



# Beeey user manual

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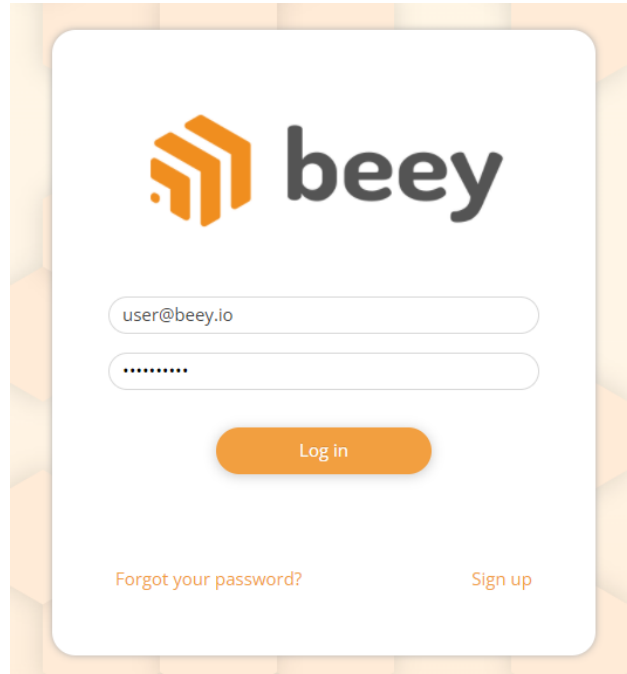
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## Starting the application and registration

There is no need to install Beey. Simply open <https://editor.beey.io> in one of the following supported browsers: Google Chrome, Mozilla Firefox, Opera or Microsoft Edge.

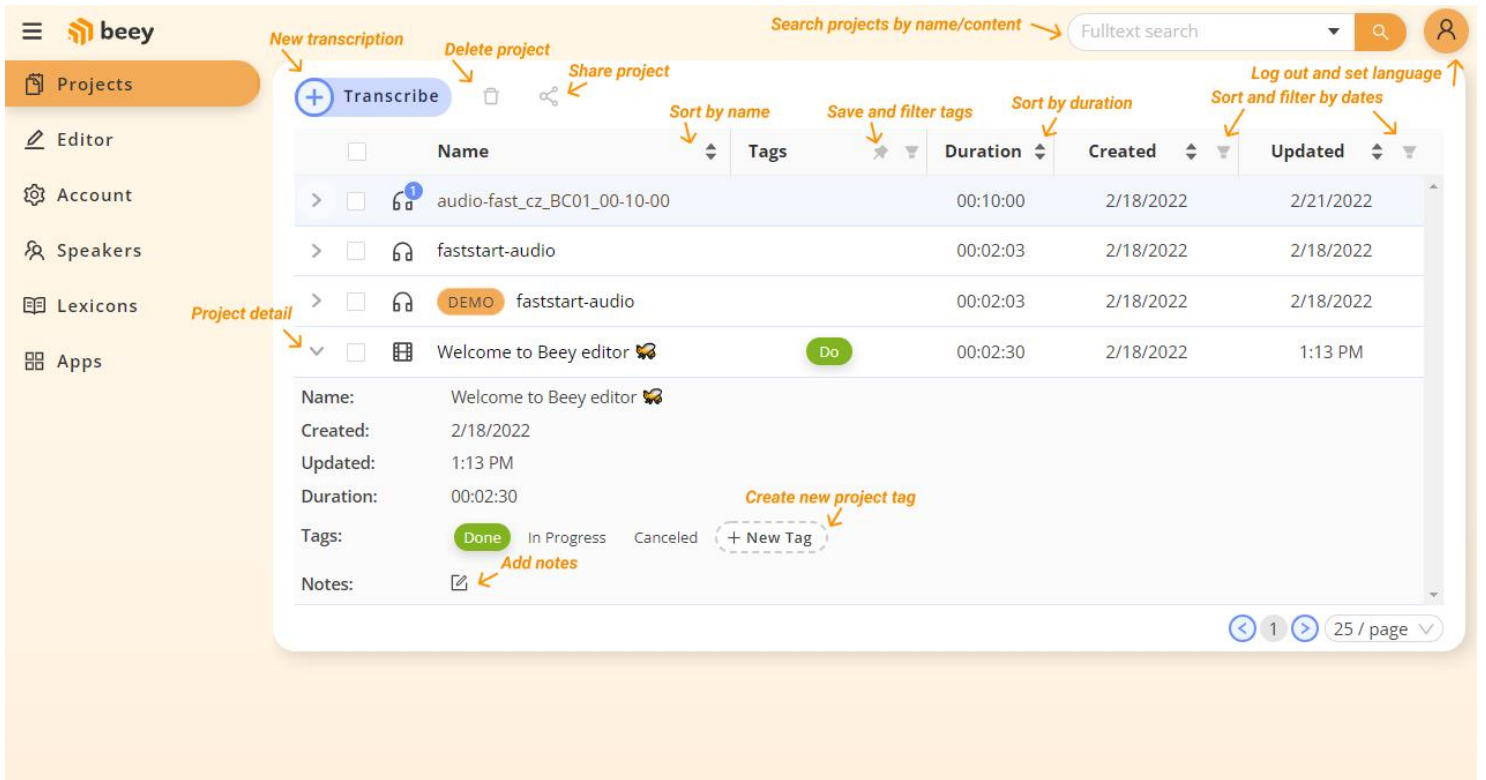


You can log in the app using the received login information or by creating a new account. You can do this by clicking on **Sign up** and filling the form with your email address and password. Then click on **Sign up** and verify your email address by clicking on the **Activate** button in the email you have received in your inbox. If you did not receive the “Welcome to Beey” email, check your spam folder, or reach out to us at [podpora@newtontech.cz](mailto:podpora@newtontech.cz).

By activating your account, you automatically receive 30 minutes of trial free credit and can create your first project. You can try out the main functions of the editor in the demo project “Welcome to Beey editor 🐝”.

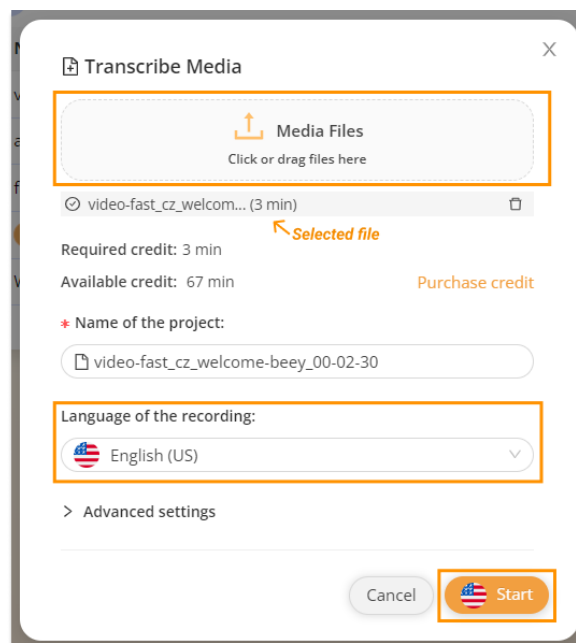
## Projects

In the section **Projects** you may view your current projects, create new ones, share them with other users, delete them, or add comments in the notes.

