# Transcription (Audio/Video)
## MQIC 2019 Spotlight Session

MAXQDA enables you to transcribe audio and video files in all common media formats. Professional transcription settings include playback speed, timestamps, automatic speaker changes, and more.
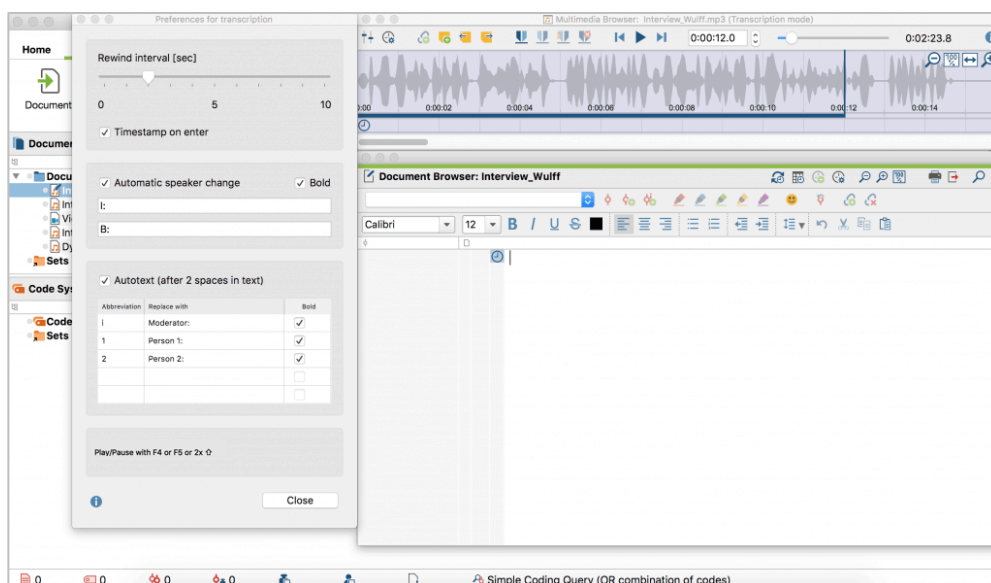
## Import a media file into MAXQDA

Drag & drop a media file into the MAXQDA document system or click on **Import > Documents** icon to select your files. MAXQDA supports the following formats as standard:

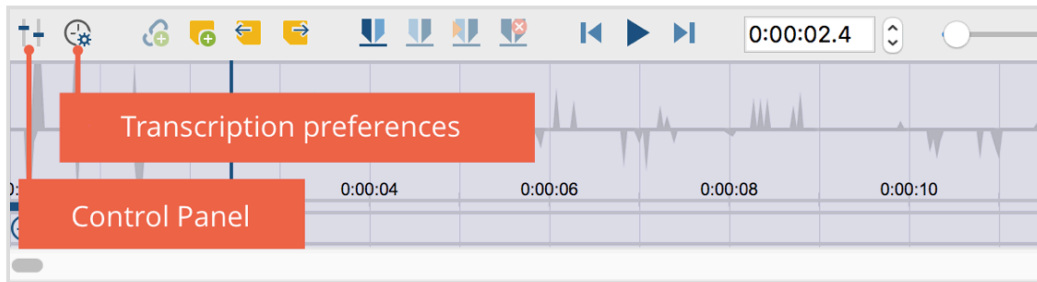| | |
|---|---|
| Audio | Windows: MP3, WAV, WMA, AAC, M4A<br>Mac: MP3, WAV, AAC, CAF, M4A |
| Video | MP4, MOV, MPG, AVI, M4V, 3GP, 3GGP<br>Windows: additionally WMV<br>For video, a MP4 file with the video codec H.264 / AVC is recommended. |

## Start Transcription Mode

Right-click on the media file and select the option "Transcribe Audio File" / "Transcribe Video File".

Transcription mode is turned on and all needed windows are displayed automatically: Transcription Preferences, Multimedia Browser, Document Browser with empty document. You are now ready to start transcribing.

The options that become extremely useful for overall settings are found here:



## Play, Pause, Write

Press F4 or F5 to play and pause the media recording. Alternatively press Ctrl (Windows) or Shift (Mac) twice, or click the play and pause icon in the Multimedia Browser.

