

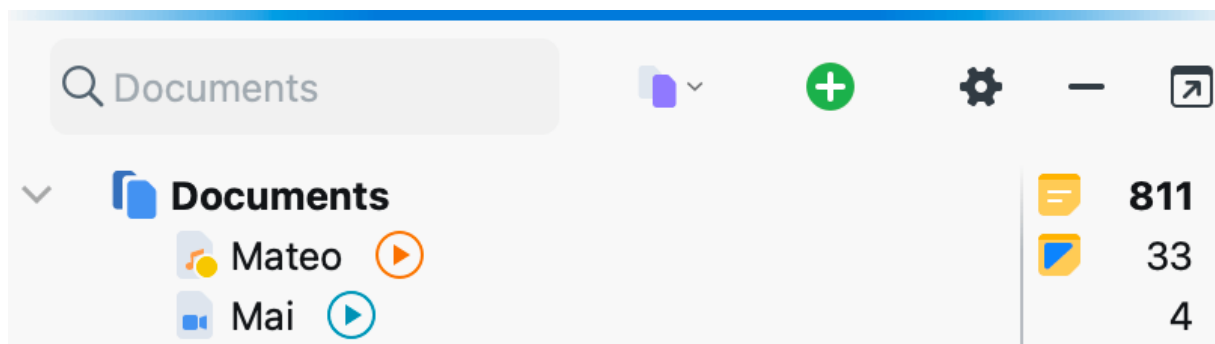
Nuts and Bolts of Transcription

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Manual Transcription in MAXQDA

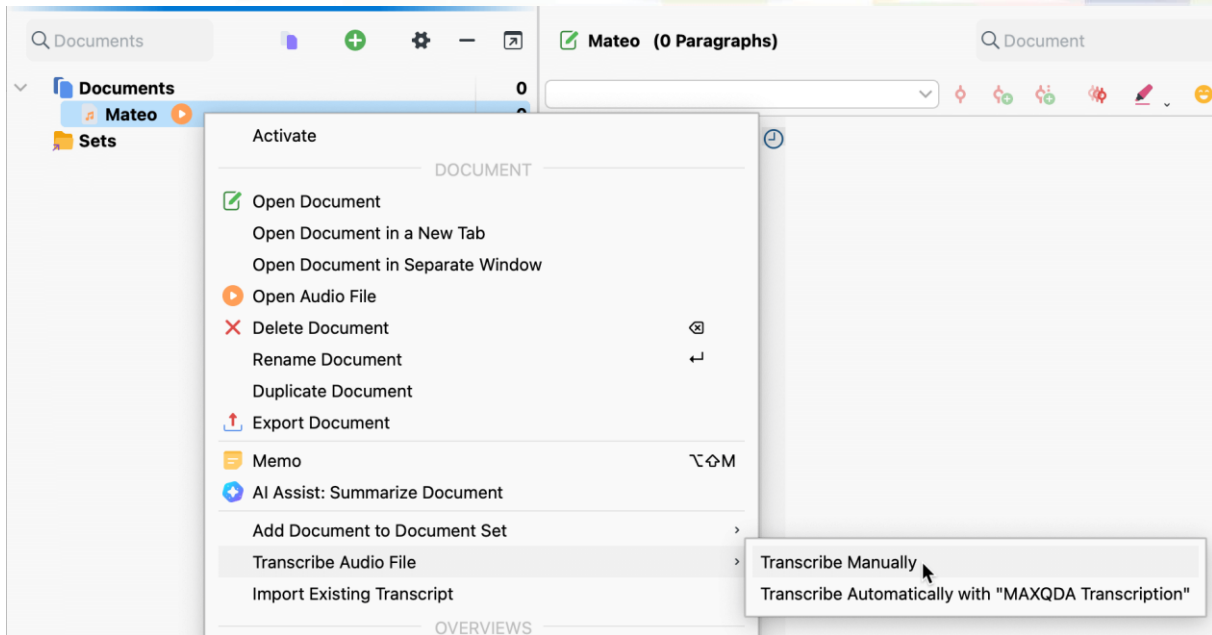
To get started with your manual transcription in MAXQDA, you must first import the audio or video file into your project. To do this, simply drag the file into MAXQDA's "Document System" window with your mouse. Alternatively, go to the **Import** menu tab and click on the **Audio** or **Videos** icon.

When importing a recording, an empty text document is created in the "Document System", to which the audio or video file is assigned and in which you can write the transcript. In the "Document System", you can recognize text documents with an associated media file by a play icon that is displayed next to their name:



Activating Transcription Mode

To start transcription, right-click on a document name and select the option **Transcribe Audio File > Transcribe Manually** or **Transcribe Video File > Transcribe Manually**.



