Connect Transcriber Pedal

Connect your transcribing pedal to the computer via the USB port and cable.

Place your transcription pedal on the floor.
First click on Preferences and then click on the Controller tab. Finally, click 'Controller setup wizard'
setting up the pedal (cont)

Step #1: Click the setup wizard

Step #2: Click Next

Step #3: Choose the detected controller and click next

Step #4: Click Next

Step #5: Click Finish and then you are ready to start!
Loading a file to transcribe

Click load to select a file to transcribe

navigate to your file, select it, and then click load
using the transcription pedals and adjusting the speed

utilize the pedals to navigate your recording

fastforward

play

rewind

you can slow down or speed up your recording by using the sliding speed bar
you can begin typing your transcription here

or you can also open a word processor and use Express Scribe in the background
Be sure to save your work by clicking the floppy disk sign icon.