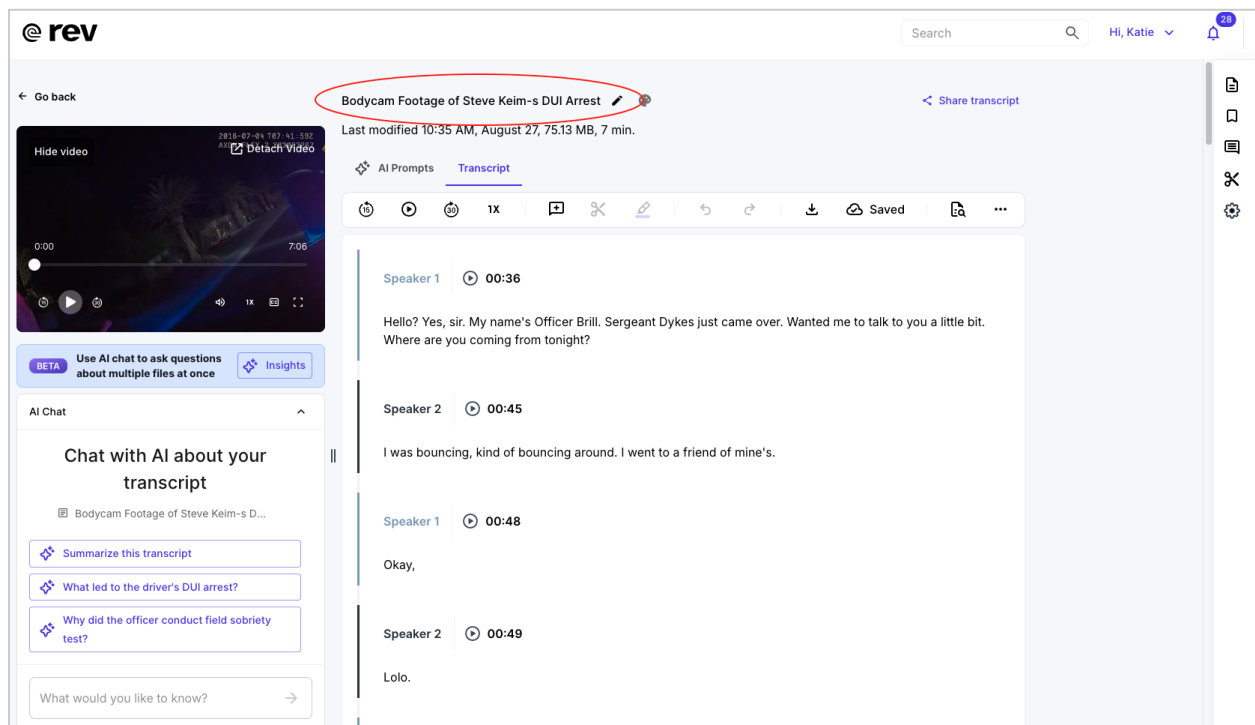


Understanding the Transcript Editor

The transcript editor is where you can refine, analyze, and share your transcripts. This powerful interface gives you all the tools needed to transform raw audio and video into actionable evidence.

Getting to the Transcript Editor

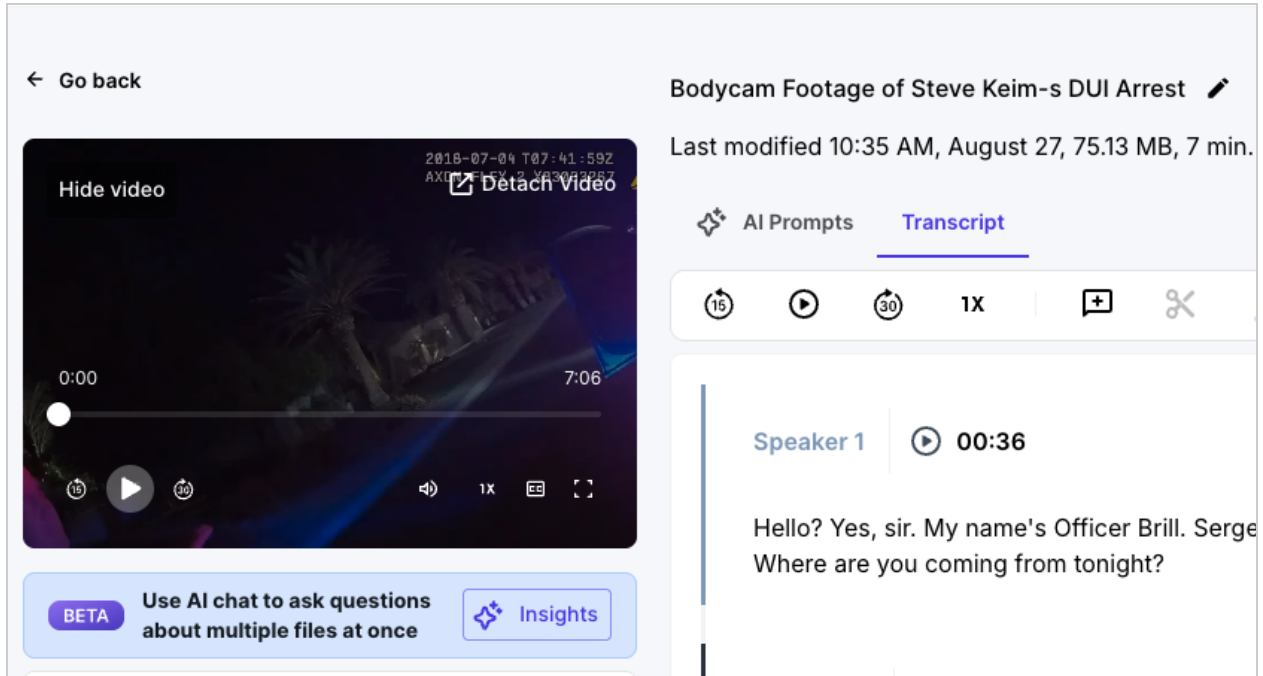
- Click on any finished transcript from your main Rev page
- The file opens first to something called the **AI section**
- Click the "**Transcript**" tab to see your actual transcript text



Your Workspace Layout

Once you click into the transcript section, you'll see three main areas:

1. **Your Video or Audio** (at the top): This is your original recording
 - If you uploaded a video, you'll see the video with captions appearing on screen
 - You get all the usual play, pause, and volume controls



