

# Express Scribe - Instructions for Transcribing

## Downloading Express Scribe

### System Requirements (Windows version)

- Windows 95/98/NT/2000/Me/XP/2003
- Sound Card or Integrated Sound Support on your PC.

Click on the following link (or type it into your browser URL window) to download the program for Windows:

<http://www.nch.com.au/scribe/essetup.exe>

### System Requirements (Mac OS X version)

- Mac OS 10.1 or above

Click on the following link to download the program for Macintosh:

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

Once you have downloaded the file, double click on the icon (essetup.exe) to install it on your computer.

## Transcribing

Express Scribe has a typing pad, the lower segment of the screen, which you can use to type up transcriptions.

## Saving

Save the interview, **Ctrl+S**, and title the interview using the following format:

**lastname\_firstname\_date of interview [yyyy\_mm\_dd].doc**

For example, an interview of Phyllis Rosenfield on April 23, 2005 would be saved as follows:

**rosenfield\_phyllis\_2005\_04\_23.doc**

You can e-mail the finished document to [info@listeningforachange.org](mailto:info@listeningforachange.org). From Express Scribe click on the **Dispatch** button. Enter **info@listeningforachange.org** into the e-mail address field, and click on **Browse**. Select the file that you would like to send and click **Send**. (It should also send the text that you have typed into the typing pad.) When it has loaded, click **Yes**.

If you have any problems at all, feel free to call the office and we'll be glad to walk you through the setup or get you out of a jam: (707) 578-5420.

Thank you!

**Listening for a Change**