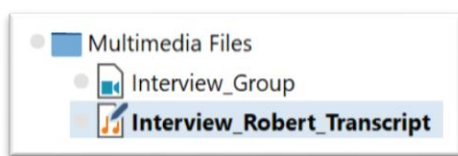




Spotlight Session – Transcription

The Multimedia Browser in MAXQDA

MAXQDA enables you to transcribe audio and video files in the Multimedia Browser. To get started with your first transcription in MAXQDA, you must first import the audio or video file by clicking Audios or Videos icon in the Import tab. When importing a recording, an empty text document is created in the “Document System”.



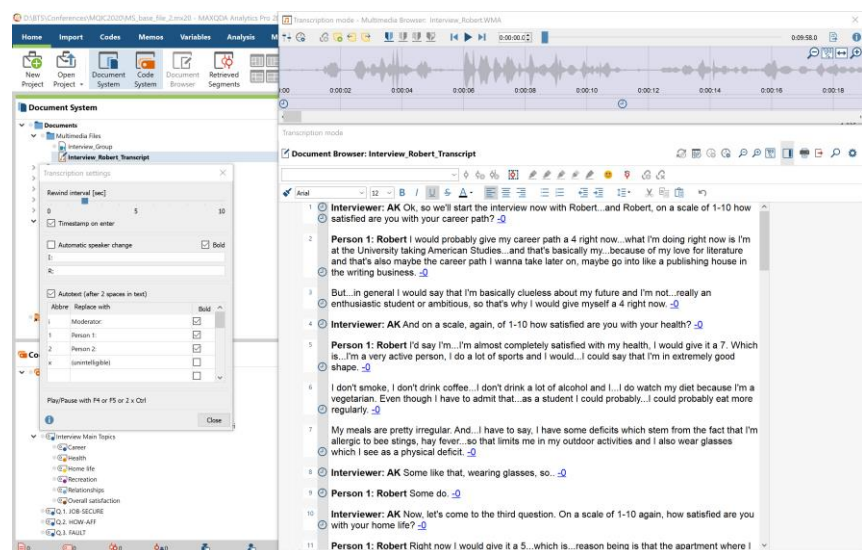
The audio or video file is assigned to a single document where the user can write the transcript. These text documents with their associated media file can be recognized by special symbols in the “Document System”: Transcripts of audio files feature a musical “note” and transcripts of video files a video camera.

Documents with their associated media file can be recognized by special symbols in the “Document System”: Transcripts of audio files feature a musical “note” and transcripts of video files a video camera.

Transcription Mode

Right-click on the document and select the option Transcribe Audio File or Transcribe Video File. This allows you to switch on MAXQDA’s Transcription Mode, in which the windows you need for transcription are arranged optimally: the Multimedia Browser is displayed and placed at the top of the screen;

the “Document Browser” with the transcript is displayed directly below – where 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.



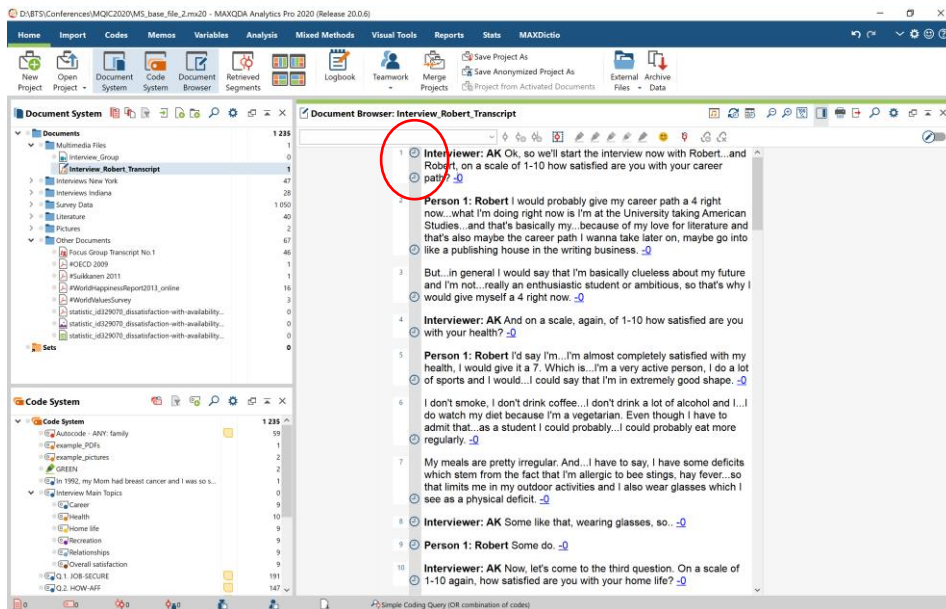
All the tasks can be completed inside MAXQDA, so switching between