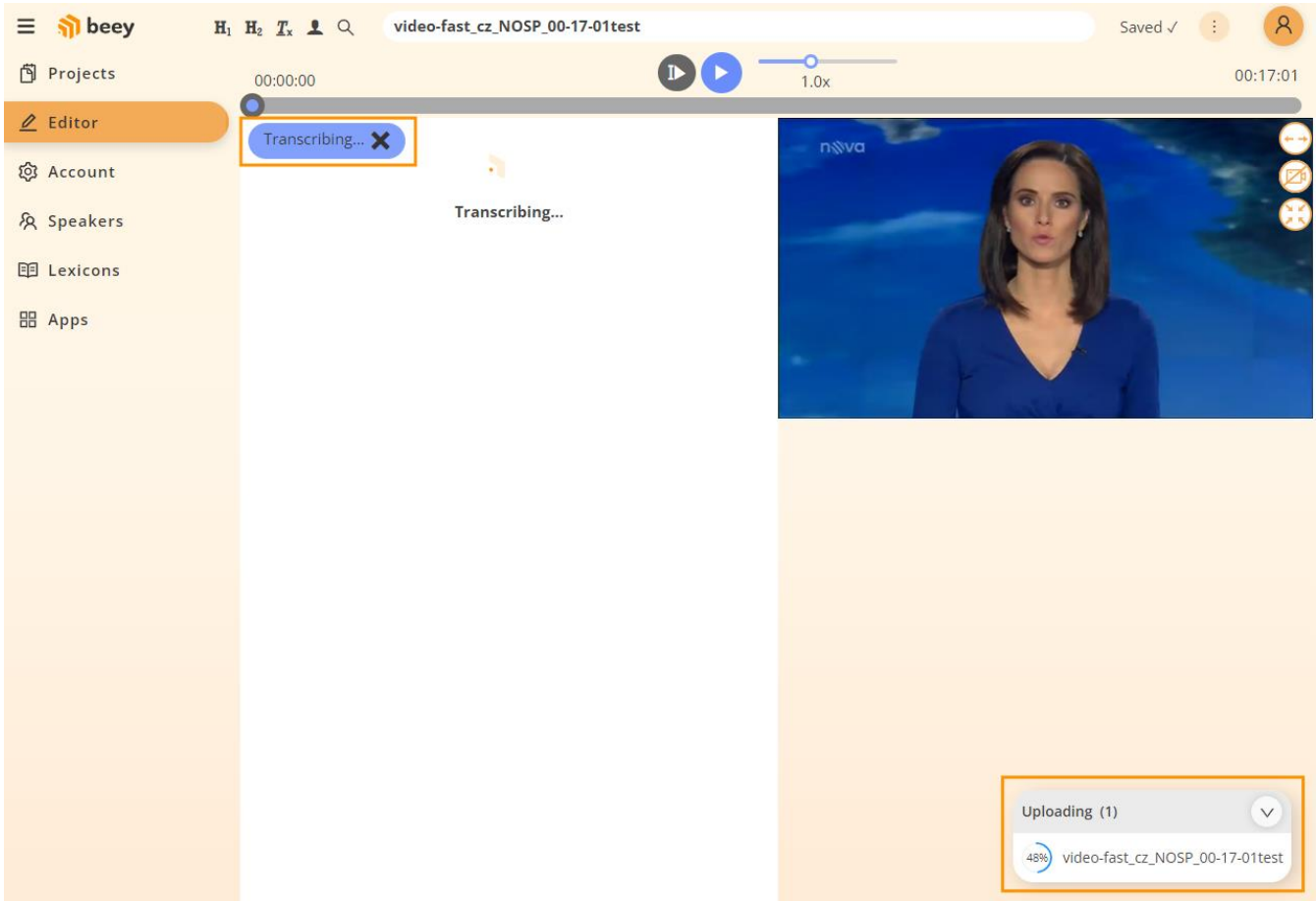


## Transcribing

Click on the button **Transcribe**, select the recording you wish to transcribe, choose its language and confirm by clicking on **Start**. You can edit the suggested name in the **Name of the project** field.



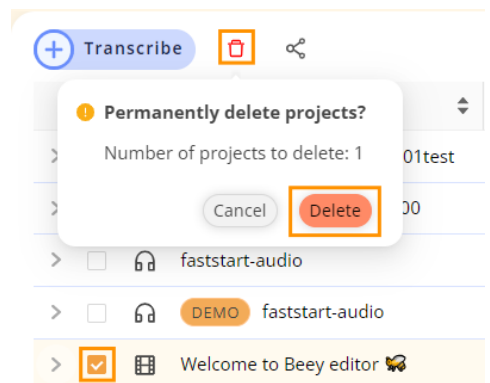
Before automatic transcription starts, the amount of credit necessary for transcription as well as the length of the recording will be verified. If you do not have sufficient credit to transcribe the recording, top it up using your payment card (see section [Credit top up](#)). The optimal length of the recording for transcription is less than 2 hours. There is a risk of upload or transcription failure when using recordings longer than this limit. The maximum length of the recording allowed is 6 hours.



Based on the format of your recording, the transcription will either start immediately after the project is created (and you can start editing it right away), or it will start only after the upload is finished. **The upload progress** can be viewed in the window in the bottom right corner. The blue button below the player shows **the transcription progress**. By clicking on the cross on the button, you may **stop the transcription** before it is finished, which will automatically **delete your project**. We recommend choosing this option if you select a wrong recording or language of transcription. This action will not cost you any credit.

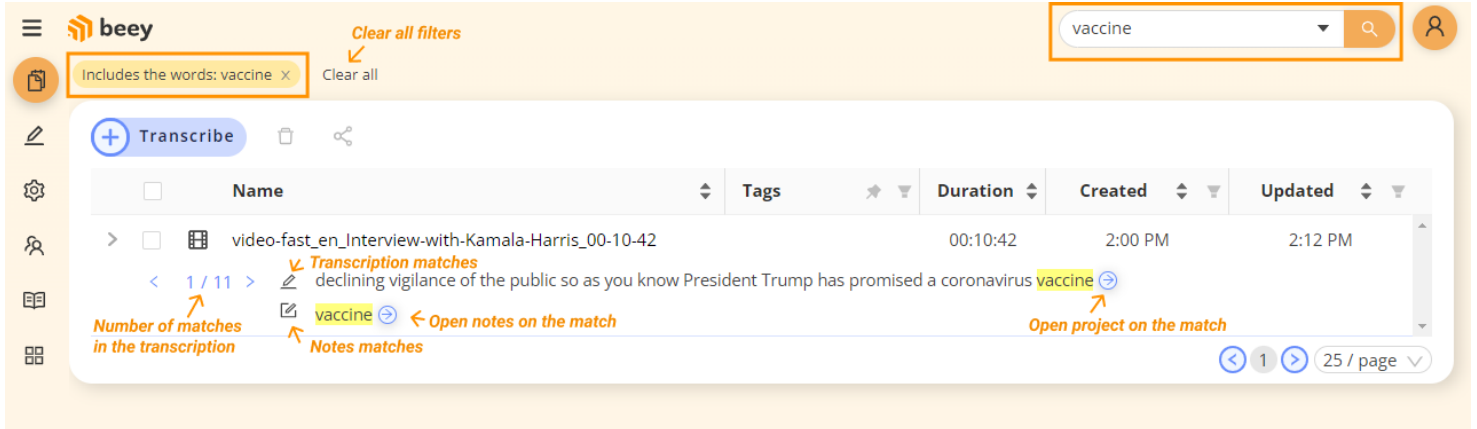
### Deleting a project

To delete a project, just select the project you wish to delete, click on the bin icon and confirm by clicking the **Delete** button. Shared projects will be deleted only in your account. We would like to remind you that this action is **irreversible**.

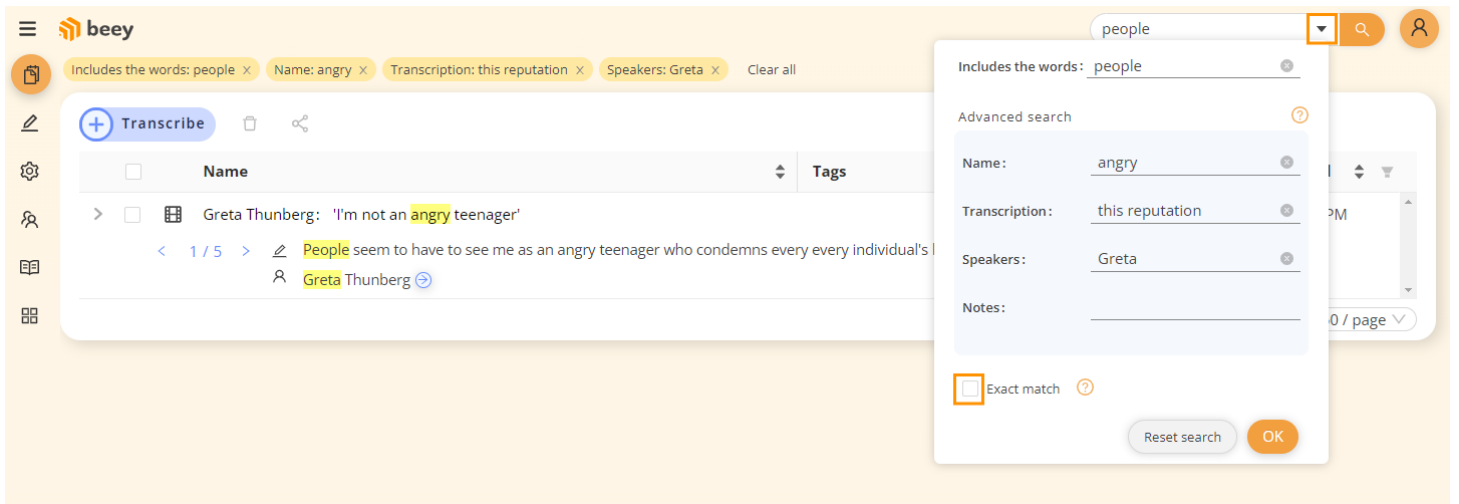


## Fulltext search

You may search and filter your projects using the **Fulltext search** in the top right corner of the **Projects** section. By inserting your search term you will search projects that **include searched words in the name, transcription content, speakers, or notes.** (This is the same as the option **Includes the words**). Searching will automatically filter your projects. You can remove filters individually or all at once by clicking **Clear all**.



