

VALU-SCRIBE Personal

Offline audio transcription, speaker identification, and AI summaries — all on your own computer.

User Guide
Version 1.0

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What VALU-SCRIBE Personal Does

VALU-SCRIBE Personal turns recordings into clean, readable, speaker-labeled transcripts — entirely on your own computer. There is no monthly fee and nothing is uploaded to the internet unless you choose to turn on an optional cloud feature. It's built for depositions, meetings, interviews, sermons, podcasts, and any recording you need in writing.

At a glance, you can:

- **Transcribe audio and video files** (MP3, WAV, M4A, MP4, MOV, and more) into text.
- **Record live** from your microphone — or capture a Zoom / Teams / browser call — and transcribe it as you go.
- **Identify speakers** (who said what) and give them real names or roles.
- **Clean up grammar** and punctuation automatically.
- **Generate summaries** — from short overviews to detailed minutes.
- **Search the transcript**, including live while recording.
- **Export** to Word, PDF, and subtitle/caption formats.

It's free — and it's yours

The app is free and works fully offline. It ships with a capable built-in engine. For even better speed and accuracy, you can download optional upgrades (see “Getting the Best Results”), or plug in your own AI account — but you never have to.

Getting Started

1. Install and first launch

Run the installer and launch VALU-SCRIBE Personal. The very first time it opens, it downloads the core models it needs (a one-time step — keep it connected to the internet for that first launch). After that, it works offline.

2. Transcribe your first file

- Click **Add Files** and choose an audio or video file.
- Click **Start Transcription**.
- Watch the transcript fill in. Each line shows a timestamp, a speaker, and the text.
- Green lines are high-confidence; yellow lines are worth a quick review.

Click a line to hear it

Click any line in the transcript to jump the audio to that moment and play it — handy for checking a word or fixing a name.

Recording Live

Click **Live Record** to capture and transcribe audio in real time. You can record from a microphone, or capture the sound from an app like Zoom, Teams, or a web browser.

Recording a meeting or call

- Choose “**Record app / system audio**” to capture what's playing through your speakers (the other participants).
- Leave “**Also include my microphone**” checked to capture your own voice too — so the whole conversation ends up in one transcript.
- Click **Start Recording**. Speak or play the call. Click **Stop** when finished.

While you record

Every line is labeled “VOICE” during recording — the app waits until you stop to sort out who spoke. You can search the live transcript at any time; if new lines scroll you away from what you're reading, click the red **FOLLOW live** button to jump back to the latest text.

Cleaner call capture (optional)

For the cleanest capture of a specific app without affecting what you hear, you can install the free VB-CABLE tool — the app includes a built-in help button that walks you through it. This is optional; the standard “record app audio” option works without it.

Identifying Speakers

After a recording, click **Identify Speakers** to sort out who said what. This opens a panel where you can auto-detect speakers, correct any line, and give speakers real names.

- **Auto-detect:** the app groups the voices for you. **Tip:** if you know how many people spoke, choose that exact number — it gives far better results than letting it guess.
- **Fix any line:** use the drop-down next to a line to change its speaker.
- **Rename speakers:** turn “SPK 1” into “Atty. Smith” or “Witness.”
- **Find similar voices:** pick a line and the app highlights other lines that sound like the same person — so you can fix several at once.

Honest note about speaker identification

Telling voices apart from audio alone is hard, and no offline tool is perfect — especially with crosstalk or similar-sounding speakers. The app gives you a strong starting point plus easy manual controls to make it exactly right. Giving it the correct number of speakers helps a lot.

Cleanup, Summaries & Export

Clean Grammar

Click **Clean Grammar** to tidy punctuation and grammar across the whole transcript without changing what was said. Your original text is preserved underneath, so nothing is lost.

Summary

Click **Summary** to generate an overview of the recording. Choose the depth — from a brief overview to detailed minutes with key points and action items. Long recordings (even many hours) are handled in sections automatically.

Export

Click **Export** to save your transcript. Available formats include:

- **Word (.docx)** — a formatted, editable document.
- **PDF** — a clean, shareable file.
- **Subtitles / captions** — for video.

Getting the Best Results

The app works well out of the box, but there are two optional upgrades — both found under **Settings** — for people who want more speed or accuracy.

1. Better speaker engine (free download)

In **Settings** → **Speaker ID Engine**, download the better speaker engine (about 35 MB, one time, still fully offline). It's noticeably more accurate at telling voices apart, especially with three or more speakers.

2. Faster processing with your graphics card

The basic app runs on your computer's processor (CPU), which works everywhere but can be slow on long recordings. If you have an NVIDIA or AMD graphics card, you can download an optional engine pack from Settings for much faster transcription and summaries.

3. Cloud AI (optional — your own account)

If you have an API key for **Claude, ChatGPT, or Gemini**, you can enable it under **Settings** → **Cloud AI**. This gives you top-tier summaries and grammar, effortless handling of very long recordings, and “smart speaker labels” that name speakers by role (Attorney, Witness, etc.) from the transcript.

Your privacy is respected

Cloud AI is completely optional and off by default. Nothing is sent anywhere unless you turn it on and enter your own key. When enabled, your transcript is sent only to the provider you chose, and your key is stored only on your computer. Telling voices apart is always done locally — the cloud can only help label and summarize the text.

Common Questions

Does it really work offline?

Yes. After the one-time download on first launch, everything runs on your computer. The only exception is the optional Cloud AI feature, which you turn on yourself.

Is my audio or transcript sent anywhere?

No — not unless you enable Cloud AI. By default, your recordings and transcripts never leave your computer.

What files can it open?

Common audio and video formats including MP3, WAV, M4A, AAC, FLAC, OGG, MP4, MOV, M4V, MKV, and AVI.

Why is the speaker detection sometimes off?

Separating voices from audio is genuinely difficult. Use the exact speaker count when you know it, download the better speaker engine, and use the manual drop-downs and “find similar” to correct any lines.

Why is a long recording slow to process?

The basic app uses your CPU. For long jobs, download the GPU engine pack (NVIDIA/AMD) from Settings, or enable Cloud AI — both are much faster.

It's free — how can I support it?

There's a **Donate** button in the app if you'd like to chip in. It's appreciated but never required.

VALU-SCRIBE Personal — free, private, offline transcription.

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