windows or between different software packages is not required. You may use the function keys in the keyboard to advance/pause the audio. There several option to adjust the audio/video playback, including the volume, the playing speed, clipping, or rewind interval. It is possible to connect a footswitch to optimize the transcription job.

Timestamps: Linking Audio/Video with the Transcript

In MAXQDA you find the option to automatically insert timestamps. Timestamps are a tool to link the transcript with the recordings. The corresponding icon is displayed in the left side of the document transcript inside a dedicated column. This allows the user to open the selected part of the multimedia file without having to manually find the stored position:



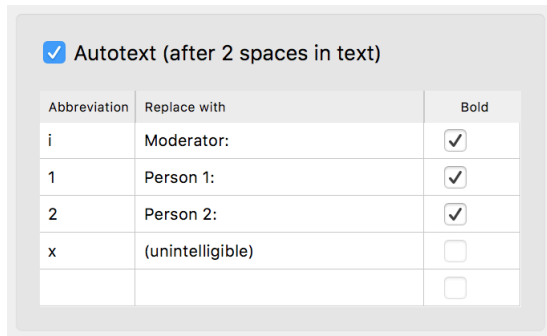
The user has the option to retrieve a table containing all the timestamps available:

| Beginning | End | Comment | Duration | Modified by | Modified |
|-----------|-----------|---------|-----------|-------------------|------------------|
| 0:00:00.0 | 0:00:11.0 | | 0:00:11.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:00:11.0 | 0:00:33.0 | | 0:00:22.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:00:33.0 | 0:00:47.0 | | 0:00:14.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:00:47.0 | 0:00:55.0 | | 0:00:08.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:00:55.0 | 0:01:11.0 | | 0:00:16.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:01:11.0 | 0:01:25.0 | | 0:00:14.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:01:25.0 | 0:01:43.0 | | 0:00:18.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:01:43.0 | 0:01:47.0 | | 0:00:04.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:01:47.0 | 0:01:49.0 | | 0:00:02.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:01:49.0 | 0:01:57.0 | | 0:00:08.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:01:57.0 | 0:02:19.0 | | 0:00:22.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:02:19.0 | 0:02:38.0 | | 0:00:19.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:02:38.0 | 0:02:46.0 | | 0:00:08.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:02:46.0 | 0:03:01.0 | | 0:00:15.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:03:01.0 | 0:03:26.0 | | 0:00:25.0 | Francisco Freitas | 2020.02.25 10:34 |
| 0:03:26.0 | 0:03:33.0 | | 0:00:07.0 | Francisco Freitas | 2020.02.25 10:34 |



Autotexts and Automatic Speaker Change

In the “Transcription Settings” you can also define abbreviations, which are automatically replaced by text when two spaces are entered. This is particularly useful when you transcribe a group discussion with several speakers, because then the names of the participants can be



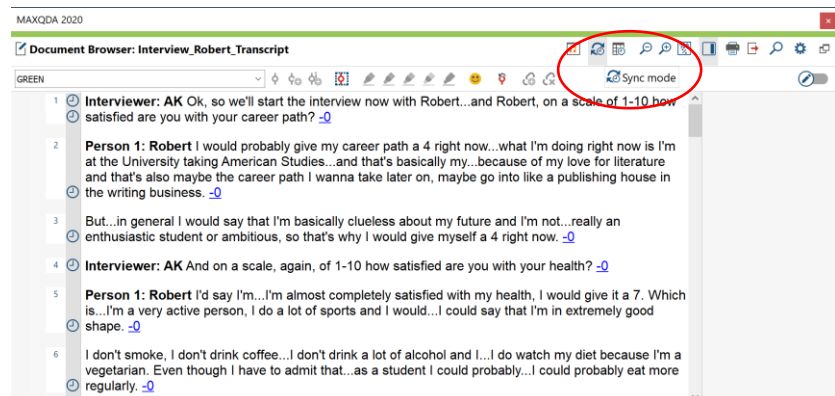
filled with shortcuts and you can save yourself a lot of typing. Likewise, you can also use frequently recurring and difficult to type transcription elements with brackets, e.g. “(Incomprehensible)” or “(4)” for 4 seconds as autotexts. The automatic speaker change can be activated in the

