Android

An Introduction to Using the Live Transcribe App

What is Live Transcribe?

Live Transcribe, by Google, is a smartphone app designed primarily for people who are deaf or who have severe hearing difficulties. It is used to transcribe spoken words, in real-time, into text. The app can also prove beneficial to people who have speech difficulties!

How does Live Transcribe Work?

The person with a hearing or speech difficulty installs the Live Transcribe app onto their smartphone. When they want to find out what someone is saying, they open the app and hold their smartphone close to the person who is speaking. Upon doing this, the spoken words are transcribed instantly into text and displayed on the screen. If the person with a hearing or speech difficulty wants to respond, they can do so by typing a message and showing this to the person they are communicating with.

Assumptions made in the creation of this document

Certain assumptions have been made during the creation of this document. They are as follows:

- The Live Transcribe app has been installed onto your Android Smartphone.
- The version of Android installed on your Android Smartphone is 8.0 (Oreo) or later.
- Your Smartphone is connected to the internet.

Note 1: Live Transcribe is pre-installed on some Android smartphones. However, if it is not installed on your device, you can download it for free from the Google Play store.

Note 2:   All instructions provided in this document have been created using a Samsung Galaxy A20 Smartphone. They should work perfectly OK for other models of Samsung Smartphones. If you are not using a Samsung device, you may find some minor presentation differences.

Enabling Live Transcribe

The Live Transcribe app is installed as a service. This means that there is no icon available for it in the Apps screen. Therefore, in order to use Live Transcribe, you must first enable it via the Settings screen.

To enable Live Transcribe, follow these suggested steps:

1.   From the Home Screen, activate the Apps icon. This is usually at the bottom of the screen, towards the right corner. Upon doing this, the Apps screen will be displayed.

Note 3:   An alternative method of displaying the App Screen, is to perform a **One Finger Swipe Up** from the bottom of the screen.

2.   In the Apps screen, locate and activate the Settings icon. Visually, this looks like a cog-wheel. Upon doing this, the Settings screen will be displayed.

3.   In the Settings screen, locate and activate the button labelled Accessibility. For reference, this button also contains the text "Voice Assistant, Mono Audio, Assistant Menu". Upon doing this, the Accessibility screen will be displayed.

4.   In the Accessibility screen, locate and activate the button labelled Installed Services. Upon doing this, the Installed Services screen will be displayed. This screen contains a number of apps. One of these will be Live Transcribe!

5.   Locate and activate the button labelled Live Transcribe. Upon doing this, the Live Transcribe screen will be displayed.
6.   At the top of the screen, you will find a button labelled Live Transcribe. This button is used to turn the service on/off. Activate this button to toggle the button to the On setting. Upon doing this, a screen will be displayed which asks permission for Live Transcribe to have full control of your phone.

7.   At the bottom of the screen, you will find 2 buttons, labelled Deny and Allow. Activate the Allow button. Upon doing this, a new screen will be displayed and you will be prompted to "tap the accessibility button". This button starts and stops Live Transcribe.

8.	At the bottom of the screen, you will find a button labelled Got It. Activate this button. Upon doing this, the Accessibility button will be present at the bottom of the screen, at the right edge of the Navigation bar. For reference, the Navigation bar is the row of icons which contains the Back button, the Home button and the Recent Apps button.

9.	Finally, activate the Home button, situated at the centre of the Navigation bar. Upon doing this, you will be returned to your Home screen.

Note 4: Sometimes, the Navigation bar is hidden. If this is the case, perform a One Finger Swipe Up from the bottom of the screen to reveal it.

Turning speech into text

Before you can turn speech into text, you must first start on Live Transcribe!

Activate the Accessibility button, situated at the right edge of the Navigation bar. Upon doing this, the Live Transcribe screen will be displayed. Now, when somebody speaks, a transcription of what they said will be displayed instantly on the screen, in large print!

Situated at the upper right corner of the Live Transcribe screen, you will find a circular blue indicator. This shows how well Live Transcribe is picking up sound. If the outer blue circle is small, move nearer to the person whose speech you wish to capture.

Transcribed text is automatically displayed on the screen. In the default font size, you will only be able to see in the region of 16 words at any one time. You will have to scroll the screen in order to see all of the transcribed text!

