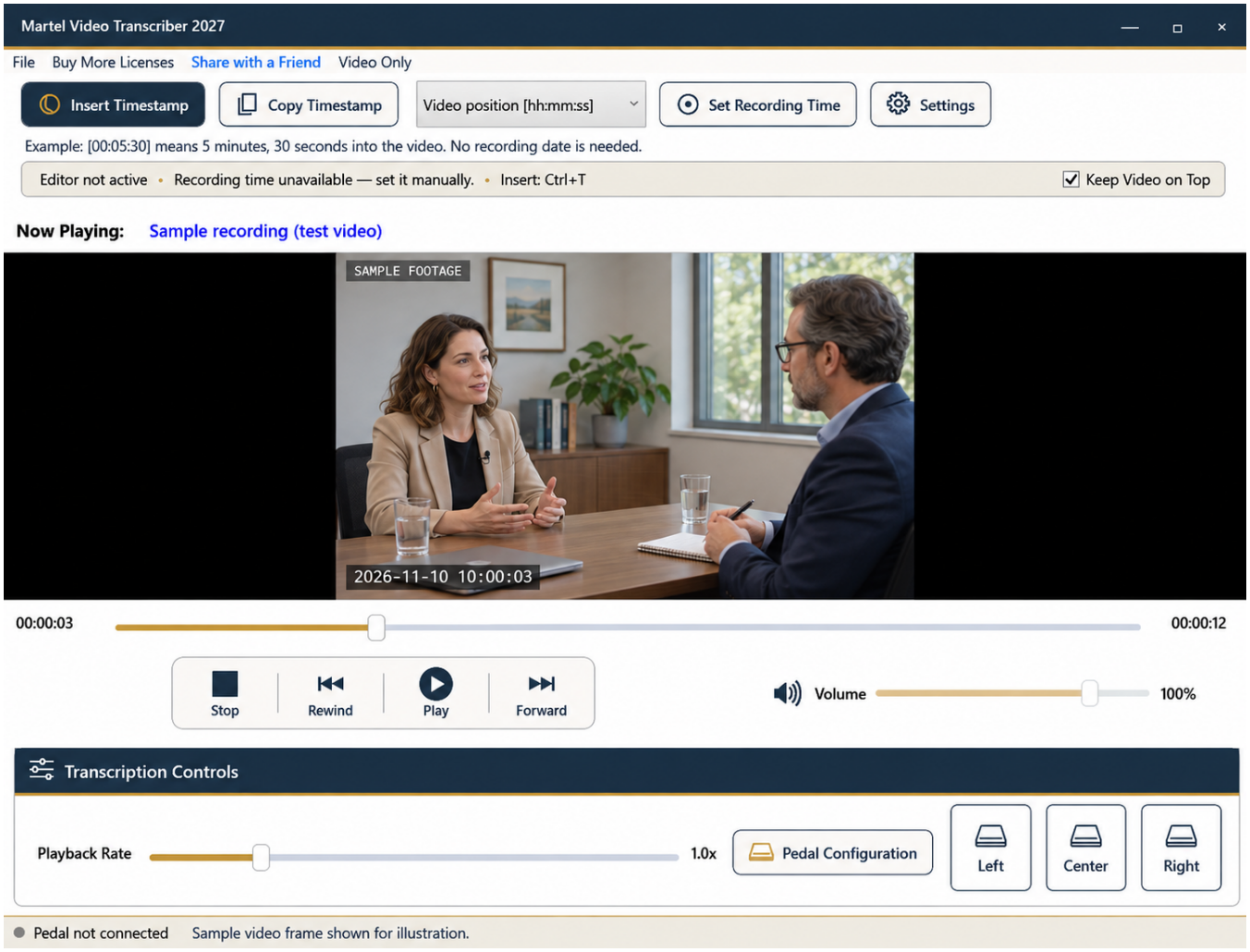
Martel Video Transcriber 2027

Detailed User Manual
Windows desktop application
Version 2027.0.9.3



Main application window with sample interview footage.

Install and activate the software, control playback, configure a foot pedal, insert timestamps, set a recording clock, and return to your saved place.

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Use the contents links or your PDF reader's bookmarks to open a section. Control names in bold match the application. Screens show example recordings and settings; your saved choices may differ.

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01 Quick start

Martel Video Transcriber plays a recording while you write in a separate word processor. It gives you playback controls and timestamp insertion. It does not automatically turn speech into a written transcript, and it has no built-in transcript editor.

1. Install Martel and activate it with your Martel serial number. Open the application.

2. Connect your compatible USB foot pedal and headphones or speakers. A pedal is optional; on-screen playback controls are also available.

3. Choose **File > Open File**, select the recording, and open it. Confirm the correct filename appears beside **Now Playing**.

4. Leave the main timestamp dropdown on **Video position [hh:mm:ss]** for your first session. This works without setting a recording date.

5. Open an editable document in Microsoft Word desktop or an installed, compatible Writer application. Click in ordinary document text where the timestamp should go.

6. Play a few seconds, then pause. Press **Ctrl+T** once. A timestamp such as **[00:00:10]** marks ten seconds into the recording.

7. If direct insertion is unavailable in your editor, click **Copy Timestamp** in Martel, return to the document, and press **Ctrl+V**.

8. Use the pedal or playback controls to listen, pause, rewind and continue typing. Save the transcript in your word processor.

9. When finished, pause at the place where you want to resume and close Martel normally. On the next launch, the last available recording reopens at the saved position, paused.

Your source recording stays original

Martel plays your video and audio without converting or re-encoding the source files. Playback speed, volume, seeking and timestamps do not rewrite the recording. The picture and sound you experience also depend on the recording, computer, display, speakers and headphones.

Before a long session

Try one shortcut, one pedal press and one copy/paste operation in a short practice document. Check your saved settings rather than assuming an upgraded installation still uses the new-install defaults.

02 Installation and activation

Use the Martel Video Transcriber installer supplied with your purchase. This manual covers version 2027.0.9.3 for Windows. Keep your serial number available and use an internet connection for activation.

1. Save the installer on the Windows computer where you will use Martel. Close Martel if an older copy is currently running.
2. Open **Martel_Video_Transcriber_2027.0.9.3_Setup.exe**. Follow the installer prompts. If Windows requests administrator permission, approve it only after confirming this is the Martel installer you obtained.
3. Open Martel Video Transcriber. If the **Activate Now** window appears, enter your purchased serial number in **Enter Serial Number**.
4. Click **Activate**. Wait for the activation result, then click **Continue to Product >>** when available.
5. Open a short recording and check video, sound and playback before beginning work.

Existing installations

An existing saved configuration can retain its shortcut, pedal assignments, timestamp format and other preferences. An upgrade does not mean every setting returns to the factory default. Check **Settings** and **Pedal Configuration** before changing controls you already use.

Licenses on separate computers

The Martel two-license offers allow use on two separate computers. Install and activate each computer using the license information supplied with the purchase. A second installation does not automatically transfer your recordings, transcript files, saved positions or recording-time references.

Deactivation and uninstalling

The original activation system requires deactivation before uninstalling an activated copy. In Martel, choose **File > Deactivate** and follow the confirmation prompts. Wait for successful deactivation before removing the application through Windows. Do not deactivate merely to close Martel for the day.

Keep your serial details privately with your purchase records. If activation or deactivation fails, check the internet connection and contact Martel through Contact Us before removing the application.

03 Opening and organizing recordings

1. Choose **File > Open File**. Browse to the folder containing the recording.
2. Select the file and click the Windows dialog's **Open** button. Wait for the media to load and for its duration to become available.
3. Check **Now Playing**, the total duration and the first visible or audible material. Confirm you opened the intended recording.
4. For a previously used file, check the restored position. Use **Play** to continue or move the position slider to another point.

Keep recordings in a stable location

Automatic resume uses the recording's saved location and file identity. Keep the file at the same path between sessions. If you work from an external drive or network folder, reconnect it before starting Martel. A cloud-only placeholder must be available as a readable local file before playback can use it.

Moving, renaming, replacing or editing a file can require reopening it and setting your place again. Martel uses file identity to avoid treating a changed recording as the old recording. File dates used for identity are not interpreted as the original camera clock.