To perform more advanced searches, open the dropdown by clicking on the **arrow on the right**. In the **Advanced search** section you may specify your search by filling: the project **Name, Transcription, Speakers** or **Notes**. If you fill multiple fields, it will filter projects that **match at least one item from each field**.

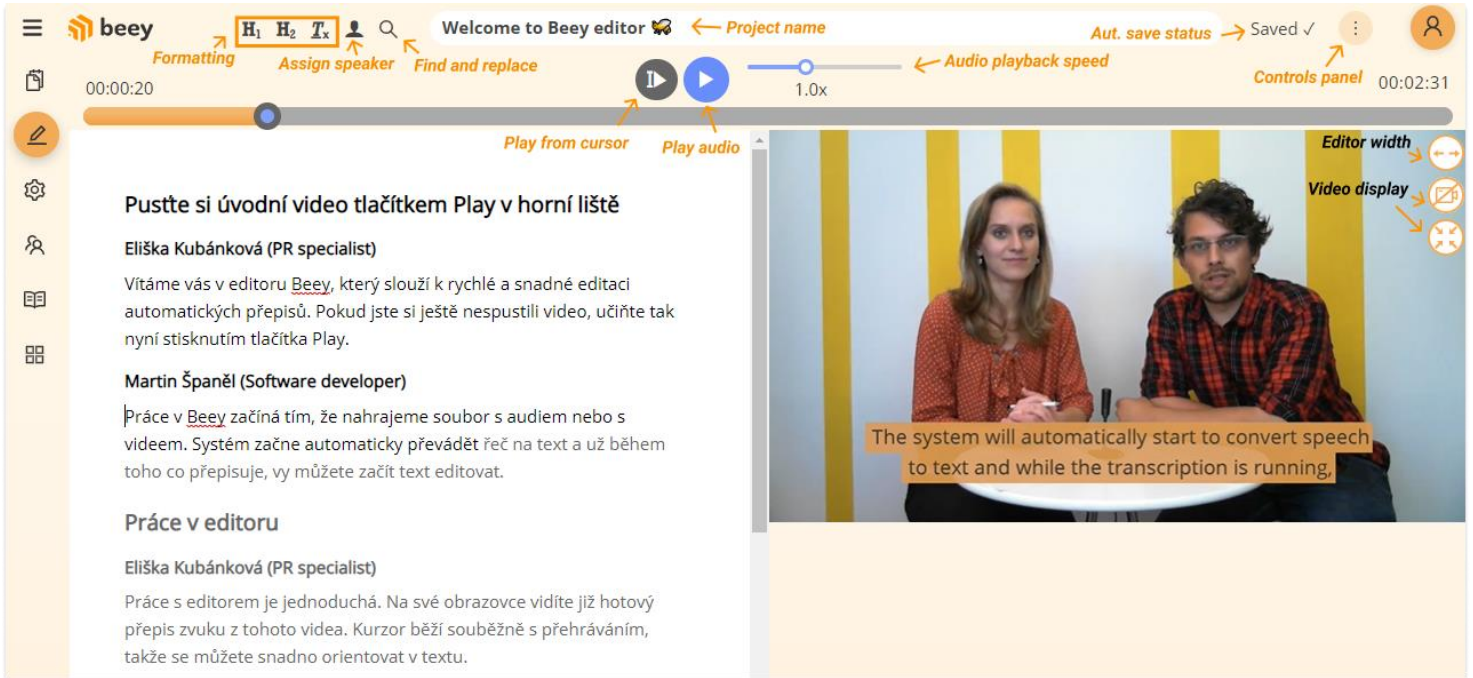


This search is by default “fuzzy”, which means it will return results similar to the search term. If you wish to search only projects strictly matching the searched form and containing all items in a given field, tick the **Exact match** box. Adding quotation marks around the query will have the same effect.

*For example: This search will return projects that contain “angry” in the project name, either “this” or “reputation” in the transcription, “Greta” in the speaker and “people” in at a least one of the fields. To strictly include both “this” and “reputation”, tick the Strict mode option or use quotation marks.*

## Editor

Choose the project you want to edit and play. By clicking on the project name you open it in the Editor.



**Play/Stop (Tab)** – playing the audio/video from the beginning of the recording



**Play from cursor (Shift+Tab)** – playing the audio/video from the current cursor position

While editing your transcription, you may use **simple formatting** with the following buttons.

**Heading - level 1 (Ctrl+1)**

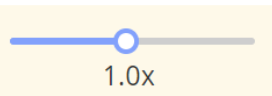
**Heading - level 2 (Ctrl+2)**

**H<sub>2</sub>** **Clear formatting**

**Assign speaker (Shift+Enter or by clicking on the speaker in the text)**

Other functions include:

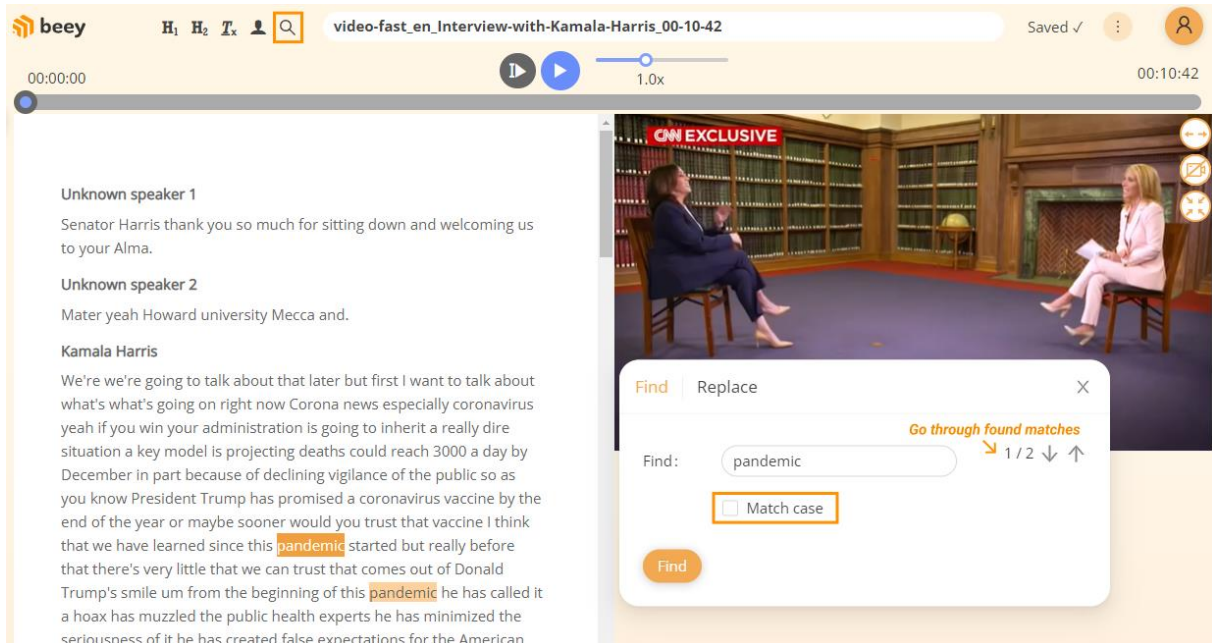
**Find, Find and replace (Ctrl+H)**



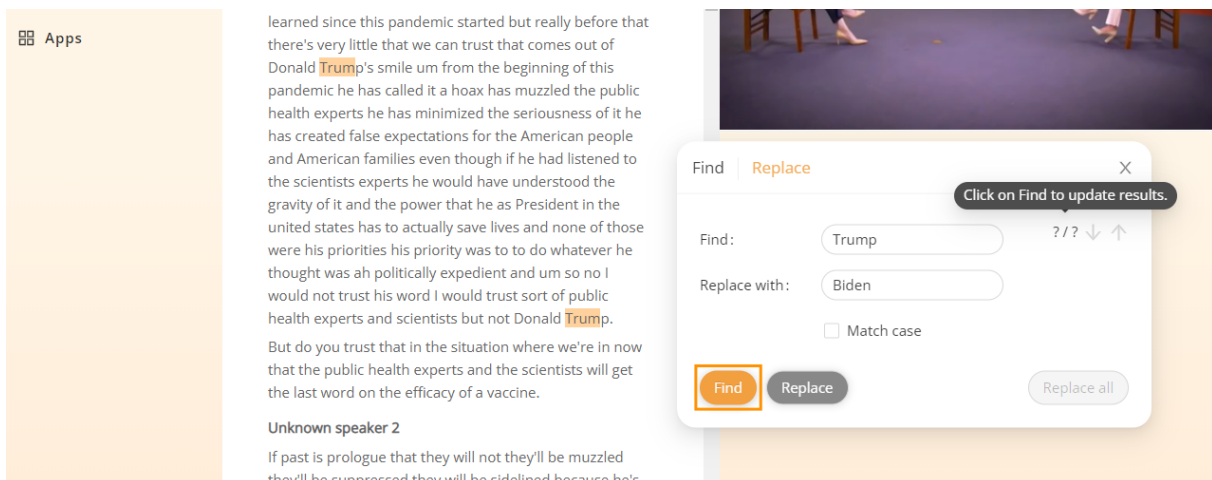
**Playback speed (Alt+N decreases playback speed, Alt+M increases the speed)**