Situated at the bottom of the screen, you will find the Live Transcribe toolbar. By default, this contains 3 buttons. From left to right these are Settings - represented by a picture of a cog-wheel, Type-back - represented by a picture of a keyboard and Switch Language - which contains the name of the current language in use. These will be discussed later in this document. It is also possible to add extra buttons to the toolbar to provide quick access to specific features!

Note 5: If the Live Transcribe toolbar is not visible, you can swipe up with two fingers from the bottom of the screen to reveal it.

Typing a Reply

For people who have speech difficulties, it is often easier to type a reply to the person they are communicating with!

To type a reply, follow these suggested steps:

1.   Activate the Type-back button, situated to the right of the Settings button on the Live Transcribe toolbar. Upon doing this, a virtual keyboard will be displayed.

2.   Directly above the keyboard, you will find an edit box with the text "Type or reply here" inside it. Activate the edit box and then, using the virtual keyboard, type your reply.

3.   When you have finished typing your reply, tap the area of the screen that contains the transcribed text. Upon doing this, the keyboard will be hidden.

Pausing and Resuming Transcription

Live Transcribe allows you to pause transcription. The ability to do this allows you to catch up on your reading, at a pace which is comfortable for you! When transcription is paused, Live Transcribe carries on working in the background. When transcription is resumed, any words that were spoken whilst transcription was paused will be instantly displayed on the screen!

To be able to pause and resume Live Transcription you will first need to add the Hold button to the Live Transcribe toolbar. To do this, follow these suggested steps:

1.   Activate the Accessibility button, situated at the right edge of the Navigation bar. Upon doing this, the Live Transcribe screen will be displayed.

2.   Activate the Settings button, situated at the left edge of the Live Transcribe toolbar. Upon doing this, the Settings screen will be displayed.

3.   In the Settings screen, locate and activate the button labelled More Settings. Upon doing this, the More Settings screen will be displayed.

4.   In the More Settings screen, locate and activate the button labelled Advanced. For reference, this button also contains the text "High profanity, Show hold". Upon doing this, the Advanced screen will be displayed.

5.	In the Advanced screen, locate the button labelled Show hold. For reference, this button also contains the text "Pause transcription so that you can catch up on your reading". At the right edge of this button, you will find a round switch which indicates whether or not Show hold is turned on/off. By default, it is off and the switch will be white in colour.

6.	Activate the Show hold button to toggle the switch to the on setting. Upon doing this, it will turn light blue in colour.

7.	Finally, activate the Back button, situated at the left side of the Navigation bar. Upon doing this, you will be returned to the Live Transcribe screen. The Hold button will now be present, immediately to the left of the Switch Language button.

You can now activate the Hold transcription button to pause the transcription of speech. Upon doing this, the button changes to become the Continue transcription button. Activate this button to resume transcription of speech!

Changing the Size of Transcribed Text

It is possible to change the size of the transcribed text. To do this, follow these suggested steps:

1.	Activate the Accessibility button, situated at the right edge of the Navigation bar. Upon doing this, the Live Transcribe screen will be displayed.

2.	Activate the Settings button, situated at the left edge of the Live Transcribe toolbar. Upon doing this, the Settings screen will be displayed.

3.	In the Settings screen, locate and activate the button labelled More Settings. Upon doing this, the More Settings screen will be displayed.

4.	In the More Settings screen, locate and activate the button labelled Text Size. Upon doing this, a screen will be displayed which contains a passage of text and beneath this, a row of radio buttons for selecting a specific size. The sizes available, from left to right, are Small, Default, Large, Larger and Huge. To the left and right of the radio buttons, are buttons, represented by a letter A, for changing the text size incrementally. The left button makes the text smaller and the right button makes the text larger. When you activate a specific text size radio button, the passage of text changes in size to show you how large the text will be!

5.	Activate the desired radio button to change the text size. When you have done this, activate the Back button to return to the Settings screen. Then activate the Back button again to return to the Live Transcribe screen.

Regardless of which text size you choose, you will almost certainly have to scroll the screen in order to see all of the transcribed text. When you start scrolling, a button is displayed just above the toolbar, labelled "Go to Bottom". You can activate this button to quickly move to the end of the transcribed text.

Using a Secondary Language for Transcriptions

Live Transcribe allows you to switch between a primary and secondary language. This can be useful if you are communicating with a person whose first language is not English!

To add and use a secondary language, follow these suggested steps:

1.   Activate the Accessibility button, situated at the right edge of the Navigation bar. Upon doing this, the Live Transcribe screen will be displayed.

