Rich Levin's WinScribe
A Transcribing Tool for Windows Users
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For support, please write to Rich Levin

DONATIONS Gratefully Accepted

WinScribe is shareware. It's free to use on as many PCs as you like, and free to share with other users.

If you like WinScribe and find it of value, please consider donating to support its ongoing development. The development tools, servers and hosting, Internet bandwidth, and other resources used to develop WinScribe are costly. Your donations offset those costs, and are appreciated.

If you're a corporate user who wants to use WinScribe throughout an enterprise, please consider acquiring a site license with a commercial donation. Doing so entitles your organization to deployment support, technical support, optional customization and integration, optional source code, and other benefits.

Individual users can donate here.

Corporate users interested in an optional site license via a commercial donation can inquire here.

About WinScribe

WinScribe is a free Windows application to aid in the transcription of audio and video recordings. It's designed for anyone who has to transcribe files. Its operation is modeled on classic audio tape transcription devices, such as the Panasonic RR-830 pictured below.

WinScribe makes it easy to play and control an audio file while transcribing the audio to text. Everything the user needs to control audio playback while typing are accessible in WinScribe's application window.

All of WinScribe's controls can be operated using hotkeys. As with a traditional transcribing machine, the user's hands never have to leave the keyboard while transcribing audio, making WinScribe fast and efficient for transcription. Mouse control is also supported.

Transcription typing occurs in WinScribe's main editing window. WinScribe outputs an industry standard RTF document file, which can be copied and pasted, or loaded via File | Open, into any word processor or text editor. The RTF files are automatically created and optionally saved in the same location as the source audio, with a similar filename for easy access.

If you have ever had to transcribe a file using an audio or video player plus a word processor, and had to switch back and forth between the two applications, you'll appreciate WinScribe's ability to help you transcribe files quickly and painlessly in a single application.

WinScribe does not require administrator access for installation, nor does it need access to the Windows Registry, system files, or network resources. WinScribe runs locally on the user's PC, and is appropriate for use in secure corporate environments. Source code may be available for review to enterprise IT teams who have one or more users that wish to use WinScribe in a secure environment.

WinScribe automatically checks for new versions at startup, and provides the user with an option to install the latest version.

> *Note: For the purposes of this documentation, references to "audio" or "audio files" means MP3 audio and MP4 video files. When a video file is loaded into WinScribe, its audio track playback is supported.*

Who Should Use WinScribe

WinScribe is designed for anyone who has to transcribe audio to text, including writers, marketers, secretaries, lawyers, and more. Even professional transcribers now use WinScribe because it's fast, easy, reliable, and free.

How to Install WinScribe

Go to https://rblevin.net/winscribe.html and select one of the two options provided:

Download WinScribe (ZIP)	Install WinScribe (EXE)

If you choose to *Download WinScribe,* you will need to un-Zip the archive and run the enclosed SETUP.EXE installer.

If you choose to *Install WinScribe,* the installer will run via the Internet.

In both cases, when the installer is finished, a WinScribe icon will appear on your desktop in your Start menu (under Rich Levin's WinScribe).

Important note: Your web browser's and/or Windows' security features might generate a warning about WinScribe. That's because WinScribe is a relatively new application and hasn't been seen frequently enough by download counters and security scanners. If you are concerned about WinScribe's safety, you can confirm that WinScribe is a 100% safe application by downloading the ZIP file and scanning it manually with any antivirus software.

How to Run WinScribe

To run the program, double-click the WinScribe icon on your desktop or click the WinScribe icon in your Start menu.

WinScribe will load and check for an update. If an update is available, WinScribe will ask you if you want to update. You can choose to update immediately, later, or not at all.

Once WinScribe is loaded, you are ready to transcribe an audio recording.

How to Use WinScribe

To use WinScribe, you need to understand the WinScribe user interface (UI). Everything you need to transcribe audio is visible on the WinScribe UI. There are no submenus or hidden features. Everything about WinScribe is obvious and on the screen at all times.

