



f4transkript (Win/Linux) (f5transkript (Mac))

Manual for version 7

Manual for

f4transkript and f5transkript (version 7 - April 2018)

f4transkript for Win/Linux and f5transkript for Mac support you in the transcription, i.e. the manual writing of conversation situations from audio or video recordings.

The programs facilitate the work by a flexible adjustment of the playback speed, the control with keys or foot switches (instead of with the mouse), an automatic return at each break and the insertion of time stamps and text blocks by freely definable key combinations.

Highlights in version 7:

- Eye friendly **distraction-free full screen** mode (F11)
- Fixed page width for **overlap-accurate** transcripts (beta)
- Automatic creation of text modules using **abbreviations**
- Write speed and processing time **statistics** (beta)
- **Saving with paragraph numbers** possible (Win/Linux only)
- Insert **time stamps in Word** (Ctrl+F8 ; Ctrl+V) (Win, Linux only)

You can start f4transkript as a demo without any serial number. A maximum of 5 minutes of each file is then played back. A serial number is available from our online shop:

www.audiotranskription.de/shop

We wish you much success in your transcription work!

The team of audiotranscription

Contents

1	Quick start – getting started within 5 minutes	6
1.1	Installation	6
1.2	The Toolbar	6
1.3	Opening and playing an audio or video file	6
1.4	Write or load a text	7
1.5	Save	7
1.6	Export	7
2	Editing texts	7
2.1	Paragraph numbering	7
	Save paragraph numbering (Win/Linux only)	8
2.2	Formatting	8
2.3	Transcribing with fixed page width	8
2.4	Predefined text elements	9
	Creating New Text Elements	9
	Abbreviations in text modules (Win/Linux only)	9
2.5	Automatic insertion of speaker names	9
	Paragraphs without speaker name (Win/Linux only)	9
	Speaker marks (Win/Linux only)	10
2.6	Search and replace	10
2.7	Comment function	10
2.8	Statistics (beta)	10
3	Time stamps	11
3.1	Set timestamps automatically	11
3.2	Setting time stamps manually	11
3.3	Subsequently setting time stamps (Win/Linux only)	11
3.4	Using time stamps in Word and others (Win/Linux only)	11
3.5	Adjust time stamps format	12

3.6	Saving with/without time stamps.....	12
3.7	Offset (Pro version only)	12
4	Playback settings	13
4.1	Timeline and waveform	13
4.2	Setting tempo, volume and rewind interval	13
4.3	Sync Mode (nur Win/Linux)	14
4.4	Switching players (Win only).....	14
4.5	Using a footswitches	14
	Compatible foot switches.....	14
	Footswitch konfiguration	14
4.6	Playback videos.....	14
5	Adjust display.....	15
5.1	Full Screen and Distraction Free Mode.....	15
5.2	Hiding the sidebar.....	15
6	Typing in other programs.....	15
7	Other menu settings	16
7.1	Customizing Hotkeys.....	16
7.2	Backup copies.....	16
7.3	License and Program Information	16
7.4	Reset settings.....	16
8	USB installation and silent installation	17
8.1	Installation on flash drive	17
8.2	Silent installation for administrators (Win/Linux only).....	17
9	Support and Contact	18
9.1	Support.....	18
9.2	Contact	18

1 Quick start – getting started within 5 minutes

1.1 Installation

1. download software at <http://www.audiotranskription.de/downloads.html>
2. double click on the installation file
3. follow the installation wizard

Without a serial number, the software can be used as a demo where the first 5 minutes of an audio file can be played back. For unlimited use, enter your purchased serial number. Activation takes place via an active internet connection.

Without Internet access, please visit <http://www.audiotranskription.de/register> from a computer with Internet access and follow the instructions.

