

Banana Transcription Tool

Manual for Banana Transcription Tool

Banana Transcription tool is for both for Win/Mac to support in the transcription, i.e. the automatic transcription of audio to text.

The banana transcription tool

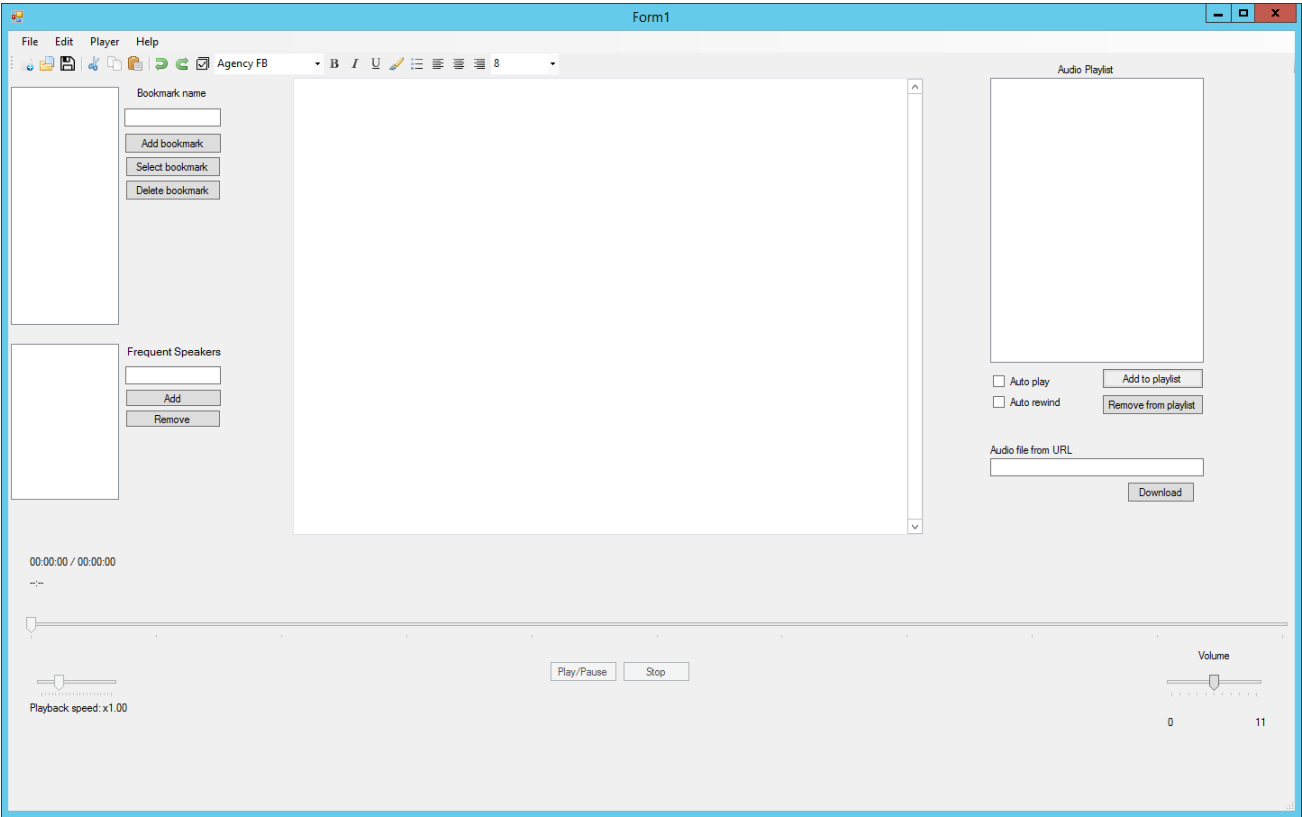


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1. Quick start getting started within 2 minutes

1.1 Working Environment

The software is meant to allow the transcription of audio signals with standard hardware. For instance, wav and mp3 files were already successfully transcribed with Windows or Mac OS. Using headphones is strongly recommended for a quality transcription, but loudspeakers may be useful for checking with other people.

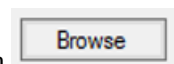
1.2 Starting the tool

- Download the application files.
- Double click the downloaded file to open the tool.

1.3 Opening and playing an audio file

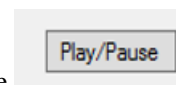
- To open a media file, on the drop-down menu under file, click on the open or short cut keys “Ctrl + O”.
- To open new media file, on the drop-down menu under file, click on open or keyboard shortcut “Ctrl + N”.

