

Get the latakoo Flight App

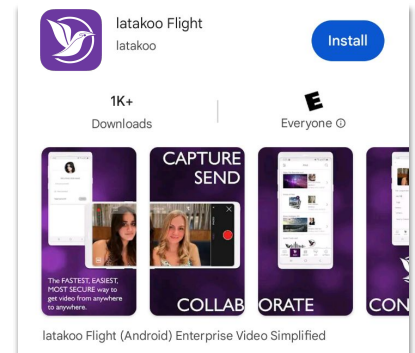
Desktop Flight App

1. Visit **latakoo.com** and login
2. Click **Apps** in the left column
3. Click the **Download** button for the type of computer you are using
4. Follow the on-screen instructions to complete the installation

DOWNLOAD

iOS Mobile Flight App

1. Go to the iOS App Store
2. Search **[latakoo Flight Mobile](#)**
3. Download the app



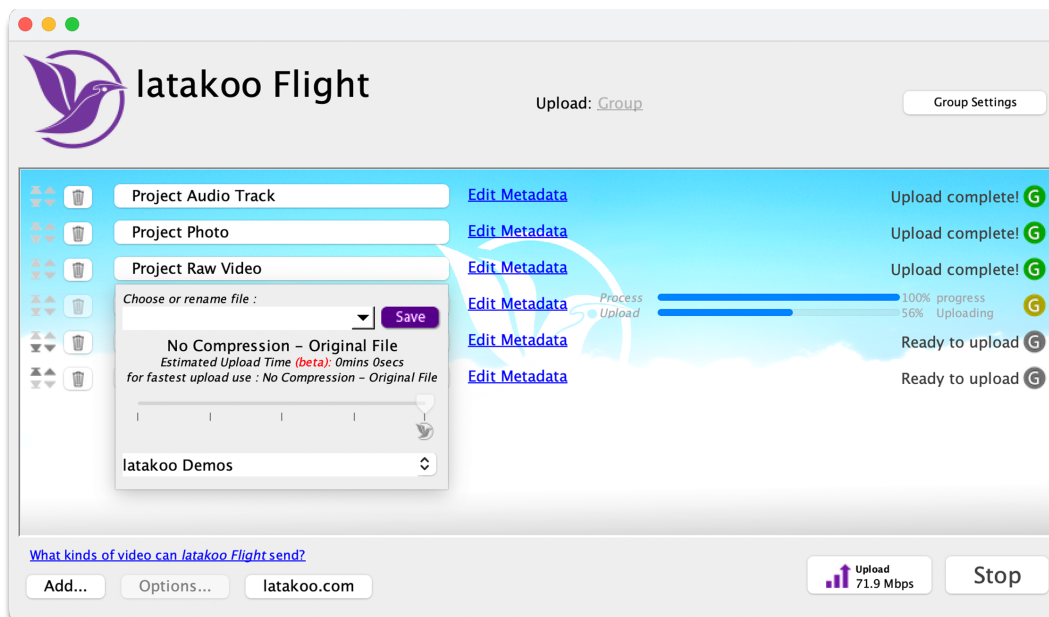
Android Mobile Flight App

1. Go to the Google Play Store
2. Search **[latakoo Flight](#)**
3. Download the app

Login and Upload a File

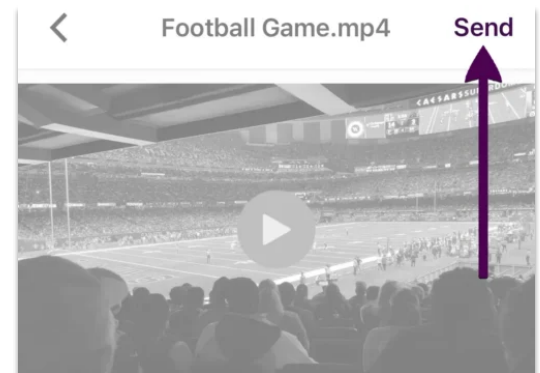
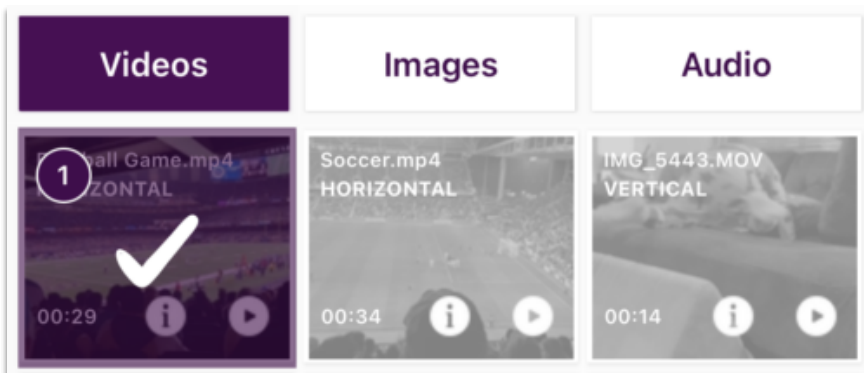
Desktop Flight App

1. Open the Flight App and **login**; 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
3. (optional) **Rename** the file and click **Save**
4. Choose the desired **upload quality** (video only); 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 appear; you can fill out any information, which will remain with the file in the cloud and asset manager and is searchable



