



Thanks again for your interest in becoming a Spanish-language Independent Contractor for Focus Forward Transcription! If hired, assignments may be Spanish to Spanish, Spanish to English or English to Spanish.

**PLEASE NOTE: This test file is Spanish audio that needs to be transcribed into English: Spanish to English.**

### Getting Started

You will first need to download and install Express Scribe, a free transcription software program. **You must have high speed Internet access to use this software.** Express Scribe can be controlled using a transcription foot pedal or by using the keyboard.

**Downloading Express Scribe (Note: There are more detailed instructions on a the third document on this webpage: *Installing Express Scribe.*)**

- Go to the Express Scribe download page at <http://www.nch.com.au/>
- Click the Download tab in the top right-hand menu
- A download box appears – choose Run
- Agree to the Terms and Conditions and click Install
- You will then see Express Scribe Transcription in the dropdown menu – click on that and a download box should appear
- Save the program to your desktop
- If all went well, you will have an icon for Express Scribe on your desktop
- Double click on the icon to open Express Scribe, and you will see a welcome audio. You can listen to this tutorial to learn about the program
- If installing a foot pedal, choose Settings in the File tab and select the Control tab
- Check the box for Foot Pedal Control and from the Port dropdown select VEC Pedals USB (be sure that your pedal is connected to a USB port on your machine). Then click on the Foot Pedal Control Setup Wizard and follow the instructions to configure the foot pedal

- A VEC download window will load and USB drivers will download
- Once the install is complete, a window will appear saying “pedal installed.” A series of steps will pop up to align rewind, fast forward, and play

### **Downloading & Starting the Test File**

- Once you are on the website page entitled “Transcribing Applicant Test Instructions,” you will see the following: [Click here](#) to download the file.
- Right click on the link ([Click here](#)) and select “Set Target As.” Select your desktop as the file destination.
- The file will download via a popup box.
- Once the file is fully downloaded, you will drag the file icon from your desktop onto the Express Scribe icon.
- Express Scribe will now open up and load the audio file.
- You will now be able to control the audio via the large buttons (start, stop, etc.), the F keys (see the Control tab of Express Scribe) or, if applicable, your foot pedal.
- Open your Word document and start transcribing.
- This is Spanish audio to be transcribed in English

### **FocusForward Standard Format**

Please name your transcript Word document:  
Vacations IDI 102510 San Diego 730pm Amy D

First page heading (bold and single-spaced) (Book Antiqua, size 12):

**Project Name: Vacations**  
**Project #: ABCDE**  
**Location: San Diego**  
**Date: 10/25/10**  
**Time: 7:30pm**  
**Respondent: Amy D.**

Running header starting on page 2 (Book Antiqua, size 10):  
Vacations IDI 102510 San Diego 730pm Amy D

Page Numbers Start on Page 2

- Verbatim
- Use 1.25” margins all around (top, bottom, left, right)

- Use Book Antiqua font size 12 for the first page heading and body of the document
- Use Book Antiqua font size 10 for the running header and page numbers
- See page 7 for instructions on inserting the running header
- **Moderators' comments are bolded.** Respondents' comments are not bolded. Skip a line only when the speaker changes; never break up a single speaker's comments into paragraphs
- Body text and headers should be typed in black **only**
- If you typically view and type in a page view other than 100%, please change the file to 100% before submitting it

When you are finished typing the audio, please end the file by typing **[Transcribed by XXX]**. You may replace the XXX with your initials. And finally, **always run the spell checker and re-listen to [INAUDIBLE]s to try to decipher as many as possible.**

Our transcripts are typed **verbatim**. Type **everything** that is said from the beginning to the end of the file, including the moderator's introduction and any conversation after the interview. If an additional person (such as a spouse or friend of the respondent) is pulled into the conversation, you should type this as well. Skip a space between each speaker's comments. You should always omit all instances of the following filler words: "uh," "ah," "um," "you know," "all right," as well as "mm-hmm" (unless used as an immediate answer to a yes-or-no question) and "OK" (unless used as an adjective). Here are some examples of when to use and when not to use OK:

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1) When NOT to use "OK":

~~OK?~~

~~OK.~~

~~OK,~~ Nick, what else do you like?

There's a room back there with a huge TV.

~~OK,~~ so there's another TV that you like to watch stuff on, ~~OK.~~  
**And how are you at moving around and finding what you want to find on the TV, do you ever have any trouble with that?**

2) When to use “OK”:

I think because you’re talking about such a wide range of people with a wide range of skills, some of which are not 21<sup>st</sup> century skills in terms of the work that we do, I think just skills in general is OK.

I don’t think expanding proven models is bad.

That’s OK. It’s straightforward.

**Expanding proven models. Some of you sort of think that the last one’s OK?**

No.

Yeah, I like that one too.

It’s OK.

I’m OK with that.

Investing is cold.

**Investing is cold? So this one’s sort of OK with some of the room? Here we go back to -**

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As you can see above, you should only type OK when a participant uses the word as an adjective. In all other cases the word OK serves as a filler, and you should not type it.