- To search for a file, click the browser button



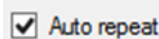
- the file has to a wav or mp3.

- Click on the play/pause button to play the file
Or press “Ctrl+ Space” on your keyboard play and pause the playback.

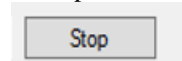


To play an URL file, enter the audio URL file and paste in the text box.

- The auto repeat button should be checked to automatically repeat the audio after every 10 seconds,



- To stop the audio, click on the stop button or “Control + D” keys.



1.4 Writing text

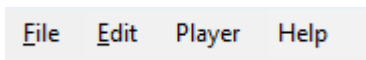
Write directly in the Rich text box window of Banana Transcription tool, alternatively you can create a new transcript by clicking on the new button on the toolbar or open an existing transcript by clicking the document icon in the toolbar.

1.5 Save

Save your file by clicking on the floppy disk icon in the toolbar or by pressing Ctrl+ S on Windows. The file can only be saved in XML format and the saved can be opened with all common word processing programs. To open a dialogue box to save the project file use keyboard shortcut “Ctrl +Shift + S”.

2. Windows

2.1 Menu bar



The menu bar give access to all the functions of the tool.

The menu bar contains the labels of drop-down menus in the tool. It provides the user with a standard place in a window to find the majority of a program's essential functions.

2.2 Tool bar



The toolbar will provide you with a quick access to functions that you will need when writing in the rich text box. For example, formatting the text to make it bold or changing its alignment, along with other common buttons.

3. Editing Text

3.1 Formatting

In the toolbar, you can adjust the font style, size, color, and markup (bold, italic, and 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.

3.2 Keyboard Shortcuts

3.2.1 *Selecting the all text*

To highlight all the text in the rich text box, use the keyboard shortcut “Ctrl + A” or highlight the text using the cursor.

3.2.2 *Making the text bold*

Select the text and use keyboard shortcuts “Ctrl +B” or click on the “B” on the tool bar.

3.2.3 *Making the text italic*

Select the text and use keyboard shortcuts “Ctrl +I” or click on the “I” on the tool bar.

3.2.4 *Underlining text*

Select the text and use keyboard shortcuts “Ctrl +U” or click on the “U” button on the tool bar.

3.2.5 *Copying the text*

Select the text and use keyboard shortcuts “Ctrl +C” or select the text and right click on the drop-down menu click “copy”.

3.2.6 *Pasting the text*

Select the text and use keyboard shortcuts “Ctrl +V” or select the text and right click on the drop-down menu click “paste”.

3.2.7 *Cutting the text*

Select the text and use keyboard shortcuts “Ctrl +X” or select the text and right click on the drop-down menu select “cut”.

3.2.8 *Moving the indicator to the end of the paragraph.*

Use keyboard shortcuts Ctrl+ ➡.

3.2.9 *Moving the indicator to the beginning of the paragraph.*

Use keyboard shortcuts Ctrl+ ⬅.

3.2.10 *Reverting the most recent change*

Use keyboard shortcut Ctrl + Z.

3.2.11 *Repeating the most recent change*

Use keyboard shortcut Ctrl + Y.

3.2.12 *Aligning text to the right*

Use keyboard shortcut Ctrl + R.

3.2.13 *Aligning text to the left*

Use keyboard shortcut Ctrl + L.

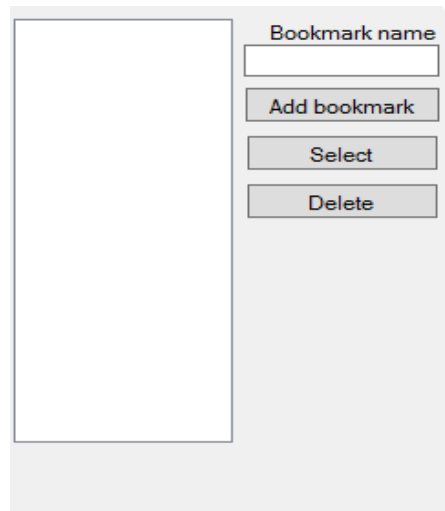
3.2.14 *Aligning text to the centre*

Use keyboard shortcut Ctrl + E.

4. Bookmarks

The tool supports the use of bookmarks by using the bookmark window, users can place bookmarks within the text. All the bookmarks and associated text are then saved and can be reviewed at any time by opening the project file.