1.2 The Toolbar



- | | |
|---|--|
| 1 Open/close menu | 5 Fixed page width
(nur Mac, on Win/Linux: F12) |
| 2 Create/open transcript/media file, save,
Mac only: print | 6 Text formatting |
| 3 Undo and Redo | 7 Search text (only Win/Linux,
on Mac: cmd+F) |
| 4 Switching synchro mode on/off | 8 Text zoom |

All symbols have an explanatory short info when you move the mouse over them.

1.3 Opening and playing an audio or video file

To open a media file, drag and drop it into the program window, open it using the note icon in the toolbar, or press Ctrl+O (Win/Linux) / cmd+L (Mac).

The F4 (Win/Linux) or F5 (Mac) key on your keyboard starts and pauses playback. Alternatively, press a footswitch to play and release it to pause.

At each new start, the playback jumps back a short winding interval and repeats the last seconds of recording (see "Winding interval").

TIP

If you are working on a laptop, the F-keys may be assigned special functions (volume, brightness, etc.) by the manufacturer. Press the FN key on the keyboard at the same time.

1.4 Write or load a text

Write directly in the text window of `f4transkript` / `f5transkript` , alternatively you can create a new transcript or open an existing transcript by clicking the document icon in the toolbar.

When changing the speaker, press ENTER to automatically insert speaker names, time stamps and blank lines between paragraphs.

You can also write in other text editors like Microsoft Word, but you cannot use the automatic text segments here.

1.5 Save

Save your file by clicking on the floppy disk icon in the toolbar or by pressing Ctrl+S (Win/Linux) / cmd+S (Mac). The saved transcripts can be opened with all common word processing programs. Regardless of this, regular backups of your transcription work are created so that even if an error occurs, current work statuses can always be restored (more on this on [p. 16](#)).

1.6 Export

Under "Save Transcript As" you can export your transcripts in SRT (Pro version only), XML or TXT ("plain text") formats. Such formats are intended for further processing in other programs, so they can be opened again later with `f4transkript` / `f5transkript` , but they can only be processed to a limited extent.

- TXT is a simple text format without formatting. Older or very simple analysis programs can only read this format.
- Exporting your text as an SRT file (Pro version only) is useful if you want to subtitle a video. This file can now be used together with the video file and, thanks to the time stamps set in the appropriate place, is displayed in the form of subtitles in the video.
- Export as XML file is recommended if you use special XML readers.

2 Editing texts

2.1 Paragraph numbering

Paragraph numbering is automatically inserted at the left margin. By default, these numberings are not saved, since many analysis programs perform the numbering themselves later.

If you ever need a paragraph break without numbering, you can create it with Shift+Enter (Win/Linux) / cmd+Enter (Mac).

Save paragraph numbering (Win/Linux only)

In the Save menu, select **Save with paragraph numbers** to save the paragraph numbers with the transcript.

2.2 Formatting

In the toolbar, you can adjust the font style, size, color, and markup (bold, italic, underlined). The setting affects the selected text or from the current cursor position.

The default font for new transcripts or the format of automatically inserted speakers can be stored in the menu (Win/Linux: **Formatting**, Mac: **General**).

2.3 Transcribing with fixed page width (beta)

Especially with more complex transcription rules, it is important to accurately map overlaps during simultaneous speech. The **Fixed Width and Font mode for exact speaker overlaps** in the menu allows you to display overlaps or indentations regardless of screen size or computer.

As soon as this mode is activated, the font is changed to an equidistant font (monospace) with fixed page width, the display is always adjusted automatically. Some formatting options are disabled in this mode..

HINWEIS

The representation in other programs can differ from this, if these do not have a fixed page width.

You can activate/deactivate the mode on a Mac via the icon in the toolbar (see [p. 6](#)), on Win/Linux in the menu under **Formatting** or by pressing the F12 key.

2.4 Predefined text elements

Frequently used phrases can be created as predefined text elements. These are then inserted automatically by entering the abbreviation + space.

The first 10 text elements can also be inserted using keyboard shortcuts (e.g. Alt+1 for the first text module). You can find the corresponding settings in the menu under **Hotkeys**. The **Text elements** overview can also be found on the right-hand side of the work area.