## Find, Find and replace (Ctrl+H)

This function allows you to search for certain words or terms within the transcription and replace them with something else. You can search by clicking on the icon in the top left corner. To find a word, write it in the input field and press **Find**. You can also select whether your search should **Match the case** or not. Using the arrows on the right, you can go through your findings.




By clicking on the **Replace** tab you will switch to **Find and replace**. This function can be also called by the keyboard shortcut Ctrl+H. To replace certain expressions, fill them in the **Find** input and add what to **replace them with**. In order to prevent undesired changes, **Replace all** is active only when your search results are up to date. If they are not (if you edit your search term or the transcription) they will switch to **Find**. To make them up to date, simply press **Find** again. You can then replace them one by one with **Replace**, or all at once with **Replace all**.



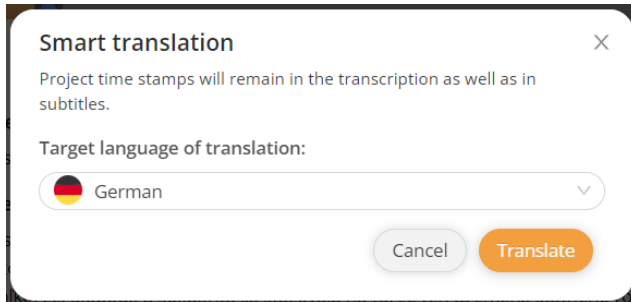


## Controls panel

Other important Editor functions are to be found in the **Controls panel** in the top right corner under  the **three dots** icon.

### Beey Translate (Smart translation)

Beey Translate will translate your transcription while preserving time stamps and aligning the text with the audio. Click the **Smart translation** button, select the target language into which you want to translate the project and then click **Translate**.

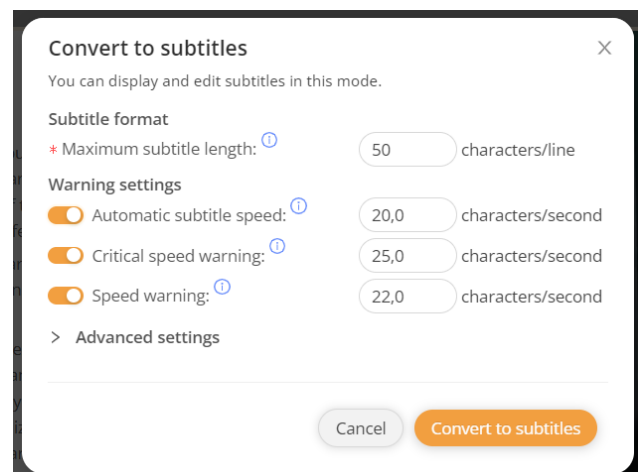
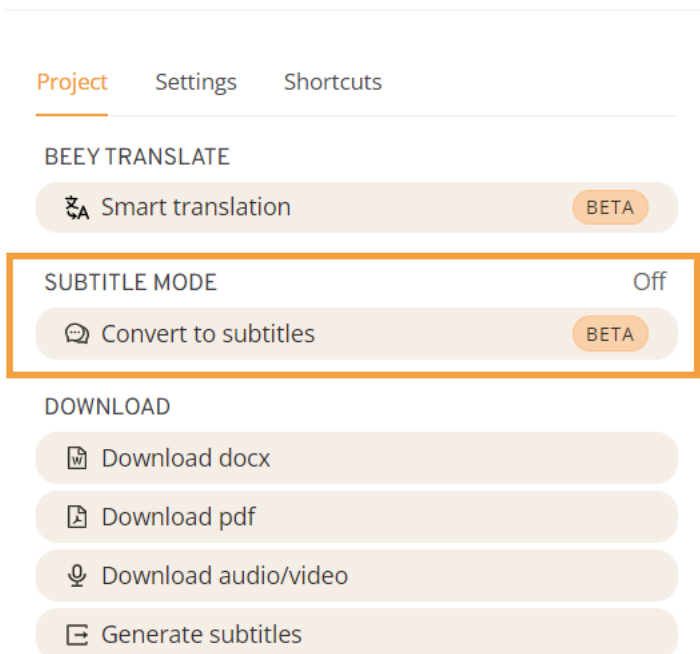


The translation will be created in a new project, which can be opened by clicking on Open translated project. Translating a project will not cost you any extra credit.

### Subtitle mode

You can turn on the **subtitle revision mode** in the Controls panel of your project. Click on **Convert to subtitles**, then fill out the basic settings in the pop-up window. If you are not sure which values to fill, you can leave the default settings or disable all warning settings altogether.

X Controls panel

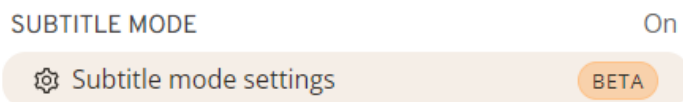


Once you convert your project to subtitles, you can see several things changing in it. Parts of the text can be highlighted, based on the **type of warning**:

- red (subtitle is too long)
- light yellow (subtitle is too fast)
- bold yellow (subtitle is extremely fast)

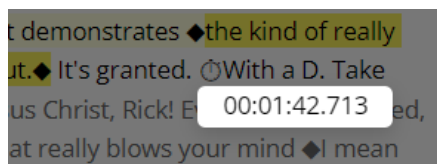
card sharp originally. There's a great Rick and Morty clip ◆with an eggcorn in it. Let's have a look. ◆Really makes you think how, Morty, we should never take things for granite. What? I'm just saying life short, we shouldn't take things for granite. ◆Are you saying granite? Well, yeah. ◆What I love about this clip is that I think it demonstrates ◆the kind of really strong feelings about language that we're talking about. ◆It's granted. With a D. Take things for granted. ◆Did you actually think it was... Jesus Christ, Rick! Even super educated, super

This corresponds to the basic settings from the previous pop-up window. If you are not satisfied with the settings, you can always change it by clicking on **Subtitle mode settings** (this button appears in the Controls panel once you convert transcription to subtitles).



There are also new diamond shaped symbols ◆ which **mark each subtitle end**. You can add those by pressing **Ctrl+B**, or delete them same as any other character in the text.

Furthermore, you can change some of the text's timestamps by **binding a selected word to the current playback time**, just press **Ctrl+Q** to add a stopwatch symbol before the selected word. By clicking the symbol, you can see the specific time of the new timestamp.

