

## Importing a Transcription from Word into StudioCode

1) In your Word document each speaking instance must be formatted in the following way:

[Time Code] tab [Speaker] tab [Text] tab [Labels] Enter/Return (to new line) (leave no blank lines)

### Text Block Explanations

**[Time Code]** must be in the **exact** form HH:MM:SS:ms, fill with zeros where necessary. (E.g. 1 hour, 1 minute, and 1 second is not 1:01:01, but 01:01:01:00). Time Codes denote the **start** of a speaking instance.

**[Speaker]** is the speaker name; if you are not using a name (i.e. blank), leave this entry point blank and tab to the next entry.

**[Text]** is the transcription text. Do not use any tabs or returns within this section.

**[Labels]** refers to any additional coding labels you might want paired with this speaking instance. Leave blank if you do not have any.

2) Once finished save this formatted text as a Plain Text file (file extension .txt). You may need to copy the formatted text into a text editor like TextEdit.

3) In StudioCode, open the video and timeline you want.

4) File-->Import-->Transcript Text File...

5) Select the file you made in (2).

6) After the transcript loads, right click one of the Time Reference cells and select "Link ALL time references with same source as above to 'Document'".

7) You're finished. You may save the transcription window and timeline as you wish.