Creating New Text Elements

Win/Linux: In the Text Modules overview, click in the (bottom) line on "new text element" and enter the required text there.

Mac: Click **Add Text Element** in the Text Module menu.

You can use the **text elements** menu to export or import a set of text modules.

Abbreviations in text modules (Win/Linux only)

You can also use the following abbreviations in the text modules:

%newline%	inserts a line break
%para%	inserts a paragraph break
%enter%	inserts a paragraph break incl. speaker change and time stamp
%time%	inserts the current playback position as time stamp

Example: If you create a text module "(break %time%)", it creates "(break #09:23:33-1#)" in the text.

2.5 Automatic insertion of speaker names

With the automatic speaker change, automatically changing speakers can be entered for each new paragraph. This function is ideal for two-person interviews. To customize the names, go to the **Speaker** item in the menu.

Paragraphs without speaker name (Win/Linux only)

If you need a paragraph without automatic insertion in between, hold down the Shift key while pressing ENTER.

Speaker marks (Win/Linux only)

Speakers can be color-coded to help you quickly identify pauses and speaker changes and measure speaking times.

2.6 Search and replace

Use the magnifying glass icon (Win/Linux only) or Ctrl+F/cmd+F to search for terms. These locations are highlighted in color and can be replaced automatically if necessary (useful, for example, when anonymizing).

With the option A#a you can set whether the search should be case-sensitive.

2.7 Comment function

The Comment field in the upper right corner of the screen provides space for all the information you want to record about the transcript, e.g. demographic information, summaries, notes.

The corresponding information is automatically displayed when a transcript is reloaded (also in f4analysis). In other word processing programs, the comment at the beginning of your file is displayed in a separate area.

2.8 Statistics (beta)

This field shows you the current write speed and the approximate processing time for the loaded file shortly after starting work.

3 Time stamps

Time stamps are an important orientation in the transcript and enable a quick reference back to the original source. Also for later analysis in f4analyse, MAXQDA or Atlas.ti. Clicking a time stamp plays the audio track at the appropriate location.

3.1 Set timestamps automatically

You can choose whether to insert automatic time stamps at the end of paragraph and/or at the beginning of paragraph using the Time Stamps menu item in the menu. Time stamps are inserted automatically when ENTER is pressed. You can also show the automatic setting of time stamps [here](#).

TIP

If you ever need to change paragraphs without a time stamp, press Shift+ENTER (Win/Linux).

3.2 Setting time stamps manually

With the key F8 (Win/Linux) or Ctrl+T (Mac) time stamps can be inserted at any position, e.g. an incomprehensible passage.

If a passage is marked in the waveform, you can insert time stamps for:

- the length of the passage (Win/Linux: Shift+F7, Mac: Alt+cmd+T)
- Start and end point of the marked passage F7 (Win/Linux only)

3.3 Subsequently setting time stamps (Win/Linux only)

The function *Set time stamps automatically* inserts time stamps into a transcript automatically. Depending on the selected setting in the menu item *Time stamps*, the time stamps are inserted at the beginning or/and end of each paragraph.

Tip

Set 2-3 time stamps manually at the beginning, middle and end of the transcript (hotkey F8). These manually set time stamps significantly increase accuracy.

3.4 Using time stamps in Word and others (Win/Linux only)

For example, to insert time stamps when working in other programs, open Microsoft Word and f4transkript simultaneously. Ctrl+F8 copies the current time stamp to the clipboard. You can then use Ctrl+V to insert the time stamp into Microsoft Word.

3.5 Adjust time stamps format

The format of the time stamps can be adjusted in the menu. Use the available characters "H" for hours, "M" for minutes, "S" for seconds and "m" for tenths of a second.