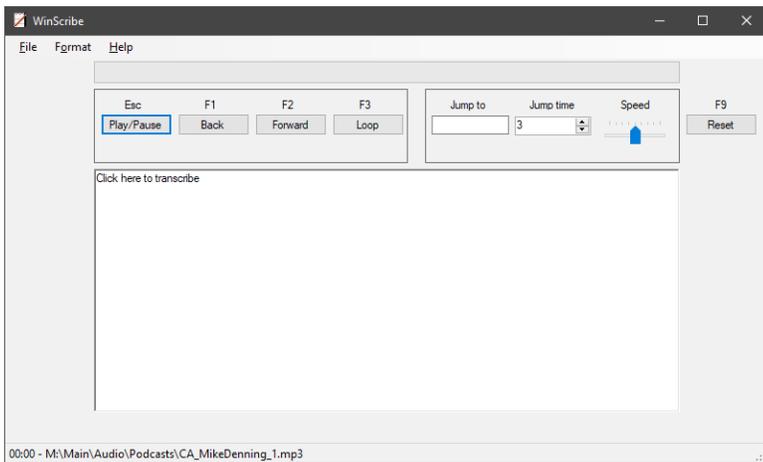This is what you will see after WinScribe loads.

To load an audio file, click File | Open, click any of the transport buttons (Play/Pause, Back, Forward, or Loop), or press any of the transport buttons' shortcuts (Esc, F1, F2, F3). The file system dialog will open, and allow you to find and select the file you want to transcribe.

Once you load a file, you're ready to start transcribing. The text editor will appear, with the words "Click here to transcribe."
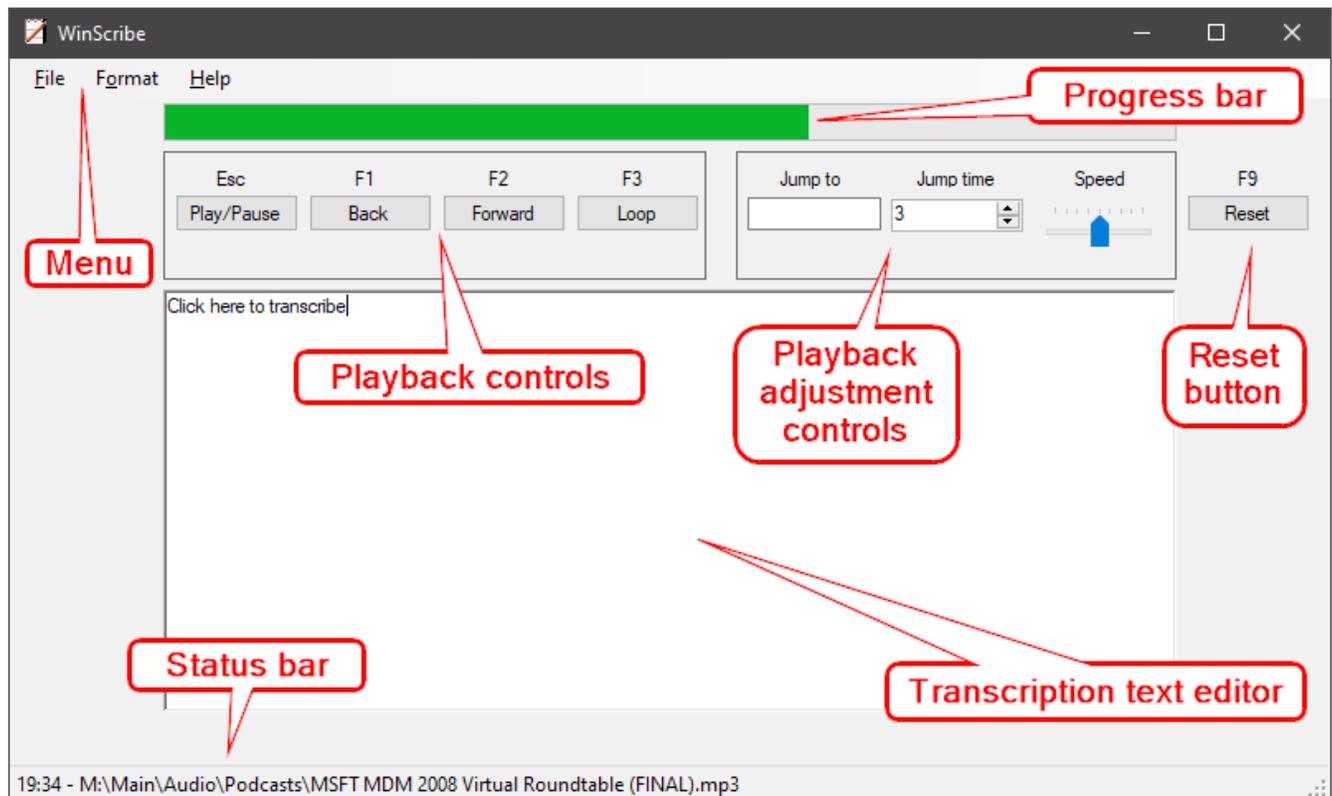
Press Esc (preferred for touch typists) or click the Play/Pause button to start or pause playback.