After listening to a sequence of the recording, pause the recording and start typing into the empty document.
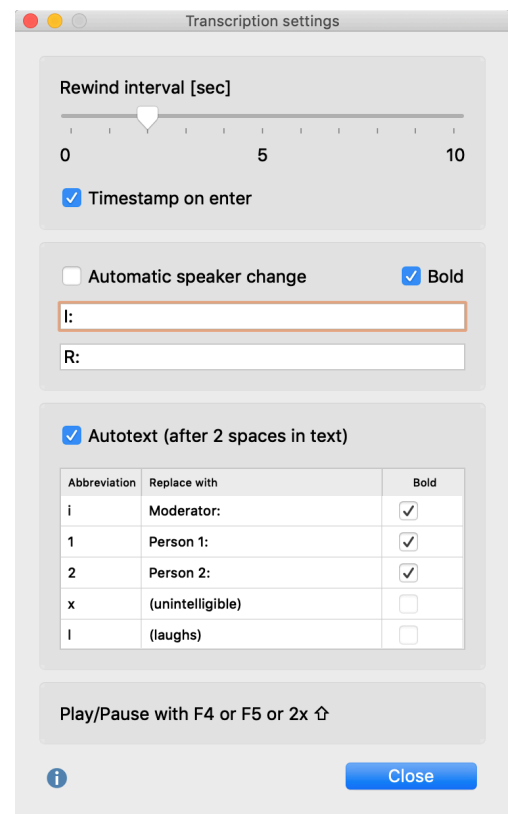
## Transcription Settings

You can adjust how the media file is played:

**Rewind interval**: Select how many seconds the recording rewinds each time you hit pause and play.

**Timestamps on enter**: Check this box to automatically add a timestamp each time you hit enter. With timestamps you can link your transcript to the original recording so that you can always access the original sound and listen back to difficult-to-understand sections. They can also be added manually later on.

**Automatic speaker change**: If you are transcribing an interview with two speakers, their names or initials can be entered automatically for each paragraph change in the transcript.

**Autotext**: Set up your own abbreviation if you need to enter the same text over and over, for example descriptions, such as (laughing), (pause), (coughs). If your abbreviation is "x" enter the letter "x" followed by two spaces to automatically change "x" to your own autotext.

# Foot pedals

Foot pedals can save you a lot of time. You can use your foot to pause and play the recording. MAXQDA supports the foot pedals "Science", "Science II", and "Infinity USB Foot Pedal".
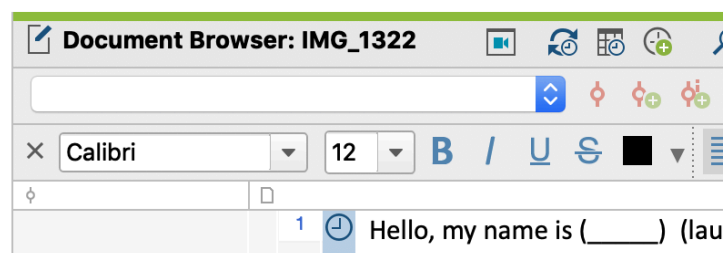
# Timestamps

## About timestamps

A timestamp connection is possible between a text document and an audio/video file linked to this document. If you import the audio/video file first and then start transcribing the two files are linked automatically. You can also link a document to a media file by right-clicking on a document and selecting "Link Audio/Video File".

Transcripts created in another software can be imported including their timestamps. MAXQDA automatically recognizes timestamps during import and lets you link to the audio/video file right away.
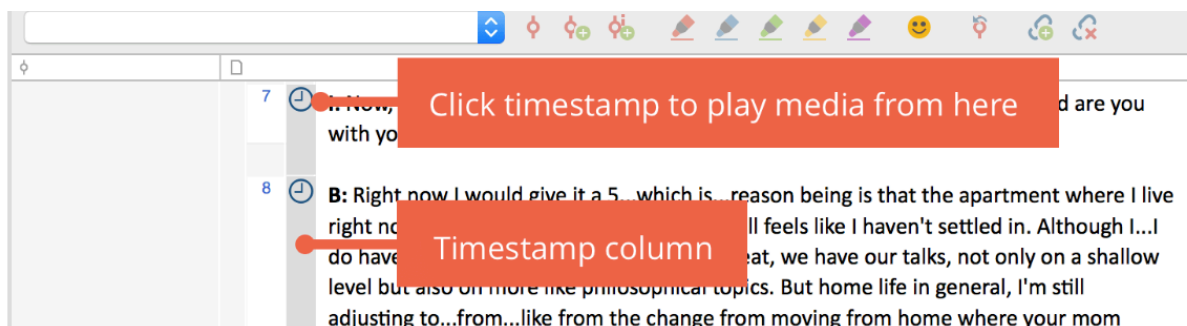
## Enter timestamps