("HH" , "MM" or "SS" if leading zeros are to be displayed)

Win/Linux: You can use the following characters as separators or start and end markers for your time stamps: , . : ; - _ / () { } [] < > #

3.6 Saving with/without time stamps

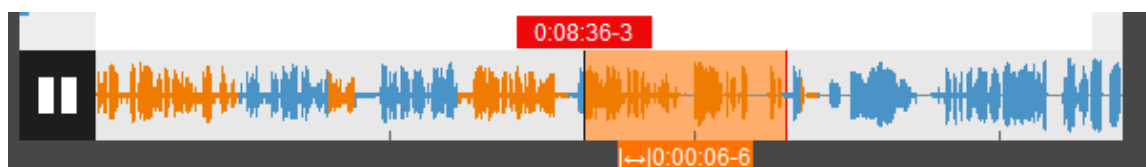
Time stamps are also saved when saving. In the Save menu in the toolbar, you can deactivate this under Save with time stamps. If you have Fixed Width and Font enabled for exact speaker overlaps, timestamps are replaced by spaces when saving without timestamps.

3.7 Offset (Pro version only)

The offset function allows you to move the time code for time stamps. The set value is added to or subtracted from the time stamps.

4 Playback settings

4.1 Timeline and waveform



The waveform display gives you information about the volume and pauses of the recording for most file formats. You see your current playback position and the total length of the file and can jump to specific sections with a mouse click. The grey bar within the timeline shows you the current section of the waveform and changes according to the zoom level.

In the waveform you can mark sequences with the mouse pointer. During playback, this sequence is played repeatedly in a loop until the selection is removed by clicking on any other position (Win/Linux only).

In addition, time stamps can be inserted for the selected sequence:

- the length of the passage in seconds (Win/Linux: Shift+F7, Mac: Alt+cmd+T)
- Start and end point of the marked passage F7 (Win/Linux only)

4.2 Setting tempo, volume and rewind interval

During transcription, it usually makes sense to slow down the playback speed. This allows you to adjust the tempo to your writing speed and reduces the need to interrupt playback. On the other hand, it is advisable to speed up the playback during the correction run.

The playback speed and volume can be changed with the slider (tempo, volume at the bottom right of the workspace) or with the following key combinations::

	Win/Linux	Mac
Play speed slower/faster:	Alt+←/Alt+→	cmd+←/cmd+→
Volume up/down:	Alt+↑/Alt+↓	Alt+cmd+↑/Alt-cmd+↓

For transcriptions, automatic, short rewind is helpful when stopping playback. When you resume playback, you will hear the last seconds again and remain in the writing flow better. You can adjust the length of the interval with the slider at the winding interval (at the lower right edge of the working area).

4.3 Sync Mode (nur Win/Linux)

Der Synchronmodus wird zum Korrekturlesen eines Transkripts verwendet. Während des Abspielens „rollt“ der Text automatisch mit der Video- oder Audiodatei mit – vergleichbar mit einem Teleprompter. Sie können ihn über das Icon in der Symbolleiste ein- und ausschalten. Zusätzlich wird die passende Zeile im Text hervorgehoben (siehe [S. 6](#)).

4.4 Switching players (Win only)

If you experience problems playing a media file, you can check or change the player component used in the Audio and Video menu.

4.5 Using a footswitches

Compatible foot switches can be used to control playback via plug & play. By default, playback starts when the button is pressed down and stops when released

Compatible foot switches

Our office, science and science II foot switches are compatible

Scythe USB 1,2,3; Olympus RS-28(H), RS-31(H); Philips LFH 2310, LFH 2330, LFH 5220, ACC2310, ACC2330 and Grundig 540 USB can only be used in the Pro version.

Footswitch konfiguration

The assignment of some foot switches can be configured in the menu under foot switches.

4.6 Playback videos

If you have loaded a video file, the video window always remains in the foreground by default. You can change this in the menu (Win/Linux: under Audio and Video, Mac: General).

The size of the video can be adjusted by adjusting the window frame with the mouse.