iOS and Android Flight Apps

1. Open the Flight App and **login**
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** (video only); move the slider to the left for more compression or the right for less 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

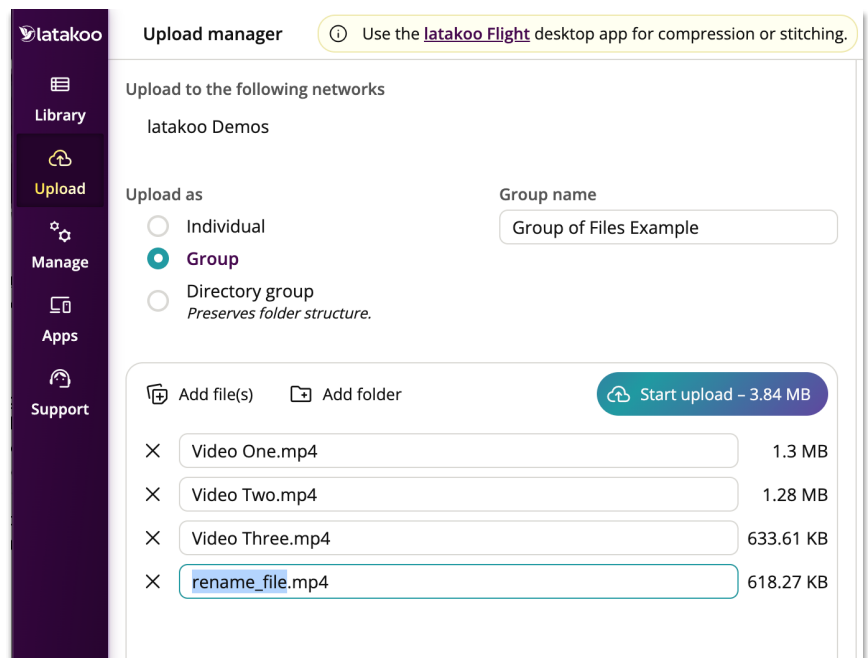


Web Browser

1. Visit **latakoo.com** and login
2. Click **Upload** in the left column
3. Select your **Upload network**
4. Select your **Upload method**: individual files, group of files, or a directory group
5. Click Add file(s) or Add folder(s) and select your files
6. (optional) **Rename** the file(s) by editing the file name, just make sure to keep the extension intact
7. Click **Start upload**

You can return to your Library while the upload continues in the background. Hover over the Upload

button at any time to check the progress. You will see clear indicators showing whether the upload is in progress, paused, or complete. You can click the **filename** anytime to access its metadata form, fill it out, and click **Save** to add your custom metadata.



