

# Transcription (Audio/Video)

## Learning Objectives

On completing the Transcription Spotlight Session, participants will be able to:

- Transcribe an audio file directly in MAXQDA software and adjust settings
- Navigate audio and video files during transcription – play, pause, jump back, etc.
- Include time stamps in your transcription to link the text with the recording
- Link existing transcriptions to audio/video files and create timestamps

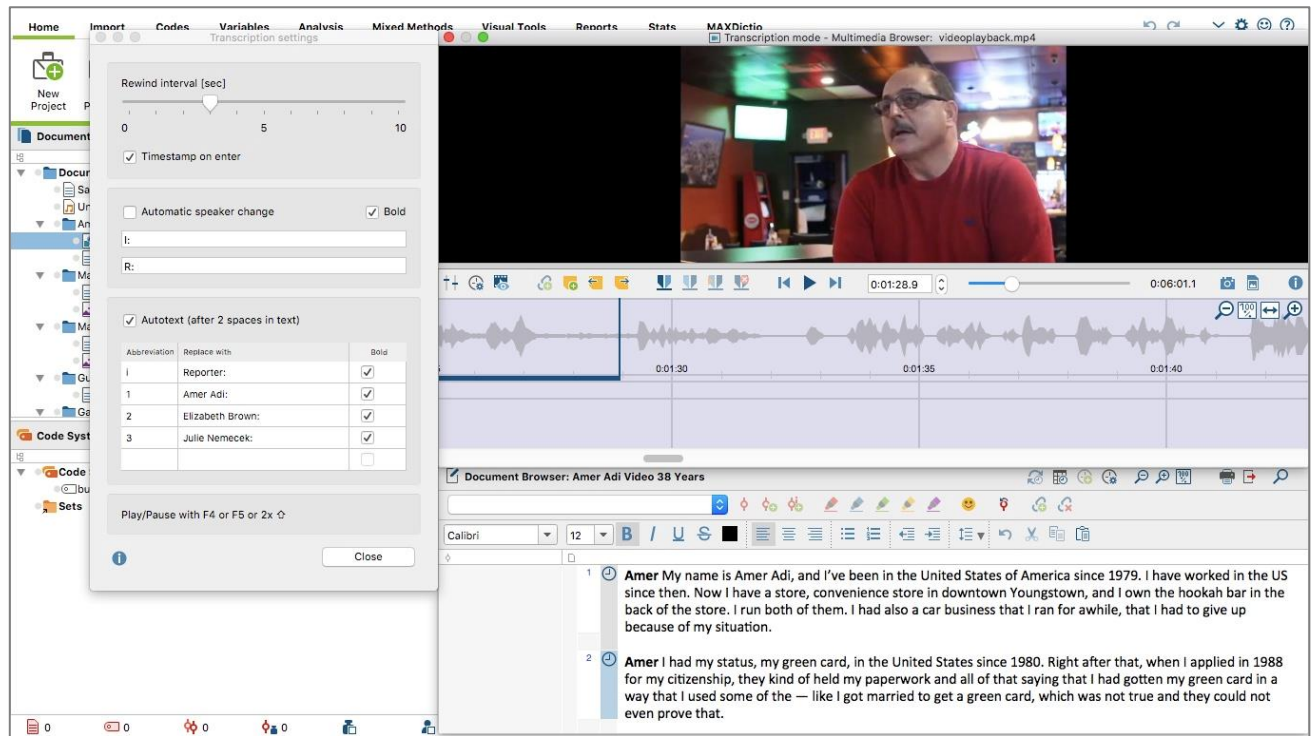
## Session Outline

### Transcribing within MAXQDA

- Audio file formats
  - Windows: MP3, WAV, WMA, AAC, M4A
  - Mac: MP3, WAV, AAC, CAF, M4A
- Video file formats
  - MP4, MOV, MPG, AVI, M4V, 3GP, 3GGP
  - Windows: additionally WMV

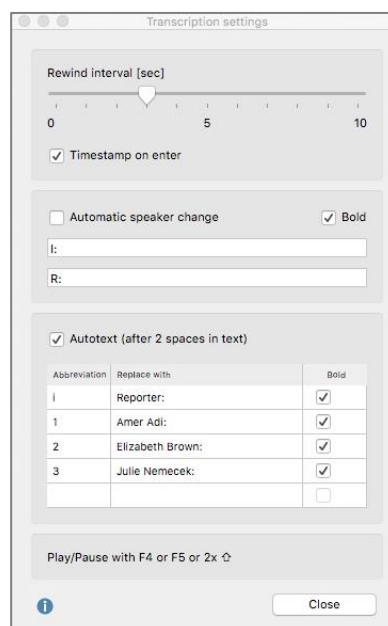
### Transcription Overview for Audio or Video

