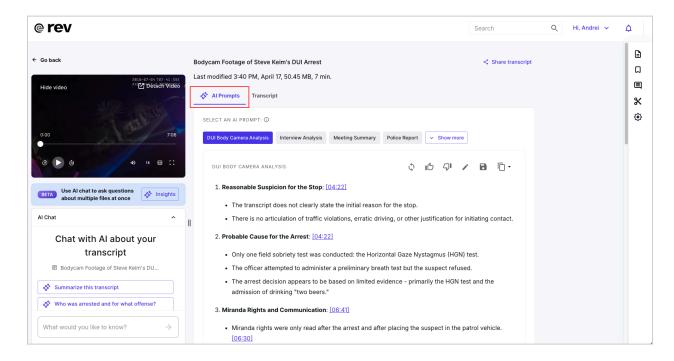


Al Chat + Al Prompts

Rev's Al features help you understand what's in your recordings without having to read every word or listen to every minute. Here's how to use these powerful tools with any single recording.

Getting to the AI Features

- Click on any completed transcript file from your Rev dashboard
- The file automatically opens to the Al Prompts section this is your starting point for Al analysis
- You'll see this section first before moving to the transcript text itself



Using AI Prompts

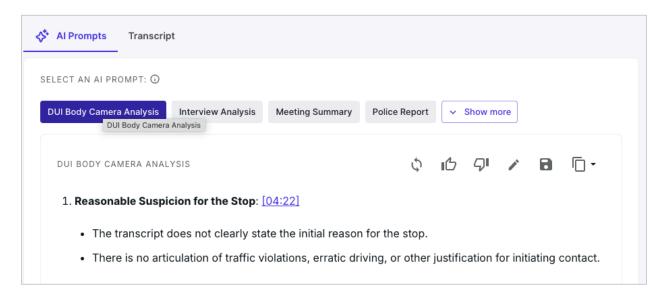
Al prompts are like **pre-written questions** that Rev automatically creates based on what's in your recording. They're designed to give you instant summaries and analysis without you having to think of what to ask.

Choosing Your Prompt

Look at the "Select an Al Prompt" section to see all available options



- Click on any prompt that interests you to see what Rev finds
- Each prompt is tailored to work well with your specific type of content



Understanding Your Results

Once you click a prompt, Rev's Al will:

- Analyze your entire recording in seconds
- Generate a summary or analysis based on what you requested
- Show you the results right on your screen

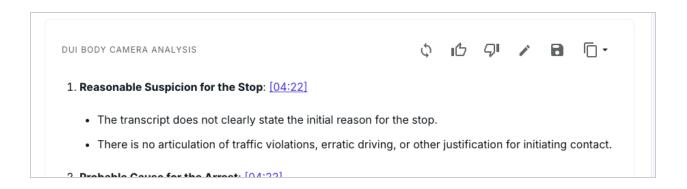
Working with Generated Content

The Al gives you useful summaries that you can:

- Read directly on screen for quick understanding
- Edit if needed by clicking the pencil tool to make changes
- Save for later reference in your files by clicking the floppy disk icon
- Copy and paste using the two squares icon

See all the icons here:

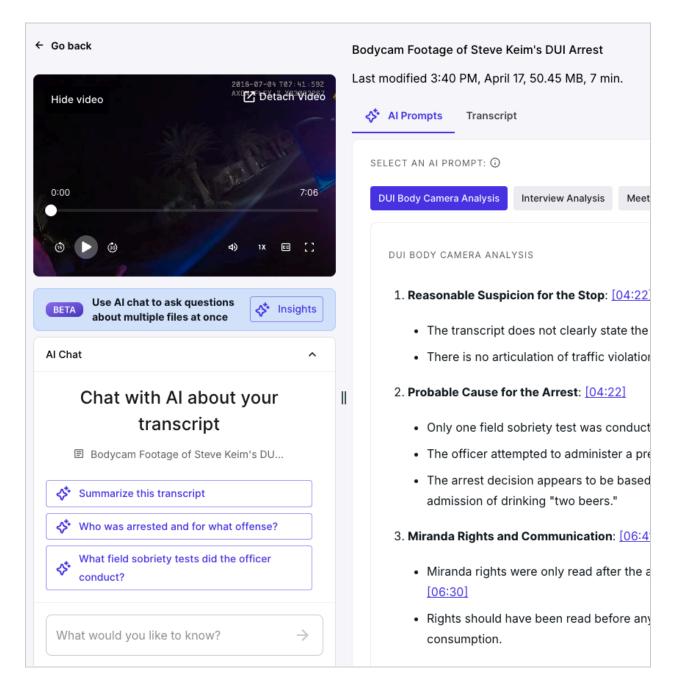




Locating AI Chat

- Look for "Al Chat" in your transcript editor it appears in the right panel or sometimes on the left side
- The chat is always customized to your specific transcript content
- You'll see it's ready to answer questions about whatever recording you're working with





Using Pre-Populated Questions

Al Chat comes with **ready-made questions** that Rev thinks you might want to ask based on your content:

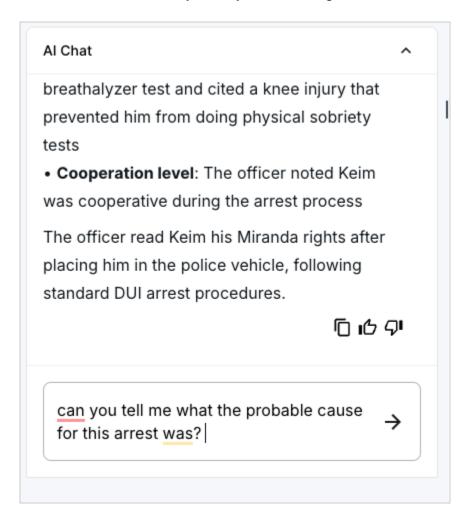
- Questions appear automatically based on what Rev detected in your recording
- Click any pre-written question to get an instant answer



Screenshot Suggestion: Al Chat showing several pre-populated questions with one being clicked to demonstrate how easy it is to get answers.

Asking Your Own Custom Questions

Beyond the suggested questions, you can **type your own questions in the chat box and click enter** to find exactly what you're looking for.



Getting the Most Useful Answers

Be Specific:

- Instead of "What happened?" ask "What happened during the first 10 minutes?"
- Instead of "Who talked?" ask "What did the manager say about the budget?"

Ask About People:

"What was [person's name]'s main concern?"



• "Did [person] agree with the decisions made?"

Look for Details:

- "What specific numbers or dates were mentioned?"
- "Were there any action items assigned to specific people?"

Find Problems:

- "Was anyone confused about the instructions?"
- "Were there any disagreements or tensions?"