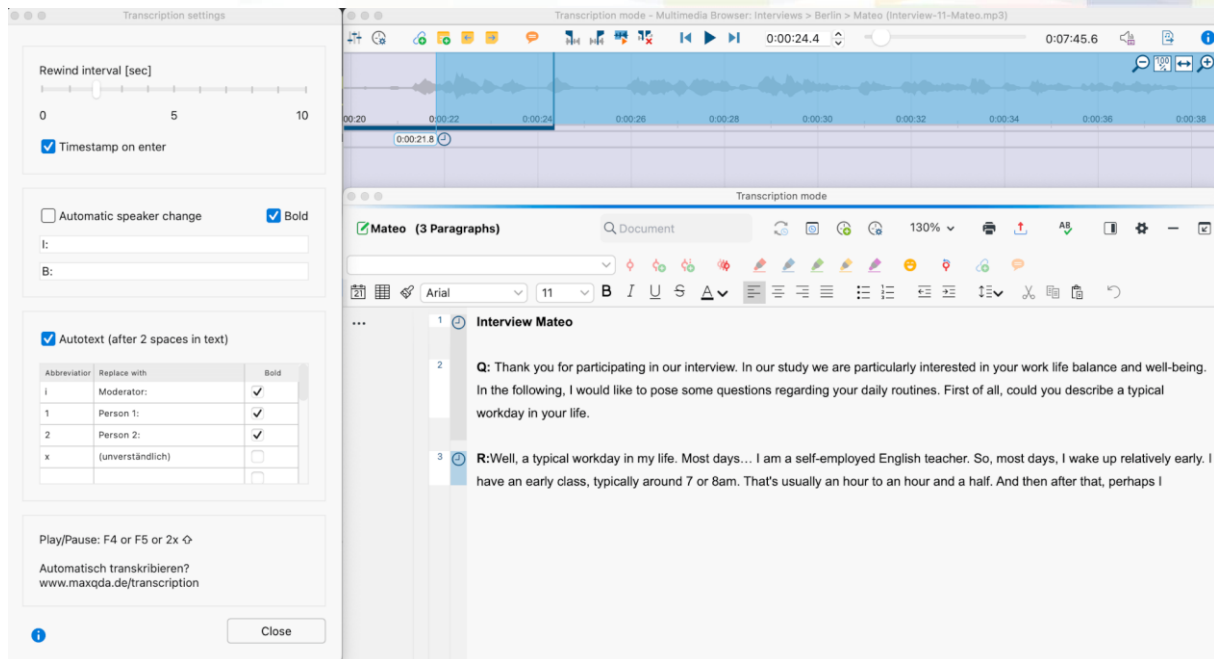
Start manual transcription by right-clicking a document

This activates MAXQDA's Transcription Mode, in which the windows you need for transcription are optimally arranged:

- The "Multimedia Browser" is displayed and placed at the top of the screen.
- The "Document Browser" is displayed directly below – here you can write your transcript.
- A dialog window is displayed to the left of the "Multimedia Browser" where you can adjust all your settings for the transcription.

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Starting the transcription process

Now you can play the recording and start writing. To play and pause,

- press **F4** or **F5**,
- or press **Ctrl** (Windows) or **Shift** ↑ (macOS) **twice in succession** (this way you don't have to move your fingers very far).

To quickly navigate to a certain spot in your media file, use the slide control in the “Multimedia Browser” window or use the keyboard combination **F12** and **↑+F12** to forward or rewind 5 seconds.

The transcript and the recording are linked to each other using time stamps

Automatic speaker change

When transcribing a recording with two speakers, you can switch on the automatic speaker change in the Transcription Settings. As a result, each new paragraph begins automatically with a freely definable name, pseudonym, or abbreviation.

Follow these steps:

1. Select the option **Automatic speaker change** in the Transcription Settings dialog window.
2. Enter names for each speaker. It's a good idea to add a space at the end too.
3. Select the **Bold** option if you want the speaker names to be emphasized.

Transcription settings

Rewind interval [sec]

0 5 10

Timestamp on enter

Automatic speaker change Bold

R:

Q:

Autotext (after 2 spaces in text)

Abbreviator	Replace with	Bold
i	Moderator:	<input checked="" type="checkbox"/>
1	Person 1:	<input checked="" type="checkbox"/>
2	Person 2:	<input checked="" type="checkbox"/>
x	(unintelligible)	<input type="checkbox"/>
		<input type="checkbox"/>

Play/Pause: F4 or F5 or 2x ↕

Automatic Transcription

To use MAXQDA's automatic transcription service, you must have a MAXQDA license that includes the AI Assist add-on, a MAXQDA account, and an allocated quota of transcription time.

