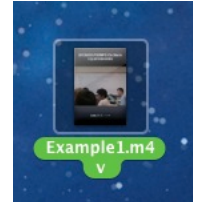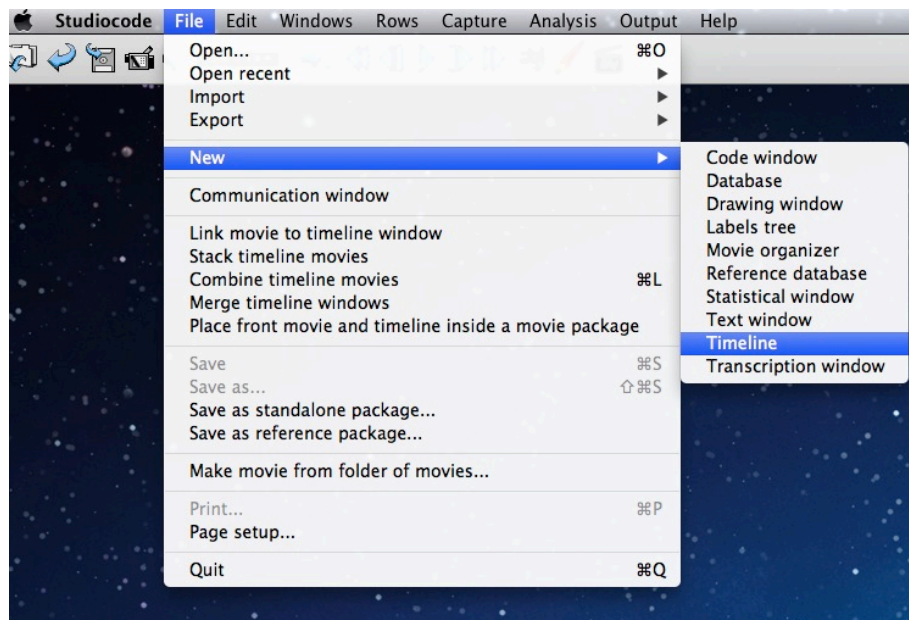In order to transcribe a video in Studiocode, you first need to open up a movie file. For this demonstration, we will make use of "Example1.m4v". We will want to know where our video files are located on the computer. This file is on the desktop.
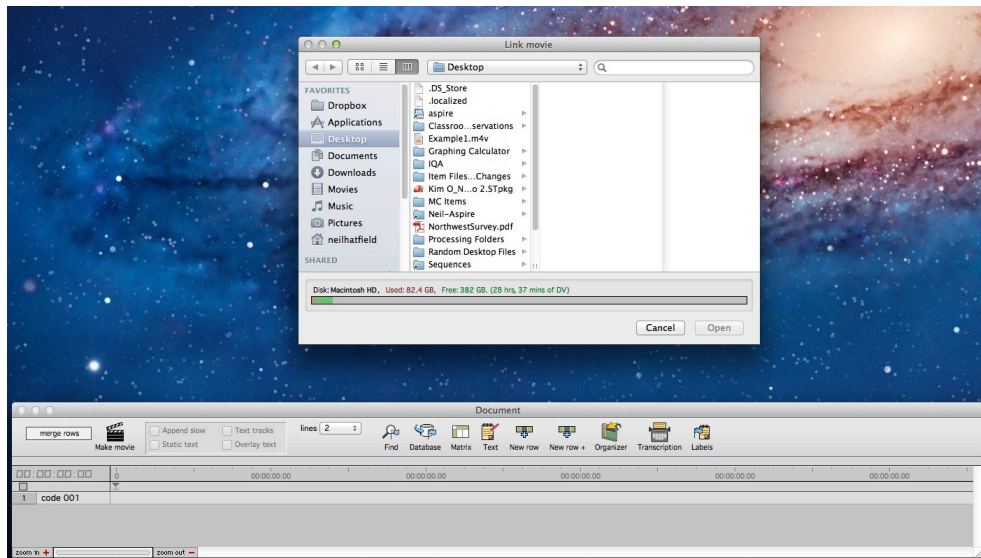
1. Launch the Studiocode Application . You may launch this application either directly from the Dock or from the Applications menu.

