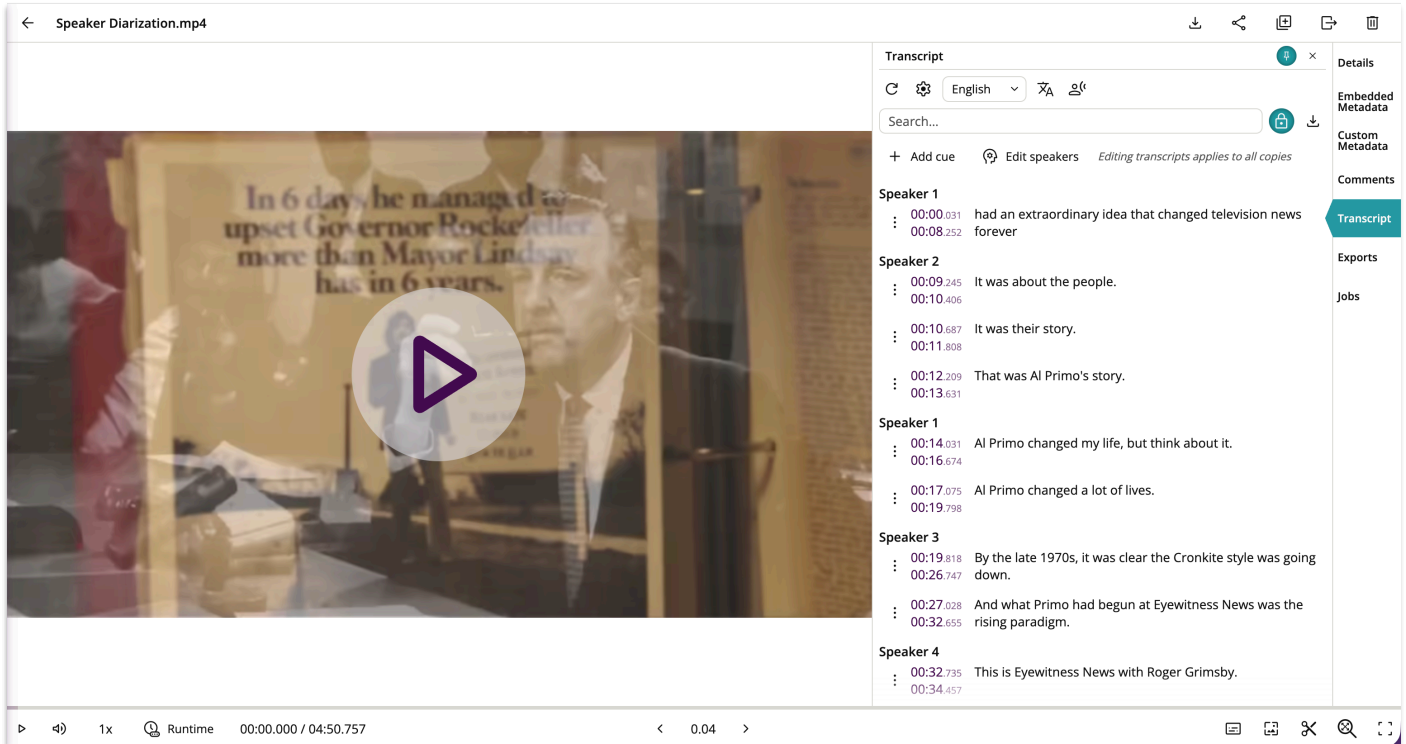


Automatic Transcription

All files uploaded are automatically transcribed


1. Login 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

The screenshot shows a video player on the left with a play button overlay. The video content includes a man speaking and a sign that reads "In 6 days he managed to upset Governor Rockefeller more than Mayor Lindsay has in 6 years." On the right, there is a transcript sidebar with a search bar, a settings icon, and a list of speakers and their corresponding timestamps and text. The transcript is currently in English. At the bottom of the video player, there are playback controls including a play button, volume, speed (1x), runtime (00:00.000 / 04:50.757), and a progress bar (0.04).


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
- Change the transcript display to **Detailed** (default) or **Simplified** using the settings button
- 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, create new clips,** and **edit speakers** from the transcript; detailed instruction on those features below

Download

- SCC
- SRT
- WebVTT
- Text File




Transcript Display

- Detailed** 00:03.512 This is an example cue to demonstrate how the transcript will be displayed. 00:07.136
- Simplified** 00:03 This is an example cue to demonstrate how the transcript will be displayed.