2.   Activate the Settings button, situated at the left edge of the Live Transcribe toolbar. Upon doing this, the Settings screen will be displayed.

3.   In the Settings screen, locate and activate the button labelled More Settings. Upon doing this, the More Settings screen will be displayed.

4.   In the More Settings screen, locate and activate the button labelled Secondary Language. For reference, this button will also contain the name of the secondary language in use. By default this will be "None". Upon doing this, the Secondary Language screen will be displayed. This screen contains a long list of available languages.

5.   In the Secondary Language screen, locate and activate the language you wish to use. Upon doing this, you will be returned to the More Settings screen and the secondary Language button will now contain the name of the language you chose.

6.   finally, activate the Back button, situated at the left side of the Navigation bar. Upon doing this, you will be returned to the Live Transcribe screen.

You can now switch between languages by activating the Switch Language button, situated at the right edge of the Live Transcribe toolbar. For example, if your Primary Language is set to English UK and the Secondary Language is set to French, activating the Switch Language button will switch to French. Now, all words spoken will be transcribed into French! To Switch the Language back to English UK, activate the Switch Language button again.

Changing Screen Colours

Live Transcribe contains an option for inverting the screen colours. This can be useful if you are in a bright environment, as it can make the text easier to see!

To invert the screen colours, follow these suggested steps:

1.   Activate the Accessibility button, situated at the right edge of the Navigation bar. Upon doing this, the Live Transcribe screen will be displayed.

2.   Activate the Settings button, situated at the left edge of the Live Transcribe toolbar. Upon doing this, the Settings screen will be displayed.

3.   In the Settings screen, locate and activate the button labelled More Settings. Upon doing this, the More Settings screen will be displayed.

4.   In the More Settings screen, locate the button labelled Dark Theme. At the right edge of this button, you will find a round switch which indicates whether or not the Dark Theme is on/off. By default, it is off and the switch will be white in colour.

5.   Activate the Dark Theme button to turn the switch to the on setting. Upon doing this, it will turn light blue in colour and the screen colours will be inverted.

6.   finally, activate the Back button, situated at the left side of the Navigation bar. Upon doing this, you will be returned to the Live Transcribe screen.

Saving Transcriptions

Live Transcribe contains an option for saving your transcriptions. The maximum length of time you can save transcriptions for is 3 days! One benefit of saving your transcriptions is that you can copy and then paste the text into an email or text message.

To save your transcriptions, follow these suggested steps:

1.   Activate the Accessibility button, situated at the right edge of the Navigation bar. Upon doing this, the Live Transcribe screen will be displayed.

2.   Activate the Settings button, situated at the left edge of the Live Transcribe toolbar. Upon doing this, the Settings screen will be displayed.

3.   In the Settings screen, locate the button labelled Save this Transcription. At the right edge of this button, you will find a round switch which indicates whether or not transcriptions are being saved. By default, it is off and the switch will be white in colour.

4.   Activate the Save this Transcription button. Upon doing this, the switch will turn blue in colour and your transcriptions will be saved for 3 days.

5.   Finally, activate the Back button, situated at the left side of the Navigation bar. Upon doing this, you will be returned to the Live Transcribe screen.

Deleting Transcriptions

After 3 days, your transcriptions will automatically be deleted. However, if you want to delete them manually, you can do so.

To delete your transcriptions manually, follow these suggested steps:

1.   Activate the Accessibility button, situated at the right edge of the Navigation bar. Upon doing this, the Live Transcribe screen will be displayed.

2.   Activate the Settings button, situated at the left edge of the Live Transcribe toolbar. Upon doing this, the Settings screen will be displayed.

3.   In the Settings screen, locate and activate the button labelled More Settings. Upon doing this, the More Settings screen will be displayed.

4.   In the More Settings screen, locate and activate the button labelled Delete History. Upon doing this, all of your transcriptions will be deleted.

Note 6:   After deleting your transcriptions, a temporary window will be displayed at the bottom of the screen. This contains 2 buttons labelled Delete History and Undo. You will have 10 seconds to decide whether or not you wish to undo the delete operation. Once 10 seconds has elapsed, the temporary window disappears!

5.   Finally, activate the Back button, situated at the left side of the Navigation bar. Upon doing this, you will be returned to the Live Transcribe screen.

This is the end of the introduction to using Live Transcribe on an Android smartphone.