IF you are just wanting to return to your transcription work, jump down to Page 7

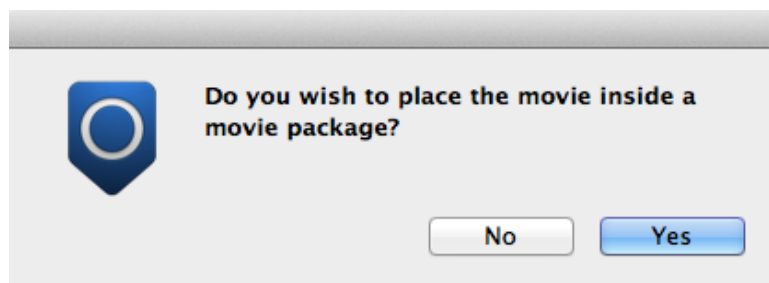2. Once Studiocode is running, go to File→New→Timeline.

Once you have done this, the following windows will pop up:

The long rectangular window at the bottom is called the "Timeline". The other window is where you will navigate to the video you want to open (and transcribe). The window will open to the *last* location that a movie file was opened from. We will open Example1.m4v.

3. When you open the video file, a new window will appear and the Timeline will move. A pop-up window is also appear asking you if you want to place the movie inside a movie package.
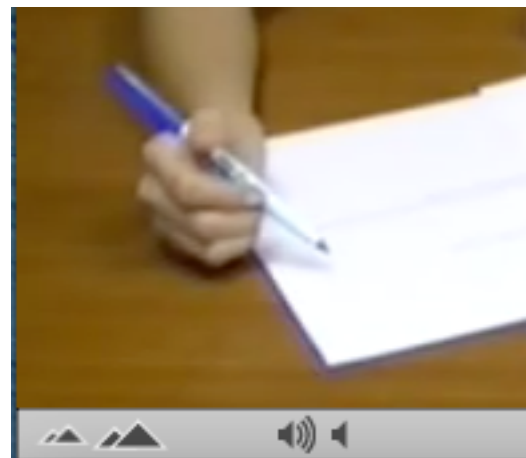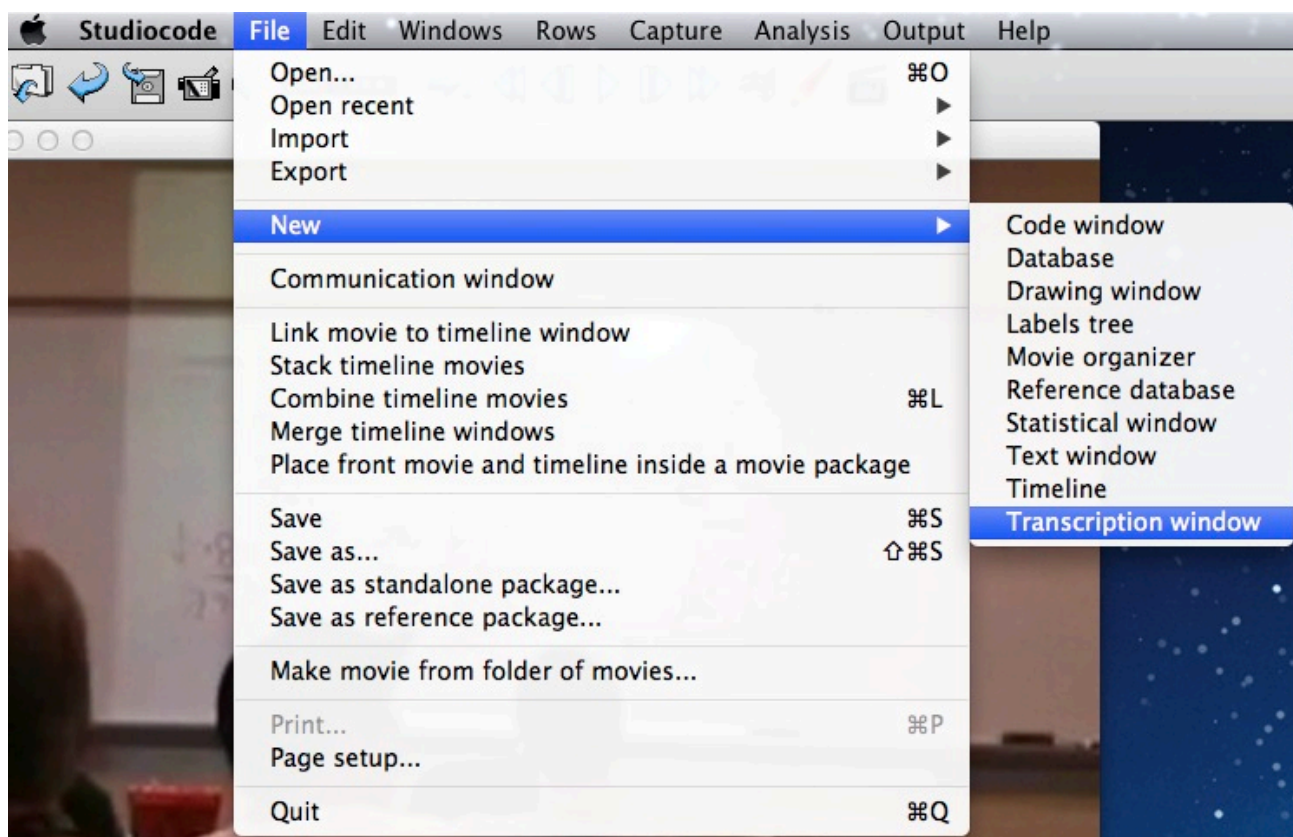

