Transcribear User Guide v.2
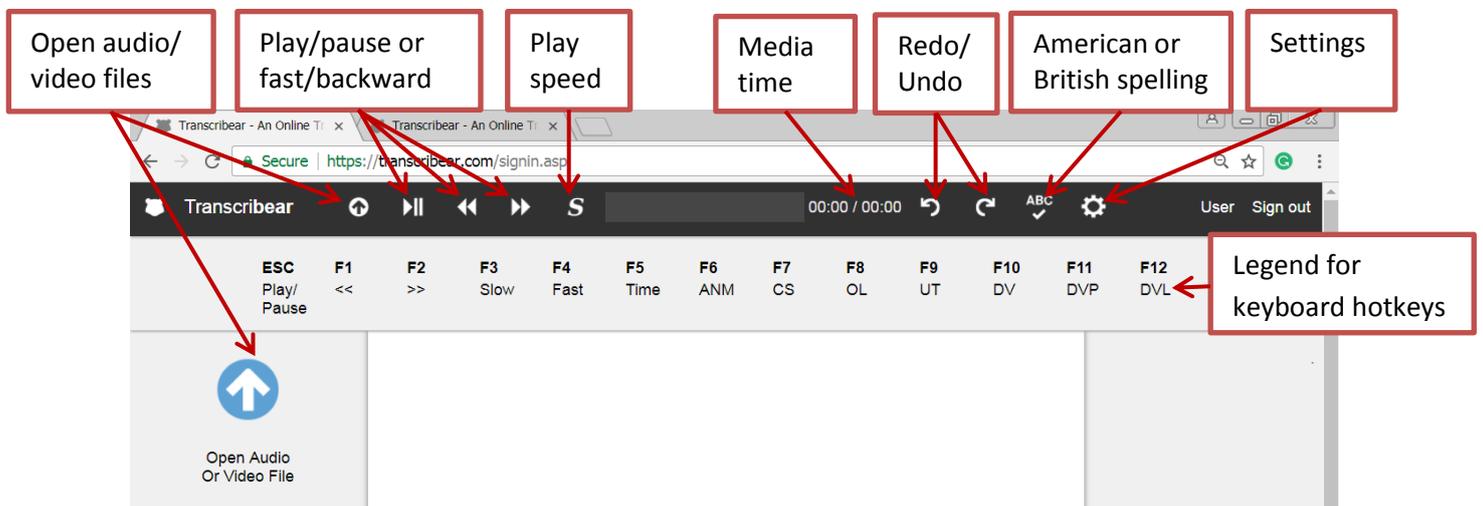
An online transcription and annotation tool
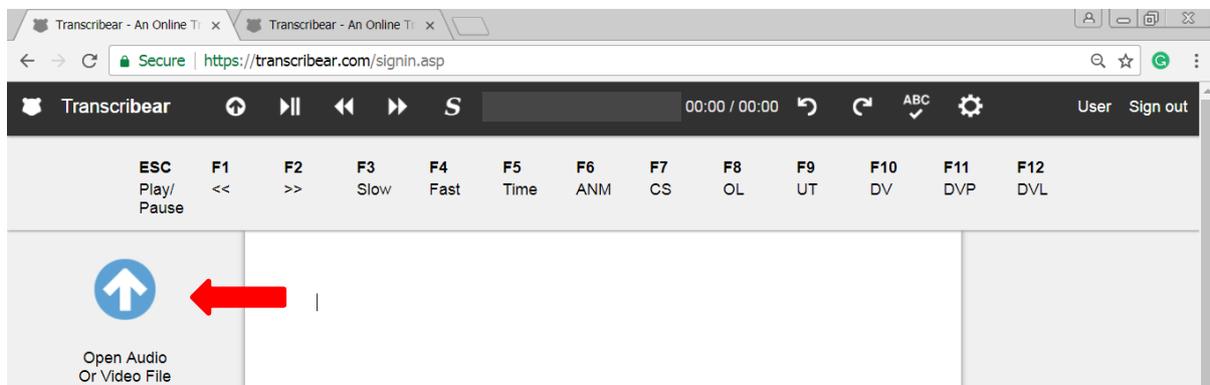
http://transcribear.com

