SIL Transcriber Beta Release

## Table of Contents

Overview

SIL Transcriber is designed so you can make written (digital) transcriptions of audio recordings. You can use it to transcribe audio recordings of any content and paste or upload the transcription in another program or in an email.

If your computer has Paratext installed and if there is an appropriate project, SIL Transcriber will upload your transcriptions to Paratext. This helps bridge the gap between Render and Paratext and allows you to check oral translations in Paratext. Based on those checks, another audio recording can be made, transcribed and uploaded to Paratext.
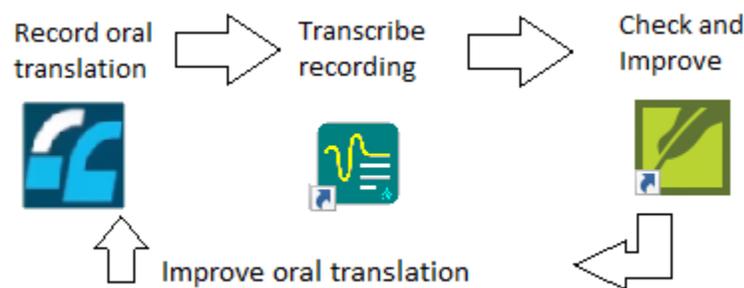
Given the level of feature development of the "alpha" release, we offer you four topics (links below) which are intended to help you use the alpha productively. The topics are based on whether you are alone or are part of a team, and whether Paratext is installed or not.

- The "with Paratext" topics assume that Paratext 8 is installed and has the appropriate Paratext project. In this case, the transcription language is inherited from Paratext. Your computer needs to have the applicable font and keyboard.

- The other two topics assume a destination other than Paratext. In this case, the font and keyboard selections determine what you type. The language ID will be unknown.

One person

- [Alpha with Paratext - Admin only](#)

- [Alpha - Admin only](#)

Team

- [Alpha with Paratext - Team](#)

- [Alpha - Team](#)

A team is assumed to be three people (Admin, Transcriber and Reviewer).

Each person will use the computer, in turn, based on their role.

The steps will add one task (one *pericope*), which is then transcribed and reviewed. However, the Admin could add more than one task. In this case, the Transcriber could transcribe each of them before the Reviewer begins to use the computer.

Considerations

- A foot pedal is highly recommended so the Transcribers' or Reviewers' hands never need to leave the keyboard. Shortcut keys are enabled and customizable, but users typically realize benefits with a foot pedal.

  SIL Transcriber was tested with the Infinity IN-USB-2 version 14 foot pedal. It is available from various sites such as [Amazon](#) or [TVPS](#).

  Use [Pedable Foot Pedal Software](#) to customize your foot pedal to match the keyboard shortcuts for the Play/Pause, Rewind and Fast Forward buttons. After SIL Transcriber is installed and a task has been added, hold your mouse pointer over the Play/Pause, Rewind and Fast forward buttons to see your shortcut keys.

  In a *left-to-right* user interface language, the left pedal should be rewind, the middle pedal play/pause, and the right pedal is fast forward.

  In a *right-to-left* user interface language, most of the SIL Transcriber windows are reversed. So you may want to reverse your left and right pedal functions. Accordingly, in the topics, buttons that are directional are shown in both directions (e.g. LOG OUT *or* , Back *or* , or Play *or*). The speed control () appears generally the same, but its function is reversed.

- Headphones or speakers are required.

- Be aware of the following information while you do the steps in the topics:

  - If Paratext is installed, in the **Task Details** pane, the **Reference** must match the abbreviation used in Paratext for that book, e.g. LUK.

    In Paratext, you find or add these abbreviations in the **Scripture Reference Settings** dialog box, **Book Names** tab. Chapter and verse syntax should also match what is set up in Paratext.

  - "*Transcribe verbatim*" is a typical goal. But, Admins and Reviewers must agree on expectations and clearly state them so Transcribers know

what to do if words or phrases are heard that are not clearly understood, utterances are heard that may not be actual words, unexpected pauses exist between some words or phrases, and so on.

- You can have *one* project on a computer in this Alpha version.