Click "Yes".

Note that after you say "Yes", the original movie icon will change to look like this:

Example1.STpkg

To change the size of the video, click the larger of the two
"Mountains" images that appear to the lower left of the video
window. The smaller "Mountains" will reduce the video size, the
larger "Mountains" will increase the video size.

4. You will want to now open up a "Transcription Window". To do this, you will want to click

File→New→Transcription Window.

This will bring up a new window to the computer screen. This window is where you will do the actual

transcribing of the video. The next page shows this window and labels some of the parts that you will want to

make use of when you are transcribing.

Add columns or rows

Loop Controls (These can be somewhat problematic to use.) Black denotes what is currently looping in playback. Red denotes the current instance

Sets the default duration of a loop.

Transcription

Position Movie Edit movie Print Column Row Bold Italic Color Size Synchronize Database Play Stop   lines 2   loop 5 secs

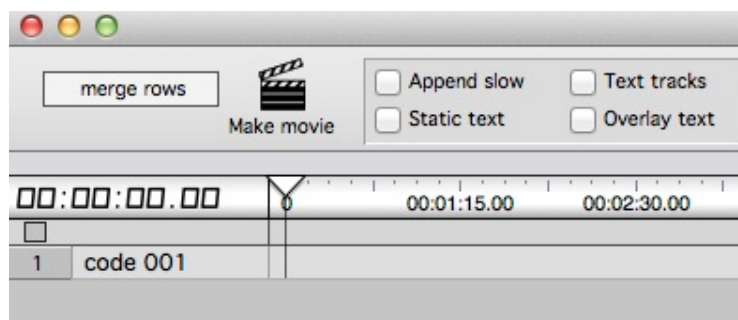| 1	Speaker	3	Labels
Time reference		Transcription	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Studiocode will populate this column automatically with times.

You will add a speaker's "Name" to this column for each instance.

You will type up your transcription of the current instance (a small bit of the movie) in this space. Do not worry about trying to impose "proper" formatting here. Studiocode will ignore carriage returns. Also, there is no spelling/grammar check in this space.

You will not make use of this column.