- <u>Overview</u>: Functionality available
- <u>Hotkeys</u>: Shortcut keys Esc – F12 on the keyboard (Esc - F4 for audio/video control and F5 to F12 for annotation tags with default settings followng the conventions from <u>the CAWSE project</u>)
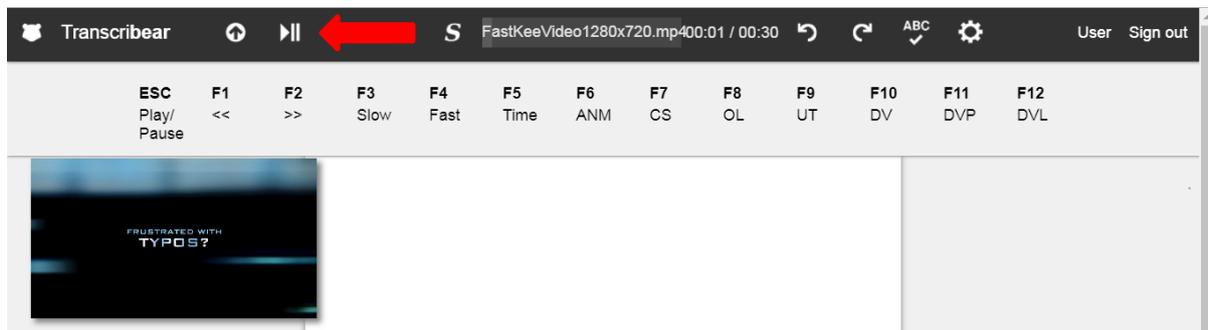- <u>Settings</u>: Tags or account details can be customized here.
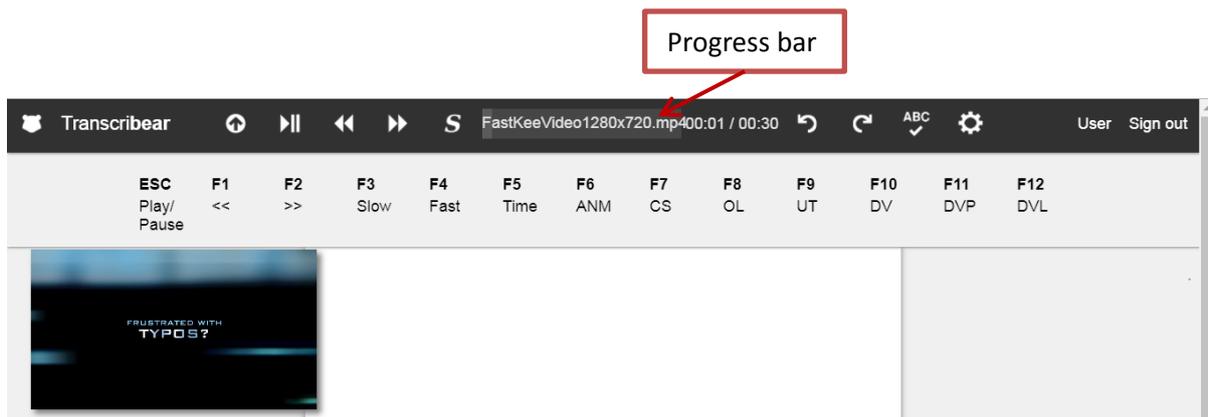
1. Overview of Transcribear

