

Step by Step Guide to Transcriber via UCloud

1. Access UCloud through SDU via the following link: UCloud (sdu.dk).
2. Log in with WAYF.
3. Under the 'Files' category, you can upload files. Here, it is possible to upload individual files or create drives, folders, etc., so that your data can be stored in a folder structure.
 - Start by creating a drive. This is only necessary the first time you use UCloud. Click on the gray button 'Create drive'. Then select 'u1-cephfs' from the menu and name the drive.
 - Access the new drive. You now have the option to load your file by clicking on 'Upload files'. It is also possible to create a folder structure. This is advantageous if there are many files.
4. Under the 'Applications' category, you will find various digital tools hosted in UCloud by SDU, including the transcription tool Transcriber. Transcriber can be accessed through the various menus or searched for in the search bar at the top of the page (the bar appears when you click on the magnifying glass).
5. Access the Transcriber application.
6. Enter parameters for the transcription:
 - Job name: name the transcription. Give the transcription an easily identifiable name so you can easily find it again (for example: interview04032025).
 - Hours: specify how long the program should run. This can be difficult to know in advance, but a general rule is that one minute takes three minutes to transcribe. It is advisable to add extra time, as the tool will stop itself if it finishes early – you will also only pay for the time used and not the estimated time. You can always add more time to the transcription as needed.
 - Machine type: choose the size of the machine/computer that will perform the transcription. Larger machines can often transcribe in a shorter time. The larger the machine, the faster and 'more expensive' it is to run the application.
 - Initialization: this parameter is only relevant if you are using Bash scripts (which is rarely done unless you are a programmer). Therefore, skip this parameter and move on to the next.

- Input file: the audio file to be transcribed. Here, you refer to the file's 'path', i.e., where the file can be found under the 'Files' category.
- Input directory: the folder containing the audio files to be transcribed. The same concept applies as with a single file (only relevant if you have a large number of files).
- Output directory (optional): the 'path' where the finished transcription is stored. If this is not specified, the transcription will be stored under './out' in the Job folder.
- Output format (optional): file formats in which the finished transcription is available (for example: docx, txt, csv). If this is not specified, the transcription will occur in all formats. The different formats have different metadata. For example, the 'docx' version includes timestamps, which is not the case with the 'txt' format.
- Model (optional): the Whisper model used in the transcription. If this is not specified, Whisper's largest (large) and most detailed language model will be used.
- Language (optional): the language present in the audio file. If this is not selected, the model will guess which language is being spoken.
- Interactive mode and Archive password will not be elaborated on in this guide, as they are not necessary for using Whisper. If you are interested in more information about these parameters, it can be found here: [Transcriber — UCloud](#).
- Minimum number of speakers: the minimum number of people appearing in the audio file. By specifying this, you can often get a more accurate result, as it can help the program better distinguish between voices. Just enter the actual number.
- Maximum number of speakers: the maximum number of people appearing in the audio file. By specifying this, you can often get a more accurate result, as it can help the program better distinguish between voices. Just enter the actual number.

- Merge consecutive text entries from the same speaker: combines quotes/audio snippets from the same person, making it easier to see which respondent says what. If desired, this parameter should be set to 'True'.
- 7. Click 'Submit' to run the transcription with the selected parameters.
- 8. When the transcription is complete, the files can be accessed in the selected 'output directory' or under './out' in the Job folder.

Good to Know

- The model is trained on a much larger amount of English data than, for example, Danish data. This means that the model is often better at transcribing English audio files. The same applies to other major languages such as Spanish, French, etc. Here, transcriptions are often more accurate for the simple reason that the model has had more data to train on.
- UCloud does not run locally on your own computer but rather on servers at SDU. This means that you can start an application via UCloud and then close your browser or shut down your computer. This will not affect the transcription. You will simply be able to log back into UCloud when you want to access the transcription or see how far along the application is in the transcription process.
- If you have multiple audio files to be transcribed, you can simply start multiple transcriptions through Transcriber. They will queue up and be transcribed one by one.
- It is possible to have your audio file transcribed into English. In this case, Transcriber will automatically translate the input file from the relevant language into English. If desired, the Language (optional) parameter should be set to English before starting the transcription.
 - Note that it is also possible to have your audio file translated into languages other than English. However, the results may vary significantly depending on which language is chosen. Be aware that errors in the transcription in the original language will also be translated, so they will appear in the translation as well.