5. To start transcribing, you will want to position the playhead (looks like a white triangle) to desired location in the Timeline. Since we are just staring with Example1, we will start at the beginning.

merge rows   Make movie   ☐ Append slow   ☐ Text tracks   ☐ Static text   ☐ Overlay text

00:00:00.00   0   00:01:15.00   00:02:30.00
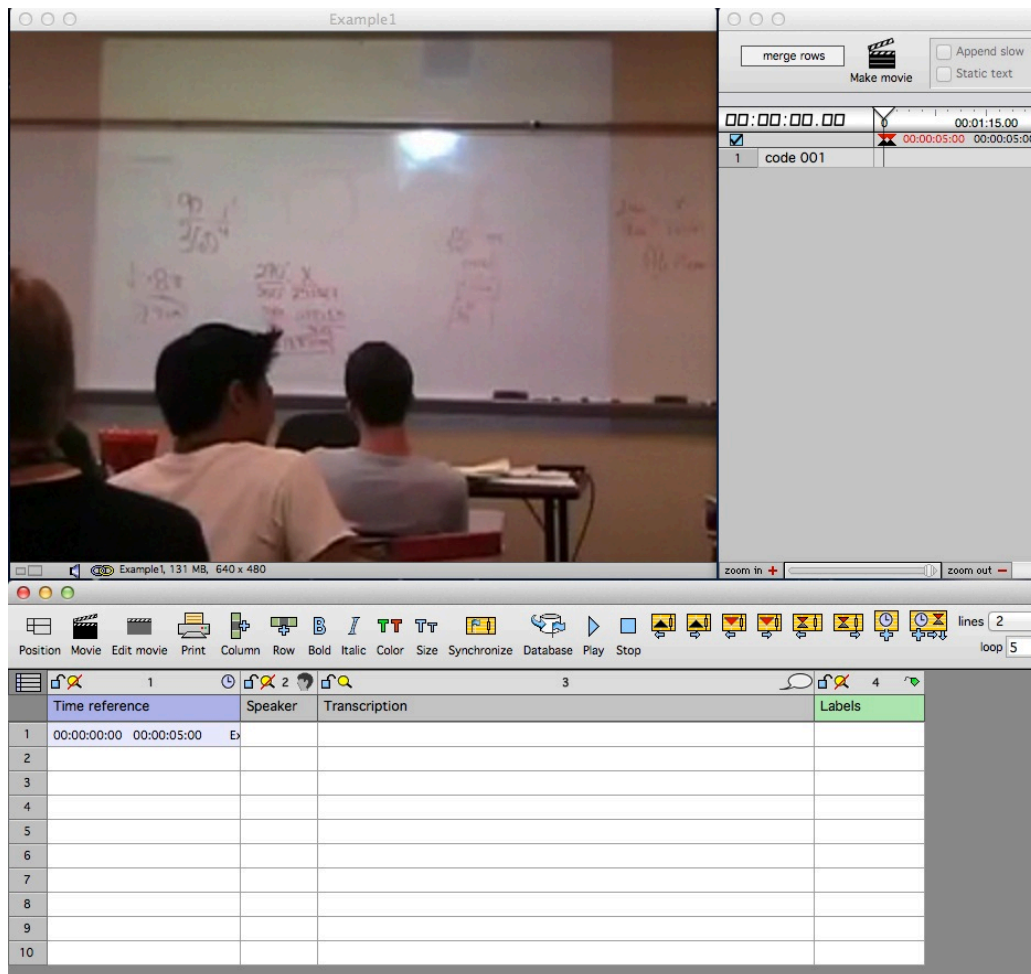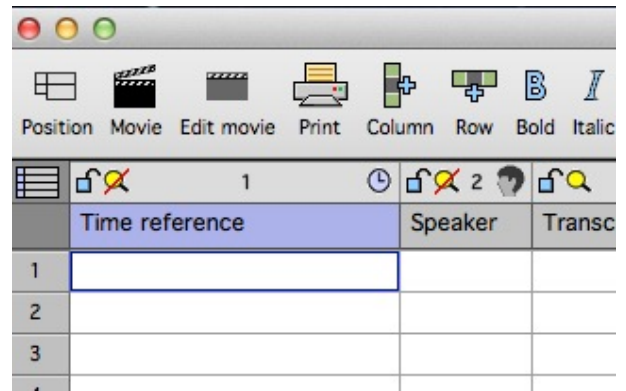
1   code 001

The counter to the left of the playhead will display the exact time that the playhead is currently located at.