The screenshot displays the Rev AI interface. On the left is a video player with a dark, night-time scene. It includes a 'Go back' button at the top left, a 'Hide video' button in the top left corner of the player, and a 'Detach Video' button in the top right corner. The video has a timestamp of 0:00 and a total duration of 7:06. Below the video player is a blue banner with the text 'BETA Use AI chat to ask questions about multiple files at once' and an 'Insights' button. On the right side, the title 'Bodycam Footage of Steve Keim-s DUI Arrest' is shown with an edit icon. Below the title, it says 'Last modified 10:35 AM, August 27, 75.13 MB, 7 min.'. There are two tabs: 'AI Prompts' and 'Transcript', with 'Transcript' being the active tab. Below the tabs is a control bar with icons for 15s, play, 30s, 1X, a plus icon, and a scissors icon. The transcript area shows 'Speaker 1' with a play icon and a duration of 00:36. The text of the transcript reads: 'Hello? Yes, sir. My name's Officer Brill. Serge Where are you coming from tonight?'.

2. **Your Transcript Text** (in the middle): This is where you can read and edit what was said
- Works just like Google Docs - you can type, edit, and make changes
 - Shows who's speaking and what they said

Bodycam Footage of Steve Keim-s DUI Arrest

Share transcript

Last modified 10:35 AM, August 27, 75.13 MB, 7 min.

AI Prompts

Transcript

15

30

1X

+

✂

✎

↶

↷

↓

Saved

🔍

...

Speaker 1

00:36

Hello? Yes, sir. My name's Officer Brill. Sergeant Dykes just came over. Wanted me to talk to you a little bit. Where are you coming from tonight?

Speaker 2

00:45

I was bouncing, kind of bouncing around. I went to a friend of mine's.

Speaker 1

00:48

Okay,

Speaker 2

00:49

Lolo.

3. **AI Chat** (on the right): How to ask questions of your transcript

← Go back

Hide video

2018-07-04 T07:46:40Z
AXP-FLEX_2_XB303267

Detach Video

4:41 7:06

way. I wouldn't want it to get broken or anything like that.

BETA

Use AI chat to ask questions about multiple files at once

✦ Insights

AI Chat

Chat with AI about your transcript

☰ Bodycam Footage of Steve Keim-s D...

✦ Summarize this transcript

✦ What led to the driver's DUI arrest?

✦ Why did the officer conduct field sobriety test?

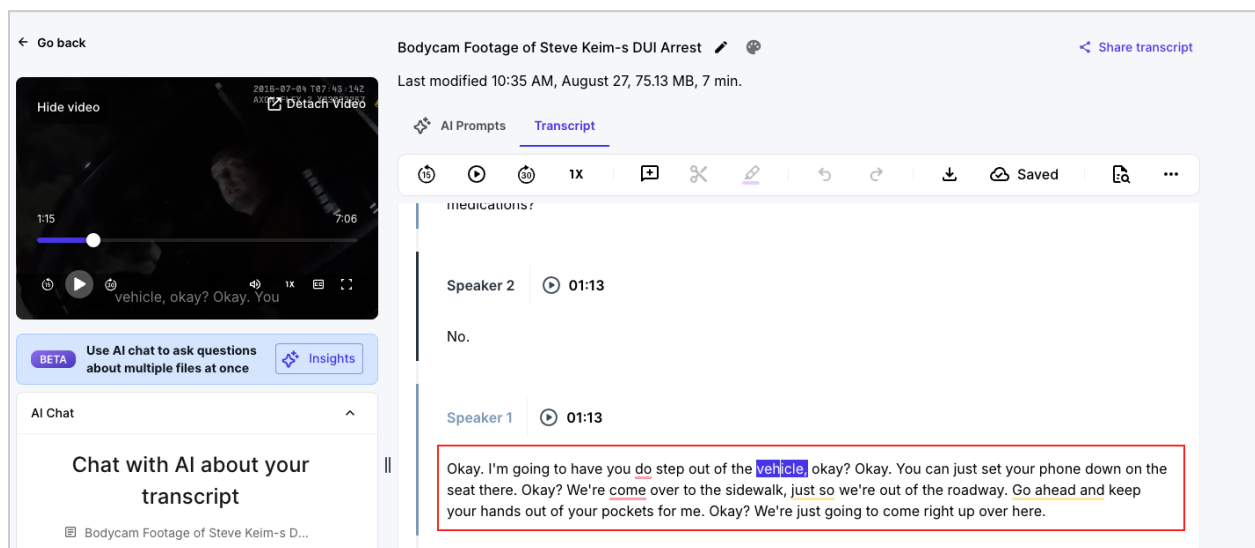
What would you like to know? →

Play Audio by Clicking the Transcript

One of the coolest features is that you can **click on any word in your transcript** and the audio or video will jump right to that moment. No more hunting through long recordings to find what you're looking for.