1. Get AI Assist

If you have a MAXQDA 24 license *with AI Assist Free or Premium* included, you can skip this step. (Within MAXQDA, you can check if you have access to AI Assist: right-click on a document in the Document System or a code in the Code System - if there is an option AI Assist, you have access.)

If you have a MAXQDA 24 license *without AI Assist*, log into your [Subscription Manager](#) to purchase AI Assist Premium and add it to your MAXQDA license. Alternatively, you can go to [this webpage](#) to add the free version of AI Assist to your license, because for transcription, you don't need the Premium features of AI Assist.

If you do not have a MAXQDA 24 license yet, you can buy one in the [shop](#). Please ensure to add the free or premium AI Assist add-on to your shopping cart.

2. Get a MAXQDA Account

Create a free MAXQDA account on [this website](#) if you do not already have one (if you created a TeamCloud account in the past, it was automatically converted to a MAXQDA account and you can skip this step).

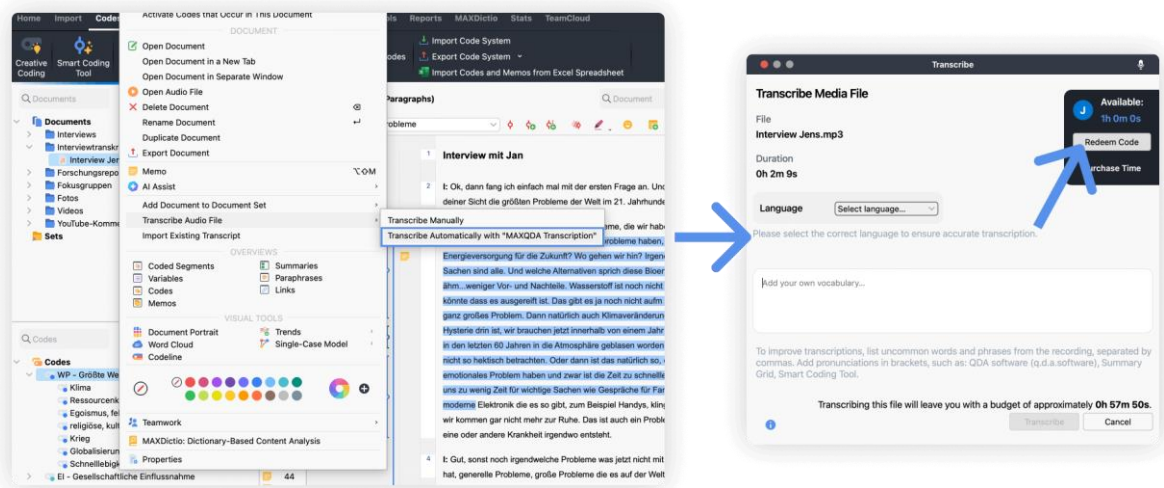
Tip: Upon creating your MAXQDA account and visiting the transcription webpage, you will receive a one-time offer of 60 free minutes for transcription, allowing you to extensively test the automatic transcription for your data.

3. Purchase & Redeem Transcription Time

On [this website](#), you can purchase transcription time. You will then receive a code via email, which you can use to credit the purchased hours directly to your MAXQDA account. To do so:

1. Open your project in MAXQDA.

2. Click on **Sign in** at the top right of the main window to log into your MAXQDA account.
3. Import an audio or video file that you want to transcribe.
4. Click on **Transcribe** in the appearing dialog.
5. Click on the **Redeem code** button at the top right of the transcription dialog.
6. Enter or copy the transcription code and click **Redeem code**.



Open the automatic transcription dialog to redeem your transcription time.

The time budget for the transcription is now available and you can continue with the transcription. Steps 3 to 6 are also described in detail below.

You can find more information about purchasing and redeeming transcription time in the chapter [Purchase and Redeem Transcription Time](#).

Transcribe automatically within MAXQDA

Note: The maximum size for transcribing media files is 1 GB. If your file exceeds that limit, you can save it in a more economical file format or, in case of large video files, you can extract the audio track for transcription, before importing in MAXQDA.

Step 1: Import Media File

To automatically transcribe an audio or video file, first import it into a MAXQDA project. This can be done most easily by dragging the file into the "Document System" in MAXQDA with the mouse. Alternatively, you can use the **Import > Audio** or **Import > Video** function from the menu. Detailed information on importing audio and video files can be found [here](#).

As soon as an audio or video file is imported into a MAXQDA project, the following selection dialog appears:

Would you like to automatically transcribe the media file or link an existing transcript?

Interview Robert.mp3 (0h 9m 58s)



Import only

Link Transcript

 Transcribe

Selection dialog after importing a media file

Click the **Transcribe** button.