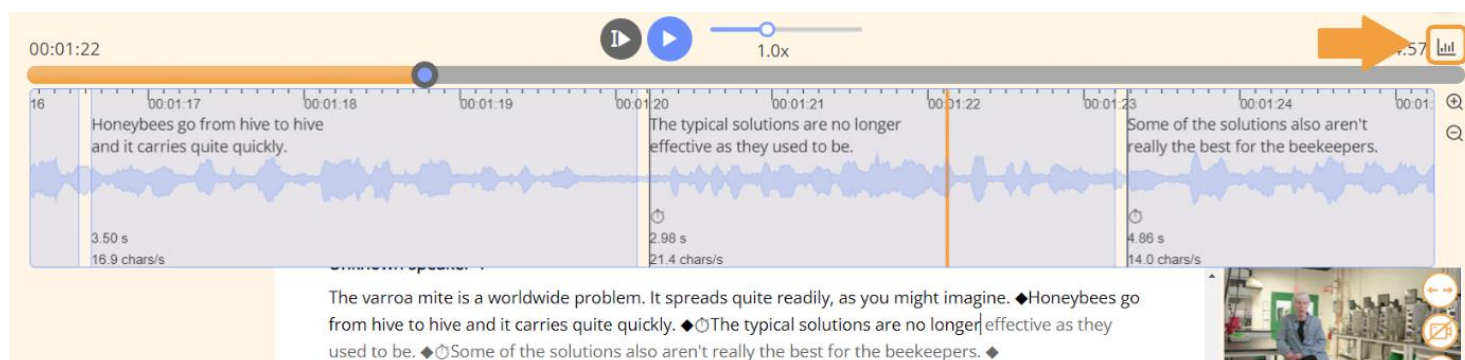


If you wish to **move a subtitle a couple of hundred of milliseconds backward or forward**, use the keyboard shortcuts **Ctrl+[** and **Ctrl+]**  respectively. The first shortcut moves the beginning of the subtitle 100 ms forward, the second 100 ms backward. Just like when pressing Ctrl+Q, a stopwatch symbol will appear before the edited subtitle.

You can see a preview of the current version of your subtitles directly in the video; all changes made there are displayed immediately.

## Waveform

For detailed and precise subtitle timing adjustments, you can use the interactive waveform with overlaying layer of the subtitles. To display it, click the icon next to the end of the video playback.

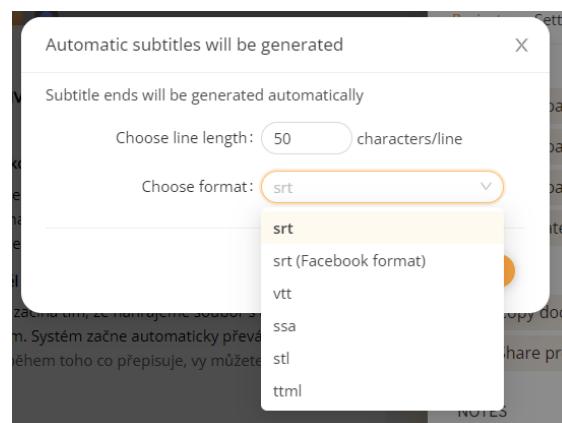
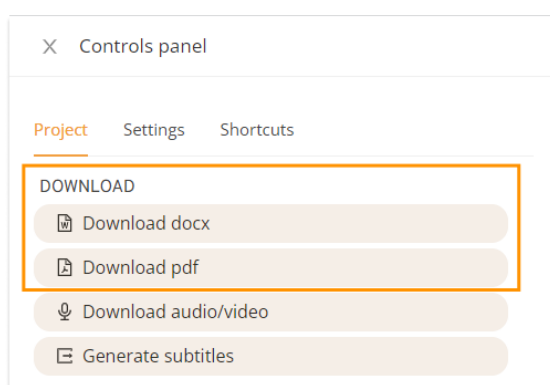


Simple drag-and-drop movement can be used to set the beginning of the subtitle, while the end of it will be calculated automatically based on the preset subtitle speed and the position of the following subtitle. The end line of each segment can also be manually edited if needed, thus cancelling the automatic re-alignment for the active subtitle section.

The waveform field also supports **zooming in and out** – either by using buttons with the zoom symbol or by pressing **Ctrl and scrolling** with the mouse wheel. To **move in the playback timeline**, press **Shift and scroll**.

## Transcription export

In the **Project** tab select the desired **export format**. You may choose between **docx** and **pdf**. By clicking on the format, you download your transcription in the selected file type.

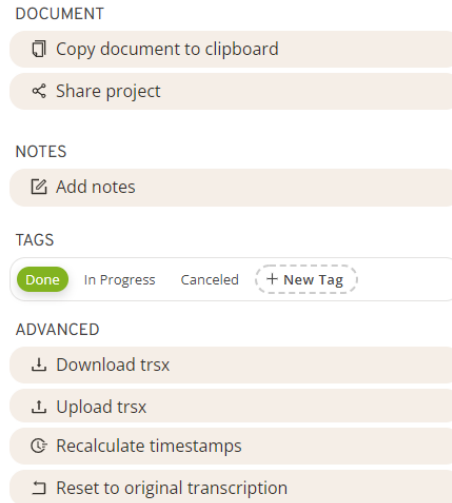


## Generating subtitles

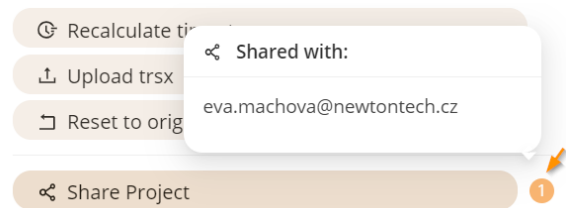
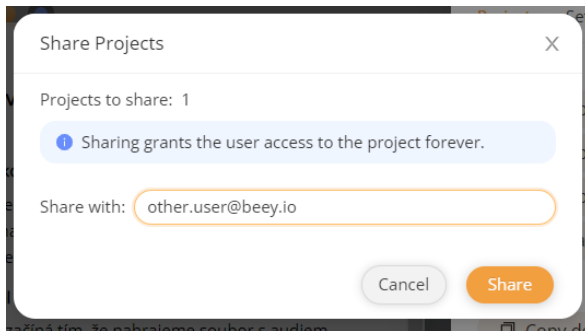
In case you want to create subtitles from the edited transcription, choose the **Generate subtitles** option. In the window that opens choose your desired **format: srt, srt for Facebook, vtt, ssa, stl or ttml**. The length of the subtitles can be set in the range from 30 to 50 characters per line.

## Other functions in the Document and Advanced sections

In the **Document** section there are further, more advanced functions. The transcription can be **copied to clipboard** and inserted to any program where you wish to use it. To return to the automatic transcription, click on **Reset to original transcription** (we would like to inform you that this action is irreversible and you will lose all your changes). You can also **Download** or **Upload a trsx** with your own transcription or **Recalculate timestamps**. This action will re-align your edited transcription with the audio of the recording. We recommend using it after doing extensive editing of the automatic transcription or if, for some reason, the text does not match the audio.



## Sharing a project

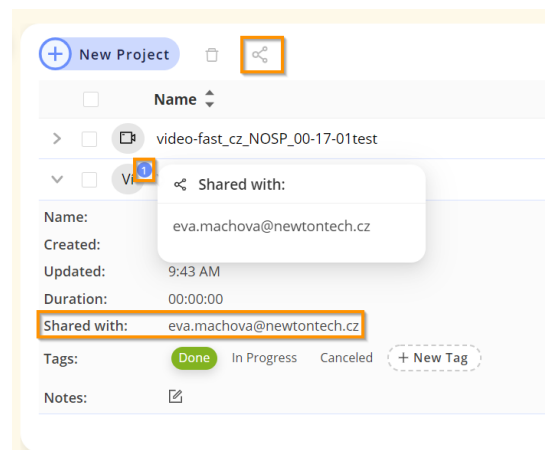


To share your project with other Beey users, click on **Share project**, fill in the **login information (email)** of the user you wish to share the project with and confirm by clicking the **Share** button.

We would like to inform you that sharing a project may cause problems due to concurrent editing of the transcription. This function is not supported by Beey, so only one editor can work in the project at a given time. This action is also **irreversible**. The copy of the shared project will remain accessible to the other user even if you delete the project in your account.


To see **which users** the project is **shared with**, click on the icon with the number of times the project was shared.

You can share projects also from the **Projects** section by clicking on the share icon . Sharing details are to be found in the details of the project and also by clicking on the icon displaying the number of times the projects was shared.




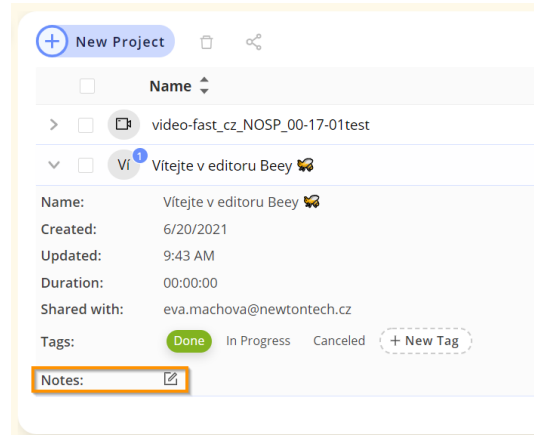
## Adding notes

You may add notes to the project simply by clicking on **Add notes** in the **Controls panel**.

Notes can be also added from the **Projects** section using this button  in the project details. With this button you can also edit or delete notes.