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### **Uniformity:**

To ensure document uniformity, please use the following conventions:

- [LAUGHTER], not (laughter), [LAUGHING], (laughs), (giggles) etc.
- [INAUDIBLE], not (inaudible), [UNINTELLIGIBLE], (INAUDIBLE), etc.
- [INAUDIBLE sounds like: speaker’s words go here], not [INAUDIBLE - sounds like speaker’s words go here]
- [CROSSTALK], not [INAUDIBLE DUE TO OVERLAPPING VOICES], etc.

- Note [ph] after a word that you have spelled phonetically, i.e., My name is Stephen, and I work for a company called Wooshi [ph]). This is commonly used for proper names and terms that you cannot locate with a google search. Please only use the [ph] notation after the first instance of a word. If the word reappears, do not provide the [ph] notation for the same word a subsequent time.
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**A large part of our grading criteria is based on punctuation, spelling and grammar. If you do not feel that you have mastered these areas, this may not be the job for you.**

### **Punctuation Notes:**

- If a sentence seems to run on, please do your best to break it down into smaller, more intelligible sentences.
- Avoid using ellipses (...). You may always substitute an ellipsis with a dash (—).
- Always use a dash for a sentence that trails off.
- When a speaker interrupts a thought and begins a new sentence before finishing the first one, please use a dash to set the two sentences apart (i.e., I had—I just wanted to be sure I had everything with me.)
- Never type exclamation (!) points in your transcripts. Periods (.) will suffice, even if a participant sounds excited.

### **Spelling Reminders:**

**Correct:** All right

**Incorrect:** Alright

**Correct:** OK

**Incorrect:** O.K., Ok, ok, okay

**Correct:** Mm-hmm

**Incorrect:** Um-hmm, uhm-hmm, etc.

**Correct:** Uh-uh (to show disagreement, opposite of “uh-huh”)

**Incorrect:** Unh-uh

Correct: Web site  
Incorrect: website, web site, Website

Correct: Internet  
Incorrect: internet

Correct: BlackBerry (mobile device)  
Incorrect: Blackberry

Correct: BlackBerrys (mobile device, plural)  
Incorrect: Blackberries

### Grammar Reminders:

It's=contraction (it is)  
Its=possessive

*Example: It's better than it used to be because of its improved functionality.*

You're=contraction (you are)  
Your=possessive

There=a place  
Their=possessive  
They're=contraction (they are)

**Example: You're not going to their restaurant because your friend said he doesn't like the food they're serving over there.**

"Used to" do something, not "use to"  
"Rather than," not "rather then"

Please use quotation marks according to the following examples:

- Emerson said, "A foolish consistency is the hobgoblin of little minds."
  - "A foolish consistency," Emerson says, "is the hobgoblin of little minds."
  - Emerson argues that "a foolish consistency is the hobgoblin of little minds."
  - When Emerson said that "a foolish consistency is the hobgoblin of little minds," what did he mean?
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### **Additional Tips & Requirements:**

#### **Setting up a running header:**

To display your running header on all pages except page 1, follow these steps:

- Click View in the toolbar and select Header and Footer
- Click Page Setup in the Header/Footer toolbar
- Click the Layout tab
- Place a check in the Different First Page box and click OK
- If necessary, click Show Previous or Show Next on the Header/Footer toolbar
- Type the filename in the header box
- Click Close

This will insert a header on every page but the first one.

To insert page numbers:

- Click Insert in the toolbar and select Page Numbers
- Change position to Top of page and alignment to Right
- Remove the checkmark from the Show Number on First Page box
- Click OK

#### **Verifying Terms:**

If you are unsure of the spelling of a certain word – drug names, place names, company names, etc. – always look up the word online to find the correct spelling. Once in a while this takes some digging around, but usually it takes only seconds. [www.Google.com](http://www.Google.com) is a great resource. If you are unable to find a certain word, spell it phonetically and note [ph] after the word.

To get a drug list for a specific condition:

- Go to [www.webmd.com](http://www.webmd.com)

- Click on Drugs and Treatments in the top middle of the screen
- Click on Drugs and Treatments Home
- Put a dot in the By Condition Box on the Find a Drug screen
- Type a specific condition in the box and press enter

### **Using Hotkeys in Word:**

You can create hotkeys in Word that can save you time while transcribing. If you find yourself typing the same word again and again, hotkeys can create a shortcut for you, i.e., you can set it to replace FV with “Female Voice” or RI for “Ritalin.”

Below are instructions for MS Word 2007 and older versions

#### 2007

- Click the Office Button in the upper left hand corner of your screen
- Click on the Word Options box at the bottom of the dropdown menu
- On the next screen, choose Proofing from the left hand column, which changes your screen
- Pick the AutoCorrect Options box
- Under the AutoCorrect tab, fill in the Replace As You Type box with your chosen shortcuts

#### Older Versions of Word

- Under the Tools menu, select AutoCorrect Options from the dropdown menu.
- Under the AutoCorrect tab, you can fill in the Replace As You Type box with your chosen shortcut.