- Settings
- Video/Audio Controls
- Transcription Typing



## Transcription Settings

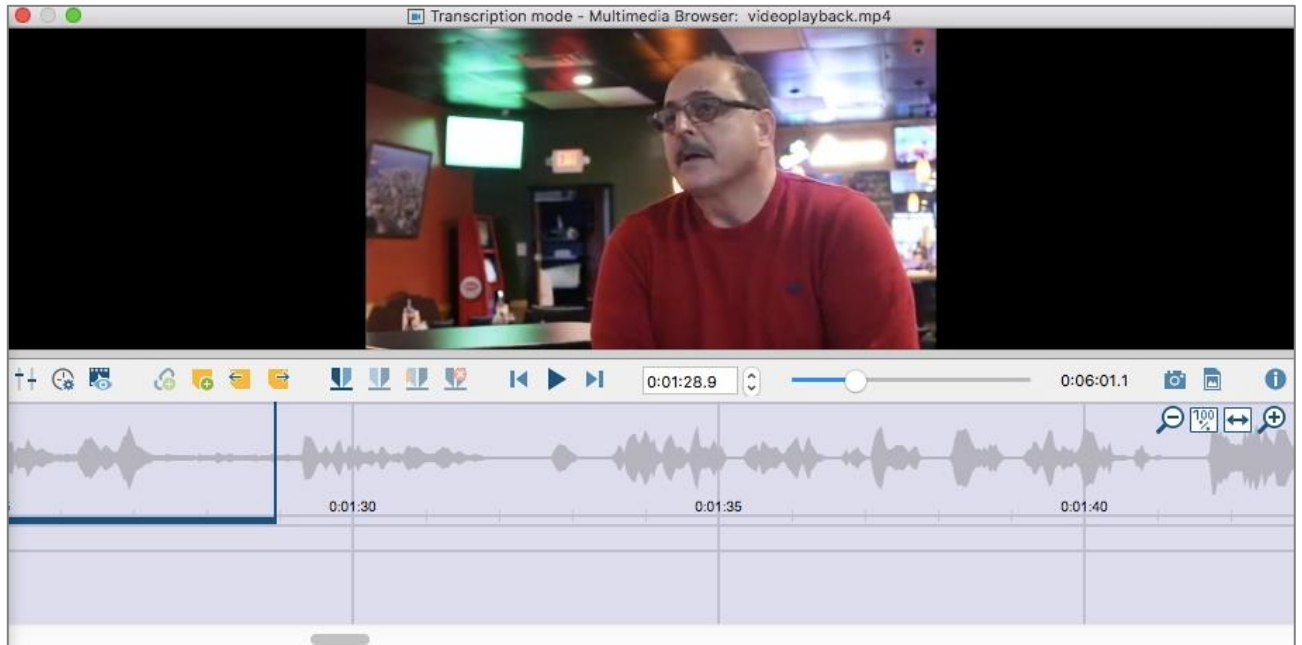
- Interval
- Automatic Speaker Change
- Autotext



## Audio/Video Controls

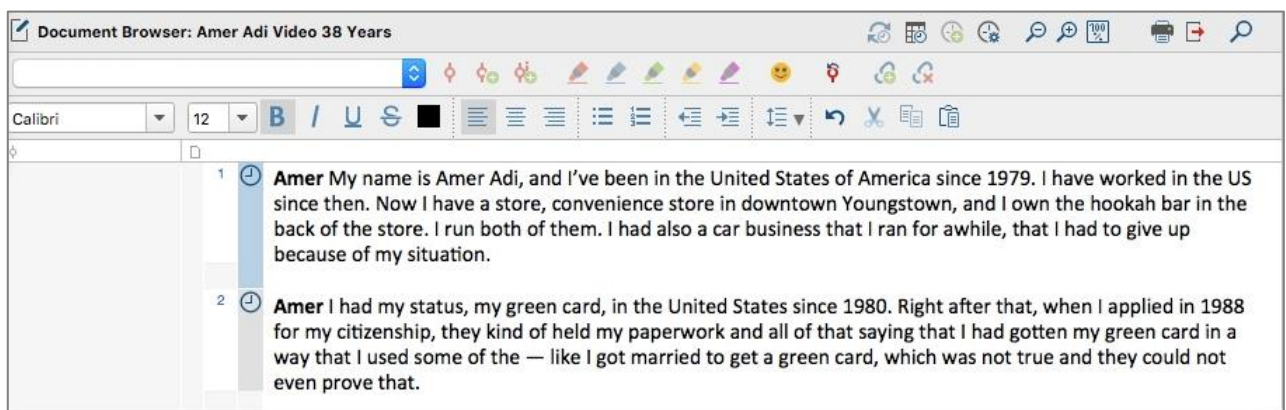
- Scrubbing

- Zoom
- Highlighting & Transcribing Clips



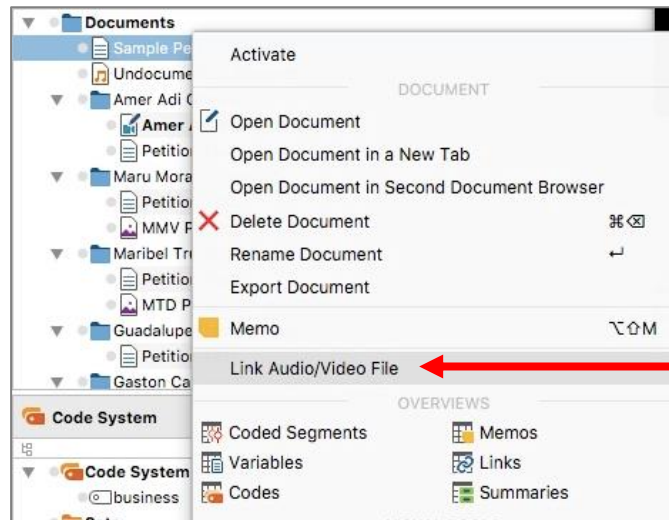
### Transcription Typing

- Text Formatting
- Automatic Time Stamps – TIP: Navigating Using Timestamps
- Automatic Speaker Names – TIP: Focus Group Transcripts
- Start/Stop Controls (F4/F5)



### Linking an existing transcript with audio/video files in MAXQDA

- Link files
- Add timestamps



#### Useful Resources:

- MAXQDA Online Manual: <https://www.maxqda.com/help-max18/transcription-audio-video/transcription-mode>
- MAXQDA video tutorial: <https://www.maxqda.com/learn-maxqda/maxqda-2018-video-tutorials#>
- For editing and de-identifying audio files (silencing identifiers): [www.audacity.com](http://www.audacity.com)