### NOTES

 Add notes



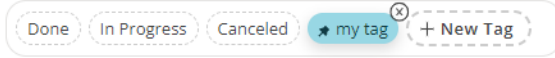
## Adding and saving tags

In the **Project** tab in the **Controls panel** you will also find the tags section. You may add a tag to your project by clicking on one of the predefined tags (*Done*, *In Progress*, *Canceled*) or by clicking on **+ New tag** which will create a new tag just for the project. If you wish to **use the tag repeatedly**, save it by clicking on the pin icon. The tag will show up as an option in all of your projects. To remove it from saved tags, click the cross symbol.

### TAGS

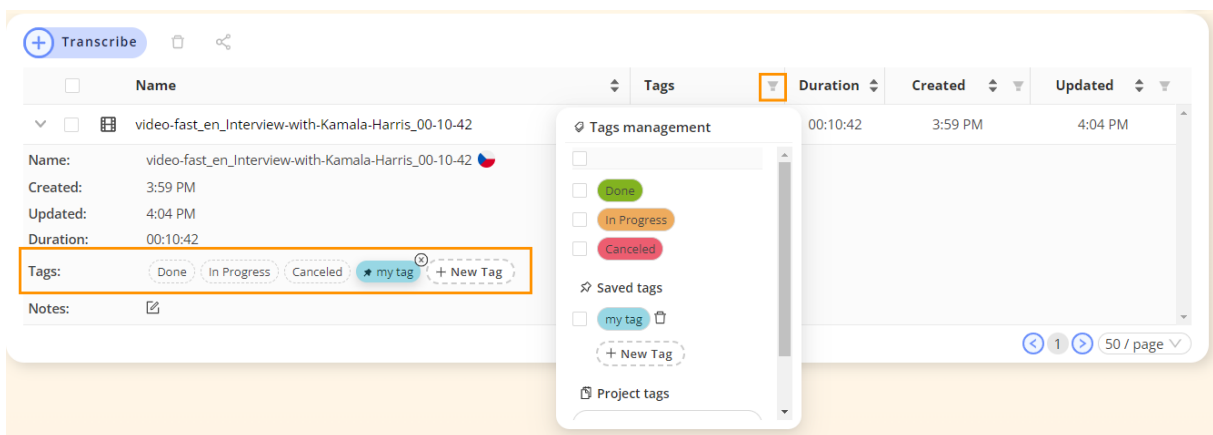


### TAGS



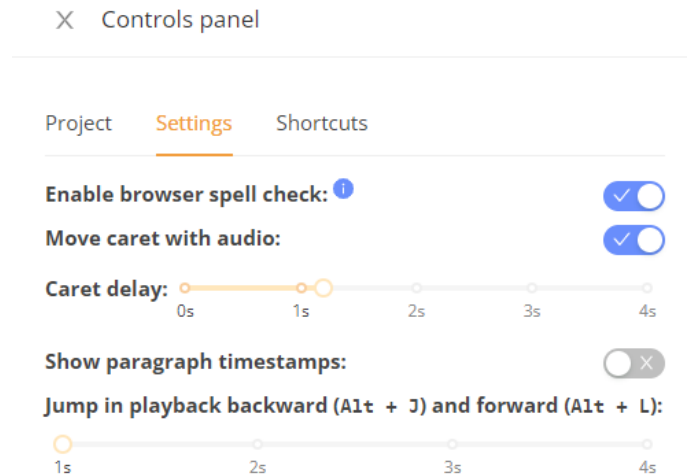
Another way to add tags is from the **Projects** section. This option is available in the project detail. Shortened version of assigned tags will appear in the **Tags** column. Hovering over the tag will show you its full name.

You can use tags to **filter your projects** using the filter icon which will open the **Tags management** window. You may filter projects with single-use project tags or with your saved tags. The Tags management section also allows you to simply save new tags or delete them.



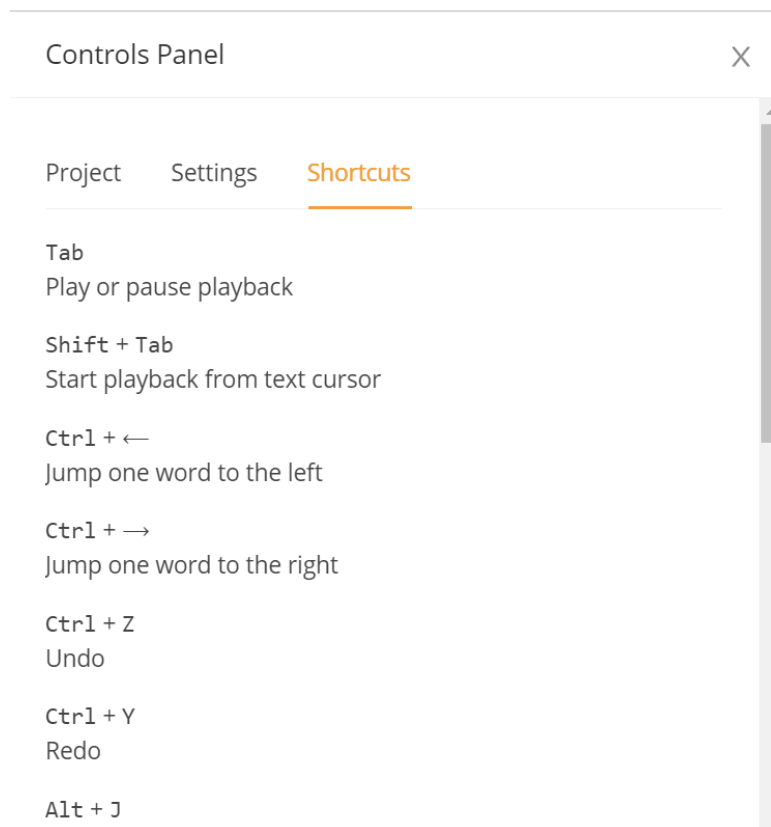
## Editor settings

In the **Controls panel** in the **Settings tab** you may turn on the **Spellcheck** option controlling spelling in your transcription. You can also synchronize the **Caret with audio**, adjust the **Caret delay**, **Show paragraph timestamps**, or set the size of the **Jump in playback backward and forward**.



## Keyboard shortcuts

The last tab in the **Controls panel** includes a list of useful **Keyboard shortcuts** that can significantly facilitate your work in the Editor.



## Account

### Credit overview

To check your **credit balance** and your **credit purchase history** visit the **Account** section and the **Credit** tab.

Standard

CREDIT MY TRANSCRIPTIONS MY TEAM MY ACCOUNT

Credit

Available credit: 67 min

**Purchase credit**  
Credit allows you to transcribe recordings.  
One minute of automatic transcription costs 2.5 CZK (+ VAT).

Minutes (minimum 60):

Currency:

Price (without VAT): 150.00 CZK

[Continue to payment](#)

Orders/purchase overview

Amount	Credit	Date (UTC)	Status
6.00 EUR	60 min	18. 02. 2022 13:04:21	✓

5 / page

### Credit top up

In the same section you can easily **top up your credit** necessary for transcription. To buy credit, you must first fill in your **Billing information** in the **My Account** section by clicking on the **Edit** button. After successfully filling all the required data in the billing information window, insert the number of minutes you wish to buy. The minimum amount is 60 minutes. To confirm your order and continue to the payment gate, click on **Continue to payment**.

CREDIT MY TRANSCRIPTIONS MY TEAM MY ACCOUNT

CREDIT MY TRANSCRIPTIONS MY TEAM MY ACCOUNT

Credit

Available credit: 67 min

**Purchase credit**  
Credit allows you to transcribe recordings.  
One minute of automatic transcription costs 2.5 CZK (+ VAT).

