ECH Transcript Studio

Getting Started Guide

Simple, step-by-step instructions for checking your transcripts.
No computer experience needed: just follow each step in order.

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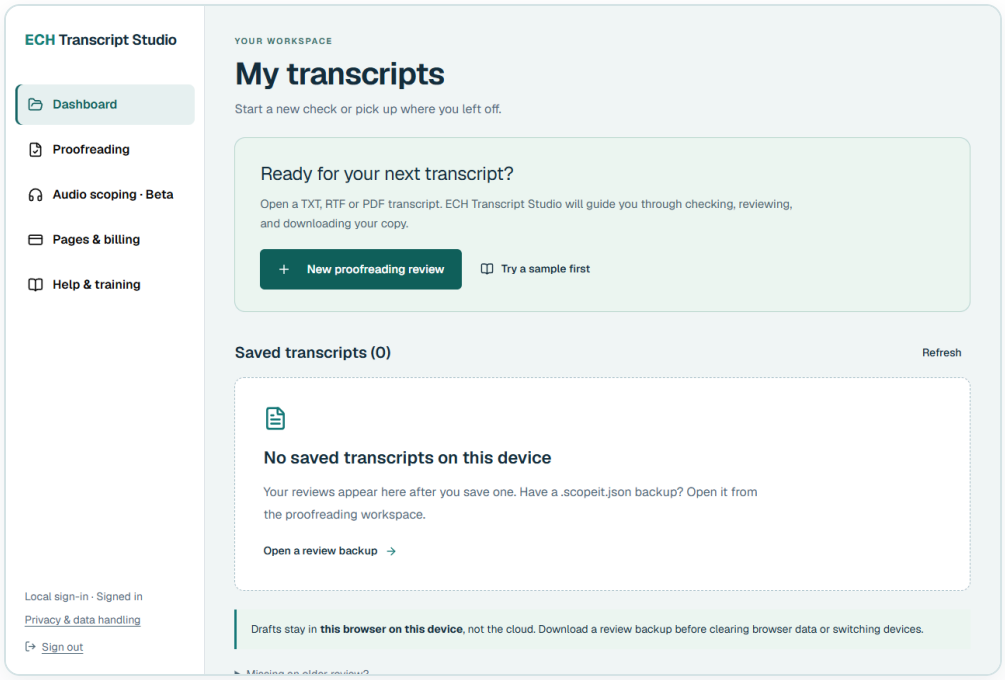
If something goes wrong · One-page cheat sheet

How this works, in one sentence: you upload your transcript, the app points out things that may need fixing, and **you decide** what to change. Nothing is ever changed without you clicking to approve it, and your original file is never touched.

1 Create your free account

You only do this once. New accounts get **125 free pages**, no card needed.

1. Go to **app.echtranscriptstudio.com**.
2. Click **Sign up** and enter your email address. Follow the prompts to confirm it. Can't find the confirmation email? Look in your **Spam** or **Promotions** folder.
3. You're in. You'll see "*Congratulations! Your 125 free pages have been added.*" Each page of a transcript you check uses one page.
4. From now on, just go to **app.echtranscriptstudio.com** and sign in with that email address.
5. **Save it as a bookmark** so it's easy to find: press Ctrl + D (on a Mac, ⌘ + D) while you're on the page.



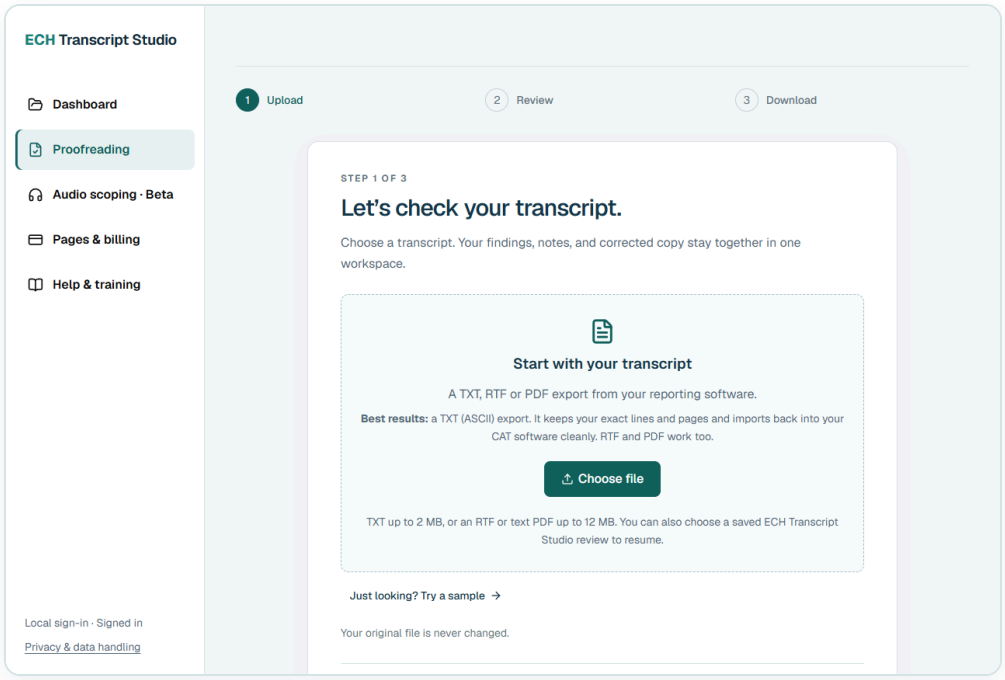
Your dashboard. **New proofreading review** starts a check; **Try a sample first** opens a practice transcript.