Timestamps are links between a place in the transcript and a time in the media file. They can be entered automatically during transcription (see above) or added manually at any time. Timestamps can only be added chronologically and while the document is in "edit mode" or "transcription mode".
You can add a comment to a timestamp or delete a timestamp via the right-click context menu.
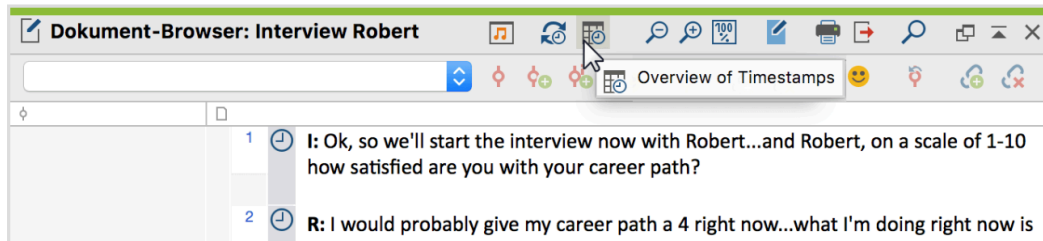


This is what they look like:

## Overview of timestamps

The overview of timestamps is a table with all the timestamps in a transcript and lists beginning, end, duration, and optionally a comment.



It is useful to note that having comments about particular sections may help you identify your interview transcript at a glance in the overview of timestamps list.
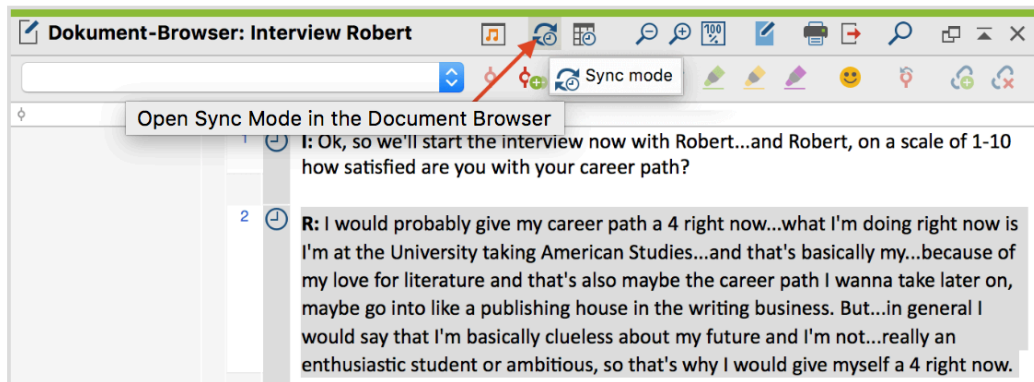


## File Management

Audio and video files are stored externally.

## Listen and view transcript and sound at the same time

MAXQDA allows you to play an audio or video file at the same time as the transcript. You can view media files synchronized to their transcribed texts, like a teleprompter for a television presenter, or karaoke, in which you can read the text along to the sound playback.

To start a synchronized playback, click on the **Sync Mode** button in the "Document Browser" toolbar.



And finally, remember that you can do everything you have come to learn about MAXQDA with transcriptions:

## Coding while transcribing

You can code the typed text with new or existing codes during transcription. To do this, highlight a text segment, for example, and drag it to a code in the "Code System".
The whole functionality of the Multimedia Browser is also available. This makes it possible to highlight and code sections and to set memos and document links.