Minutes (minimum 60):

Currency:

Price (without VAT): 150.00 CZK

[Continue to payment](#)

Change password

Current password:

New password:

Confirm password:

[Save](#)

Billing information

Name: Jan Novák

E-mail: user@beey.io

Phone number: +420770111111

Address: Na Pankráci 1683/127  
14000 Praha 4  
Česko

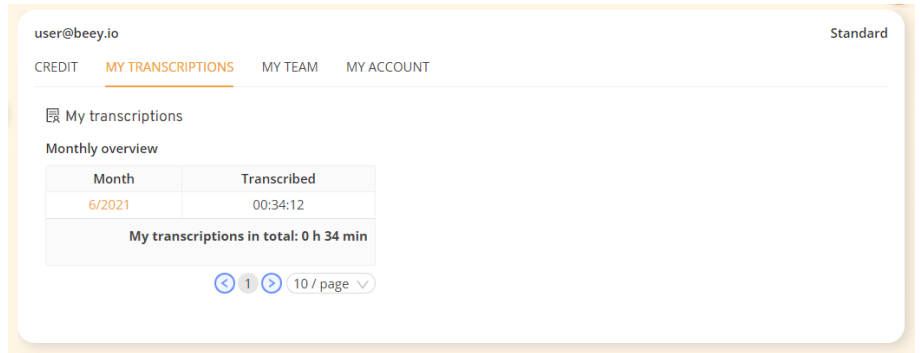
Company name: Newton Technologies

CIN: 28479777

[Edit](#)

## My Transcriptions

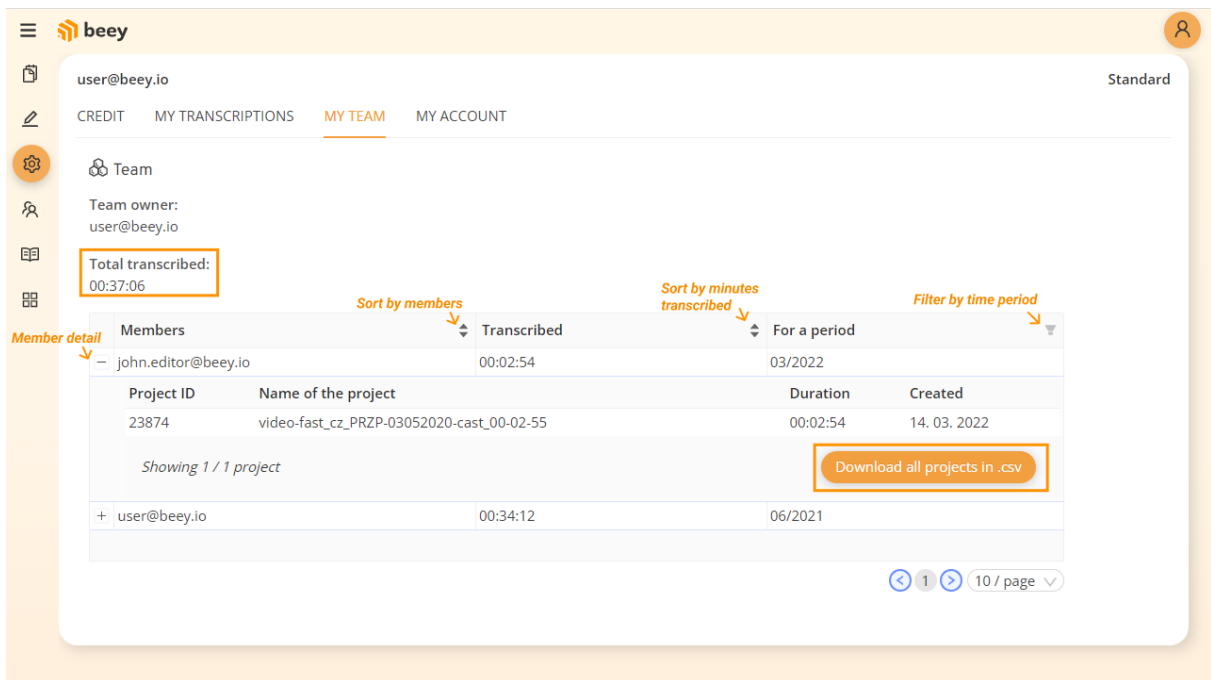
In the **My Transcriptions** tab you will find the overview of all your transcriptions grouped by month.



## My Team

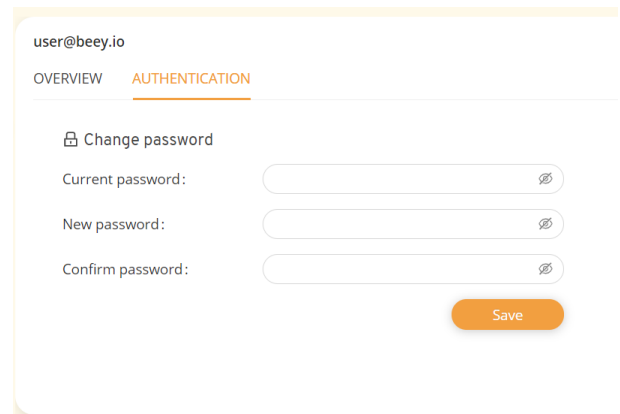
The **My Team** section with an overview of your team members' transcriptions is available as a special feature. If you would like to try, please contact us at [podpora@newtotech.cz](mailto:podpora@newtotech.cz).

In this section you may view the **Total of transcribed minutes** of your team and of the individual team members including you as the team owner. You can filter these by **time period** and sort by the **Member** or by **Transcribed** minutes. The overview for each member (whether a team member or team owner) can be downloaded as a .csv file.



## Changing a password

Password change can be performed in the **My Account** tab. First insert your **Current password**, then your desired **New password** (minimum 6 characters), confirm it by repeating it in the field below, and click on the **Save** button.

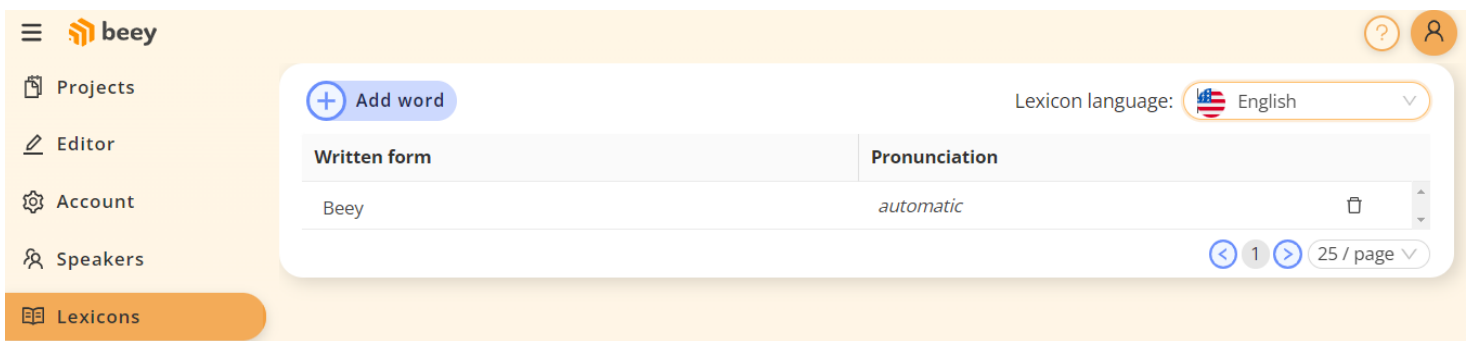




## User lexicons

### Adding and editing new words

To add a new word to your user lexicon, for example a company name etc., click on the **User lexicons** section. Here you must first select the **language of the lexicon** you wish to edit and then add the word by clicking on the **Add word** button. To add this word, first specify its **Written form**, then its **Pronunciation**. The pronunciation markdown rules can be found under the question mark icon next to the language selector. If you do not fill the pronunciation, it will be set automatically based on our language data. (In some languages, manual specification of pronunciation is not enabled.) By clicking on the added word in the table, you can easily edit it. To delete it (irreversibly), click on the bin icon on the right.



The screenshot shows the 'Add word' interface. On the left, a sidebar contains 'Projects', 'Editor', 'Account', 'Speakers', and 'Lexicons' (highlighted). The main area features an 'Add word' button, a 'Lexicon language' dropdown set to 'English', and a table with the following data:

Written form	Pronunciation
Beey	automatic

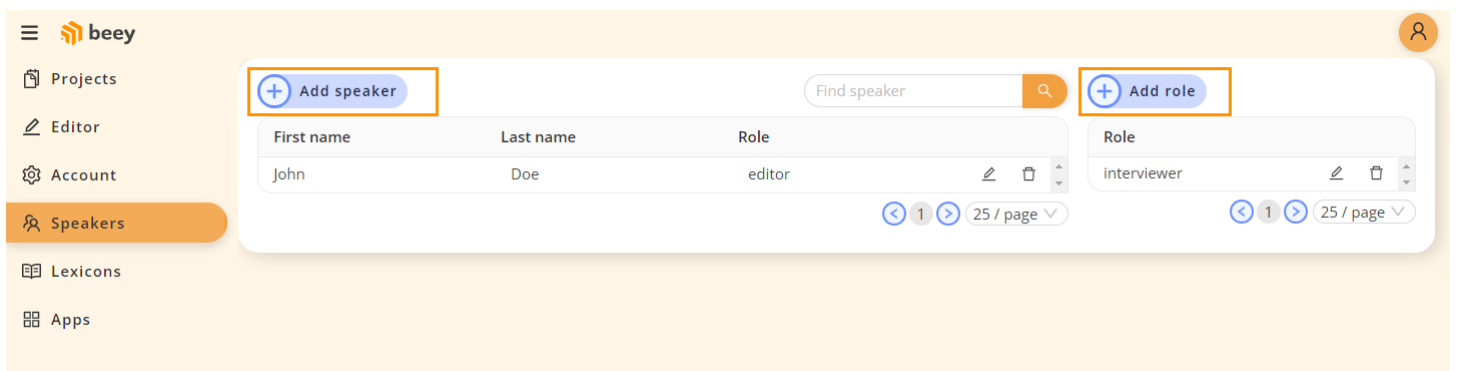
At the bottom right of the table, there are navigation controls showing '1' of 25 items per page.