Take the tour. Right after you sign up, click **Show me around** in the green welcome box. Pop-up tips point to each button and walk you through a practice transcript. Press Esc to close the tour; restart it anytime from **Help & training** on the left.

2 Check a transcript

First, save your transcript from your CAT software as a **TXT**, **RTF** or **PDF** file. Any of the three works; a TXT (ASCII) export gives the best results.

1. Sign in. On your dashboard, click the green **New proofreading review** button.
2. On the upload screen, click **Choose file**.
3. Find your transcript on your computer, click it once, then click **Open**.

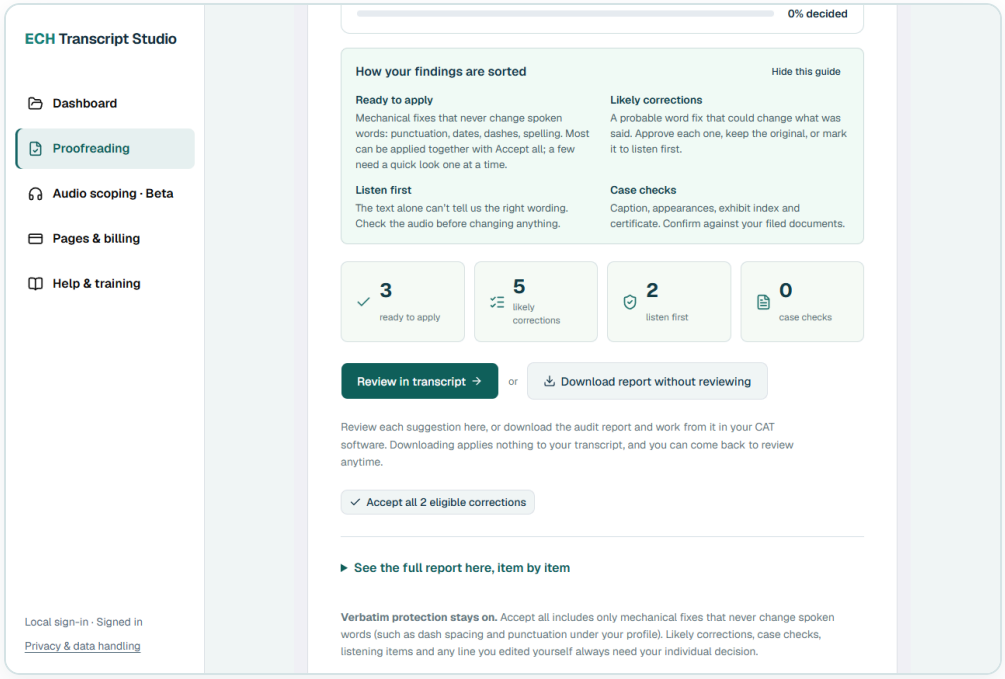


The upload screen. Want to practice first? Click **Just looking? Try a sample**; it uses none of your pages.

4. The next screen shows your transcript and how many of your pages the check will use. Click **Start review**. (On the practice sample this button says "*Review sample suggestions.*")
5. **Wait a few minutes.** A 150-page transcript usually takes under 10 minutes. Keep the page open while it works.

> **Running low on pages?** If your balance doesn't cover the transcript, the screen says so, with a link to get more pages. The free built-in checks are already done either way, and you can review those right away.

