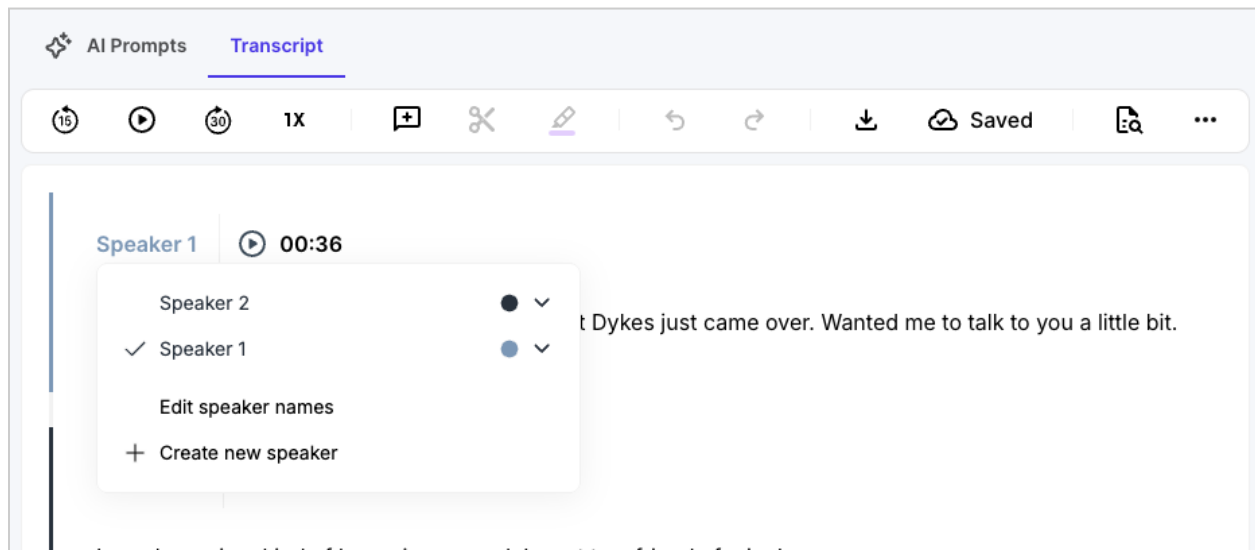


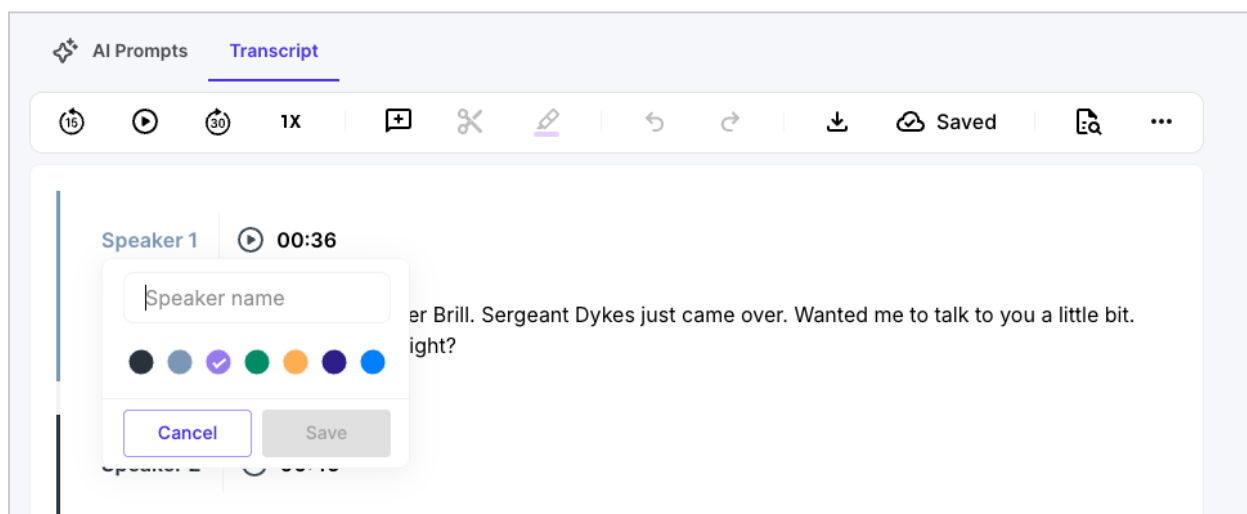
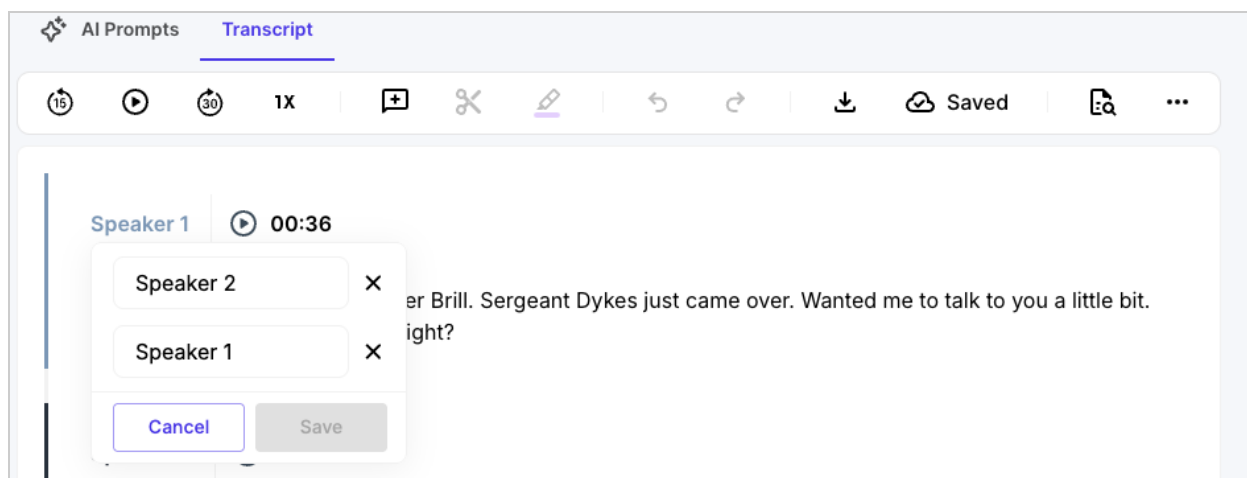
Adding and Changing Speaker Names