Switching to another file

Pause the current recording, save your transcript, and open the next recording through **File > Open File**. Martel saves the outgoing recording's position and keeps positions separately. The next file does not inherit the previous file's recording-time reference.

Working with multiple clips

Add the source filename or a clear clip label to your transcript. An elapsed timestamp such as [00:05:30] identifies a place within a particular file; the same number can occur in many files. Check the filename whenever you move from one clip to another.

When a recording is not listed

The file picker lists the standard extensions described in the next section. If a needed extension is hidden, you can try entering the full file path in the dialog's filename field. Actual playback still depends on the format and codec. Keep the original; changing a filename extension does not convert a recording.

04 Video and audio file formats

A filename extension identifies a type of file container. The video and audio inside it also use codecs. Two files ending in .mp4 can contain different encodings, so a familiar extension alone does not guarantee that every file will play.

Video formats in the standard Open File filter

- **MP4 and M4V:** .mp4, .m4v
- **QuickTime:** .mov
- **AVI:** .avi
- **Windows Media Video:** .wmv
- **MPEG video:** .mpg, .mpeg
- **Flash Video:** .flv

Audio formats in the standard Open File filter

- **MP3 and MPEG audio:** .mp3, .mp2
- **WAV and AIFF:** .wav, .aiff
- **AAC and M4A:** .aac, .m4a
- **FLAC and Ogg:** .flac, .ogg
- **Windows Media Audio:** .wma
- **Additional listed audio extensions:** .ac3, .amr, .au, .caf, .dts, .mmf

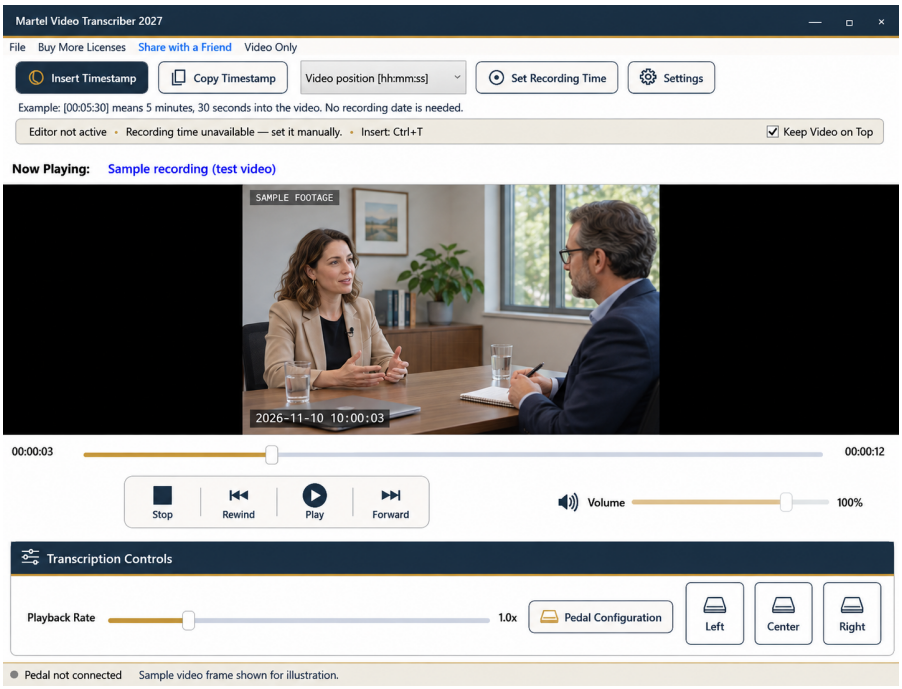
Other formats and unusual files

The included VLC playback engine can support additional formats, but Martel's file menu and bundled engine are not a promise that every format supported by every VLC release will work. Test the actual recording, including picture, sound and seeking. Protected, incomplete, damaged or unsupported files may not open correctly.

Audio-only work

The same elapsed-time, pedal, shortcut and recording-reference concepts apply to audio recordings. An audio-only file has no video picture to display. A blank picture area is therefore expected when the file contains only audio.

05 The main application window



The full view keeps timestamp tools above the picture and playback tools below it.

Area	What it does
Top menu	Open files, manage activation, view About, share the product and switch to Video Only.
Timestamp toolbar	Insert or copy a timestamp, choose its format, set a recording reference and open Settings.
Status strip	Shows the recognized editor, recording-time availability and Insert Timestamp shortcut. Keep Video on Top is at the right.
Now Playing and picture	Identify the loaded recording and display its video.
Position slider	Shows elapsed time at the left and total duration at the right. Move along the recording.
Playback and listening	Stop, Rewind, Play/Pause, Forward, mute and volume.
Transcription Controls	Change Playback Rate, open Pedal Configuration and observe the Left, Center and Right pedal indicators.
Bottom status	Shows pedal connection and feedback about the most recent action.

06 Playback and sound controls

Control	Use
Play / Pause	Start or resume playback. Use the same control to pause at the current position.
Stop	Pause and return to the beginning. If you want tomorrow's resume point to remain where you stopped working, use Pause instead.
Rewind / Forward	Move backward or forward using the configured step amounts. These are navigation controls, not changes to the source file.
Position slider	Move to another point in the recording. Check the elapsed-time display after seeking.
Playback Rate	1.0x is normal speed. Below 1.0x is slower; above 1.0x is faster. The slider range is 0.25x to 4.0x.
Volume and speaker button	Adjust playback volume or toggle mute. Confirm Windows and your headset or speakers are also set to the intended output.

Choose a comfortable listening speed

Begin at 1.0x. Reduce the rate for rapid or difficult speech; increase it for a broad review when you can still understand the recording. Check the displayed rate whenever speech sounds unexpectedly slow or fast.

Timestamps follow the media position

Changing speed does not multiply or divide a timestamp. At video position 00:05:30, an elapsed timestamp still shows five minutes and thirty seconds, whether playback is paused, slow or fast. Pausing keeps the position still; seeking or rewinding changes it to the actual new position.

At the end of a recording

Use **Rewind**, move the position slider, or use **Stop** to return to an earlier point. Then press **Play**. Check the position before inserting another timestamp.

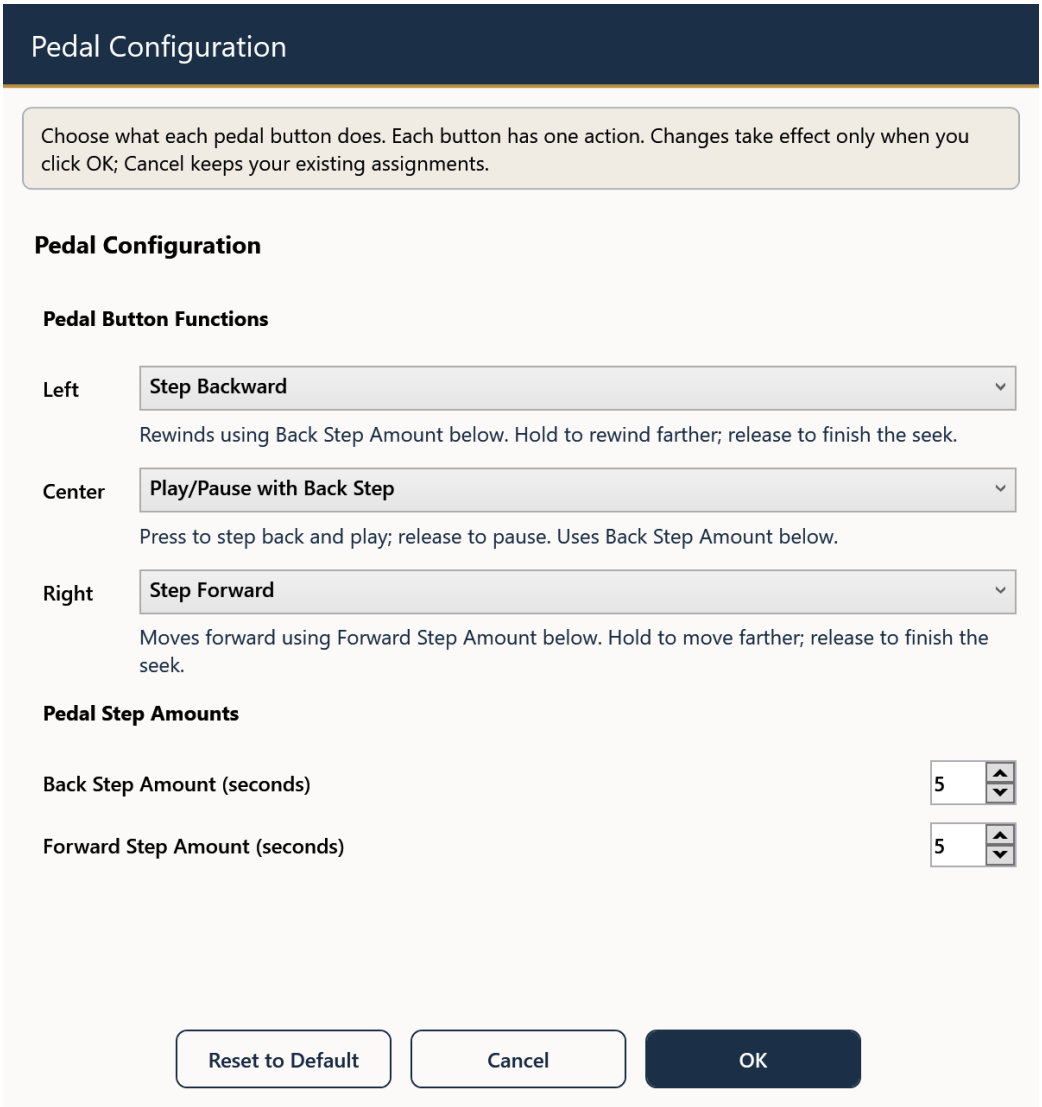
07 Connecting and checking the foot pedal