Click inside the text editor to start typing and transcribing.

WinScribe Features

Here's where WinScribe's menus, controls, editor, and displays are located.

Here's what WinScribe's menus, controls, editor, and displays do.

<u>Menu</u>

- File
  - Open » Displays Windows' Explorer file dialog
  - Save » Saves the current transcript file
  - Exit » Quits the program

- Format
  - Expert
    - On » Turns Expert Mode on (suppresses certain warning and error messages)
    - Off » Turns Expert Mode off (enables all warning and error messages)
  - Font » Displays the Font dialog
  - Zoom
    - In » Increases the text size
    - Out » Decreases the text size
    - Reset » Resets the text size

- Help
  - About » Displays the program version and other info
  - Check for Update » Reminds the user that WinScribe automatically checks for updates
  - Shortcuts » Displays a list of all shortcuts (hotkeys) supported by WinScribe*
  - Support
    - Documentation » Downloads and opens the latest version of this file as a PDF
    - Getting Started Video » Launches the WinScribe "Getting Started" video
    - Send Email » Sends an email to Rich Levin
    - Visit Website » Launches Rich Levin's website in the PC's default web browser

  The WinScribe transcription text editor supports most Microsoft Word and Windows Wordpad editing shortcuts as well.

Progress bar

- Displays the current playback location in the audio file, from 0% to 100%.

Playback controls

- Play/Pause (Esc) » Starts/stops playback.

- Back (F1) » Jumps back several seconds in the audio playback and then continues playing. The number of seconds to jump back is specified by the "Jump time" control (see below).

- Forward (F2) » Jumps forward several seconds in the audio playback and then continues playing. The number of seconds to jump back is specified by the "Jump time" control (see below).

- Loop (F3) » Continuously loops the last several seconds of playback until the Loop button or its shortcut key (F3) is pressed again. The number of seconds to loop is specified by the "Jump time" control (see below). The Loop button will glow yellow when looping is active.

Playback adjustment controls

- Jump to » Allows the user to jump to a specific location (minute) in the playback file. Enter any whole number.

- Jump time » Sets the number of seconds that the Back, Forward, and Loop playback controls should use.

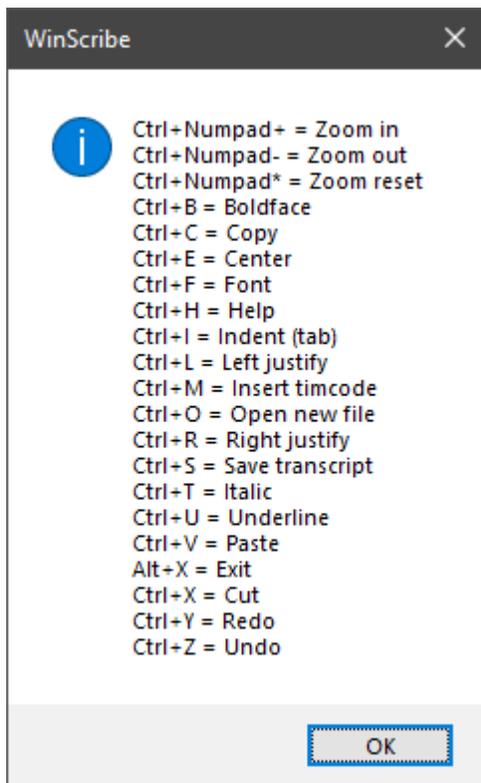- Speed » Sets the playback speed.

Reset button

- Reset (F9) » Returns all controls to their default settings.

Status bar

- Displays the current playback time and the name of the file being played.

Shortcuts

Here's a list of WinScribe's shortcuts. You can call this helpful list up at any time by pressing Ctrl+H.

WinScribe Preferences

WinScribe automatically saves some preferences at exit and loads them at startup. Currently the following preferences are supported as follows:

SETTING	SAVED?	RELOADED?
Audio file bookmark	Yes	No
Expert Mode	Yes	Yes

Jump (Backspace) value	Yes	Yes
Last file opened	Yes	No
Last transcript opened	Yes	No
Playback speed	Yes	No
Transcript editor settings	No	No
Zoom factor	Yes	Yes

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