6. With the playhead now in position, click into the Transcription Window and make the first cell (Row 1, Time Reference column) appear edged in blue as shown. The cursor should blink in the cell.

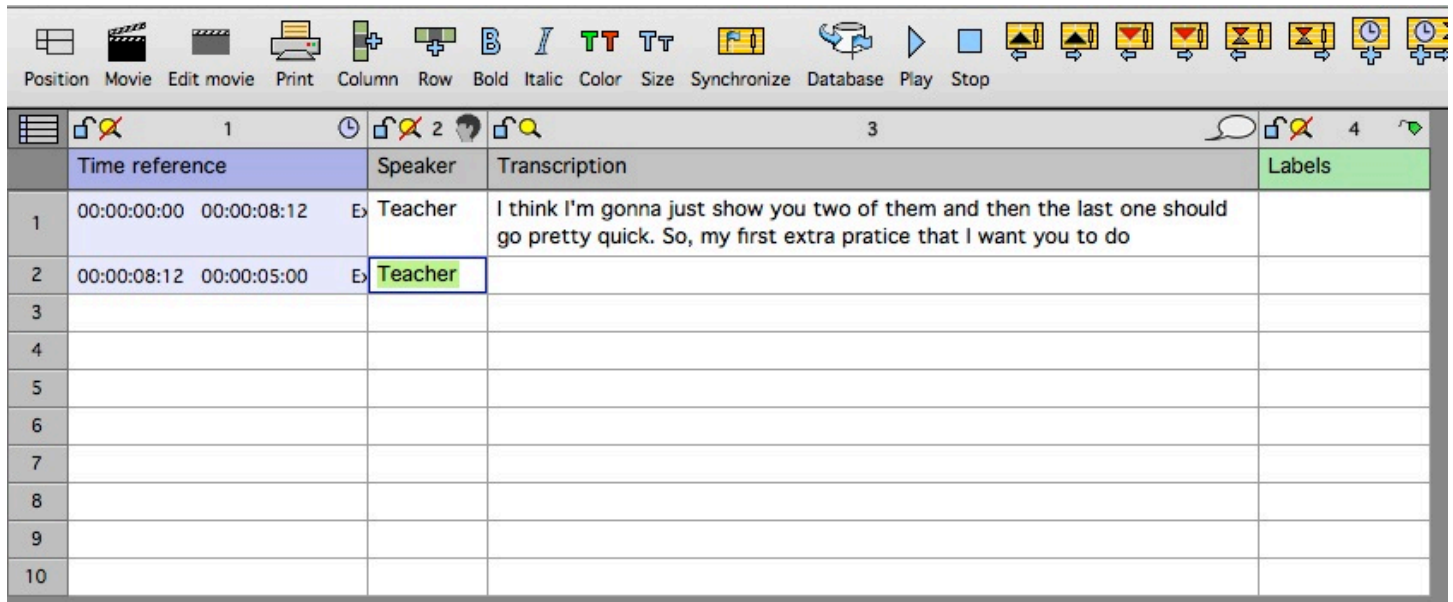You will then press the "Control" key and the "I" on your keyboard. This will tell Studiocode that you want to mark a particular point as a Start Time. Both the Transcription Window and the Time line will alter as a result.

Notice that the Time reference for the first cell has been filled in, and that up in the Timeline, a pair of red triangles and a pair of black triangles have appeared. The cursor has moved from into the Speaker column of the first row (you may move to the next column by pressing "Tab").

