

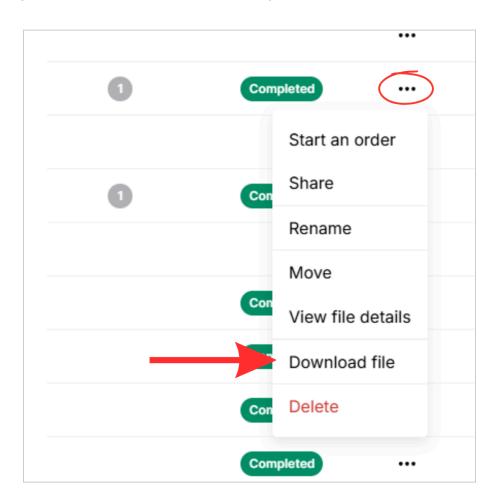
Download and Export Transcripts and Original Media

You can download your transcripts with ease from your account and the mobile app.

Download Transcript

Method 1: From Your Workspace

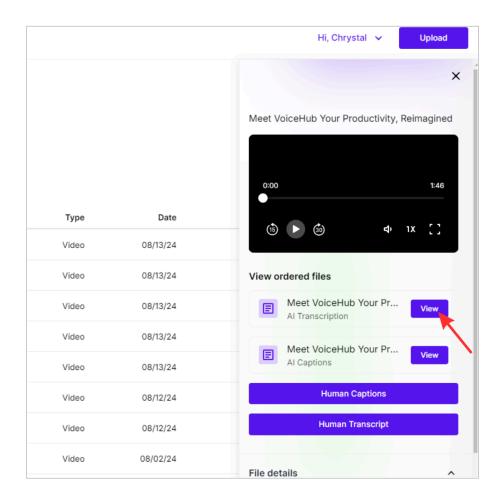
You can download your files from your Workspace by clicking on the context menu icon to the right of the file name and then clicking Download File.





Method 2: From the Transcription Editor

Click on any file that has a transcript already completed to open the file details menu, then click on View next to Al transcription or Human Transcription to open the transcription editor.



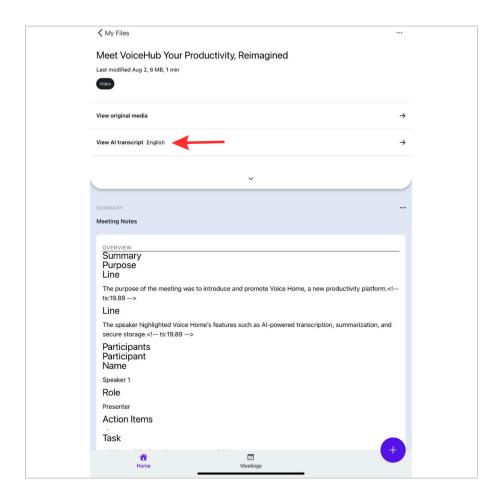
Click on the **Transcript** tab and then on the download icon $\stackrel{\checkmark}{L}$ to download your transcript. A menu will pop up with the settings for the download for you to confirm.

Select the transcript format, file type, and any additional export options you prefer, and then click on Export to download the file.



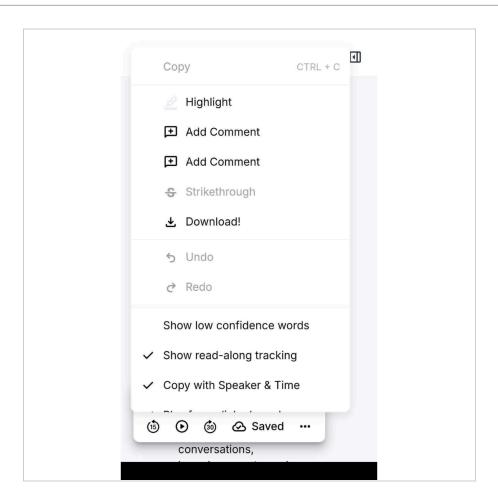
Method 3: From the Mobile App

You can open a transcript from the home screen by tapping on the recording to open the file details page and then tap on View to open the editor.



Once the editor is open, tap on the ellipses menu -- at the bottom of the screen, and then on Download $\stackrel{\bullet}{\bot}$.

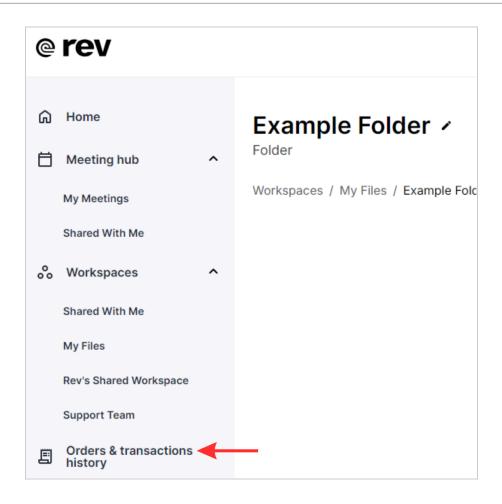




Order History

You can navigate to your Order History from from the left panel menu.





Click on the order number to open the order details page and then on **DOWNLOAD** to download your file.

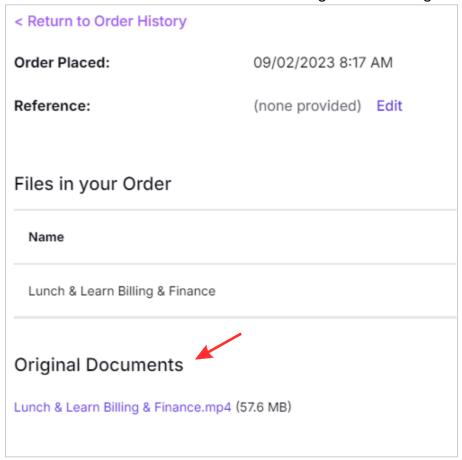
Download Original Media

You can download the media file you sent to Rev from the order page, which can be accessed from your Order History, or from the transcription editor.



Method 1: From Order History

Navigate to your <u>Order History</u> and click the order number for the file you wish to download to open the order page. Scroll down below your list of completed transcripts for that order until you see Original Documents. Click the name of the file to begin downloading.



Method 2: From the Transcription Editor

To open the editor, click on the name of any of your transcription files. Once the editor is open, click on File Details from the right panel menu and then Main File Details. Click Download Media to start downloading your original audio or video file.



Please note that if your file is large, the download may take a moment to begin.

