Time Stamp Hotkey in Word and Express Scribe

To insert timestamps into a Word document, in Express Scribe go to Preferences, select System-wide Hotkeys. Click Add at the bottom of the box to create a System-wide Hot Key. A Window pops up asking you to press a key or combination of keys. In my version of Express Scribe F1 and F11 and F12 are free. I chose Shift F12. Then a Select Command box pops up. Scroll down to Copy Time and select this.

Now, as you play the audio file in Express Scribe, all you have to do is press your Hot Key (Shift F12 for me) at the point where you you want to time stamp, and then CTRL V to paste it in Word.

The time stamp looks like this: 1:15:13.1

Time Stamp Hotkey in Express Scribe

If you are transcribing in the Express Window itself, then the hot key for the time stamp is: Shift – Command T (or on a PC: Shift – Alt – T). In that case you need to copy paste your work from the express scribe window into a word doc. To copy, press right click and choose copy from the drop down menu