6 When the check is done, choose how you want to work: click **Review in transcript** to go through the suggestions on screen, **or** click **Download report without reviewing** to get a printable list to use in your CAT software. Either one is fine.



Your audit report. The four boxes count each kind of finding.

What the four boxes mean

✓ Ready to apply

Small, safe fixes like punctuation and spelling. They never change what anyone said. **What to do:** most can be applied all at once with **Accept all**; a few need a quick look one at a time.

Likely corrections

A word that is probably wrong, like "heart a track" for "heart attack." **What to do:** read each one and approve it or keep the original.

Listen first

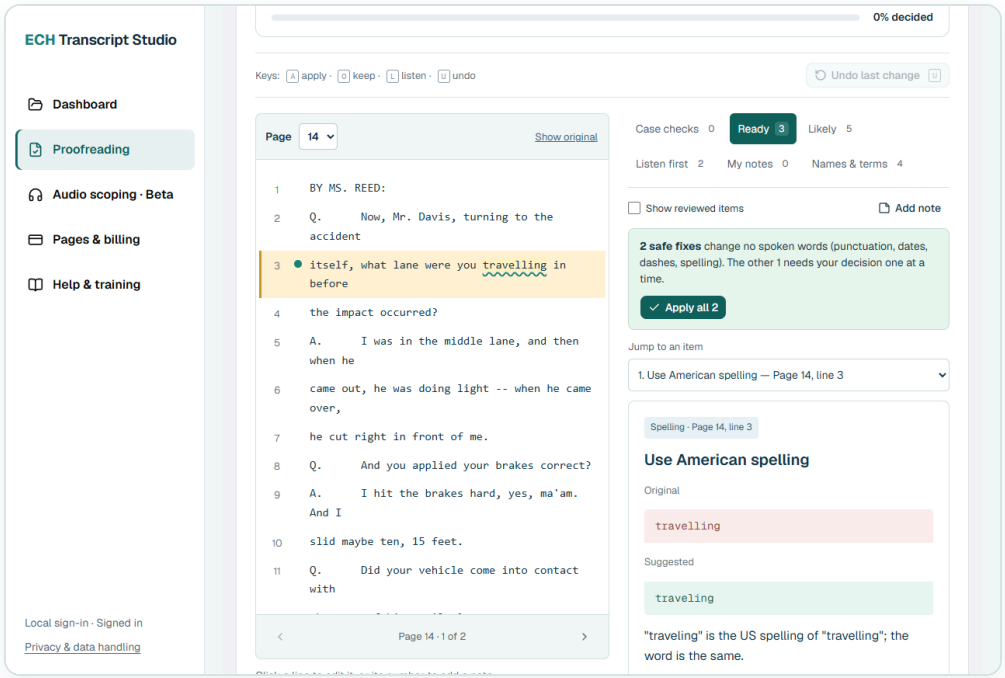
The app can't tell what was said from the text alone. **What to do:** check your audio recording.

Case checks

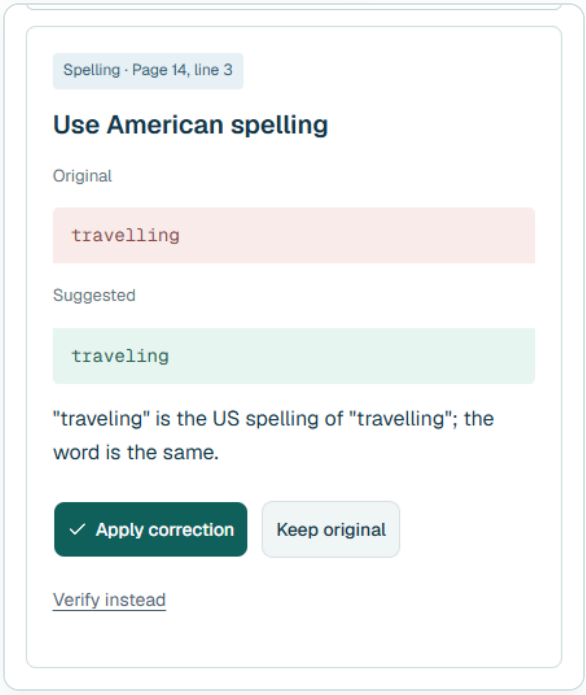
Names, exhibits and the caption don't match somewhere. **What to do:** compare with your paperwork.

3 Go through the suggestions

If you chose **Review in transcript**, your transcript appears on the left and one suggestion at a time appears on the right.