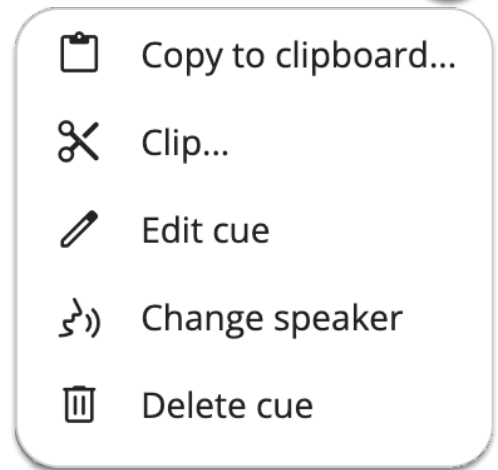
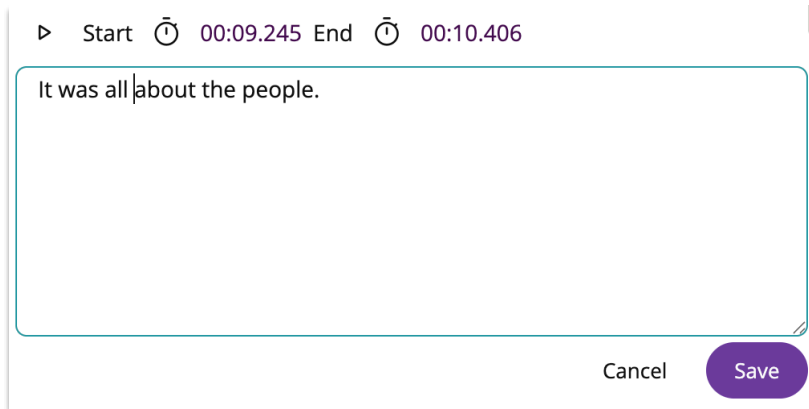
Captions/Subtitles

English

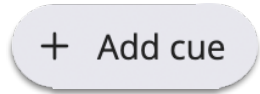


Editing Transcription

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

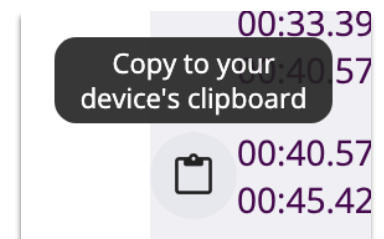


3. Manually add a cue by clicking **Add cue**; enter the timestamps and text and click **Save**
4. Manually delete a cue by clicking the **three dots** button and selecting **Delete cue**

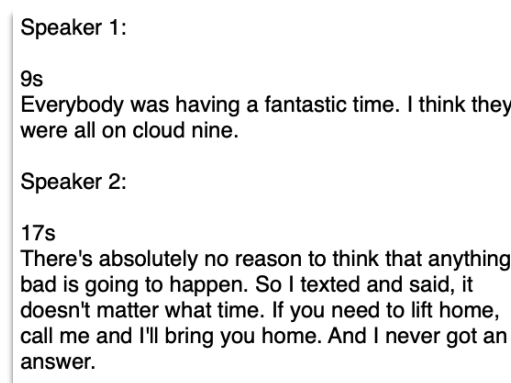
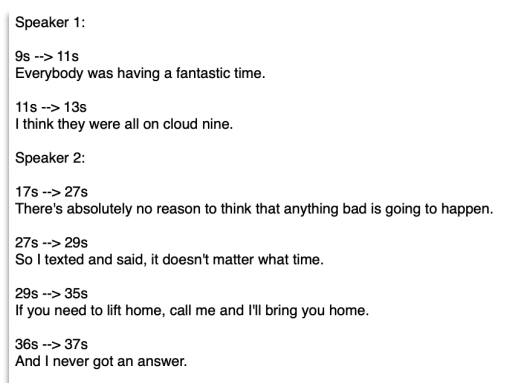


Copying Transcription

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 and speaker labels. Once pasted it will look like this:



