

## How to Transcribe Digital Media

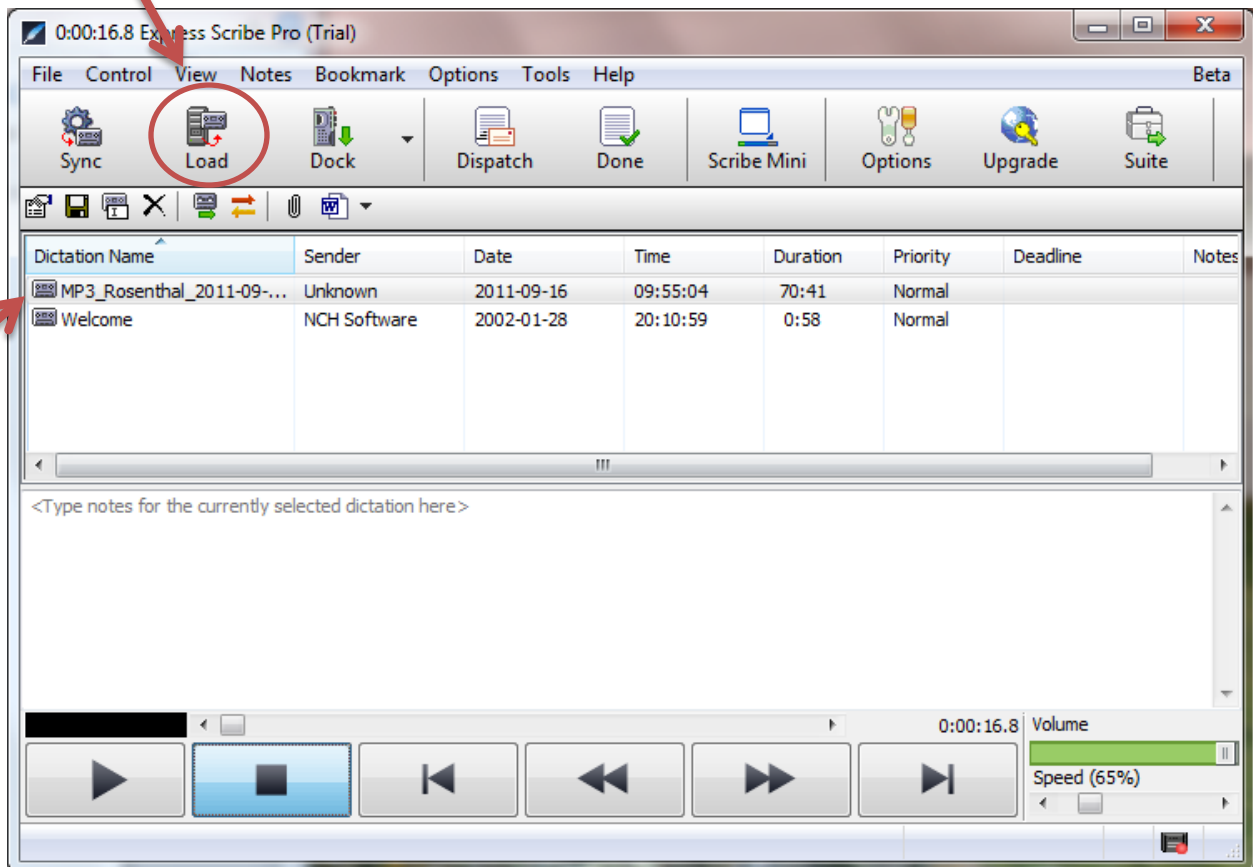
The free version of NCH Express Scribe Transcription Software allows you to use a USB Foot Pedal to stop, rewind, fast-forward, increase the volume, shuttle frame-by-frame, and even slow down the speed of audio playback while transcribing. All you need to do is install the software on your computer. If you do not have access to a USB foot pedal, you can use the Shuttle buttons on the software window. Express Scribe (free version) works with wav, mp3, wma, aid, and dct files. The professional version of the software allows you to open and transcribe directly from video files.