Connect a compatible USB foot pedal before your practice session. The Infinity IN-USB-3 is the three-button pedal used with this workflow. Keep the original supplied pedal software and drivers in place.

1. Connect the pedal to the computer and allow Windows to recognize it.

2. Open Martel and look for **Pedal connected** at the bottom. Load a recording before testing playback actions.

3. Open **Pedal Configuration**. Check the Left, Center and Right assignments shown in your own installation.



Factory playback assignments: Left rewinds, Center plays with back step, and Right moves forward.

A new configuration uses five seconds for both step amounts. The pedal indicators help identify which button is being pressed; they are not three additional editing targets.

08 Every pedal action explained

Pedal action	What pressing and releasing it does
None	No action is assigned to that button.
Restart	Starts the recording again from the beginning.
Play	Starts or resumes playback. Releasing the pedal leaves it playing.
Pause	Pauses playback at the current position.
Step Backward	Rewinds by Back Step Amount. Holding it continues rewinding; release it to finish the seek.
Step Forward	Moves ahead by Forward Step Amount. Holding it continues moving forward; release it to finish the seek.
Play/Pause with Back Step	On press, moves back by Back Step Amount and plays. On release, pauses. This is the factory Center assignment.
Insert Timestamp	Inserts one timestamp into an identified, supported editor. Holding the pedal does not add repeated timestamps. It replaces that button's playback action.

Back Step Amount and Forward Step Amount

Use the small up/down controls to choose the number of seconds. Each amount can be set from 0 to 120 seconds; the factory value is 5. A smaller back step repeats less speech when you resume. A larger one gives more lead-in context. Zero removes the back-step distance from the center pedal's press-to-play behavior.

Save, cancel or restore defaults

OK saves the displayed assignments and step amounts. **Cancel** closes the window without applying your changes. **Reset to Default** puts the factory choices into the dialog; click **OK** to keep them, or **Cancel** to retain the previous configuration.

09 Assigning a pedal to Insert Timestamp

Each pedal button performs one selected action. Assigning a timestamp to the Right pedal replaces its previous forward action; it does not add a second action to the same press. The other buttons keep the choices shown in their own dropdowns.

1. Open **Pedal Configuration**. Note your current assignments and step amounts.
2. For the button you want to use, open its dropdown and choose **Insert Timestamp**. For example, change only **Right**.
3. Leave **Left** and **Center** unchanged unless you intentionally want different functions. Click **OK**.
4. Load a recording, pause at a known position, and click in an editable Word or supported Writer document.
5. Press and release the assigned pedal once. Confirm one timestamp appears at the cursor.
6. Press and hold the same pedal for a few seconds, then release. A single held press should add one timestamp. Press again only when you want another.

A practical three-button arrangement

Button	Example assignment	Result
Left	Step Backward	Rewind while writing.
Center	Play/Pause with Back Step	Hold to listen; release to pause.
Right	Insert Timestamp	Add a timestamp without leaving the document.

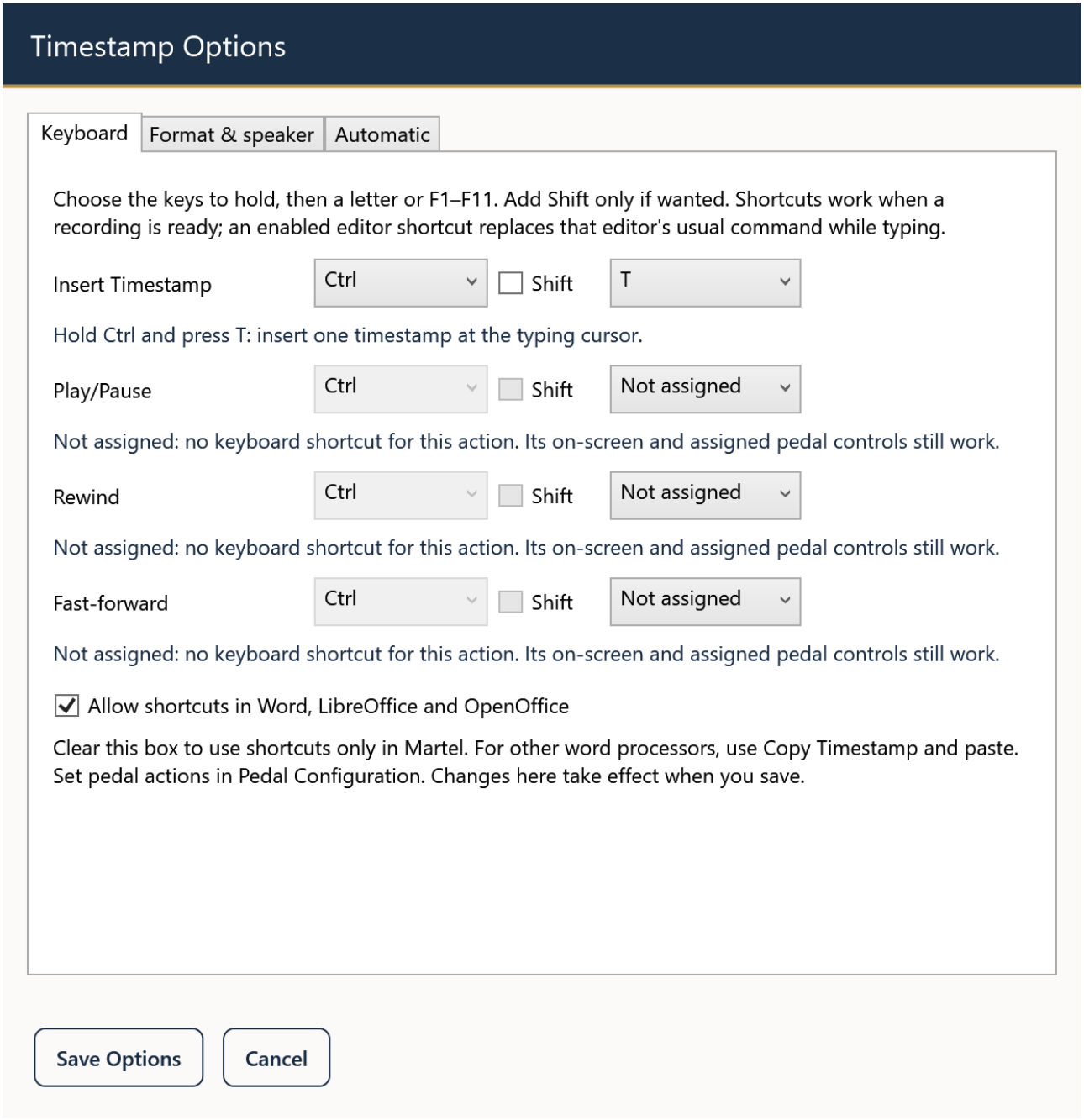
This is an example you choose; the factory Right assignment remains **Step Forward** until you change it. You can use the on-screen **Forward** button or assign a Fast-forward keyboard shortcut when the Right pedal is used for timestamps.