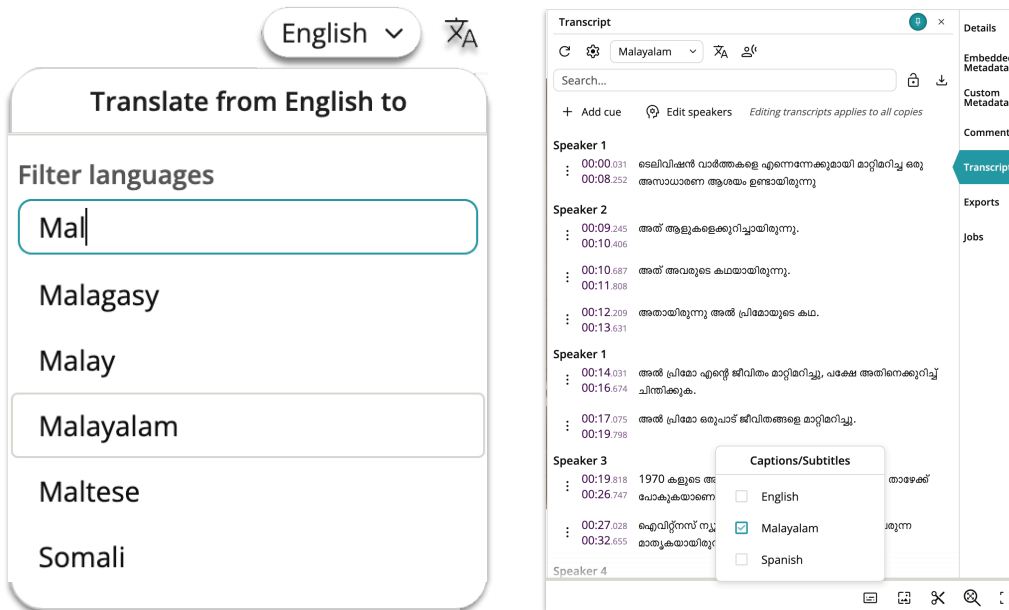
Please note, the timestamps you see when you copy and paste or download the transcript will reflect whatever timecode (runtime, embedded, or time of day) and display (detailed or simplified) you are currently viewing.

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

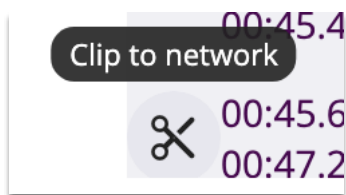


The entire transcript will immediately be transcribed in the selected language. Any translated languages will now be available to view, download, copy, edit, and use as subtitles.

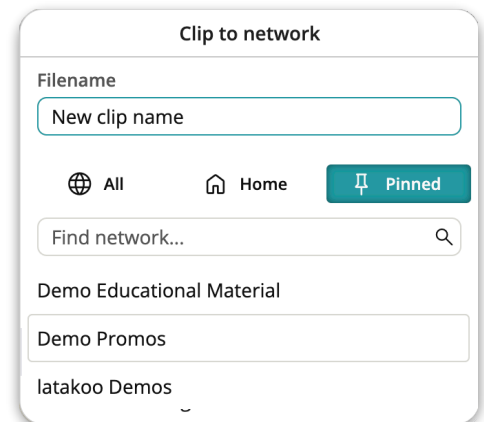


latakoo Clip Editor

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.

Speaker Diarization

Transcripts are run and returned on every file as soon as possible. Once the transcript is returned, the speaker diarization (speaker separation) step begins. As soon as that process is complete, the diarized transcription will replace the existing transcript. Everything will automatically refresh.



Editing Speaker Diarization

1. Click the **Edit Speakers** button
2. Click the **Pencil** button to edit the speaker label
3. Type in the new label and click the **check mark** once done
4. Click the **Trash** icon to remove a speaker
5. Click **Add speaker** to add a new speaker



 Edit speakers

John Doe
✓
✕

Speaker 2






Speaker 3

+ Add speaker


Please note, transcription and speaker diarization are AI based. If the AI mislabels a speaker you can adjust that by doing the following:

1. Click the **three dots button** where the speaker is mislabeled
2. Click the **Change Speaker** button to edit the speaker label
3. Highlight the sections of the transcript that need to be changed
4. Click the **Speaker** button again
5. Select the new speaker label

-  Copy to clipboard...
 -  Clip...
 -  Edit cue
 -  Change speaker
 -  Delete cue

Speaker 2

00:17.366 There's absolutely no reason to think that anything bad is going to happen. 00:28.598

 00:26.618 So I texted and said, it doesn't matter what time. 00:28.561


00:28.581 If you need to lift home, call me and I'll bring you home. 00:35.329


Speaker 1 00:11.419

Speaker 2 00:13.421

Speaker 2 00:17.366

Speaker 3 00:26.598

 00:26.618

 00:28.561

Need assistance?

Contact us anytime at support@latakoo.com