NCH Express Scribe Software from: <http://www.nch.com.au/scribe/index.html>

NOTE: During installation, if asked to install Related software, deselect all options.

### Using Express Scribe:

1. Install and Open Express Scribe,
2. **Load** your audio file into it.



3. Make sure you choose the correct file (under **Dictation Name**) that you want to work with.

- Use the Shuttle Buttons to control playback:

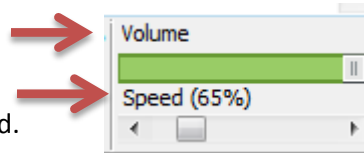
PLAY | STOP | GO TO BEGINNING | REWIND | FORWARD | GO TO END



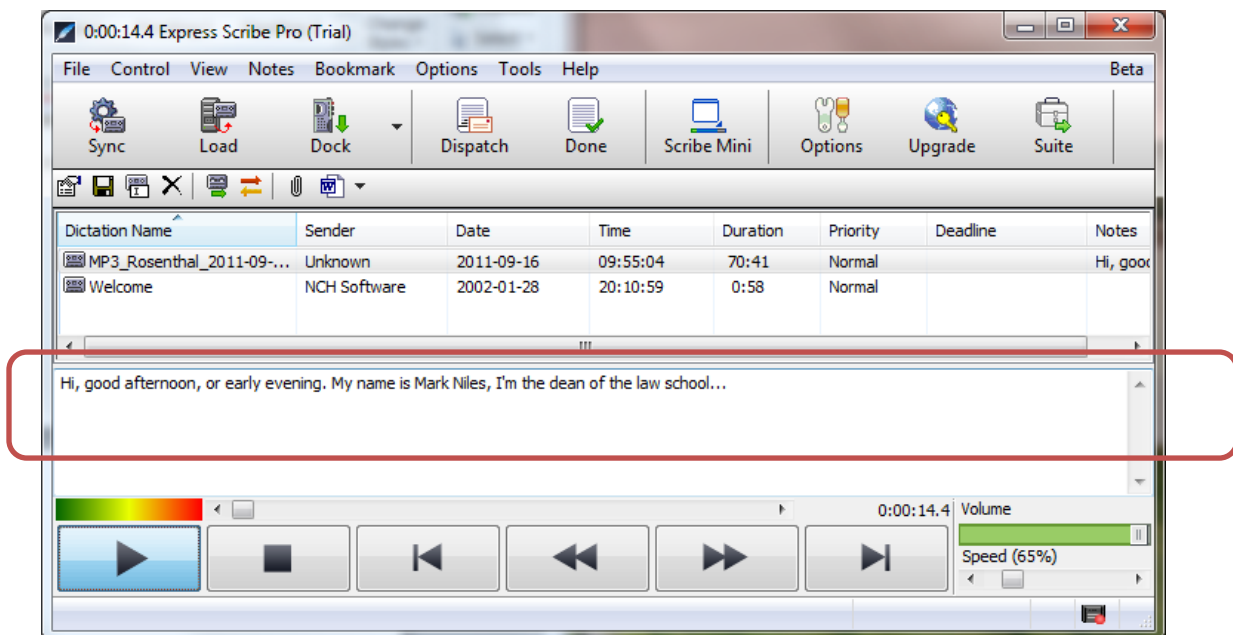
- Use the controls in the lower right corner to adjust the **Volume** and playback **Speed**.

**Volume Adjust**

**Speed Adjust** (takes a few seconds before you hear the change in speed.)



- Use the blank window under the File List to type your transcription.



- To Save your transcription, select **File > Save as DCT**. This saves your transcription text. You can customize the name, though its default is the name of your original recording file, with the .dct extension. By saving it as a DCT file, you can reopen and continue working on your transcription in the future.
- To Re-Open a Transcription project. Just open Express Scribe. It will retain a list of your transcription projects which you can continue to work on till you are finished. (Remember to keep your DCT file and your original recording media file in the same location until you are finished.) To remove a finished transcription project from your menu, highlight your file and click on the **DONE** button.