Returning a button to playback

Open Pedal Configuration again, choose its desired playback action and click OK. You can also use Reset to Default followed by OK to restore all three factory assignments and five-second step amounts.

10 Keyboard settings at a glance

Open **Settings > Keyboard**. A new configuration uses **Ctrl+T** for Insert Timestamp. Play/Pause, Rewind and Fast-forward start as **Not assigned**.



Choose the modifier, optional Shift and a letter or function key for each action.

The explanation beneath each row updates as you choose. Changes take effect only after **Save Options**. **Cancel** keeps your previous shortcuts.

11 Customizing and using shortcuts

1. Open **Settings > Keyboard** and find the action you want to change.
2. Choose **Ctrl**, **Alt** or **Ctrl+Alt** in the first dropdown.
3. Check **Shift** only if you want it included. For a two-key Ctrl+T shortcut, choose Ctrl and T and leave Shift unchecked.
4. Choose a letter A-Z or a function key F1-F11. For optional playback actions, choose **Not assigned** to remove that shortcut.
5. Keep **Allow shortcuts in Word, LibreOffice and OpenOffice** checked if you want the commands while typing in a supported editor. Clear it for shortcuts only in Martel.
6. Click **Save Options**. Correct any duplicate or unavailable combination reported by the dialog, then test in a practice document.

What each shortcut does

- **Insert Timestamp:** adds one timestamp from the actual media position. Release and press again for another.
- **Play/Pause:** toggles playback with one press. This differs from holding the factory Center pedal, which pauses on release.
- **Rewind:** moves back by Back Step Amount in Pedal Configuration.
- **Fast-forward:** moves ahead by Forward Step Amount in Pedal Configuration.

Where shortcuts are active

A recording must be ready. Assigned shortcuts work in Martel and, when enabled, the supported editor's document area. They are not intended for unrelated applications, editor menus, dialog boxes or Martel's open settings dialogs.

In that transcription context, Ctrl+T replaces the editor's normal Ctrl+T command. Choose another combination if you need the editor's original command. Every assigned Martel action needs its own combination. Alt+F4 and combinations without an allowed modifier are unavailable.

The main status strip displays the Insert shortcut. If it says **(unavailable)**, another program or the current context may prevent registration. Choose a different combination or use the on-screen control.

12 Insert Timestamp and Copy Timestamp

Method	How to use it	What happens
Keyboard or pedal	Keep the cursor in a supported editable document. Press the configured shortcut or assigned pedal.	One timestamp is inserted at the cursor. The editor stays in front.
Insert Timestamp button	First click the insertion point in a supported document, then click Insert Timestamp in Martel.	Martel uses the last verified document and cursor when that target remains safe.
Copy Timestamp button	Click Copy Timestamp, then click the desired destination and press Ctrl+V.	The timestamp is copied to the clipboard. Nothing is automatically typed into the destination.

A direct insertion routine

1. Open the recording and select the timestamp format.
2. Open your transcript and click where the timestamp belongs. Use an ordinary insertion cursor for a predictable result.
3. Pause if you need to mark a precise position, then press Ctrl+T or the timestamp pedal.
4. Check the inserted value and continue typing. Save the document using the editor's own Save command.

A clipboard routine for another editor

1. Move the video to the desired point and click **Copy Timestamp**. Read the bottom status to confirm the copy succeeded.
2. Return to your word processor, click the insertion point, and press **Ctrl+V**.
3. Click Copy Timestamp again whenever you need a newly captured position. Pasting repeatedly without copying again repeats the same clipboard text.

Copying replaces the clipboard's previous text. Martel does not read the destination of a later paste, so you choose the correct document and location. The time is captured when you copy, not when you eventually paste.

13 Using Word, Writer and other editors

Microsoft Word desktop

Open a normal, editable Word document in the Windows desktop application. Click in the document body and leave the cursor there. With Martel running and a recording ready, use the configured shortcut or timestamp pedal. A protected document, read-only file, open dialog or non-editing area may prevent direct insertion.

LibreOffice Writer

Use an installed Windows edition of LibreOffice Writer. Open a normal Writer document and click in ordinary body text. Direct insertion needs the office automation component supplied with a compatible installed suite. A portable edition without that component may require Copy Timestamp instead.

Apache OpenOffice Writer

Martel includes a Writer connection for compatible OpenOffice installations. It has the same requirements for a recognized, editable Writer document and its installed Windows automation component. Check direct insertion in a short practice document before using a particular installation for a long job.

Special document areas and multiple suites

Writer direct insertion is intended for ordinary body text. Tables, text boxes, headers, footnotes, protected sections and read-only documents can be rejected. Use Copy Timestamp and paste where editing is permitted. If LibreOffice and OpenOffice are both installed, the running suite must match the office automation component registered in Windows.

Other word processors and browser editors

Use **Copy Timestamp** and **Ctrl+V** in any application that accepts pasted text. Direct insertion and automatic timestamps are not universal typing features for every program. A web-based editor is not the same target as the installed Word or Writer desktop application.

Understanding editor status

A ready message identifies the recognized document. **Editor not active** means Martel has no verified editing target at that moment. Click back into the document body, wait briefly and try again. Martel checks the target to avoid typing into unrelated windows; it does not bring an unrelated editor to the front to force an insertion.

14 Choosing the timestamp type

Use the dropdown between **Copy Timestamp** and **Set Recording Time** on the main toolbar. An explanation and example appear below it. The examples demonstrate the selected format; they are not a live reading of your recording's clock.

Video position is elapsed media time

Hours, minutes and seconds count from the beginning of the loaded recording. Position 00:05:30 means five minutes and thirty seconds into that file. It does not mean 5:30 a.m. or the time you started typing.

Dropdown choice	Example	Use
Video position [hh:mm:ss]	[00:05:30]	Default, compact elapsed timestamp. No recording reference needed.
Video position [Video]	[Video 00:05:30]	Elapsed position with an explicit Video label. No recording reference needed.
Computer date and time	[Computer 11/10/2026 14:00:00; UTC-08:00]	The computer's current clock when the command occurs, explicitly labeled Computer. It is not a camera or recording timestamp.

Original recording time needs a reference

The remaining choices use the camera date and time you enter with **Set Recording Time**. They are detailed in the next section. Martel never substitutes the current computer time for a missing recording-time reference.

Missing recording time

If a recording-time format is selected before a reference is set, Martel falls back to an elapsed video timestamp and reports that recording time is unavailable. You can continue transcribing, then set a verified reference when you have one.

Timestamps are inserted as text. They are not clickable links back into a built-in transcript editor. The available formats show seconds; there is no frame-timecode choice in this version.

15 Recording-time formats and examples

These examples assume brackets, a 24-hour clock, video position 00:05:30 and a verified recording time of November 10, 2026 at 00:15:30, with no known time zone.

Dropdown choice	Inserted example
Recording date/time (ISO)	[Recorded 2026-11-10 00:15:30; zone unspecified]
Video + recording date/time	[Video 00:05:30] [Recorded 2026-11-10 00:15:30; zone unspecified]
Recording clock time	[00:15:30; zone unspecified]
Recording date and time	[11/10/2026 00:15:30; zone unspecified]
Video + recording clock	[00:05:30 / 00:15:30; zone unspecified]

Which format should you use?

- Choose an **elapsed video position** to navigate within a named recording, even when its camera clock is unknown.
- Choose **Recording date and time** when the calendar date matters, particularly for recordings that cross midnight.
- Choose **Video + recording date/time** when you need both file navigation and a complete dated clock reference.
- Use a **recording clock only** when the transcript already makes the date clear. A clock-only value does not display a midnight date change.

12-hour clocks and ISO formats

Use 12-hour clock in Format & speaker affects Recording clock time, Recording date and time, Video + recording clock and Computer date and time. The ISO choices with the Recorded label keep their year-month-day, 24-hour presentation. Elapsed video time remains an hours:minutes:seconds duration.