7. To start the movie playing (so you can hear the audio that you want to transcribe), press "Control" and "L". This will then have the video begin to play and loop a 5 second interval of the video.
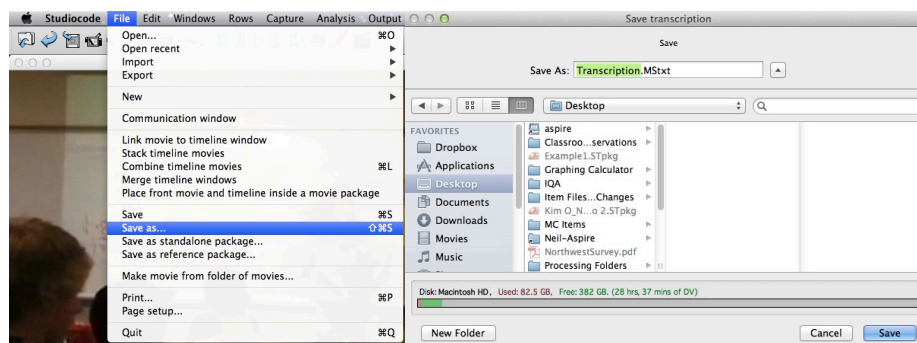
8. Let's say that the person who is speaking continues to speak after the first loop of 5 seconds. To extend the current loop, simply press "F2" (or "Fn" and "F2" depending on keyboard). This will advance you to a **_new_** 5-second loop; you will no longer hear what was just prior.

9. When you come to the end of a particular speaker's time and want to move to a new speaker, you will need to tell Studiocode that you this instance has ended. To do this you will press "Control" and "O".

Notice that the Time Reference column has been updated. The cell for Row 1 has changed and the cell for Row 2 has been populated. Studiocode assumes that if you have ended one speaker's instance that you did so to start a new speaker's instance. By default the new Speaker will be the last speaker; you may change this. From this point you may use "Tab" to move to the next column and begin typing a new transcription. Use "F2" or "Fn" and "F2" to add more time as needed.
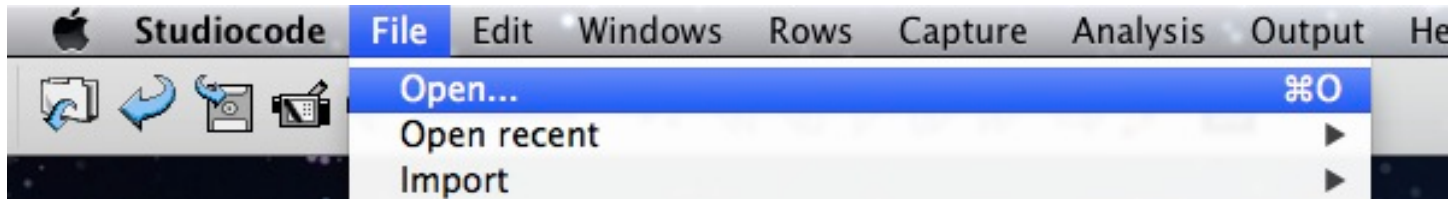
10. Periodically, you should save the Transcription Window. Click File→Save as...

Give the file a meaningful name and save in the desired location.

It is likely that you may want to come back to video that you have already begun transcribing and pick up from where you left off.

1. Start the Studiocode application.

2. Open the movie package that you want to work from (File→Open…→Navigate to the file you want to open.)

3. Open the transcription file. (File→Open…→Navigate to the transcription file.)

4. To help you get the playhead into the proper position, you will want to examine the last row that has been filled out.

Notice that Row 2 is the last row. We need to look at the Time reference column. The first time is the Start Time while the second time is the Duration. Both are formatted Hours:Minutes:Seconds:milliseconds. To pick up where we left off, we will had the Duration to the Start Time and find that our playhead needs to be at time 00:00:13:12. Drag the playhead to as close as you can and then use the Left and Right arrow keys to add precision.

5. With the playhead into position, click into the first empty row of the Transcription window. Press "Control" and "I" to set the Start Time. You may then proceed as you normally would.

	Time reference		Speaker	Transcription	Labels
1	00:00:00:00	00:00:08:12	Ex Teacher	I think I'm gonna just show you two of them and then the last one should go pretty quick. So, my first extra pratice that I want you to do	
2	00:00:08:12	00:00:05:00	Ex Teacher	This is some fake text.	
3	00:00:13:11	00:00:05:00	Ex New Row		

Useful Keyboard Shortcuts

Shortcut	Description
Control + I (CRTL + I)	Set Start Time
Control + L (CTRL + L)	Play Loop
Control + K (CTRL + K)	Stop Playback
F2 (FN + F2)	Move Loop Forward One Loop
Control + O (CRTL + O)	Set End Time/New Start Time