

# **Get the latakoo Flight App**

#### **Desktop Flight App**

- 1. Visit **latakoo.com** and login using the credentials provided via email
- 2. Click Get the app at the top of the page
- 3. Click the **Download** button for the type of computer you are using
- 4. Follow the on-screen instructions to complete the installation

### iOS Mobile Flight App

- 1. Go to the iOS App Store
- 2. Search latakoo Flight Mobile
- 3. Download the app

# **Android Mobile Flight App**

- 1. Go to the Google Play Store
- 2. Search latakoo Flight
- 3. Download the app

# Login and Upload a File

#### **Desktop Flight App**

- 1. Open the Flight App and **log** in; the app will automatically launch a web browser for authentication
- 2. Drag a file into the app window, or click Add to browse and select files from your computer

latakoo Flight Mobile

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capture Send

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- 3. (optional) Rename the file and click Save
- 4. Choose the desired **upload quality**; move the slider to the left for more compression or the right for less compression
- 5. Select your upload network(s)
- 6. Click Start to initiate the upload
- 7. (optional) After the upload starts, a **Metadata link** will be appear; you can fill out any information, which will remain with the file in the cloud and asset manager and is searchable

Ì	Iatakoo Flight Enterprise Video. Simplified.	System Sleep Override: <u>Disabled</u> <b>Upload:</b> <u>Individual</u>	Stiti Setti
	File Name	Edit Metadata Process	100% few secs
	Choose or rename file :		
	Visually Lossless Estimated Upload Time (beta): 1mins 24secs for fastest upload use : No Compression - Original File	5	
	latakaa ^		

DOWNLOAD





### **iOS and Android Flight Apps**

- 1. Open the Flight App and log in
- 2. Go to the Library tab in the app
- 3. Find the file you wish to upload and click on it
- 4. Click Send to preview the file
- 5. Click Send again if it is the file you wish to upload
- 6. (optional) Rename the file
- 7. Select the **upload quality** for the file (further to the left, more compressed; further to the right, no compression)
- 8. Choose your upload network(s)
- 9. Click **Send** to begin the upload
- 10. (optional) After the upload starts, a **Metadata form** will appear; you can fill out any information, which will remain with the file in the cloud and asset manager and is searchable



# Latakoo's Collaborative Web Portal: Pilot

# Pilot is your latakoo Flight Content Feed



**Web Download** - Provides an MP4 file with H.264 codec, or the original file format if uploaded with no compression

**Flight App Download** - Allows download and transcoding to other file formats; the app will launch and the download will appear in the app; press **Start** to begin the download or transcode process; the app must be installed

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**Share** - Share files via email, direct link, or by creating an embed code for public viewing on external pages



**Copy** - make a copy of the file into another network; use the drop down menu to select the destination network for the copy (account must have appropriate permissions)



**Move** - move a file into another network; use the drop down menu to select the destination network for the original file; moving a file will remove it entirely from the original network (account must have appropriate permissions)



Delete - delete a file (account must have appropriate permissions)



Select multiple files using the tick boxes. This opens a pane on the upper right hand side of your window showing all selected files. Use the bulk action button at the top of the pane to select your action or clear all selected items.





Isolate a file by clicking the thumbnail or filename. From here you can play video and audio files, view photos and other uploads. You can also **view and edit file details, metadata, comment directly on the timeline, view transcription, create translations and new clips** from here.