For example, the ordinary recording clock can show **[12:15:30 AM; zone unspecified]**. When the UTC offset is known, the zone label can instead show a value such as **UTC-08:00**.

16 Setting the original recording time

Use a trustworthy camera-clock reading or another verified time tied to a known position in the recording. This version does not automatically extract a verified camera date from metadata or read the numbers printed into the video picture.

1. Open the correct recording and move to a point whose recording date and time you know. Pause there.
2. Click **Set Recording Time**. The dialog identifies the video position used for the reference and pauses playback if needed.
3. Enter **Recording date and time (YYYY-MM-DD HH:MM:SS)**. For November 10, 2026 at 1:00 a.m., enter **2026-11-10 01:00:00**. Use a 24-hour clock in this field.
4. Choose **Recording time zone (optional)** if you know the recording location's correct zone. Otherwise leave **Unspecified / use fixed UTC offset**.
5. Enter the verified UTC offset if known, using a sign and two-digit hours and minutes, such as **-08:00** or **+05:30**. Leave it blank if unknown.
6. Click **Save Reference**. Check the status message that the reference was saved for this recording.
7. Choose a recording-time or combined format on the main toolbar. Insert a test timestamp and compare it with the known clock reading.

How the calculation works

Recording time = entered recording time + (current video position - reference video position). The reference may be at the beginning or any known point. Seeking to an earlier point subtracts the elapsed difference; moving later adds it.

Before you save

Check the date as carefully as the clock. 00:00:00 is midnight at the start of the entered date; 12:00:00 is noon. The dialog also accepts milliseconds in the form YYYY-MM-DD HH:MM:SS.fff, although the available timestamp displays show whole seconds.

If recording identity verification is still in progress, wait for it to finish before setting the reference. File creation, modification, export or download dates are not substitutes for a verified recording time.

17 Recording-time worked examples

Example 1 A recording beginning at 12:10 a.m.

Pause at video position **00:00:00**. Set the recording date and time to **2026-11-10 00:10:00**. At video position **00:05:30**, the recording clock is **2026-11-10 00:15:30**, or 12:15:30 a.m. The time of day when you type the transcript has no effect on that result.

Example 2 The known point is halfway through a clip

At video position **00:10:00**, a verified clock reads **2026-11-10 01:20:00**. Save that pair. At position **00:15:30**, the recording clock is **01:25:30**. If you rewind to position **00:05:00**, it is **01:15:00**. You do not have to calculate the recording's first-frame time yourself.

Example 3 Crossing midnight

At video position 00:00:00, save **2026-11-10 23:58:00**. At position 00:05:30, the dated recording time becomes **2026-11-11 00:03:30**. Choose a format that includes the date when readers need to see this rollover.

Example 4 An edit removes part of the original timeline

Suppose the camera clock jumps ahead ten minutes at a cut, while the video file continues without that ten-minute gap. One continuous reference cannot describe both sides accurately. Pause after the cut at a verified clock reading, open Set Recording Time and save a new reference for that point.

One reference is stored for a recording at a time. Saving a new reference replaces the previous mapping for that file. If you later return to material before the clock jump, set the appropriate reference for that earlier segment again. Existing timestamp text already inserted in your transcript is not rewritten.

Clearing an incorrect reference

Open **Set Recording Time** and choose **Reset Reference**. Recording-time formats then fall back to elapsed position until a new reference is saved. Choose **Cancel** to close the dialog without saving or clearing a reference.

18 Time zones and UTC offsets

Setting	What it means	When to choose it
Named recording time zone	Uses that Windows time zone's rules, including daylight-saving changes.	You know the correct location-based zone and want its clock rules applied.
Fixed UTC offset	Uses the entered difference from UTC. The offset stays fixed across daylight-saving changes.	You have a verified offset for the recording or the camera used a fixed clock offset.
Zone unspecified	Leaves the clock without an assumed geographic zone. Timestamps show zone unspecified.	The recording time is known but its zone or offset is not.

Entering a fixed offset

Leave the zone dropdown on **Unspecified / use fixed UTC offset** and enter the offset in the field below it. Use +HH:MM or -HH:MM, from -14:00 through +14:00. The sign is required. Examples include -08:00, +00:00 and +05:30. Do not substitute your computer's present zone for the camera's zone.

Daylight-saving transitions

A named zone can advance from one offset to another as the recording crosses a clock-change boundary. If a local time occurs twice when clocks move backward, enter the verified offset to identify which occurrence you mean. A nonexistent local time during a forward clock jump cannot be used as if it were an ordinary valid time.

Camera clock changes

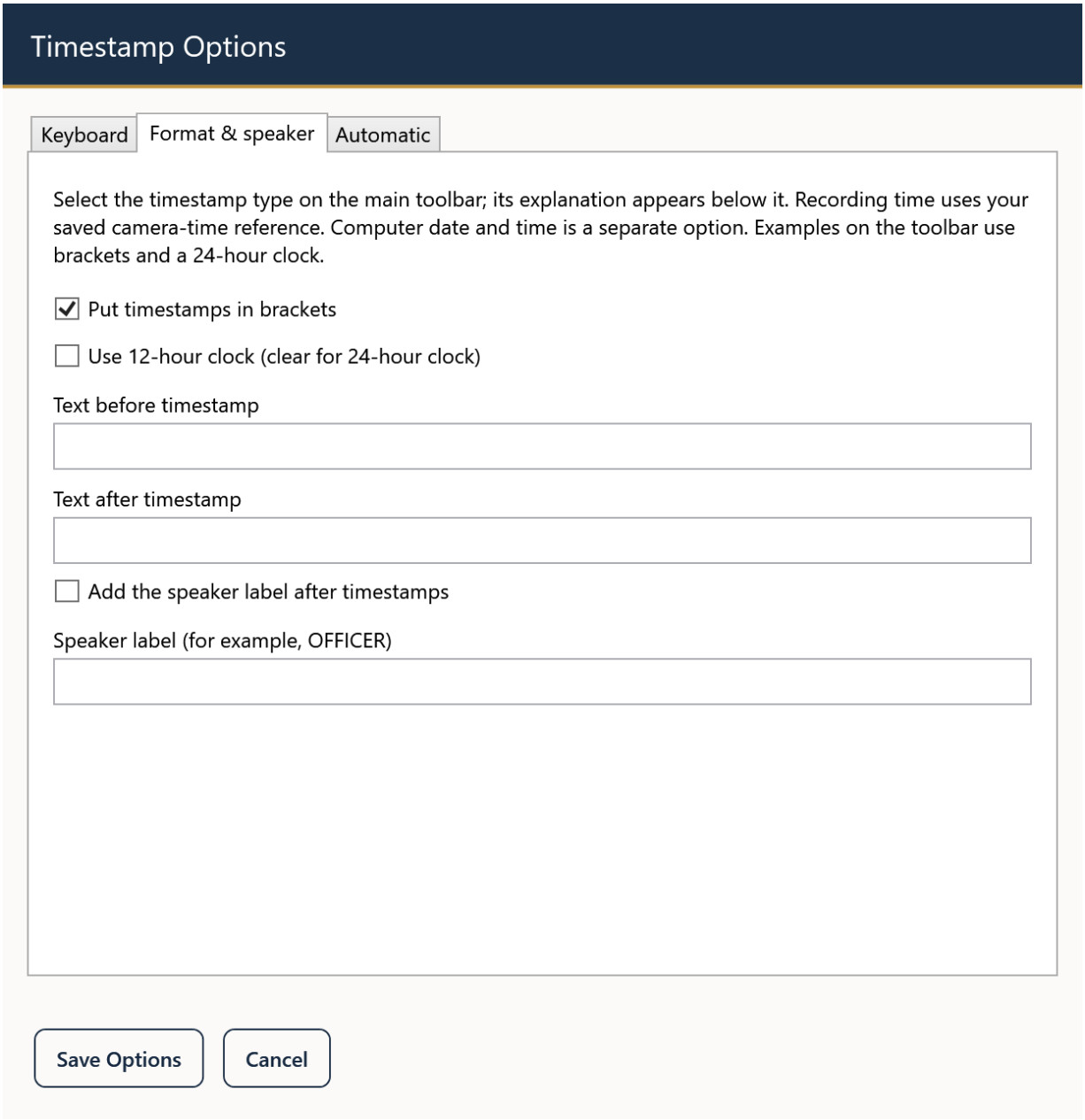
A time-zone rule and an actual camera clock error are different issues. If the camera was set incorrectly, reset manually, or the footage was edited, verify a new reference after the change. Named-zone rules cannot infer an undocumented camera correction.