2. First, open an audio or video file. Currently Transcribear only supports mp3 and mp4. More media file formats will be supported in the future.
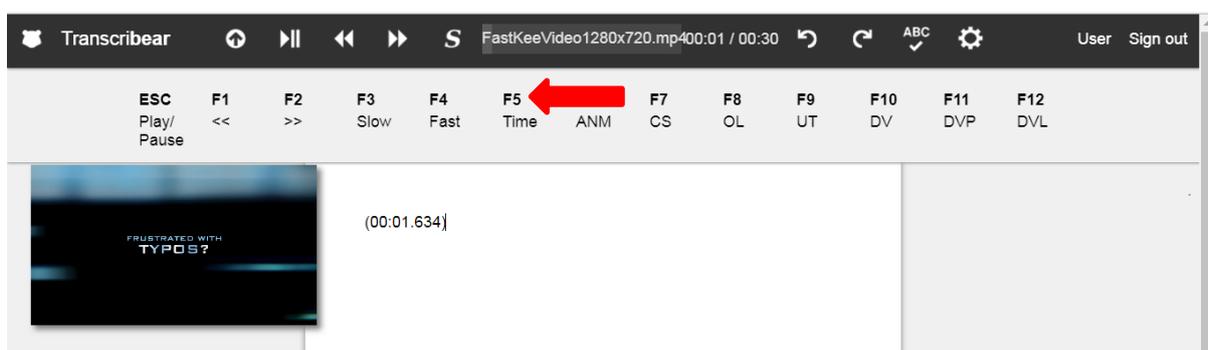
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3. To play the audio/video recording, press ⎡Esc⎤ on the keyboard or click ▶ ‖ on the top left of the panel. Then start transcribing the recording.

4. You can press a button on the top panel for the usual functions for an audio/video player as well as Undo, Redo and a spell-checker that allows you to choose between British and American English. The default spell-checker is British English. The progress bar allows you to choose the precise point of the audio/video recording to play the file.

5. You can use the Hotkeys (on the first line on the keyboard) to facilitate the transcription work. Corresponding shortcut keys are displayed on the second panel. For example, by pressing F5, you insert a timestamp in the text editor.

6. **Hotkeys** (also known as shortcut keys) allows you to do transcription and annotation on the keyboard without having to move to the mouse. Esc to F4 are used for the audio/video control and F5 to F12 is used for annotation with default settings followng the conventions from the CAWSE project. The full list of hotkeys are:

Audio/video	Annotation (customizable)
Esc: play/pause/resume	F6: <anm>x</anm> anonymisation
F1: rewind 2 seconds	F7: <cs n="zh">{}</cs> code switching
F2: fast forward 2 seconds	F8: overlap
F3: slow down (speed)	F9: <ut>x</ut> unintelligible
F4: speed up (speed)	F10: <dv>{}</dv> deviation
F5: timestamp in the format of MM:SS.000	F11: <dvp>{}</dvp> pronunication deviation
(1/1000 second)	F12: <dvl>{}</dvl> lexical deviation

7. **Settings**: If you'd like to customize the tags, go to 'Settings' and then choose 'Advanced Tags', where you can change hotkeys (from F6-F12), labels, format (including an opening tag and/or a closing tag), tag content, and cursor position (after inserting a tag).

Customize Tags

	Hot Key Label	Help Label	Opening Tag	Tag Content	Closing Tag	Cursor position
F6	ANM	Anonymization	<anm>	x	</anm>	12
F7	CS	Code switching	<cs n="zh">	{}	</cs>	11
F8	OL	Overlap		{}		4
F9	UT	Unintelligible	<ut>	x	</ut>	10
F10	DV	Deviation	<dv>	{}	</dv>	4
F11	DVP	Deviation pronun	<dvp>	{}	</dvp>	5
F12	DVL	Pronunciation lex	<dvl>	{}	</dvl>	5

If you choose 'Simple Tags', then you can add or remove additional tags. The tags you add here will be used for validation purposes, but they won't have corresponding hotkeys.

Notes:

1. Transcribear has an 'auto-save' function to save typed text in the local browser, but please still **save your work** regularly, particularly before logging out.
2. Transcribear has a **validation** function. If a tag turns red, it means the tag does not correspond to the given format. See an example below:

(00:01.830) this is good news this tool is useful and
<anm>xxx</an> |