#### **Automatic Transcription**

#### All files uploaded are automatically transcribed

- 1. Log in to latakoo.com to view all uploaded files
- 2. If transcription is available, a **check mark** and the word **transcript** will appear; click on it to access the transcription directly







### **Transcription Features**

- Click any **timestamp** to be taken to that point in the video
- Click the **download** button to download the transcript in a variety of formats
- The transcript will scroll automatically as the video plays; click the **lock icon** to toggle this feature on or off
- Click the **show/hide captions** button to turn captions or subtitles on/off
- You can edit, copy, translate and create new clips from the transcript; detailed instruction on those features below



# Download SCC SRT WebVTT TRANSCRIPT CTC

#### **Editing Transcription**

- 1. Click the three-dot button and select Edit Cue
- 2. Make the necessary changes to the text or timestamps and click **Save**

Start ① 01:16.519 End ① 01:19.819
are going to be hiring them tomorrow, then latakoo has done its job.
Cancel Save



3. Manually add a cue by clicking **Add cue**; enter the timestamps and text and click **Save** 

+ Add cue

4. Manually delete a cue by clicking the three dots button and selecting Delete cue

# **Copying Transcription**

- 1. Find your beginning timestamp, click the **three dots** button, and select **Copy to clipboard...**
- 2. Find your ending timestamp, and click the **clipboard** icon





This will copy all highlighted text with the beginning and ending timestamps along with total duration. Once pasted it will look like this:

#### 00:02.600 --> 00:45.420

NAB is always a great place to meet people who are looking for systems to make their broadcast solutions more simple. From the fast transfer, media asset management, to the cloud, translation, to all of the workflows that we produce. Clip the transcription, copy and paste the transcription. Is that a big thing? It is if you're a reporter. For everything under the hood, full media asset management platform. I think it's really important that students who want to go into the broadcast and production fields have some understanding of the technology that's being used in this space.

Duration: 42.82s

#### **Translating the Transcription**

- 1. Click the Translate button
- 2. Scroll through the list of available languages and **select the desired language**; or use the search bar to quickly find the output language



The entire transcript will immediately be transcribed in the selected language. Any translated languages will now be available to view, copy, edit, and use as subtitles.

English 🗸 🛪	Malayalam 🗸 🛪
	Search 👌 🕹
I ranslate from English to	+ Add cue Editing transcripts applies to all copies
Filter languages	. 00:06.040 ബ്രോഡ്കാസ്റ്റ് സൊല്യൂഷനുകൾ കൂടുതൽ ലളിതമാക്കാൻ : 00:12.080 സിസ്റ്റങ്ങൾക്കായി തിരയുന്ന
Mal	. 00:13.640 വേഗത്തിലുള്ള കൈമാറ്റം, മീഡിയ അസറ്റ് മാനേജ്മെൻ്റ്, 00:21.879 ക്ലൗഡ്, വിവർത്തനം, ഞങ്ങൾ നിർമ്മിക്കുന്ന എല്ലാ
Malagasy	വർക്ക്ഫ്ലോകളിലേക്കും.
	. 00:22.179 ട്രാൻസ്ക്രിപ്ഷൻ ക്ലിപ്പ് ചെയ്യുക, ട്രാൻസ്ക്രിപ്ഷൻ
Malay	00.25.379 പകർത്തി ഒട്ടിക്കുക.
Malayalam	: 00:25.78 00:26.44 Captions/Subtitles
Maltese	: 00:26.6 🔲 English ിൽ അത്. 00:27.5
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#### latakoo Clip Editor

- 1. Find your in point for the new clip, click the three dots button, and select Clip...
- 2. Scroll through the transcription until you find your out point. Click the **Clip to network** button





# 3. Name the new clip and select the destination network

This will create a new clip with the beginning and end times you designated. The new clip will also automatically get transcribed. If it is sent to a network attached for automatic ingest, it will also get pulled into your asset manager.

Clip to network					
Filename					
New Clip Name					
Find network	Q				
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latakoo					
latakoo Marketing Review					

#### **Other latakoo Tips**

#### How to Change Your Password

- 1. Visit **latakoo.com** and login using the credentials provided via email
- 2. Click Manage at the top page
- 3. Click Personal Profile
- 4. Click Edit
- 5. Expand Change password by clicking the [+]
- 6. Type your new password in twice
- 7. Click Save

Need assistance? Contact us anytime at <u>support@latakoo.com</u>