transcription settings. As a result, each new paragraph begins automatically with a freely definable name, pseudonym or abbreviation.

Sync Mode

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. To start a

synchronized playback, click on the Sync Mode button in the “Document Browser” toolbar. Sync Mode works in both directions: If you change the playback



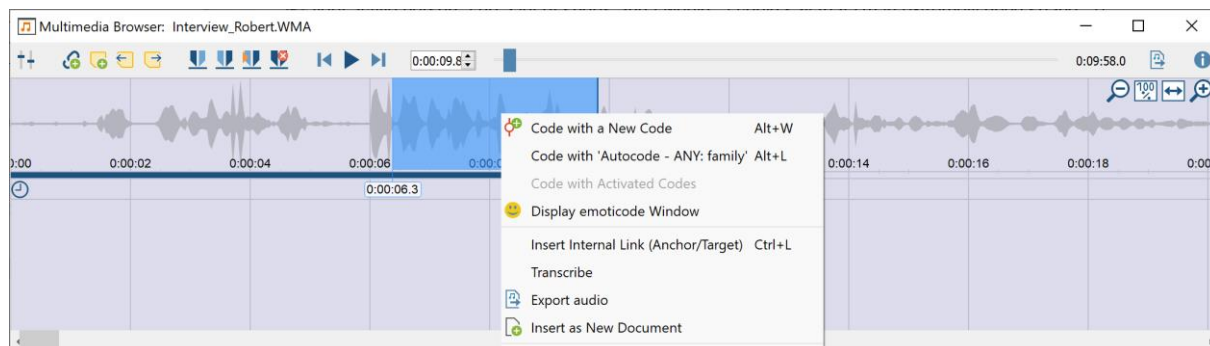
position with the slider, the transcript jumps to the corresponding text point. This also works when you click anywhere in the media file, which in turn changes the playback position.

Coding Multimedia Files

MAXQDA users 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



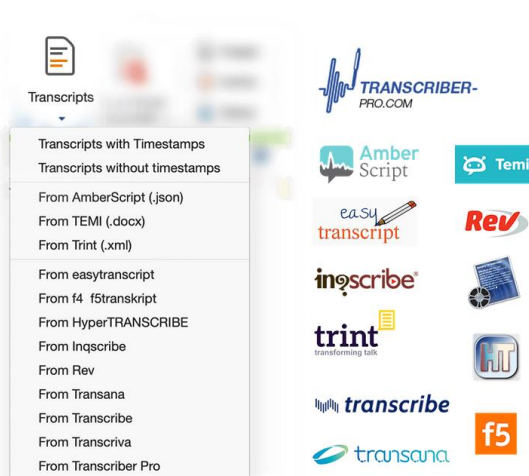
whole functionality of the Multimedia Browser is also available. This makes it possible to highlight, to code sections, to set memos, or to assign internal links:



On video files, it is possible to work frame-by-frame using these options. This means combining different levels of analysis, from the textual transcript to the audio graph and the imagery in case you use video recordings.

Importing Transcripts into MAXQDA

New automatic transcription services for audio and video files are becoming more popular. These services are much faster than manual transcription, and their automatic speech recognition is getting better and better due to the advancements in technology. MAXQDA allows you to work with the automatic transcription service



of your choice. Every user can import transcripts and timestamps from commonly used online and offline applications. In the Import\Transcripts tab, you may find a list of supported transcription services.

Please refer to the **MAXQDA Training Center** for more information regarding MAXQDA tools: <https://www.maxqda.com/training>.