoding' section to be the language you are using. Also, you should change the setting 'language'.



Choose the appropriate setting from the drop-down list

Language Setting

The list of useful shortcut keys

To play and pause – hit 'Tab' key

To play segment – 'Shift + Tab'

To play next segment – 'Ctrl + Return'

To create breakpoint – 'Return' key

To delete breakpoint - 'Ctrl-BackSpace'

Arrow Keys – to go forward/backward in the transcription field.

ALT+Arrow keys – to go to forward (Right) / backward (Left) / Previous (Up) / Next (Down)