Following Along While Listening

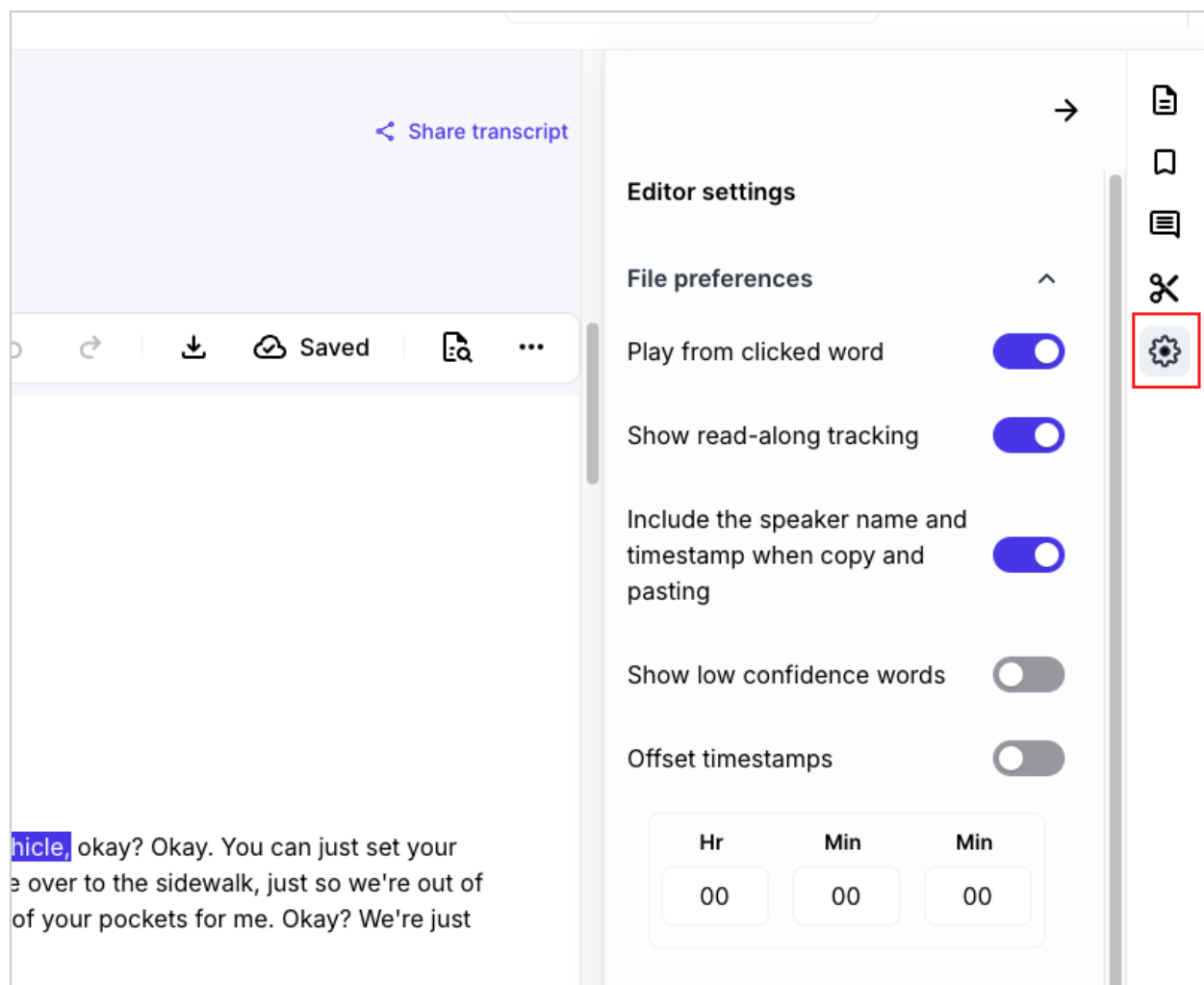
As your recording plays, **the words light up** to show you exactly where you are in the transcript. It's like having someone point to each word as it's being spoken.



Change Your Settings

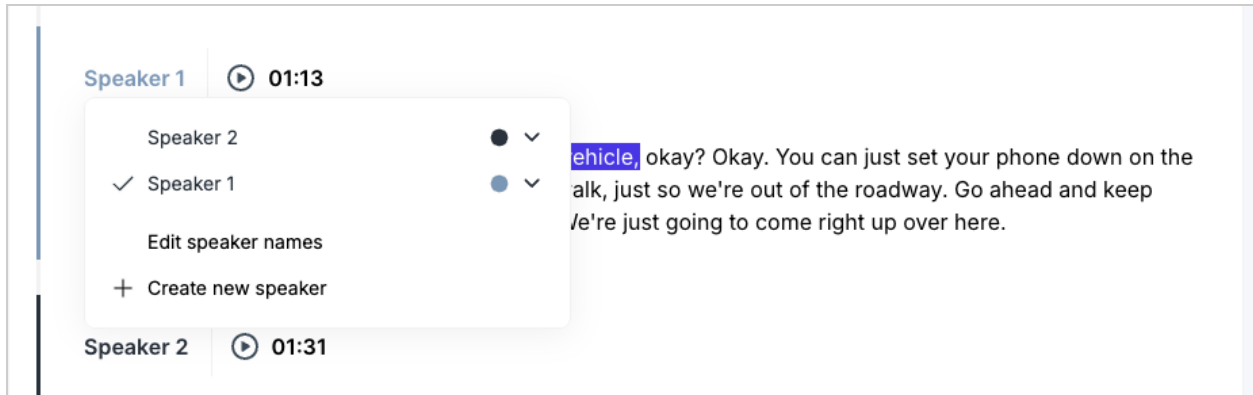
You can change how the editor behaves by adjusting your **preferences by clicking the gear icon on the right hand column**:

- **Word clicking:** Turn the click-to-play feature on or off
- **Word highlighting:** Choose whether words light up as the audio plays
- **Speaker names:** Decide if speaker names show up when you copy text
- **Time markers:** Control whether timestamps appear when you copy sections



Edit Speaker Names

- **Click on any speaker name** (like "Speaker 1") to change it to something more useful
- Type in a real name like "Bob" or "Detective Johnson"
- **The change happens everywhere** - edit it once and it updates throughout the entire transcript automatically



Speaker 1 01:13

Speaker 2

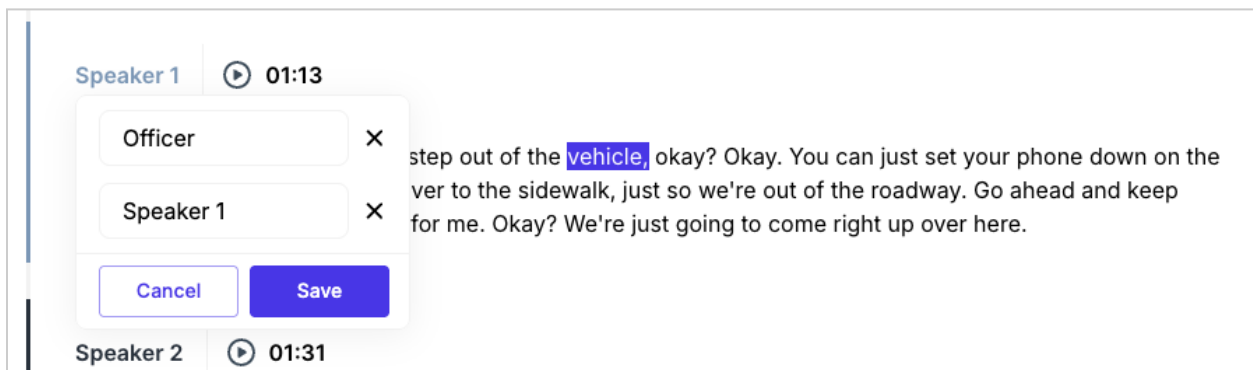
✓ Speaker 1

Edit speaker names

+ Create new speaker

Speaker 2 01:31

ehicle, okay? Okay. You can just set your phone down on the alk, just so we're out of the roadway. Go ahead and keep /e're just going to come right up over here.