- Files - SIL Transcriber files are stored in this folder: \ProgramData\SIL\SIL Transcriber

  If you need to have more than one project, after one project is finished, copy its project folder to a removable device (e.g. USB). Then delete the project folder. Next time you launch SIL Transcriber, you can add a new/different project while the other one is stored on that removable device.

New in Beta

- The changes are listed here: https://software.sil.org/transcriber/beta-release-0-3-8/

- A SIL Transcriber Help file is available on the Windows **Start** menu, below **Transcriber**.

Related Internet Site

- Download SIL Transcriber from here: https://software.sil.org/transcriber/download/.

- Discuss and learn about SIL Transcriber here: https://community.scripture.software.sil.org/c/transcriber

Alpha with Paratext - Admin only

Review the information in Alpha. Then do the steps below.

1. Launch the SIL Transcriber program.

2. In the **Choose a user interface language** window, click the language you want to use for the labels and buttons in SIL Transcriber. Click **Next**.

3. In the **Select a Paratext Project** window, click the project you want to pair (associate) with this SIL Transcriber project.

   The **Project Settings** window appears.

   Do *not* change the selection of **Allow transcribers to claim unassigned tasks** or **Auto-Sync with Paratext**.

4. Click and edit the project name (*optional*).

5. Click **Add Task** (Add Task).

   The **Task Details** pane appears.

   Do these steps to add a task:

   - Click **Audio File**. Navigate to and click the audio file, and then click **Open**.

   - Click **Reference** and type the reference (e.g. LUK 1:46-56).

   - Click **Heading** and type the heading (e.g. Mary's Song).

   - Click **Assigned To** and then click **admin** (*optional*).
     You can assign tasks later with a single mouse click.

   - Click the back button (◀ *or* ▶) to close the pane and save the changes.

   - Repeat this step again to add more tasks (*optional*).

6. Click the back arrow (◀ *or* ▶) to go to the window where you will type the transcription.

7. If the task you want is shown below **Available** (not assigned), click it to assign it to yourself.

8. Click the task again and then click the play (▶ *or* ◀) button.

   - Type what you hear.

   - Change the speed (⬇) of the audio playback as desired.

9. Click **Submit** (Submit).

   The transcribed task appears below the **Review** label.

10. Click the task to assign it to yourself.

11. Play the audio file again and read though the transcription to make sure it is correct. Edit the transcription if necessary.

12. Click **Submit** (Submit).

    The transcription is automatically uploaded to Paratext.

13. Click **LOG OUT** (◄ or ►) to go to the log-in window where the avatars for all users are shown.

Copy Transcription to Clipboard

If the destination is a program other than Paratext, do these steps:

1. In the Navigation pane, click the project image to open the **Project Settings** window. Be aware that a shield (🛡) appears in the project image to indicate that you are an Admin who can use this feature.

2. In the **Project Settings** window, click the task you want to copy.

3. In the **Task Details** pane, click **Copy to Clipboard** (Copy to Clipboard).

   Now, that task is on your clipboard and can be pasted into another program of your choice.

Alpha with Paratext- team

Review the information in <u>Alpha</u>. Then do the steps below.

Admin

The Admin will do these steps:

1. Launch the SIL Transcriber program.

2. In the **Choose a user interface language** window, click the language you want to use for the labels and buttons in SIL Transcriber. Click **Next**.

3. In the **Select a Paratext Project** window, click the project you want to pair (associate) with this SIL Transcriber project.

   The **Project Settings** window appears.

   Do *not* change the selection of **Auto-Sync with Paratext**.

4. Click and edit the project name (*optional*).

5. Click to disable () **Allow transcribers to claim unassigned tasks** *if* you want to assign them as the Admin.

6. Click **Add User** ().

   The **User Details** pane appears.

   Do these steps to add a user:

   - Click the name box and type the name of the user.

   - You can leave the initials of the user appear in the avatar or you can click the edit pencil () and add a picture.

   - Select () the role for the user.

   - Click the back button () to close the pane and save your changes.

   - If the user you added is a Transcriber, you can do this step again to add another user who is a Reviewer.

8. Click **Add Task** ().

   The **Task Details** pane appears.