Checking your choice

Insert a dated timestamp at the reference position, then at another point with a visible or otherwise verified clock. Confirm the date, time and offset. If the zone is uncertain, use zone unspecified and keep that uncertainty clear rather than choosing a convenient but unsupported zone.

19 Format and speaker settings

Open **Settings > Format & speaker**. These choices control the presentation of subsequently inserted or copied timestamps. Choose the timestamp type itself on the main toolbar.



Brackets, clock style, prefix, suffix and an optional speaker label.

Click **Save Options** to apply changes. **Cancel** keeps the previous settings. Text already in a transcript stays as it was; changing the format does not reformat existing timestamps.

20 Custom text, brackets and speaker labels

Option	Effect
Put timestamps in brackets	Checked: [00:05:30]. Cleared: 00:05:30. This controls the timestamp brackets, not your custom text.
Use 12-hour clock	Shows AM/PM for the ordinary clock formats. Clear it for 24-hour display. ISO Recorded formats remain 24-hour.
Text before timestamp	Adds your exact text before the formatted timestamp. Maximum 120 characters, on one line.
Text after timestamp	Adds your exact text after the timestamp and any included speaker label. Maximum 120 characters, on one line.
Add the speaker label after timestamps	Enables the label entered below. A nonempty label appears after the timestamp, followed by a colon.
Speaker label	Up to 80 characters. Leading/trailing spaces are trimmed; a trailing colon is normalized so the label ends with one colon.

Example with a speaker label

Choose Video position [hh:mm:ss], keep brackets checked, enable the speaker label and enter **INTERVIEWER**. At position 00:05:30, the result is **[00:05:30] INTERVIEWER:**. Put a space in Text after timestamp if you want a separating space after the colon before continuing your text.

Example with a prefix

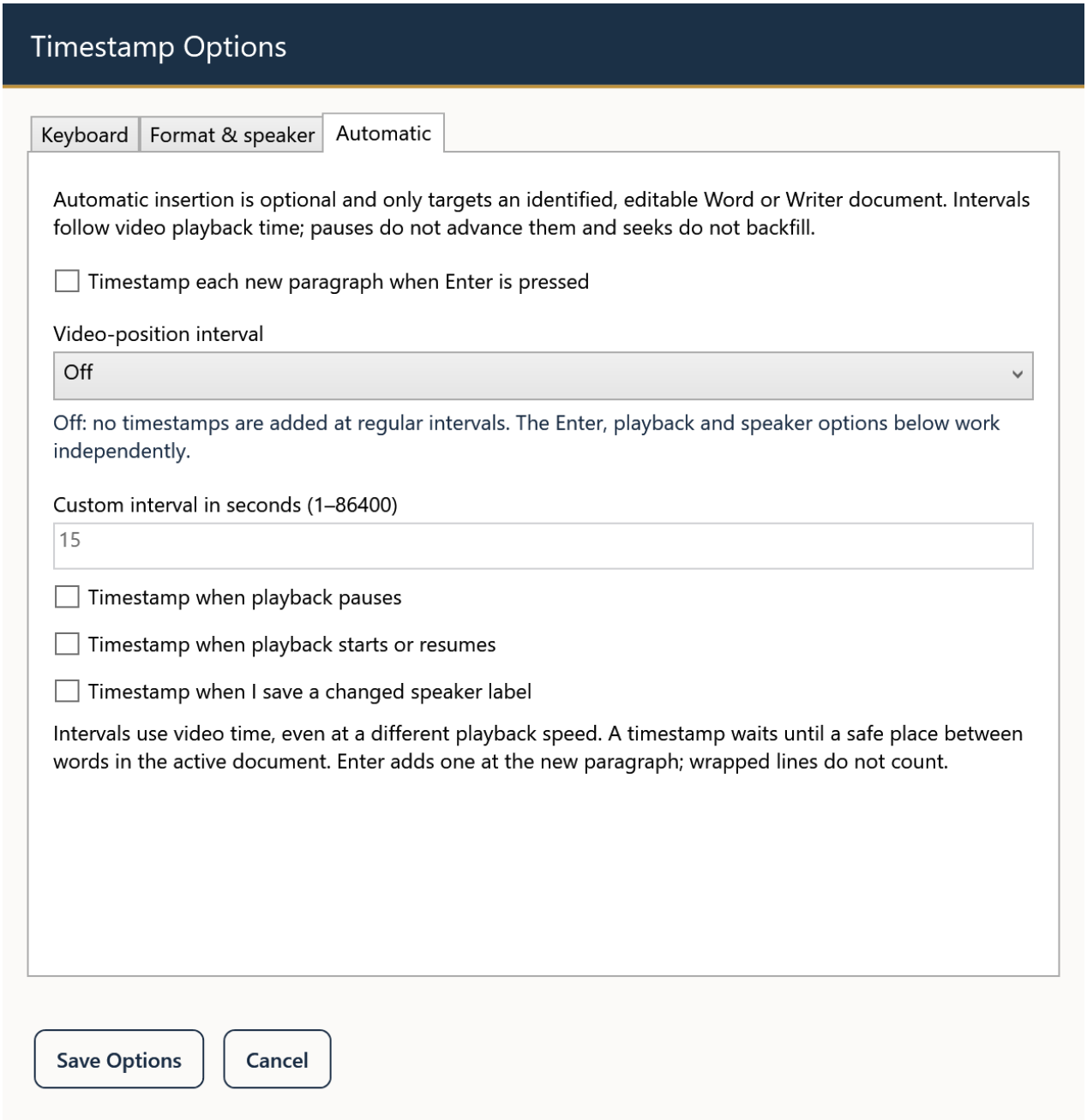
Enter **Time:** in Text before timestamp, including the space after the colon. With the default elapsed format the result is **Time: [00:05:30]**. A prefix or suffix is literal text; it is not a programming field or an instruction to read additional camera data.

Changing the speaker

Return to Format & speaker, replace the label and click Save Options. Future timestamps use the new label. Speaker names are entered manually; Martel does not identify voices automatically. The Automatic tab can optionally insert a timestamp when you save a changed label, as described later.

21 Automatic timestamp settings

Open **Settings > Automatic**. Automatic insertion is optional and starts off in a new configuration. It requires an identified, editable Word or Writer document.



Paragraph, interval, playback and speaker-change options can be selected independently.

Enable only the options you need, then click **Save Options**. To turn automatic insertion off completely, clear the paragraph, pause, play and speaker-change boxes and set Video-position interval to Off. Ctrl+T, the timestamp pedal and Copy Timestamp remain available.

22 Timestamping each new paragraph

1. Open **Settings > Automatic**. Check **Timestamp each new paragraph when Enter is pressed**.
2. For a simple first test, leave Video-position interval Off and leave the other automatic boxes unchecked. Click **Save Options**.
3. Click in ordinary editable body text in the supported document. Type a short line.
4. Press **Enter** once. A timestamp is added at the new paragraph when the target can be verified.
5. Continue typing. Press Enter when you intentionally start the next paragraph, and save the transcript in the editor.

What counts as a new line

This option responds to an Enter-created paragraph. A long sentence that wraps onto the next visible line does not count. Shift+Enter is not the paragraph command for this feature. Moving between table cells or other special containers is not an ordinary body-text paragraph transition.

The timestamp position

The value follows the recording position when the Enter command occurs. If playback is paused, several new paragraphs can legitimately have the same elapsed timestamp. A repeated value while paused is not, by itself, a duplicate key-press fault.

When a paragraph timestamp may be skipped

Martel can skip an insertion if focus changes, the document becomes unavailable, the cursor cannot be verified or the transition occurs in an unsupported area. Look at the bottom status message. Return to an ordinary insertion point and use Ctrl+T for a missed marker when appropriate.