1. Read the suggestion. The top box (pink) is what the transcript says now. The bottom box (green) is the suggested change, with the reason under it.
2. If you agree, click **Apply correction**. If you don't, click **Keep original**. The next suggestion opens by itself.

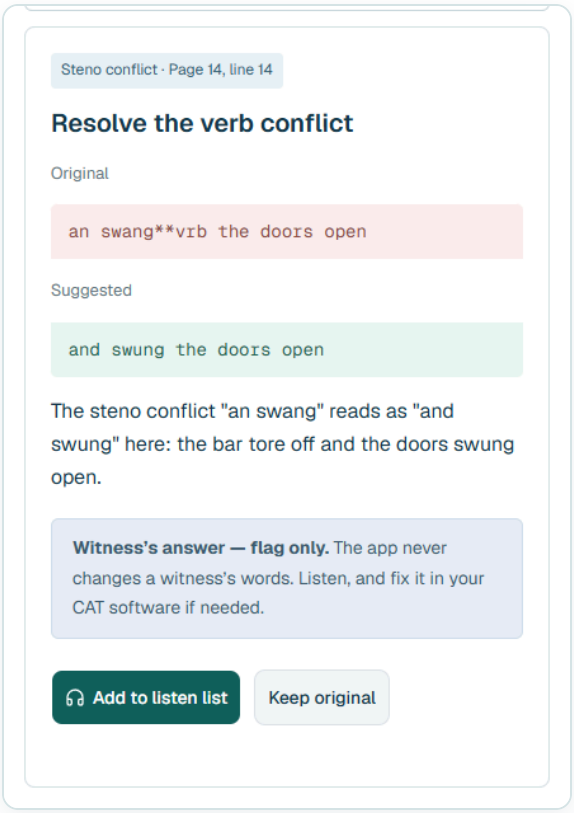


A witness's own words

Witnesses sometimes really do say the wrong word, and the record keeps what they said. So when a suggestion would change the words of a **witness's answer**, the app **never changes it for you**: the card says "*Witness's answer — flag only.*"

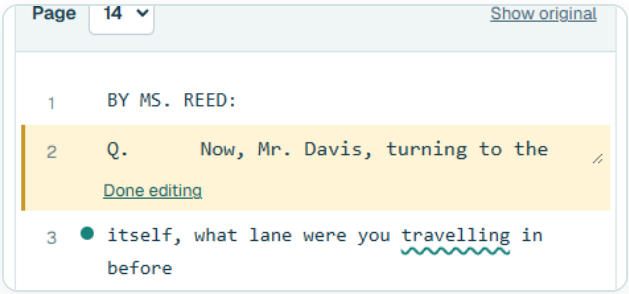
1. Click **Add to listen list**, then listen to your audio.
2. If it needs fixing, fix it in your CAT software. Or click **Keep original** if it was said that way.

Punctuation, capitals and spelling-only fixes in answers can still be applied as usual.



Fix a line yourself

Click on the words of any line and type your change. Press Enter to save, or Esc to cancel. To leave yourself a reminder, click the **line number** on the left, type your note and save it; your notes print in your report.



Keyboard shortcuts and Undo

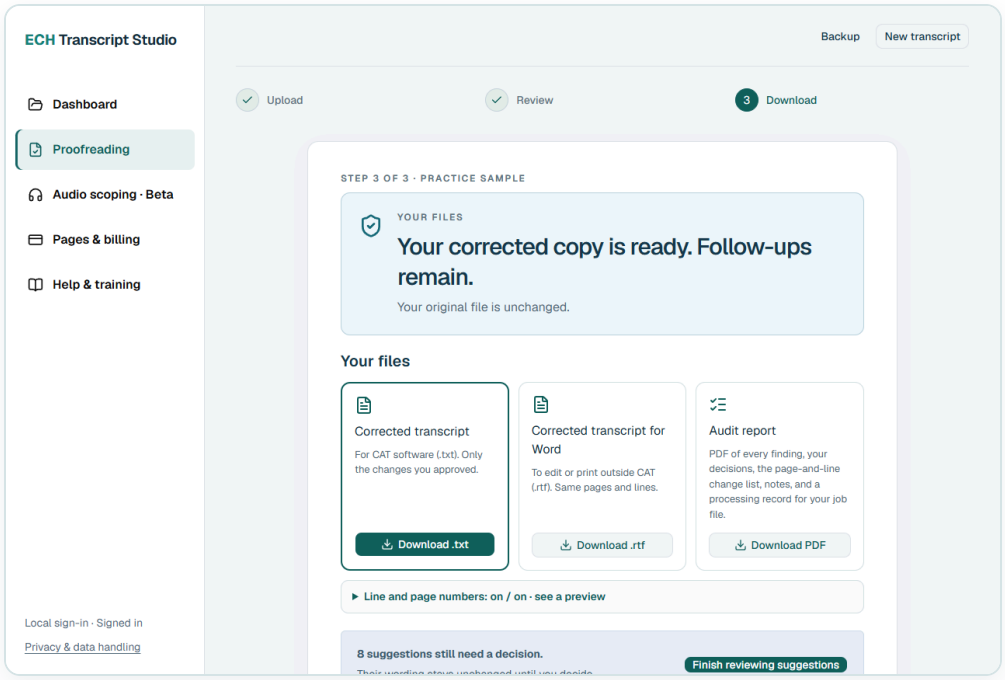
A apply · O keep original · L listen first · U undo. Made a mistake? Click **Undo last change** at the top right; every choice can be changed later.