   Do these steps to add a task:

- Click **Audio File**. Navigate to and click the audio file, and then click **Open**.

- Click **Reference** and type the reference (e.g. LUK 1:46-56).

- Click **Heading** and type the heading (e.g. Mary's Song).

- If you disabled ( ) **Allow transcribers to claim unassigned tasks**, click **Assigned To** and then click the user with **Transcriber** privileges.

- Click the back button (or) to close the pane and save your changes.

- Do this step again until all the tasks you want to add are added, and assigned (if necessary).

8. Click **LOG OUT** (or) to go to the log-in window where the avatars for all users are shown.

Transcriber

If you are a Transcriber, do these steps on the computer:

1. In the log-in window, click your avatar.

2. Click a task below **Available** or below **Transcribe**.

3. Click the task again and then click the play (or) button.

   - Type what you hear.

   - Change the speed ( ) of the audio playback as desired.

4. Click **Submit** (Submit).

5. If another task is available, click it and transcribe it as described above.

6. Click the back arrow (or) to go to the log-in window where the avatars for all users are shown.

Reviewer

If you are a Reviewer do these steps the computer:

1. In the log-in window, click your avatar.

2. Click a task below **Available** or below **Review**.

3. Play the audio file while reading the transcription. Edit the transcription if necessary.

- Change the speed of the audio playback as desired.

4. Click **Submit** (Submit).

    The transcription is automatically uploaded to Paratext.

5. If another task is available, click it and review it as described above.

6. Click **LOG OUT** (or) to go to the log-in window where the avatars for all users are shown.

Admin - Copy Transcription to Clipboard

If the destination is a program other than Paratext, do these steps:

1. In the **Project Settings** window, click the task you want to copy.

2. In the **Task Details** pane, click **Copy to Clipboard** (Copy to Clipboard).

    Now, that task is on your clipboard and can be pasted into another program of your choice.

Alpha - Admin only

The steps below assume that Paratext is *not* installed. Review the information in Alpha. Then do the steps below.

1. Launch the SIL Transcriber program.

2. In the **Choose a user interface language** window, click the language you want to use for the labels and buttons in SIL Transcriber. Click **Next**.

3. In the **Select a Paratext Project** window, click **Skip**.

   The **Project Settings** window appears.

4. Click and enter a project name.

5. Click **Add Task** (Add Task).

   The **Task Details** pane appears.

   Do these steps to add a task:

   - Click **Audio File**. Navigate to and click the audio file, and then click **Open**.

   - Click **Reference** and type the reference (e.g. LUK 1:46-56).

   - Click **Heading** and type the heading (e.g. Mary's Song).

   - Click **Assigned To** and then click **admin** (*optional*).
     You can assign tasks later with a single mouse click.

   - Click the back button (◀ or ▶) to close the pane and save your changes.

   - Repeat this step again to add more tasks (*optional*).

6. Click the back arrow (◀ or ▶) to go to the window where you will type the transcription.

7. If the task you want is shown below **Available** (not assigned), click it to assign it to yourself.

8. Click the task again and then click the play (▶ or ◀) button.

   - Type what you hear.

   - Change the speed (⬇) of the audio playback as desired.

9. Click **Submit** (Submit).

The transcribed task appears below the **Review** label.

10. Click the task to assign it to yourself.

11. Play the audio file again and read though the transcription to make sure it is correct. Edit the text as necessary.

12. Click **Submit** (Submit).

The transcription is saved in the folder for this project.

13. Click **LOG OUT** (or) to go to the log-in window where the avatars for all users are shown.

Copy Transcription to Clipboard

If the destination is a program other than Paratext, do these steps:

1. In the **Project Settings** window, click the task you want to copy.

2. In the **Task Details** pane, click **Copy to Clipboard** (Copy to Clipboard).

Now, that task is on your clipboard and can be pasted into another program of your choice.

Alpha - team

The steps below assume that Paratext is *not* installed. Review the information in <u>Alpha</u>. Then do the steps below.

Admin

The Admin will do these steps:

1. Launch the SIL Transcriber program.

2. In the **Choose a user interface language** window, click the language you want to use for the labels and buttons in SIL Transcriber. Click **Next**.