Turning paragraph timestamps off

Clear the paragraph checkbox and click Save Options. This does not turn off an independently selected interval, play, pause or speaker-change option, and it does not delete timestamps already in the document.

23 Timestamping at video intervals

Intervals are measured on the recording's timeline. They are not a stopwatch measuring how long you have been typing. The option queues a timestamp as playback crosses an interval mark; the displayed value uses the actual captured media position.

Video-position interval	Meaning
Off	No regular interval timestamps.
10 seconds	A marker as playback crosses each 10-second interval.
15 seconds	A marker as playback crosses each 15-second interval.
30 seconds	A marker as playback crosses each half-minute interval.
1 minute	A marker as playback crosses each 60-second interval.
5 minutes	A marker as playback crosses each 300-second interval.
Custom	Enter 1-86400 seconds. For example, 45 means every 45 seconds of video.

1. Open Settings > Automatic and choose the interval. For Custom, enter the whole number of seconds in the enabled field.
2. Click Save Options. Return to the supported transcript, place the cursor where text can be inserted, and leave that editor active.
3. Start playback with the pedal or a configured playback shortcut. Allow a normal space or other safe boundary between words for insertion.

Playback speed, pause and seeking

At 2.0x speed, ten seconds of video passes in about five seconds of real time. At 0.5x it takes about twenty seconds. Pausing stops interval progress. Seeking forward skips missed marks rather than filling the document with backlogged timestamps; rewinding does not automatically repeat an interval already inserted in the current recording/document context.

Martel may wait briefly for a safe word boundary or skip the insertion if the target changes. Restarting the app, changing the recording, switching documents or changing interval settings can reset interval tracking. It is not a permanent scan of timestamps already present in your transcript.

24 Automatic playback and speaker markers

Timestamp when playback pauses

Check this option to request a timestamp when playback changes from playing to paused. It can mark the point where you stop to write or review. A command while already paused does not represent a new play-to-pause transition. Keep the supported editor active if you expect automatic insertion.

Timestamp when playback starts or resumes

Check this option to request a marker when playback starts or resumes. If you use the factory Center pedal, its back step can move the video before playback begins; the inserted value follows the actual player position, not the position before that step.

Timestamp when I save a changed speaker label

1. In **Format & speaker**, check **Add the speaker label after timestamps** and enter a label.
2. In **Automatic**, check **Timestamp when I save a changed speaker label**. Click Save Options.
3. During transcription, place the cursor in the document before opening Settings. Change the speaker label when needed and click Save Options.
4. When the saved label has actually changed and the editing target remains valid, Martel inserts a timestamp with the new label.

The speaker-change option requires a nonempty, enabled speaker label. Simply saving the same label again does not count as a change. The label is your entry, not automatic speaker recognition.

Combining automatic modes

You can combine paragraph, interval, playback and speaker options. Closely spaced triggers can coincide; Martel suppresses immediate duplicate automatic requests where it can. Choose a small set of useful modes first so the transcript remains readable. Manual timestamp presses remain deliberate separate requests.

Safe insertion boundaries

Automatic interval and playback markers wait for a safe place between words in the active document. A selected text range, changed document or lost focus may prevent insertion. Do not expect automatic markers to be deposited while you are browsing another application or working inside Martel settings.

25 Video Only and Keep Video on Top

Keep the video visible while typing

1. In the full Martel window, check **Keep Video on Top** in the status strip.

2. Drag the title bar to position Martel beside your document. Drag a window edge or corner to resize it.

3. Click into Word or Writer and continue typing. The topmost setting keeps Martel visible while the document receives your typing.

Keep Video on Top controls stacking order; it does not make Martel the text-entry destination. You can still minimize Martel with its title-bar Minimize button. Clear the checkbox when you prefer ordinary window stacking.

Use a small picture window

1. Click **Video Only** on the top menu.

2. Move and resize the compact viewer. Timestamp tools, playback controls and pedal panels are hidden so the picture occupies the available space.

3. Continue using the assigned pedal controls and configured keyboard shortcuts with the same loaded recording.

4. Click **Show Controls** to return to the full interface. Clicking the title-bar **Maximize** square also restores the controls while enlarging the window.

Remembered layout

Martel remembers the selected view and the size of each view. Keep Video on Top also applies in Video Only. To change timestamp settings or pedal assignments from compact view, first choose Show Controls.

Picture size and shape

Black bars may appear when the recording and window have different proportions. They do not mean the original recording has been cropped or altered. Resize the viewer to a comfortable shape and verify playback after changing the layout.

Minimum size

The compact viewer has a minimum size, so it cannot shrink indefinitely. Windows display scaling affects the physical size of controls. Use Video Only when the full interface takes more room than your writing layout allows.

26 Automatic saving and reopening

Martel automatically remembers the current recording and its playback position. You do not need to choose Save Session for ordinary next-day resume. Position is checkpointed about every two seconds and saved again when you close normally.

1. Pause at the place where you want to continue later. Avoid Stop if you want to preserve this point, because Stop returns to the beginning.
2. Save the transcript in Word, Writer or your chosen editor.
3. Close Martel normally using the X button or File > Exit.
4. Leave the source recording in its existing location. Reconnect any external or network storage before the next session.
5. Open Martel again. The last available recording loads at its saved position and stays paused. Confirm the filename and elapsed time, then press Play to continue.

Each recording keeps its own place

When you switch files, Martel saves the outgoing file's position. Reopening that unchanged recording can restore its own saved place. A thirty-minute point remains a thirty-minute point regardless of the computer's current date or time.

What automatic saving includes

Playback progress, application preferences, view choices and per-recording timing references are kept by Martel. The transcript is a separate document saved by the word processor. Martel does not save the words you type into another application or embed them into the media file.

Unexpected shutdown or missing files

After a sudden power loss, the last periodic position may be about two seconds behind the last playback position. If the last file is unavailable, Martel reports that it could not reopen it and remains usable. Restore access to the original file or open the intended file again.

Saved settings and progress are local to the computer/user environment. Installing on a second computer does not synchronize them automatically. Verify the recording-time reference again when beginning work in a different environment.

27 A complete transcription session

Prepare the recording and document

Open the correct recording and create or open the transcript in your editor. Put a source filename or clip identifier at the top of the document. Verify sound and the intended playback rate. Choose elapsed timestamps unless the assignment needs a verified recording clock.

Set the timing reference when needed

If the video begins at 1:00 a.m. on a known date, pause at its first frame and enter that date with 01:00:00 in Set Recording Time. If the first-frame clock is unknown, use a later verified point. Choose a dated recording format or a combined format, and check a sample insertion.

Choose controls and automatic options

Keep the default Left and Center playback assignments if they suit your work. If you want a timestamp pedal, assign only the chosen button and save with OK. Check Ctrl+T in Keyboard. Enable paragraph or interval timestamps only if they fit the transcript style you need.

Listen, write and mark

Click in the transcript. Use the pedal to listen, release or pause to type, and rewind to confirm unclear speech. Press the timestamp shortcut at the point you want to mark. Enter speaker labels manually when useful. A timestamp identifies a position; it does not verify the words or the speaker for you.

Review important passages

Revisit selected timestamped passages and confirm the source, wording, speaker and time. For multiple files, make the clip identity explicit. Recheck the clock reference after an edit or clock jump. Existing timestamp text will not change when you later reset the reference.

Finish and resume later

Save the transcript through its editor. Pause at the next working point and close Martel normally. On the next launch, confirm the reopened file and paused position. Reopen your transcript separately and continue from the appropriate text location.

28 File menu and sharing the product

Menu item	Purpose
Open File	Choose a recording to play.
Load Session	Open a previously saved legacy .mats session referring to a recording and saved position.
Save Current Session	Pause playback and save a legacy .mats session file containing the recording path and current position.
Deactivate	Deactivate the existing serial activation before an uninstall or an authorized license move.
About	View application information.
Exit	Close Martel normally and save current playback progress.
Buy More Licenses	Open the licensing/purchase destination.
Share with a Friend	Ask Windows to open an email draft about the product.
Video Only	Switch to the compact viewer.

Legacy session files

Ordinary automatic resume does not require a .mats file. A session file is not a copy of the video, not a transcript and not a complete transfer of settings or recording-time references. The referenced media still needs to be available. Loading a legacy session can start playback; check its filename and position and pause if needed.