4.1 The Bookmark Window



- The Bookmark Window feature supports the insertion of bookmarks as the recording is being made as well as after the recording has been completed.
- On the right side of the Bookmark Window, there are buttons for adding, selecting and deleting bookmarks as well as displaying the bookmark name. In the text box all of the bookmarks within the file are displayed.
- According to the scroll parameter setting, bookmarks can automatically scroll through the entries or alternatively, the user may choose to remain at one bookmark entry, throughout audio playback.

4.2 Entering a Positional Bookmark

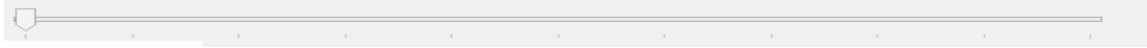
To create a positional bookmark, the user clicks on the add Bookmark button, found on the left side of the Bookmark Window. Positional bookmarks can be created during the recording process or subsequent to the completion of recording. When the bookmark is created, the user can enter the text to be associated with the bookmark.

4.3 File Notes

The notes may be accessed by clicking on the File Notes icon, on the Main Window toolbar. When accessed, the text notes may be added, updated or deleted using the text edit window that becomes active.

5. Playback settings

5.1 Timeline

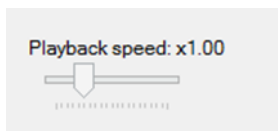


The playback bar display gives you information about the stop, auto-repeat and pauses of the recording for most file formats. You see your current playback position and the total length of the file and can jump to specific sections with a mouse click

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

5.2 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. For transcriptions, automatic, short rewind is helpful when stopping playback. When you resume playback, you will hear the last 10 seconds again and remain in the writing flow better.



5.3 Keyboard shortcuts for Playback

- 5.3.1 *Fast forward the audio*
Use keyboard shortcut “Ctrl + Multiply sign”.
- 5.3.2 *Updating the cursor position*
Use keyboard shortcut “Ctrl + Multiply sign and Play button”.
- 5.3.3 *Rewind to the beginning*
Use keyboard shortcut “Ctrl +Divide sign”.
- 5.3.4 *update and rewind the last 10 seconds*
Use keyboard shortcut “Ctrl + Divide sign”.
- 5.3.5 *Auto repeat audio*
Use keyboard shortcut “Ctrl +pgUp”
- 5.3.6 *Increase playback speed by 0.1*
Use keyboard shortcuts “Ctrl + Add sign”.
- 5.3.7 *Decrease playback speed by 0.1*
Use keyboard shortcuts “Ctrl +Subtract sign.

6. Time stamps

Time stamps are an important orientation in the transcript and enable a quick reference back to the original source. Clicking a time stamp plays the audio track at the appropriate location.

6.1 Set timestamps automatically

You can choose whether to insert automatic time stamps at the end of paragraph and/or at the beginning of paragraph. Time stamps are inserted automatically with a keyboard shortcut and a button.

6.2 Setting time stamps manually

With the key “Ctrl + T” or time stamps can be inserted at any position.

6.3 Subsequently setting time stamps

The function Set time stamps automatically inserts time stamps into a transcript automatically. The time stamps are inserted at the beginning or/and end of each paragraph.

6.5 Adjust time stamps format

The format of the time stamps can be adjusted in the menu. Use the available characters "--" for hours, "--" for minutes, "--" for seconds.

6.6 Saving time stamps

Time stamps are also saved when saving under file in drop-down menu.

7 Other settings

7.1 Language setting

Default language is “English” but Swedish language is also supported. The spellchecker will underline incorrectly typed words depending on the language and give a list of suggestions to choose from.

7.2 Speaker list

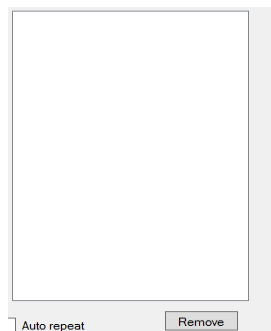
To add a speaker click on the add button, the speakers’ name will be displayed in the speaker list. To delete a speaker, click on the name in the speaker to highlight it then click remove button. To shuffle speakers use the keyboard shortcut “Ctrl +M”.

7.3 Tool Volume



The volume of the tool is adjustable by dragging the indicator to the desired volume, the lowest is 0 and highest 11.

7.4 Play list



To play the audio in the playlist, double click on the audio and to delete an audio from the play list, click the remove button.