5 Adjust display

5.1 Full Screen and Distraction Free Mode

With the F11 key (Win/Linux) or via the toolbar (Mac, see [p. 6](#)) the view changes to the so-called distraction-free mode. Here you can fully concentrate on the text with an eye-friendly design and with hidden options.

Press the ESC key to return to the standard view.

5.2 Hiding the sidebar

The right sidebar can be enlarged or reduced by clicking and dragging the grey separation area with the mouse. The height of the individual windows (comment / statistics (beta) / text modules) can be adjusted by "dragging" the corresponding separation area.

6 Typing in other programs

If you want to write in another word processing program: no problem!

Just load your audio/video file, `f4transkript` and `f5transkript` will also run in the background. In the foreground, you can transcribe in a word processing program of your choice.

Mac: On the Mac, background control is only possible with the footswitch (except "science"). No automatic time stamps, alternating speaker changes, text modules or other functions are available in an external program.

With the key combination `Ctrl+F8` you can put the current playback position into the clipboard and paste it into your text with `Ctrl+V`.

If you have loaded a video file, the video window always remains in the foreground by default. This can be changed in the menu, for Win/Linux under Audio and Video, for Mac under General

Note

Never open the same transcript in another word processor at the same time. This can lead to changes not being saved or overwritten..

7 Other menu settings

7.1 Customizing Hotkeys

In the menu under Hotkeys (Win/Linux) or Settings - Key combinations (Mac) the configurable key combinations are displayed. To customize a hotkey, click the shortcut that appears and then press the desired hotkey on the keyboard.

7.2 Backup copies

By default, a backup copy of your transcript is created in a security folder every five minutes. This ensures that your data is not lost even if an error occurs and current work statuses can be restored. You can change the storage location and the storage interval in the menu under Backup copies (Win/Linux) or under Settings - Backup copies (Mac).

Tip

Please delete the contents of this folder occasionally so that it does not use up too much hard disk space.

7.3 License and Program Information

In the menu under Info and Help (Win/Linux) or Settings - Information (Mac) you will find information about the program version, your serial number and the ID of the computer.

7.4 Reset settings

With the option Settings to Standard... the program is reset to the factory settings. Excluded from this are: Registered speakers, offset, the backup folder and the "fixed page width".

8 USB installation and silent installation

8.1 Installation on flash drive

Win/Linux: Unpack the USB installation files on the flash drive

Mac: (1) Download the application files (2) Start the program once by double clicking the downloaded file. (3) Close f5transkript and copy it to the flash drive.

After entering the serial number, a license file is created on the stick.

8.2 Silent installation for administrators (Win/Linux only)

Both the installation and the activation of f4transkript can be executed without a user query. For a silent installation, use parameter S for silent and parameter D to specify the target path, for example:

```
f4transkript_setup.exe /S /D=C:\Program Files (x86)\f4transkript
```

Unattended uninstallation is possible via the same parameter, e.g.:

```
C:\Program Files (x86)\f4transkript\uninstall.exe /S
```

To activate the license, please execute f4transkript once after installation with the parameter s and the corresponding serial number, e.g.:

```
C:\Program Files (x86)\f4.exe /s=12345xyz  
(replaca „12345xyz“ by your serial number.)
```

You start activation via a proxy server using the parameter p, e.g.:

```
C:\Program Files (x86)\f4.exe /p=127.0.0.1:8080
```


9 Support and Contact

9.1 Support

You will find helpful tutorials on our website. For more help, email support@audiotranskription.de

On Win/Linux you can automatically generate an e-mail directly from the menu and "Help by Mail", which also contains helpful information for support.

9.2 Contact

audiotranskription.de

dr. dresing & pehl GmbH

Deutschhausstraße 22a

35037 Marburg Germany

Phone: +49 (0)6421 - 590 979 0

Fax: +49 (0)6421 - 590 979 20

Mail: info@audiotranskription.de

Web: www.audiotranskription.de