Have you already imported your audio or video file into a MAXQDA project? If so, right-click on the document name in the "Document System" and select **Transcribe Audio/Video File > Transcribe Automatically with "MAXQDA Transcription"** from the context menu.

Step 2: Select Transcription Options

The following dialog will appear, allowing you to configure transcription settings, purchase time packages and redeem codes for previously acquired time packages:

Transcribe

Transcribe Media File

File
Interview Robert.mp3

Duration
0h 9m 58s

Language

Please select the correct language to ensure accurate understanding.

Add your own vocabulary...

To improve transcriptions, list uncommon words and phrases from the recording, separated by commas. Add pronunciations in brackets, such as: QDA software (q.d.a.software), Summary Grid, Smart Coding Tool.

Transcribing this file will leave you with a budget of approximately **0h 50m 1s**.

[i](#)

M Available:
1h 0m 0s

Settings for automatic transcription

Under the **Language** option, select the appropriate language of your media file. Incorrect language selection can lead to inaccurate automatic transcription. Note that automatic transcription is not feasible for recordings featuring multiple languages.

In the **Add your own vocabulary** section, you can enter specific words and phrases that are unique to your recording but uncommon in general usage. Adding custom vocabulary improves recognition accuracy for technical terms and guides MAXQDA

Transcription on how to transcribe them. For even greater precision, you can indicate the pronunciation of a word or phrase in brackets, for example, "NGO (en.ge.o)".

- MAXQDA Transcription can handle these file formats: AAC, FLAC, M4A, MP3, MP4, OGG, WAV. Convert your file to one of these formats before importing them into MAXQDA.
- The media file must be no larger than 1 GB.
- If your file is in an unsupported format or exceeds the size limit, you will see a notification in the dialog, and you cannot start transcription.

Step 3: Start Transcription

Click on the **Transcribe** button to initiate automatic transcription. A notification at the bottom right corner of the MAXQDA window will inform you that the transcription is in progress.

The transcription process takes about one-third of the media file's duration. Therefore, a one-hour interview will approximately require 20 minutes to transcribe. You can continue using MAXQDA during transcription, for instance, importing more data, and even start another transcription if needed. If you have imported multiple media files at once, the settings dialog will appear for each file.

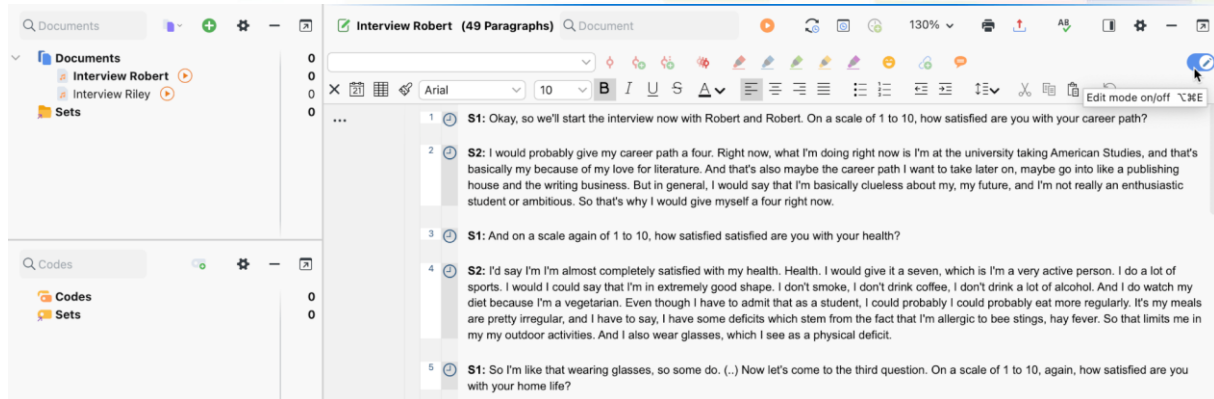
Step 4: Review the Transcript

Once the transcription of a media file is complete, MAXQDA will notify you, and the transcript will be automatically saved in the corresponding text document. If the text document already contains text (for example, because you have started manual transcription or included notes in the document), a copy of the text document will be created. For differentiation, MAXQDA adds "(Transcript)" to the name of the copied text document.

You can close a project during automatic transcription, and the process will continue in the background. Upon reopening the project, all completed transcripts will be automatically imported.

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Imported transcript in MAXQDA - click on the pencil icon in the top right corner to start Edit Mode which allows you to edit the automatically created transcript

Useful entries from the MAXQDA manual:

<https://www.maxqda.com/help-mx24/transcription-audio-video/automatic-transcription/transcribe-automatically-within-maxqda>

<https://www.maxqda.com/help-mx24/transcription-audio-video/transcription-mode>

Contact your trainer

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