Speaker 1 01:13

Officer

Speaker 1

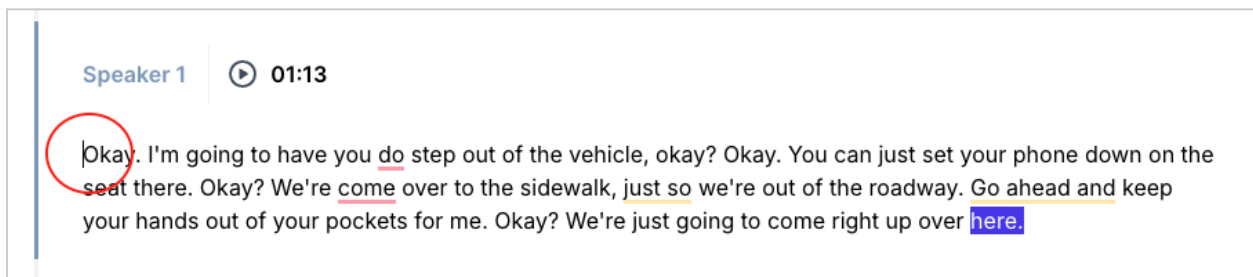
Cancel Save

Speaker 2 01:31

step out of the vehicle, okay? Okay. You can just set your phone down on the ver to the sidewalk, just so we're out of the roadway. Go ahead and keep for me. Okay? We're just going to come right up over here.

Editing the Text Directly

- Click anywhere in the transcript text to start editing
- Type, delete, or change words just like you would in any word processor
- Fix mistakes, add missing words, or clarify unclear sections
- Your changes save automatically as you work



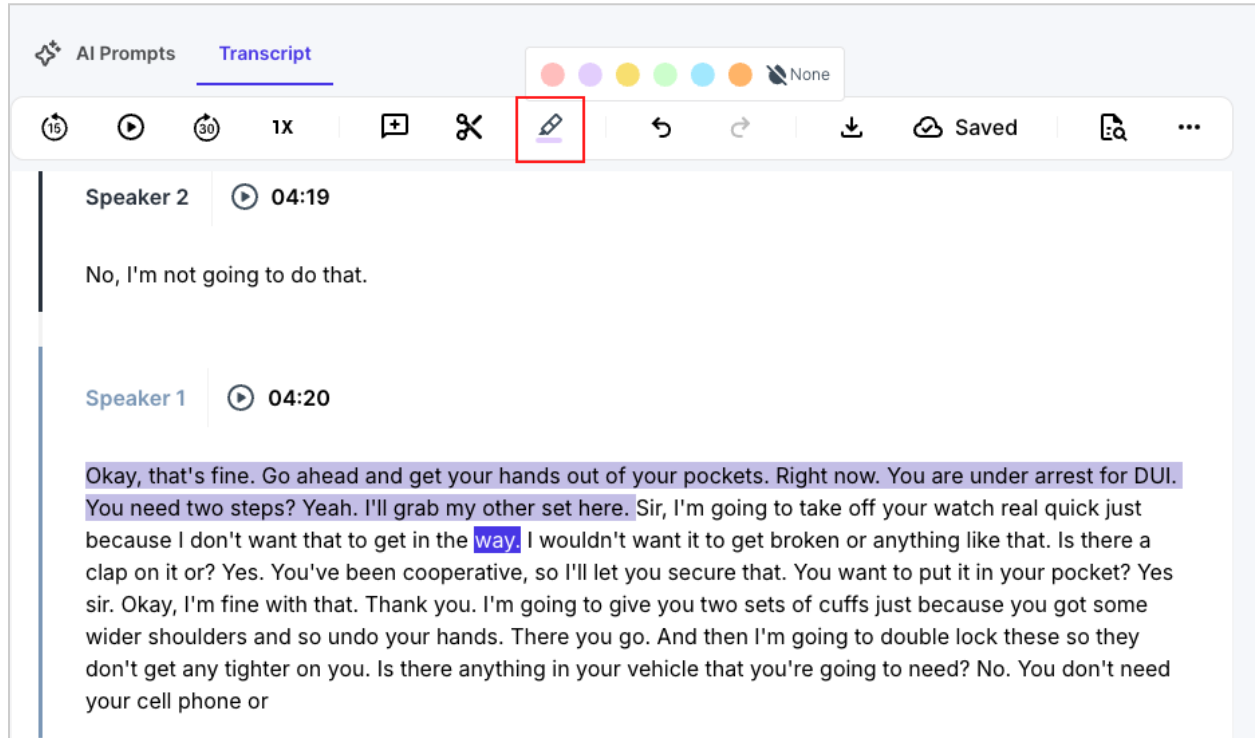
Speaker 1 01:13

Okay. I'm going to have you do step out of the vehicle, okay? Okay. You can just set your phone down on the seat there. Okay? We're come over to the sidewalk, just so we're out of the roadway. Go ahead and keep your hands out of your pockets for me. Okay? We're just going to come right up over here.