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



Share - Share files with a latakoo user, an organization, or via a direct link for anyone inside or outside of your latakoo environment



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)

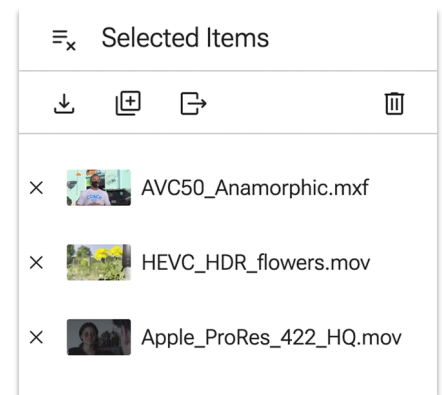
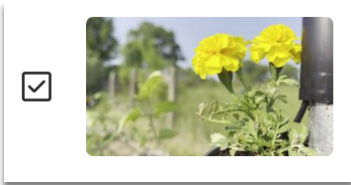


Move - move a file into another network; use the drop-down menu to select the destination network for the original file; moving a file will remove it entirely from the original network (account must have appropriate permissions)



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. Detailed instructions on those features below.

Video Player



Play - Play the video or audio file



Volume - Adjust the audio level



Captions - Show/hide captions



Restart - Restart the video or audio file



Playback Speed - Adjust the playback speed



Thumbnail - Set current frame as thumbnail

Iatakoo

Quick Start Guide



Full Screen - Enter full screen mode



Timecode - Adjust the timecode used on the timeline and in the transcription: **Runtime** (default setting; starts at 00:00:00), **Embedded** timecode (when embedded on the file), or **Time of Day** timecode (for live audio stream).



Zoom/Pan - Enable zoom/pan to be able to zoom in on a video or photo and pan around to look at details; reset and disable to turn it off



Clip Edit - Create a new clip in the cloud using the video timeline; find your in-point and click the scissors button, find your out-point and click it again. This will prompt you to name the new clip and select the destination network. The original file is not touched.

You can manually type in any timestamp on the video player to be taken to that exact moment in the video or audio file. You can also use the arrows to scrub frame-by-frame and adjust the time jumped each time you click an arrow forward or backward.

00:02.337 / 42:16.000 < 0.04 >

You can close the asset information pane by clicking the X or the tab that is open. You can set your default asset view by clicking the Pin button.