Keeping track: the bar at the top shows how many suggestions were **found**, how many you **applied** or **kept**, how many are **left**, and the percentage decided. You don't have to finish in one sitting; your work saves by itself on this computer.

4 Download your finished files

Your original file is never changed. You download new copies.

1. Click the green **Finish & get my files** button at the top right of the review screen.
2. Under **Your files**, click **Download .txt** to get your corrected transcript, with only the changes you approved. This is the one to bring back into your CAT software.
3. Want to edit or print it in Word? Click **Download .rtf**. It keeps the same pages and lines.
4. Click **Download PDF** to get the full audit report: every finding, your decisions, the page-and-line change list, your notes, and a processing record for your job file.



Your files go to your computer's **Downloads** folder.

Line numbers: if your CAT software adds its own line or page numbers when you import, open **Line and page numbers** under the three boxes and uncheck them. A preview shows exactly how your file will look, and the app remembers your choice.

One important habit: these fixes are for this job only. Don't add sound-alike fixes to your CAT dictionary for good; the same strokes can be right in a different job.

5 Coming back later and getting more pages

1. Sign in. Your **dashboard** is your home page.
2. Scroll down to **Saved transcripts** and click a job to continue where you left off.

> **Use the same computer and web browser** for a job until it's finished. Saved work is kept in the browser on that computer. To move a job to another computer, click **Save a review backup** on the download screen first, then open the backup on the other computer.

Running low on pages?

Click **Pages & billing** on the left. You can:

- **Buy pages as you need them** (50-page minimum). Pages you buy never expire.
- **Choose a monthly plan** for a lower price per page. Unused plan pages roll over, and stay for 60 days after a plan ends. Plan members can **Top up** at their plan's rate anytime.
- **Add pages now and pay later**, on a date you choose, once you've paid for pages before.

Earn free pages

If the check missed something in a transcript, or suggested something wrong, click **Did we miss something?** on your dashboard or the download screen and tell us. A few words of the line are enough; leave out names and other confidential details, because what you send is saved with your account and emailed to us. When we confirm it, we add **25 free pages** to your account.

If something goes wrong

It seems stuck.	Give it up to 10 minutes and keep the page open. Big transcripts take longer. If you close the page partway, the pages for sections that never ran come back to your account.
My PDF or RTF won't open.	A PDF may be a scanned picture of pages. Save a TXT file from your CAT software and try that instead.
I can't find my saved job.	Use the same computer and browser you used before, and sign in with the same email.
A suggestion is wrong.	Click **Keep original**. Nothing changes unless you approve it.
I clicked the wrong thing.	Click **Undo last change** (or press `U`).
I didn't get the confirmation email.	Check Spam and Promotions. Still nothing? Use the **Contact us** page and we'll help.

Cheat sheet

1. Go to **app.echtranscriptstudio.com** and sign in.
2. Click **New proofreading review** → **Choose file** → pick your TXT, RTF or PDF file.
3. Click **Start review**. Wait a few minutes.
4. Click **Review in transcript**, or **Download report without reviewing**.
5. For each suggestion: **Apply correction** or **Keep original**. For a witness's answer: **Add to listen list**, listen, and fix it in your CAT software.
6. Click **Finish & get my files** → **Download .txt** (and **Download PDF** for the report).

> **Need help?** Go to **echtranscriptstudio.com/contact** and send us a message; we usually reply within one business day. Tell us what you were doing and what you saw on the screen. We're also happy to hear what the app missed or got wrong; it helps us make it better.