Highlighting Key Sections

- Select any text you want to remember or reference later

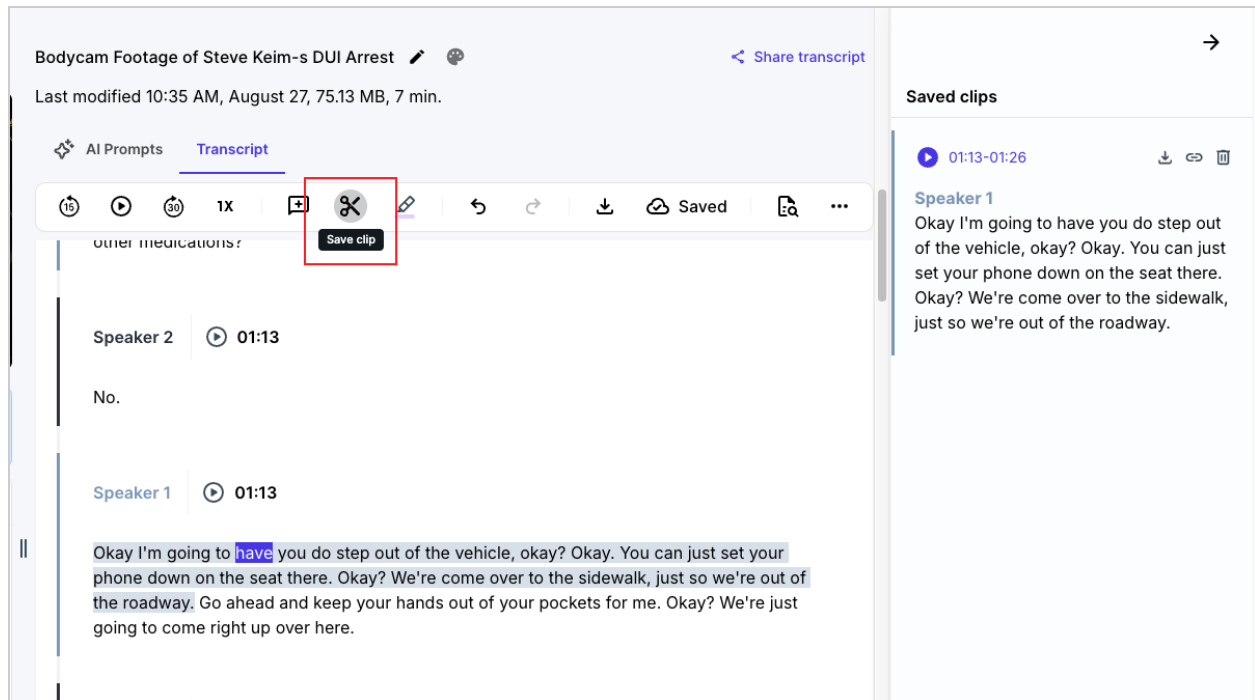
- **Choose a highlight color** to mark different types of important information
- **Add comments** to highlighted sections with your own notes or reminders
- Use different colors to organize information (yellow for important quotes, blue for follow-up items, etc.)



Creating Clips

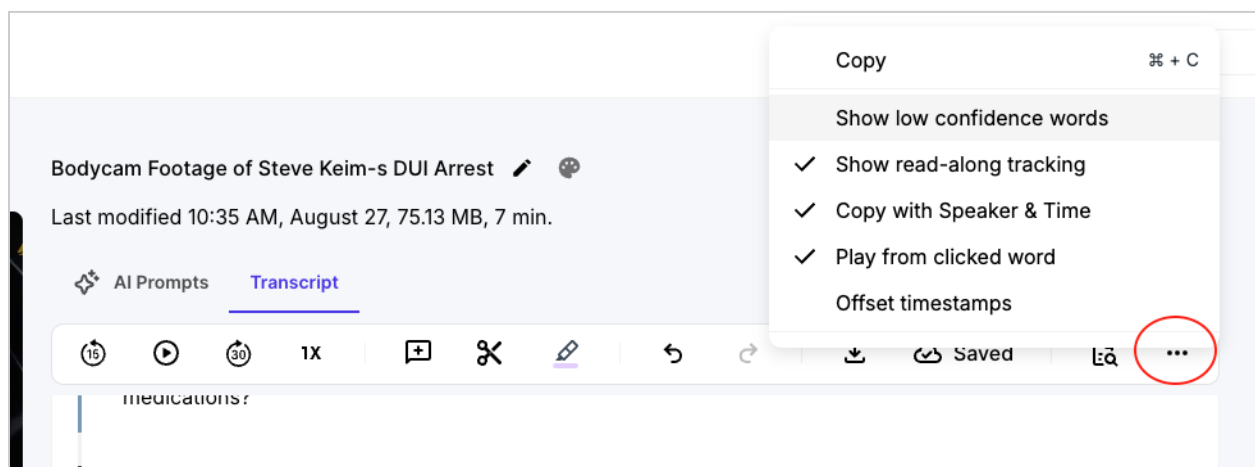
When you have a long recording but only need a specific section:

1. **Select the text** from where you want your clip to start to where you want it to end
2. **Click the clip button (scissor icon)** to save that section
3. Rev creates a **separate, shorter file** with just that section
4. **See all your clips in the side bar**



Reviewing Words Rev's AI Isn't Certain About

- Click on the ellipsis button on the top bar



- Click "Show Low Confidence Words"
- Look for highlighted words that Rev thinks might need a second look

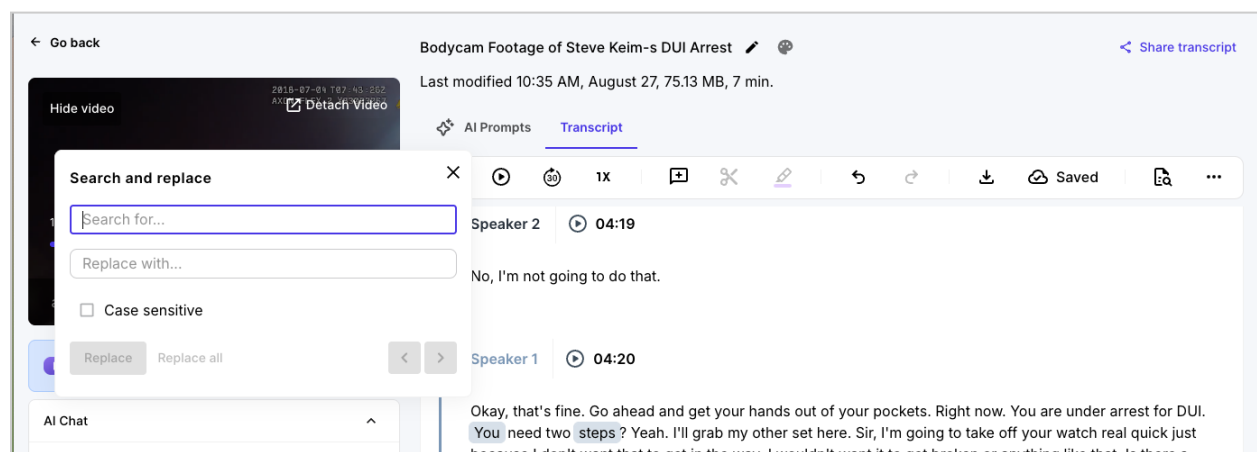
Speaker 1 04:20

Okay, that's fine. Go ahead and get your hands out of your pockets. Right now. You are under arrest for DUI. You need two steps? Yeah. I'll grab my other set here. Sir, I'm going to take off your watch real quick just because I don't want that to get in the way. I wouldn't want it to get broken or anything like that. Is there a clap on it or? Yes. You've been cooperative, so I'll let you secure that. You want to put it in your pocket? Yes sir. Okay, I'm fine with that. Thank you. I'm going to give you two sets of cuffs just because you got some wider shoulders and so undo your hands. There you go. And then I'm going to double lock these so they don't get any tighter on you. Is there anything in your vehicle that you're going to need? No. You don't need your cell phone or