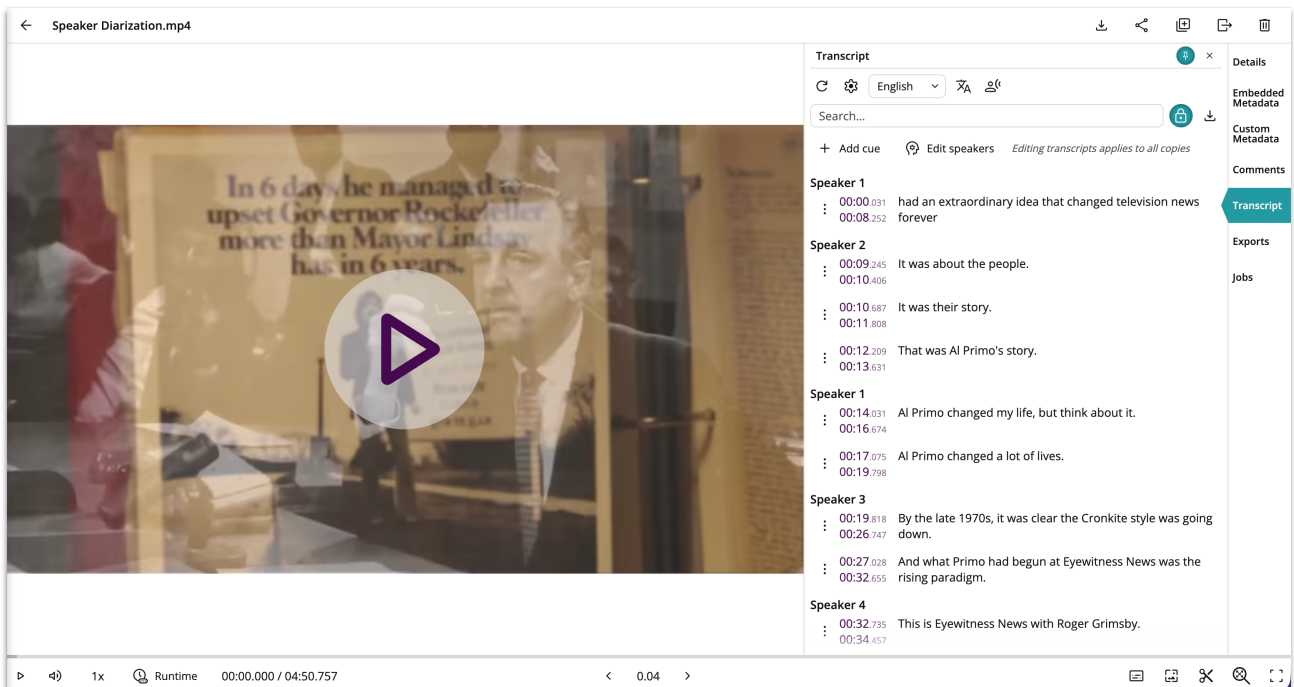


Transcript

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





Download

SCC

SRT

WebVTT

Text File



Transcript Display

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

☐ **Simplified**
00:03
This is an example cue to demonstrate how the
transcript will be displayed.

Captions/Subtitles

☒ English



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



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**

► Start ⌚ 00:09.245 End ⌚ 00:10.406

It was all about the people.

Cancel Save

⋮

 Copy to clipboard...

 Clip...

 Edit cue

 Change speaker

 Delete cue

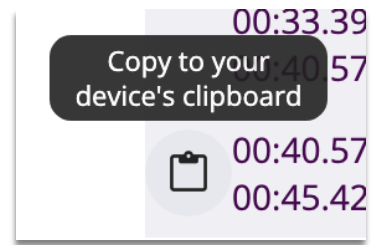
3. Manually add a cue by clicking **Add cue**; enter the timestamps and text and click **Save**

+ Add cue

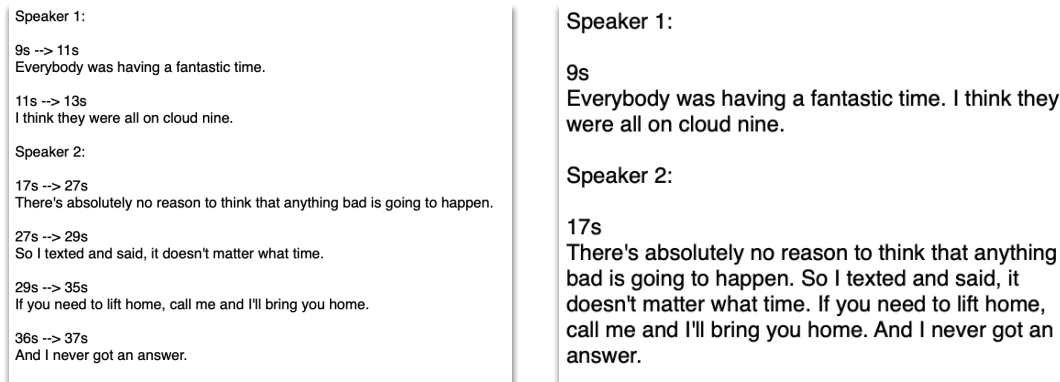
4. Manually delete a cue by clicking the **three dots** button and selecting **Delete cue**

