

# Guide to Express Scribe

## Download Link:

<http://www.nch.com.au/scribe/de/index.html?ns=true&gclid=CNjz2Mye1LUCFYKN3god4UQACA>

or on ILIAS

On the right hand side, click on:

**Jetzt herunterladen:**

- **für Windows**
- **für Mac OS X**

## Load your Recording

1. Download and Save your allocated recording from ILIAS
2. Open Express Scribe
3. Click on the big icon "Laden", search and load the recording into Express Scribe (this may take a minute)

Once the Recording is loaded into Express Scribe, it remains there until you delete it. I.e. you can close the program and the next time you open it, the Recording will still be there.

## Work with your Recording alongside the Transcription

Either work with your mouse and the "Scribe Mini":

1. Download, Save and Open your Transcription
2. Open Express Scribe
3. Open the "Scribe Mini" by pressing CTRL + M or by clicking on the big "Scribe Mini" Icon

Or (recommended) work with Hot Keys. Using Hot Keys allows you to work with your Transcription with Express Scribe running entirely in the background. The most important keys are:

F4	Stop
F7	Rewind
F9	Play

When you close the program, it will save your current position in the Recording, so that next time you open it, you can continue straightaway.

It is, however, a good idea to write down or mark your position on the Transcription, e.g. write it on a note paper or highlight the current paragraph in a red font, etc., so that you find it easily next time you open it in Word.

## Further Information:

For more detailed description of every step, click on the following link:

<http://www.nch.com.au/scribe/tutorial/index.html>