- **Click on these words** to listen to that part of the audio
- **Make corrections** if needed to ensure accuracy

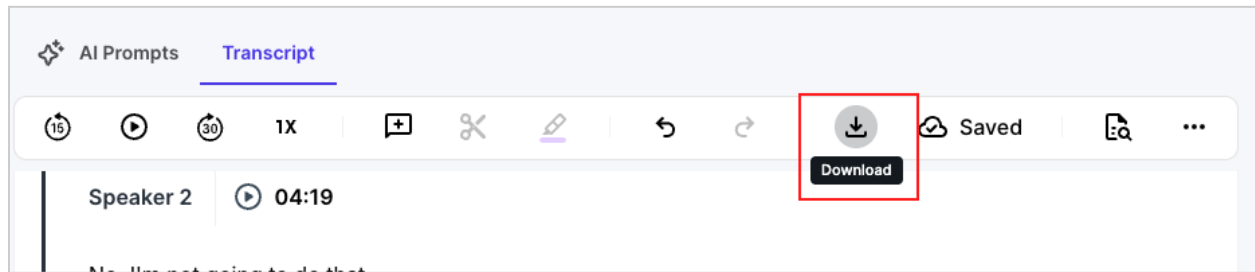
Find and Replace In Your Transcript

- **Use Find and Replace** to search for specific words or phrases throughout your entire transcript
- Hit ctrl + F to bring up the search and replace bar
- Type what you're looking for in the "Search for" bar
- If you'd like to replace one or all instances of something you've searched for, type the replacement in the "Replace with" bar and hit "replace" or "replace all"
- Perfect for finding specific mentions manually
- Great for fixing recurring mistakes or standardizing terminology

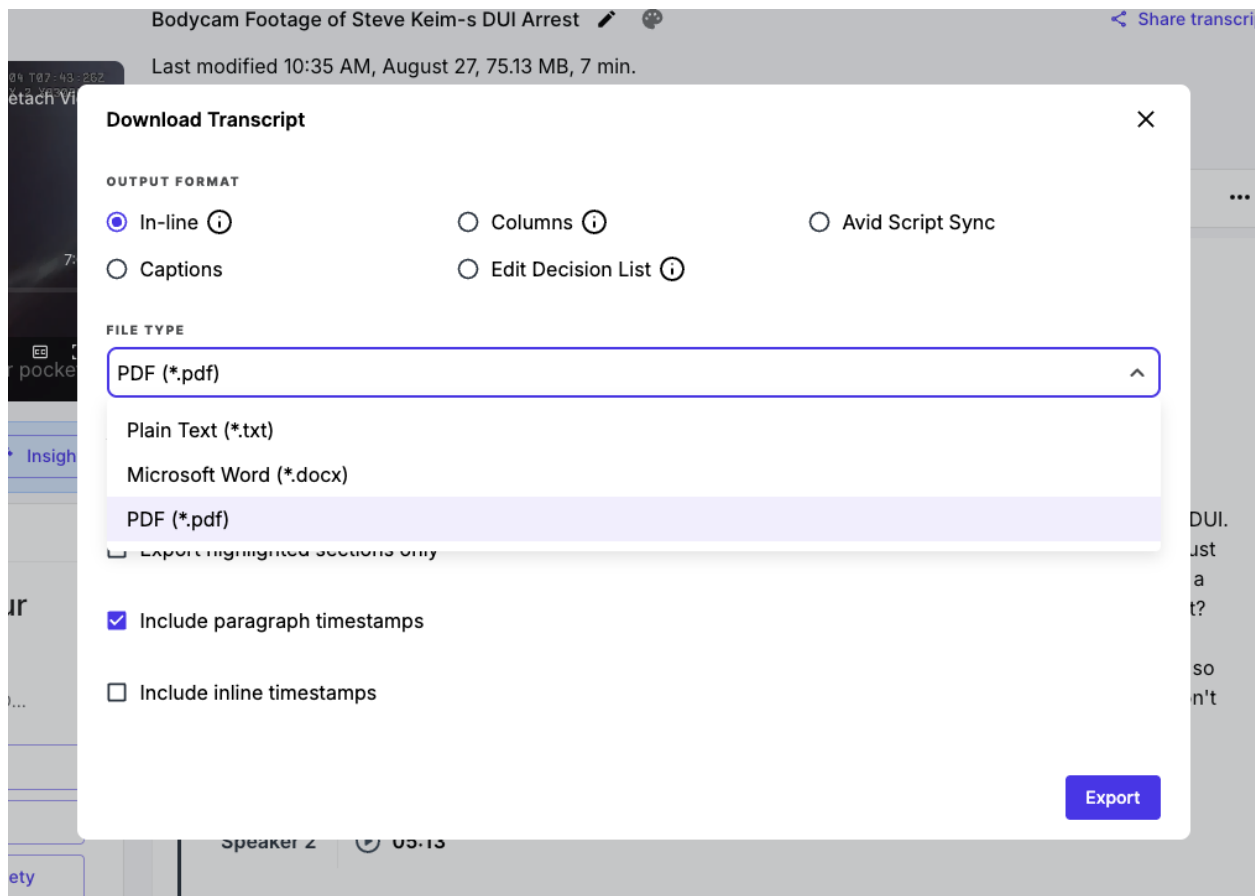


Export and Download Options

- Click **"Download"** to get your transcript in different formats



- **Choose your file type:** Word document, PDF, or plain text
- **Customize what's included:**
 - Speaker names (yes or no)
 - Timestamps for each paragraph
 - Inline timestamps