Adding and changing speaker names is extremely easy in Rev and can be a fast way to edit and finalize your transcript. Here's the game-changer from Rev: editing the speaker name in one place will apply it to everywhere that speaker appears in the transcript. One edit, total fix.

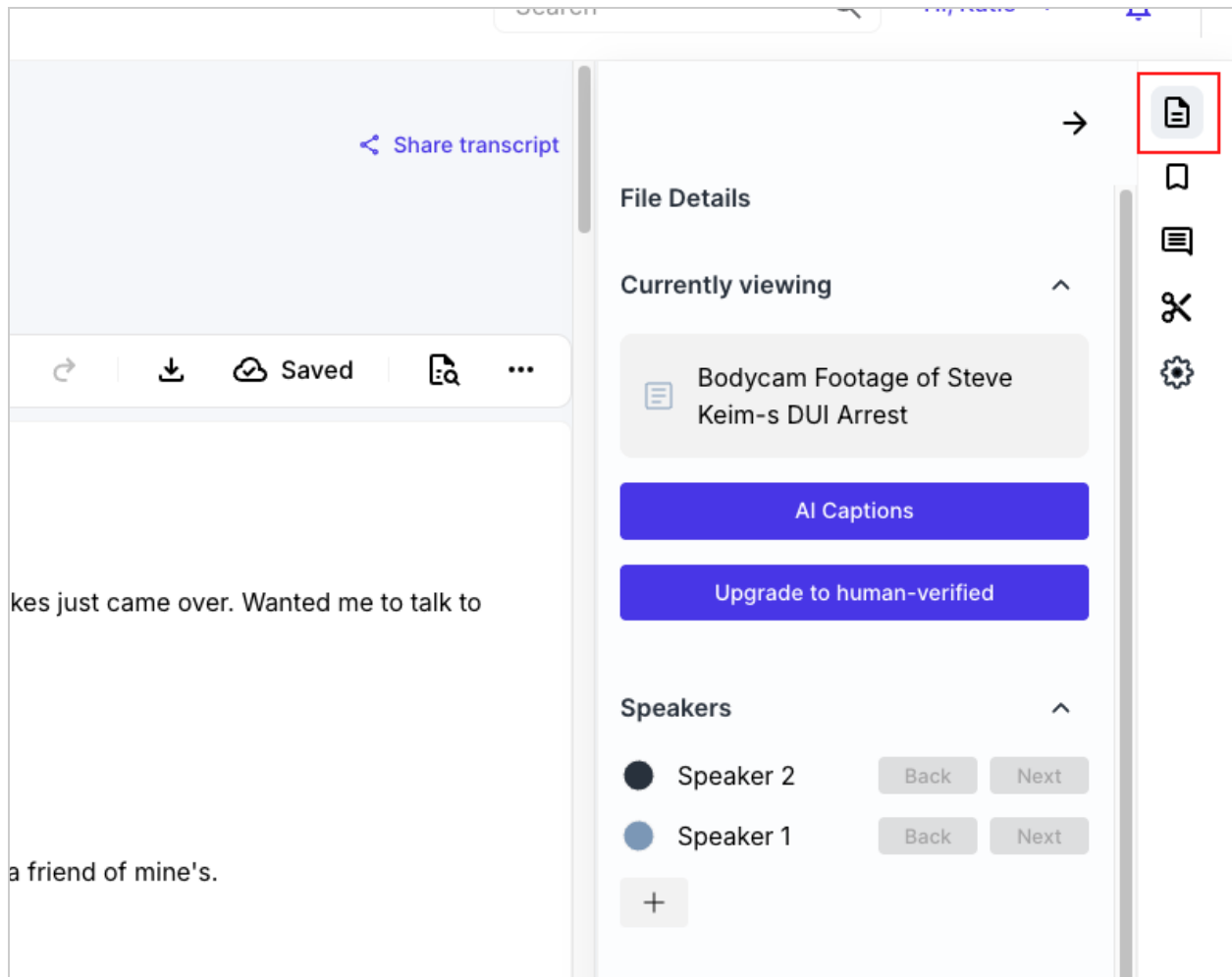
Speaker Names

Speaker names are assigned to each speaker in your file. Click any speaker label in your transcript to open the speaker label menu. You can edit existing speakers, add new speakers, and change which speaker is assigned to a paragraph. **Note that when you make a change to a Speaker Name once, it will auto-populate across the transcript, so you only have to change it one time.**





You can also edit speakers under File Details in the right-side menu of the editor.



If you need to change the speaker label mid-paragraph, click your mouse where you would like the new speaker label to begin. Then double-tap on the enter/return key to generate a new speaker label. You can then change, edit, or create a new speaker name.

Please note that tapping the enter key once only starts a new paragraph for the current speaker, you must tap enter/return twice to assign a different speaker.

You can also use backspace at the start of the paragraph to merge the paragraph with the paragraph above.