## Speakers and roles

### Adding and editing speakers and roles

To add a speaker which you can repeatedly use in your projects, click on the **Speakers** section and on the **Add speaker** button. For each speaker, you may specify their **First Name**, **Last Name** and **Role**.

If you use certain roles repeatedly, it is best to save them for future use with the **Add role** button.



The screenshot shows the 'Speakers and roles' interface. On the left, a sidebar contains 'Projects', 'Editor', 'Account', 'Speakers' (highlighted), 'Lexicons', and 'Apps'. The main area features an 'Add speaker' button, a search bar labeled 'Find speaker', and an 'Add role' button. Below these are two tables:

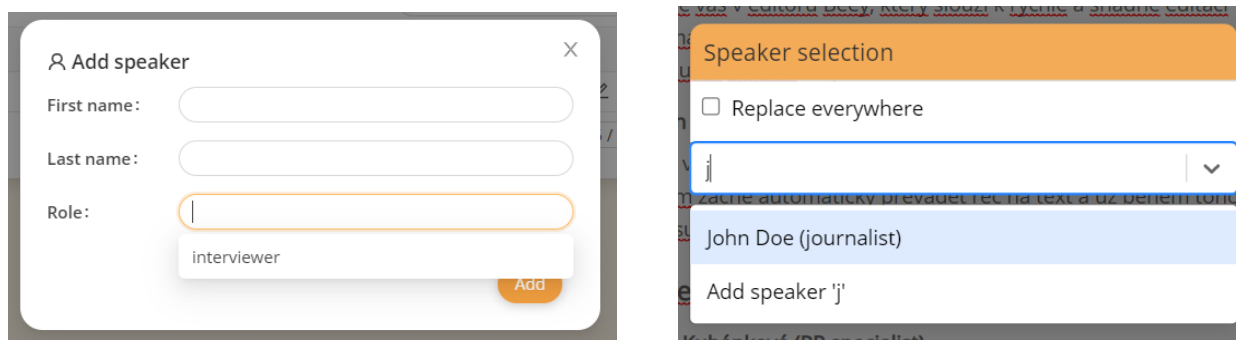
First name	Last name	Role
John	Doe	editor

Role
interviewer

Both tables have navigation controls at the bottom right showing '1' of 25 items per page.

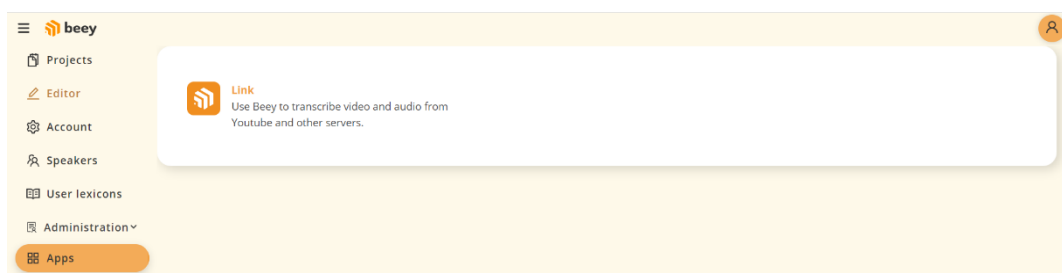
The saved role will be offered when adding a new speaker. This speaker will be offered to you when you start typing their name in the **Assign speaker** window in the Editor.



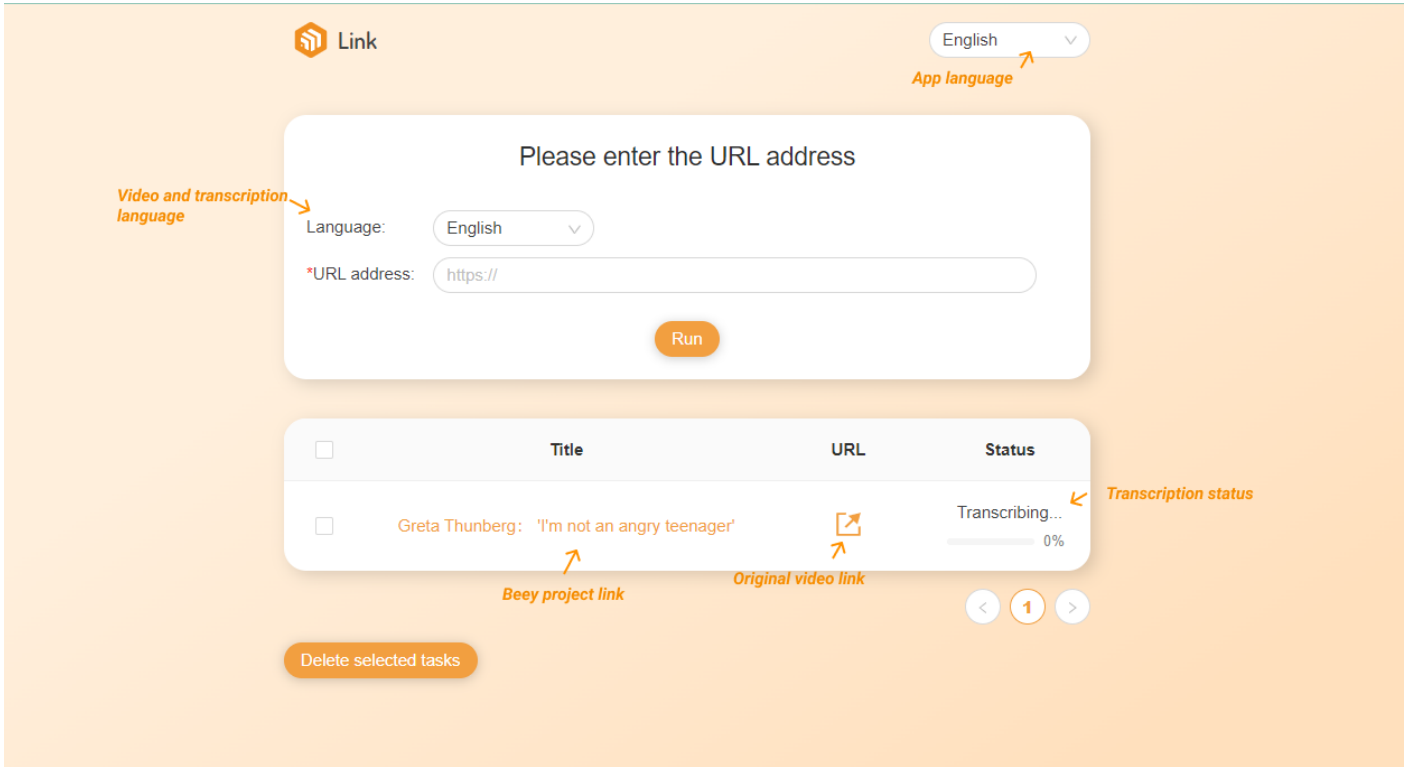
## Apps

### Link

Beey includes the **Link application** for the transcription of online videos from Youtube, Facebook and other platforms.



To transcribe an online video, select the **Language** of the video and the transcription, insert the **URL address** of the video and click on the **Send** button. A project will be instantly created and you can view its progress in the **Status** column. In the **URL** column you will find the link to the original video source. By clicking on the project name you will be redirected to the Beey editor where you can start editing your transcription. To delete the project from the Link app, select it and click on **Delete selected tasks**. If the transcription is still in progress, the project will be deleted from Beey as well. If the transcription is finished, the finished project will remain in the Beey app and will be deleted only from Link.



## Logout from Beey

To log out from Beey, click on the person icon in the top right corner and then on the **Logout** button. This menu also allows you to change the **Language** of the Beey app interface.