3. In the **Select a Paratext Project** window, click **Skip**.

   The **Project Settings** window appears.

   Do *not* change the selection of **Auto-Sync with Paratext**.

4. Click and edit the project name (*optional*).

5. Click to disable (   ) **Allow transcribers to claim unassigned tasks** *if* you want to assign them as the Admin.

6. Click **Add User** (Add User).

   The **User Details** pane appears.

   Do these steps to add a user:

   - Click the name box and type the name of the user.

   - You can leave the initials of the user appear in the avatar or you can click the edit pencil ( ) and add a picture.

   - Select ( ) the role for the user.

   - Click the back button (or) to close the pane and save your changes.

   - If the user you added is a Transcriber, you can do this step again to add another user who is a Reviewer.

8. Click **Add Task** (Add Task).

   The **Task Details** pane appears.

   Do these steps to add a task:

- Click **Audio File**. Navigate to and click the audio file, and then click **Open**.

- Click **Reference** and type the reference (e.g. LUK 1:46-56).

- Click **Heading** and type the heading (e.g. Mary's Song).

- If you disabled (⬤) **Allow transcribers to claim unassigned tasks**, click **Assigned To** and then click the user with **Transcriber** privileges.

- Click the back button (◀ or ▶) to close the pane and save your changes.

- Do this step again until all the tasks you want to add are added, and assigned (if necessary).

8. Click **LOG OUT** (⬅ or ➡) to go to the log-in window where the avatars for all users are shown.

Transcriber

If you are a Transcriber, do these steps on the computer:

1. In the log-in window, click your avatar.

2. Click a task below **Available** or below **Transcribe**.

3. Click the task again and then click the play (▶ or ◀) button.

   - Type what you hear.

   - Change the speed (⬇) of the audio playback as desired.

4. Click **Submit** (Submit).

5. Click **Continue** (Continue) if this button appears.

6. If another task is available, click it and transcribe it as described above.

7. Click the back arrow (◀ or ▶) to go to the log-in window where the avatars for all users are shown.

Reviewer

If you are a Reviewer, do these steps on the computer:

1. In the log-in window, click your avatar.

2. Click a task below **Available** or below **Review**.

3. Play the audio file while reading the transcription. Edit the transcription if necessary.

   - Change the speed of the audio playback as desired.

4. Click **Submit** (Submit).

   The transcription is saved in the folder for this project.

5. Click **Continue** (Continue) if this button appears.

6. If another task is available, click it and transcribe it as described above.

7. Click **LOG OUT** (🔳 _or_ 🔳) to go to the log-in window where the avatars for all users are shown.

Admin - Copy Transcription to Clipboard

If the destination is a program other than Paratext, do these steps:

1. In the **Project Settings** window, click the task you want to copy.

2. In the **Task Details** pane, click **Copy to Clipboard** (Copy to Clipboard).

   Now, that task is on your clipboard and can be pasted into another program of your choice.

Make new project

A person with the Admin role can make projects.

First project

1. Double click the SIL Transcriber desktop icon to start the program.
2. In the **Choose a user interface language** window that appears, click a language and then click **Next**.
3. If the **Select a Paratext** project window appears, click the appropriate project or click **Skip**.
4. If the window says that no Paratext projects were found on your computer, and you do not want to pair your project with one, click **CREATE EMPTY PROJECT**.
5. In the Log In window, click your avatar.

6. The **Project Settings** window appears so you can add tasks, add users and so on.

Second and subsequent projects

Do these steps to add another project on the same computer. The Admin's user details are retained.

1. Open an existing project.
2. In the Navigation pane, the project image of the open project appears at the top. In a top corner an ellipsis button () appears. Right-click it, and then click **Make new project**.
3. In the **Select a Paratext Project** window appears, click the Paratext project you want to associate with this project or click **Skip**.
   The **Project Settings** window appears so you can add tasks, add users and so on.

 Tip
- If your project is not associated with Paratext, the project name could include the Ethnologue code of the language followed by the scope of the recording.
   For example, "SehLuk" could mean a Sena language for the book of Luke.