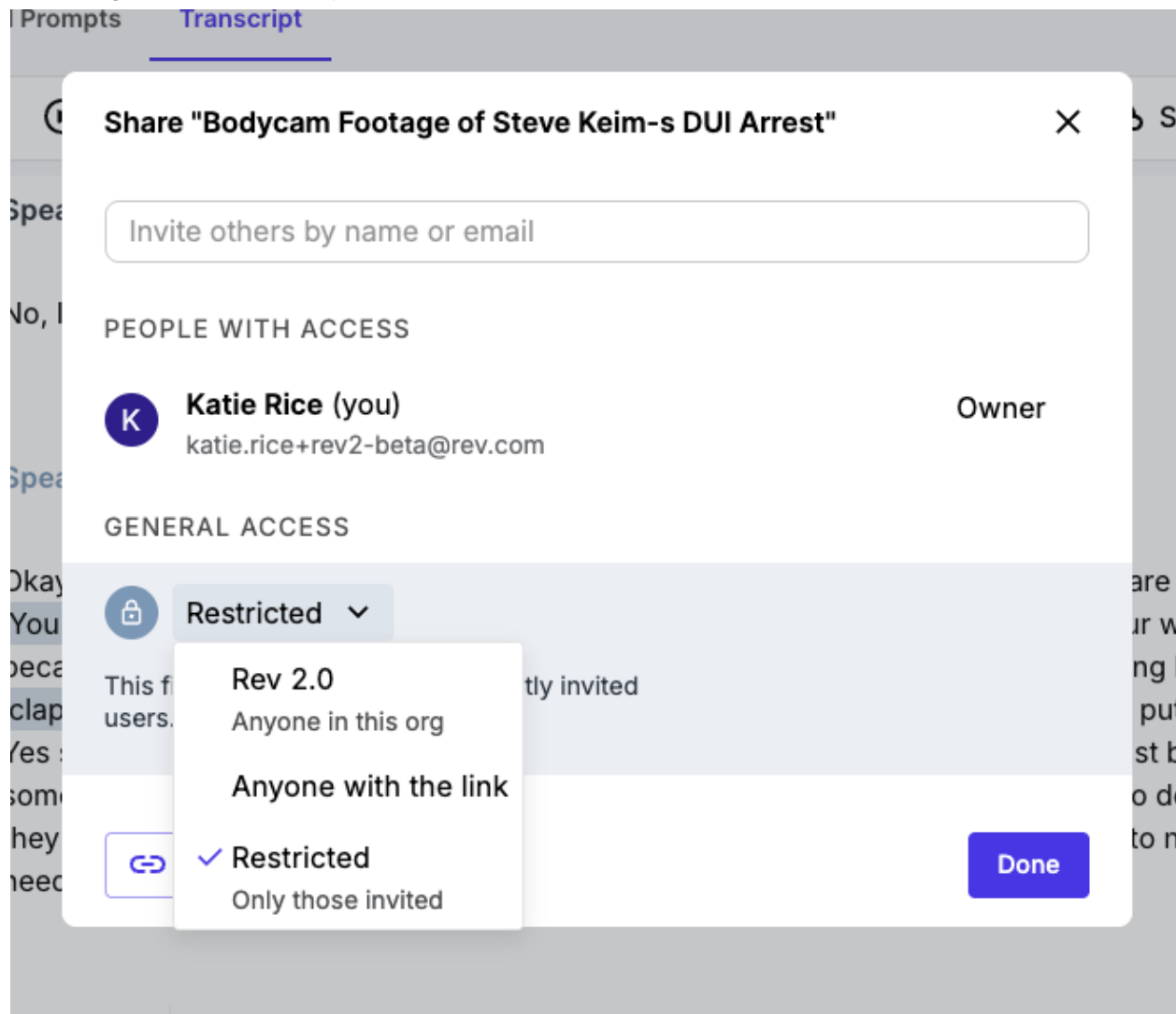


Smart Document Links

When you download a **Word document**, it includes **clickable timestamps** that link back to the original online file. This means you can reference your saved document and click any timestamp to jump right back to that moment in Rev.

Sharing Your Transcripts

Rev gives you several sharing options. In the editor, click the "Share Transcript" link in the upper right corner. Then you'll see this screen pop up:



Individual Sharing:

- **Type in someone's email** to invite just that person
- They'll get access to view or edit your transcript

Team Sharing:

- **Share with everyone** in your organization
- All team members get notified and can find the file in their "Shared with Me" section

External Sharing:

- **Copy a link** to share with people who don't have Rev accounts
- Control whether they can just view or also make changes

Order Human Transcripts in the Editor

If you need your transcript to be as accurate as possible:

- Click **"Upgrade to Human-Verified"** in the right panel
- Follow the rest of the steps.
- If you need more granular guidance here, read [How to Order Human Transcripts](#)

The screenshot displays the @rev transcription interface. At the top, there is a search bar, a user profile for 'Hi, Katie', and a notification bell with 28 alerts. The main area is split into three panels. The left panel shows a transcript with the text: 'of your pockets. Right now. You are under my other set here. Sir, I'm going to take that to get in the way. I wouldn't want it to it or? Yes. You've been cooperative, so I'll t? Yes sir. Okay, I'm fine with that. Thank cause you got some wider shoulders and ing to double lock these so they don't get that you're going to need? No. You don't'. The middle panel, titled 'File Details', shows 'Currently viewing' as 'Bodycam Footage of Steve Keim-s DUI Arrest'. It includes buttons for 'AI Captions' and 'Upgrade to human-verified'. Below this is a 'Speakers' section with 'Speaker 2' and 'Speaker 1', each with 'Back' and 'Next' buttons, and a '+' button to add more speakers. The right panel, titled 'Main file details', lists the file's name, type (.mp4), length (7 min 6 secs), and size (75.13 MB). A vertical toolbar on the far right contains icons for document, bookmark, list, edit, and settings.

Search Hi, Katie 28

[Share transcript](#)

Saved

of your pockets. Right now. You are under
my other set here. Sir, I'm going to take
that to get in the way. I wouldn't want it to
it or? Yes. You've been cooperative, so I'll
t? Yes sir. Okay, I'm fine with that. Thank
cause you got some wider shoulders and
ing to double lock these so they don't get
that you're going to need? No. You don't

File Details

Currently viewing

Bodycam Footage of Steve
Keim-s DUI Arrest

AI Captions

Upgrade to human-verified

Speakers

Speaker 2

Speaker 1

Main file details

Name	Bodycam Footage of Steve Keim-s DUI Arrest
Type	.mp4
Length	7 min 6 secs
Size	75.13 MB

Bookmarking and Comments

- **Highlight the section that you want to bookmark and then right click**
- **Click Bookmark**
- **View all your bookmarks** in the right panel under "Bookmar

Bodycam Footage of Steve Keim-s DUI Arrest   [Share transcript](#)

Last modified 10:35 AM, August 27, 75.13 MB, 7 min.