Share with a Friend

Click the blue Share with a Friend menu item. Windows is asked to open the configured email application with a product subject and a link for SKU 1515. Add the recipient, review the message and send it yourself. Martel does not send an email automatically or attach your recording, transcript or serial number.

If no email application opens, use the fallback's **Copy Product Link**, then paste the link into your email or message. **Open Email Draft** retries the email request. Browser webmail opens directly only when configured to handle Windows email links.

29 Troubleshooting playback and files

A file will not open or is absent from the list

Confirm the file is fully downloaded, accessible and not still inside a compressed archive. Check its extension against the standard file list. For another extension, try its full path in the filename field. A changed extension does not change the codec. Test a known good short recording to separate an application issue from one particular file.

Video appears but there is no sound

Check Martel's mute button and volume, the Windows volume/output selection, and your headphone connection. Listen to a known good recording. Some video files contain no audio or use an unsupported audio encoding. Changing volume cannot restore sound that was not recorded.

Sound plays but the picture area is blank

An audio-only file has no picture. For a video recording, confirm the source contains a supported video stream and that playback has started. Pause and resume, or seek slightly to refresh the displayed point. Check another known good video before concluding that all playback has failed.

Playback sounds too fast, too slow or distorted

Return Playback Rate to 1.0x and check volume at a comfortable level. Compare the same passage again. Extreme playback rates or high output levels can affect listening even though the source remains unchanged. Check Windows audio processing and hardware settings if the issue affects other applications too.

The controls seem inactive

Close any open Martel settings or file dialog, confirm a recording is loaded, and wait for its duration. At the end, rewind or use Stop and then Play. If the issue persists, save your transcript, close Martel normally and reopen it. Do not repeatedly force the same control while a file is still loading.

The wrong position returns after reopening

Confirm you reopened the same file at the same path. Stop resets the position to the beginning; use Pause before closing when you want the working point saved. A moved, replaced or modified file can be treated as a different recording. Reconnect external storage before launch.

30 Troubleshooting timestamp insertion

Ctrl+T does not insert anything

1. Confirm a recording is loaded and the elapsed time is available.

2. In Settings > Keyboard, check the Insert Timestamp row. For Ctrl+T select Ctrl and T with Shift unchecked.

3. Check Allow shortcuts in Word, LibreOffice and OpenOffice, then click Save Options.

4. Close settings and click in the body of an editable desktop document. Avoid menus, dialogs, protected areas and read-only files.

5. Release all keys, wait briefly, then press Ctrl+T once. Check Martel's editor and shortcut status. If the combination is unavailable, choose another or try Copy Timestamp.

The button works differently from the shortcut

The on-screen Insert Timestamp button relies on the last verified document and cursor when Martel has focus. Click the intended insertion point in the editor first. A shortcut or pedal used while the editor remains active avoids having to switch to the player for each insertion.

Writer connection is unavailable

Use a compatible installed suite with its Windows automation component. If multiple Writer suites are installed, their registration can conflict with the one currently running. Try a normal editable body paragraph in a new document. Use Copy Timestamp and paste when a target cannot be recognized.

A recording-time choice inserts elapsed time

The recording has no usable timing reference. Open Set Recording Time and save a verified date/time for a known video position. Check that you did not switch to another file after establishing the reference.

The clock or date is wrong

Check the entered date, 24-hour time, reference position, time zone and offset. Confirm you did not choose Computer date and time by mistake. Recheck footage for a clock jump or edit. Reset and save the appropriate reference; previously inserted text must be corrected in the transcript itself.

31 Troubleshooting pedals and automation

The pedal is not connected

Check the USB connection and reconnect the pedal if needed. Confirm Windows recognizes the device and that Martel reports Pedal connected. Try another direct USB port if a hub is unreliable. Close another transcription program that may be using the pedal. Keep the supplied driver arrangement; do not replace drivers merely to assign timestamps.

A pedal button performs the wrong action

Open Pedal Configuration and inspect that button's dropdown. A Right pedal assigned to Insert Timestamp no longer performs Step Forward. Save intentional changes with OK. If you want the factory layout, choose Reset to Default and then OK.

Holding a timestamp button seems to repeat

A held shortcut or timestamp pedal is designed to produce one manual timestamp. First turn off automatic modes and test one deliberate press in an ordinary document. Repeated copy/paste commands or separate automatic triggers can produce additional text. Release the button fully before testing again.

Enter or intervals do not add timestamps

Check Settings > Automatic and save the intended mode. For Enter, use a normal body paragraph and press Enter rather than relying on automatic line wrapping. For intervals, leave the supported editor active and let playback cross a new interval naturally. Pausing and seeking do not create elapsed interval progress.

Automatic timestamps appear less often than expected

An unsafe word boundary, selected text, changed cursor or another foreground window can cause a skip. Type a space at a natural boundary, keep the insertion point in the document, and check Martel's status. The application does not backfill all skipped marks. Use Ctrl+T for a deliberate marker when needed.

Copy Timestamp reports success but nothing appears

Copying does not insert text. Click the destination and press Ctrl+V. If the clipboard is busy, close the interfering clipboard prompt or operation and retry. Re-copy at the desired video position if the clipboard has since been overwritten.

Getting product help

Use Martel Contact Us. Include the application version, Windows version, editor name/version, file extension and the exact status message. Describe the steps that lead to the issue. Do not put your serial number into a public message.

32 Frequently asked product questions

Does the timestamp come from the video or from my typing time?

Elapsed formats use the player's actual position. Recording-clock formats use your saved camera-time reference plus the change in video position. Only the separate Computer date and time choice uses the computer clock, and it labels the value Computer.

Does Martel read a date printed into the video picture?

No automatic clock recognition is included. Pause at a verified point and enter the displayed date/time through Set Recording Time. The same applies when the camera date exists in metadata that the application has not verified.

Does the application alter or reduce the quality of my original file?

No. Playback does not convert, re-encode or rewrite the source video or audio. Volume, speed and display choices affect playback, while the original file remains unchanged.

Will the same timestamp work in a different export of the video?

Only if the timeline is actually the same. Added introductions, cuts, gaps or changed clip lengths can shift positions. Verify the new file and establish its own timing reference when needed.

Can I work without a foot pedal?

Yes. Use the on-screen controls and configure playback shortcuts. Insert Timestamp has Ctrl+T by default, and Copy Timestamp is available for manual pasting.

Can it type the full transcript or identify speakers for me?

No. This is a manual playback and timestamp tool. You type the transcript and enter speaker labels. The program does not provide automatic speech-to-text transcription or voice identification.

Does it save my transcript when I close Martel?

No. Martel saves its playback progress. Save the transcript in the word processor where you are writing. Reopening Martel does not reopen or restore unsaved text in another application.

Can I use both computers interchangeably?

A two-license purchase supports two separately activated computers. Files, documents, settings, playback progress and timing references do not automatically synchronize between them. Transfer the needed working files and verify the setup on each computer.

33 Quick reference and default settings

Feature	New-configuration default or location
Insert Timestamp	Ctrl+T; also the main toolbar button.
Copy Timestamp	Main toolbar; paste manually with Ctrl+V.
Timestamp format	Video position [hh:mm:ss], for example [00:05:30].
Original recording clock	Set Recording Time. No camera date is assumed.
Play/Pause Rewind Fast-forward shortcuts	Not assigned. Set them in Settings > Keyboard.
Shortcuts in supported editors	Enabled. Settings > Keyboard.
Left pedal	Step Backward.
Center pedal	Play/Pause with Back Step; release to pause.
Right pedal	Step Forward. Assign Insert Timestamp only if wanted.
Back and forward step	5 seconds each. Change in Pedal Configuration.
Brackets and clock display	Brackets on; ordinary clock formats use 24-hour time.
Prefix suffix and speaker label	Empty; speaker label inclusion off.
Automatic insertion	Off. Configure paragraph, interval, play, pause and speaker modes in Settings > Automatic.
Keep Video on Top	On. Checkbox in the full-view status strip.
Compact picture window	Video Only; Show Controls or Maximize returns to the controls.
Resume last recording	Automatic, at its saved position, paused.
Save transcript	Use the word processor's Save command.

An existing installation may retain earlier choices. Check the displayed controls before changing a working setup.