# Editing Transcripts in Rev

Users will get an email with a link to the interview they are to edit. The email will include a link to our automated transcription software: Rev. Save these emails as an easy way to go back to the transcript you are working on.

☐ The link will take you to the transcript in the Rev.com interface.

☐ The control panel is on the left side. From there you can play, back up 5 seconds or change the speed or volume. If the file is a video, you will also see the video play on the top left.
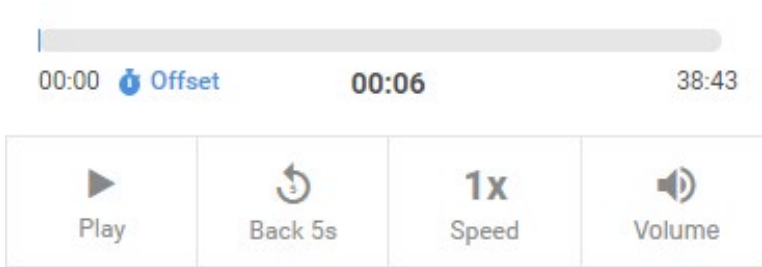


☐ Hit the play button to listen to the audio and correct the text wherever it doesn't match.

☐ The names of the interviewee and interviewer should have already been entered in at least the first few segments. For the rest of the transcript, assign the names of speakers (or make sure they are correct) and make sure there is a line break when the speaker changes. If a new speaker is identified later in the interview, you can add in the new name. If you need to add a speaker break, put the cursor where you want to add the break. Depending on your computer's OS, you will need to click Enter either once, or twice.

☐ Combine overly short sections and break up overly long sections. To insert a line break just place the cursor at the break point and hit enter. To delete a break, place the cursor at the beginning of the segment and hit backspace.

☐ Edit the text to ensure that the text matches the audio for content and add proper punctuation. The audio transcription does not always add question marks, so add those where necessary. See the Queens Memory Transcription Style Guide for more details on how to copy edit.

☐ Pay attention to person, organization and place names, and make sure they are spelled correctly. Take time to look things up if you're not sure what they are.

☐ You may need to listen to a segment a few times to catch what they are saying. You can do this 2 ways:

- Click on "Pause" and scroll the audio back to the point from which you to wish to restart and click play.

OR

- Click on "Back 5s." You can do this repeatedly if necessary to get to the right point

and you will see the start point highlighted in blue.

If you really can't understand, use [unclear].

Note: I find it easiest to do 2 complete run throughs, first organizing the text blocks into segments and assigning speaker names, then going through again to copyedit each segment.

- ☐ Email queensmemory@queenslibrary.org when the transcription is complete and ready for review. Please include the following metadata, if possible:
  - Interviewee Name:
  - Interviewer Name:
  - Date Recorded:
  - Time period discussed:
  - Locations discussed:
  - Summary of interview: (usually a paragraph or two with biographical info of the interviewee and/or a broad overview of what is discussed.)

- ☐ If you have any questions, feel free to email queensmemory@queenslibrary.org and we will talk you through it.

*updated  10/24/23 DM