 AI Prompts Transcript

15 30 1X        Saved  ...

Speaker 2  04:19

No, I'm not going to do that.

Speaker 1  04:20

Okay, that's fine. Go ahead and get your hands on my cell phone. You need two steps? Yeah. I'll grab my other side because I don't want that to get in the way. I will clap on it or? Yes. You've been cooperative, so sir. Okay, I'm fine with that. Thank you. I'm going wider shoulders and so undo your hands. There don't get any tighter on you. Is there anything in your cell phone or

Speaker 2  05:13

Yeah, my cell phone.

Speaker 1  05:14

Play (from 4:20) **SHIFT + SPACE**

Save clip (4:20 - 4:36)

Download clip (4:20 - 4:36)

Bookmark

Comment

Highlight **CMD + SHIFT + H** 

       None

Remove Highlight

Strikethrough **CMD + J**

Offset timestamps

Undo **CMD + Z**

Redo **CMD + Y**

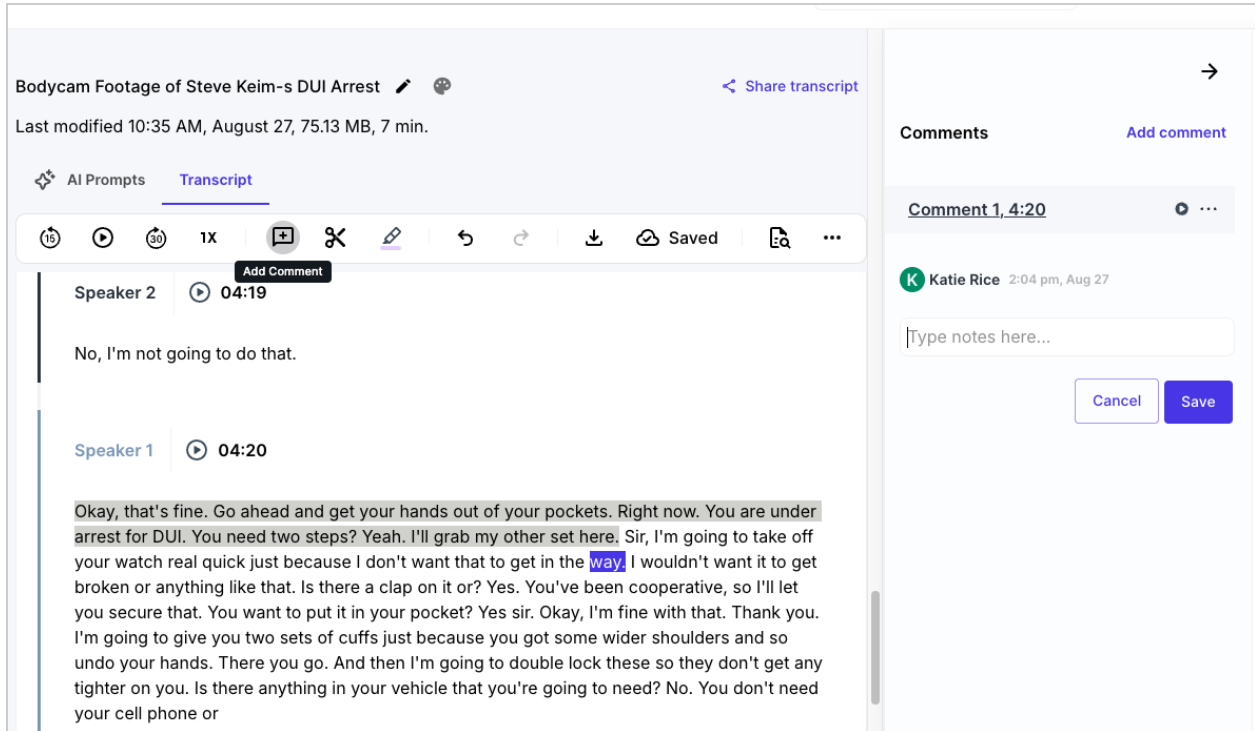
Copy **CMD + C**

Cut **CMD + X**

Delete

Find and Replace **CMD + F**

- To make a comment, highlight the section you want to comment on and then click the comment icon
- Type your notes in and then click save.
- See all comments you've made organized in the Comments section



The screenshot displays the @rev interface for a transcript titled "Bodycam Footage of Steve Keim-s DUI Arrest". The interface is split into two main sections. The left section contains the transcript, with a toolbar at the top for navigation and editing. The transcript is organized by speaker, with Speaker 2's comment "No, I'm not going to do that." at 04:19 and Speaker 1's longer comment starting at 04:20. A portion of Speaker 1's comment is highlighted in yellow. The right section is a sidebar for comments, showing a list of comments and a form to add a new comment. The form includes a text input field and "Cancel" and "Save" buttons.

Bodycam Footage of Steve Keim-s DUI Arrest   [Share transcript](#)

Last modified 10:35 AM, August 27, 75.13 MB, 7 min.

 AI Prompts Transcript

   1X        Saved  

Speaker 2  04:19 

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Comments [Add comment](#)

Comment 1, 4:20  

 **Katie Rice** 2:04 pm, Aug 27

[Cancel](#) [Save](#)

Use AI to Ask Questions About Your Content

The **AI chat feature** lets you ask questions about what's in your transcript by going to the chatbox in the left-hand side:

- **Pre-written questions** appear based on your content - just click one to get an answer
- **Type your own questions** like "What happened during the traffic stop?" or "How many times did they mention the contract?"

← Go back

Hide video

2018-07-04 T07:46:40Z
AXP-FLEXY-2-XB303267

Detach Video

4:417:06

way. I wouldn't want it to get broken or anything like that.

BETA

Use AI chat to ask questions about multiple files at once

✦ Insights

AI Chat

Chat with AI about your transcript

Bodycam Footage of Steve Keim-s D...

✦ Summarize this transcript

✦ What led to the driver's DUI arrest?

✦ Why did the officer conduct field sobriety test?

What would you like to know? →