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



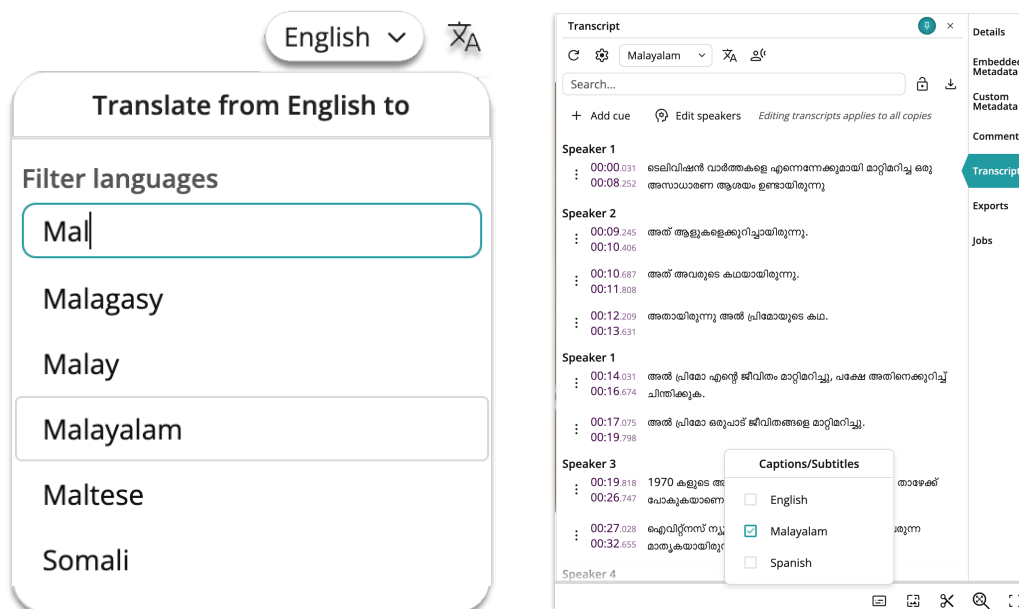
Please note, the timestamps you see when you copy and paste or download the transcript will reflect whatever timecode (runtime, embedded, or time of day) and display (detailed or simplified) you are currently viewing.

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

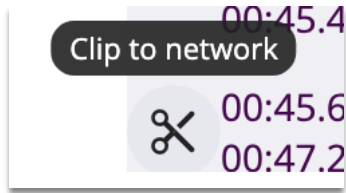


The entire transcript will immediately be transcribed in the selected language. Any translated languages will now be available to view, download, copy, edit, and use as subtitles.



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**

Clip to network

Filename

New clip name

🌐 All
🏠 Home
📌 Pinned

Find network...

Demo Educational Material

Demo Promos

latakoo Demos

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

Speaker 2

00:17.366

00:26.598

There's absolutely no reason to think that anything bad is going to happen.

Select speaker for selected cues

00:26.618

00:28.561

So I texted and said, it doesn't matter what time.

00:28.581

00:35.329

If you need to lift home, call me and I'll bring you home.

Speaker 1

00:11.419

00:13.421

Speaker 2

00:17.366

00:26.598

Speaker 3

00:26.618

00:28.561

Exports

How to Create a Custom Export

1. Login to **latakoo.com** to view all uploaded files
2. Click into the file you wish to export and go to the **Exports** tab
3. Click on **New Export**
4. Use the Preset menu to select your export settings and click **OK**

Create new export

×

Preset

Social media

OK

Exports

➞ New export

Export presets include:

- **Social media:** a smaller file size in a format widely accepted by all social media platforms
- **Audio only:** an audio only version of the file
- **Custom:** select your video codec, video quality, and audio codec

When your export is ready, you will see a download button. The original file remains untouched in the latakoo cloud.

Size	7.65 MB	
✓ Preset	Audio only	↓
Started	3/30/2026, 3:30:55 PM	
Finished	3/30/2026, 3:31:06 PM	

Anyone with access to the file will be able to access and download any created exports for 30 days.

Other latakoo Tips

How to Change Your Password (non-SSO users only)

1. Visit **latakoo.com** and login
2. Click the user icon in the bottom left corner of the screen
3. Click **Account**
4. Click **Send password reset link to your email**

This will email you a secure link to reset your latakoo password.



How to Update Your Profile Picture

1. Visit **latakoo.com** and login
2. Click the user icon in the bottom left corner of the screen
3. Click **Account**
4. Click **Upload new picture**
5. Select your photo
6. Click **Open**

How to Turn On/Off Notifications

1. Visit **latakoo.com** and login
2. Click the user icon in the bottom left corner of the screen
3. Click **Preferences**
4. Toggle on/off the notifications you would like to receive
5. To add or remove networks to your Watched list, click the **Eye** button

Under your **Preferences** you can also set your default Pilot network list, pinned networks, default asset view, and default upload network.

Need assistance?

Contact us anytime at support@latakoo.com

