



Admin Experts Online

GUIDE TO VOICE RECORDING FOR AUDIO TRANSCRIPTION SUCCESS

Summary

Follow these tips, from an experienced audio transcriptionist, to save you money and get the most accurate transcriptions of your recordings.

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Q&A about voice recording:

What equipment do I need?

You can use a number of ways to make your voice recordings. The most professional way would be with a Dictaphone/Digital Voice Recorder. There are many on the market to suit your needs with varying prices, ranging from about £24. However, lots of client's simply use their smartphones recording feature.

What format should I save my recording in?

Most VAs only work with digital dictation and will accept audio files in the following formats:

MP3, MP4, WAV, DSS or DS2 files.

How should I send my recording?

Most recordings will send via regular email, however if it is a particularly large audio, you may want to use a shared Dropbox file, a shared OneDrive file or by using

www.sendthisfile.com

How long will it take to transcribe?

A clear recording with only one speaker can be done in 3-4 times the amount of recording time. E.g. 15 minutes of recording should take between 45 and 60 minutes to accurately transcribe. If the recording is not clear (i.e. noisy background, rustling of papers, clinking of cups and saucers, more than one person talking at the same time), it could take between 3-6 times the amount of audio for a VA to transcribe.

A good indicator of how long it will take to transcribe your audio file, is for your VA to transcribe just 5 minutes of your recording and see how long that takes.

Remember: The clearer the recording, the faster and more accurate the transcription. The faster the transcription, the less cost!

Tips about voice recording:

TIPS	
Do	Don't
Find a quiet room - avoid noisy backgrounds. The microphone picks up everything, it isn't able to filter out background noises	Record in a noisy environment
Keep to a smaller room to avoid echoes	Allow attendees to mess with keys or change in their pockets.
Be as close as possible to the mic	Record in a large room like a hall or church
Run a test before the actual recording. Recite a short nursery rhyme or list a few items from your shopping list just to make sure the device is working to full capacity, i.e. batteries, sound, etc.	Don't rustle paperwork, this can totally block out what is being said by the speaker. If someone is taking notes, ask them to turn the pages, quietly
Set your recording levels to high (check there is no 'boom' or distortion, as the VA transcribing will only have a bit of movement with volume	Record at a slow speed
Talk at a steady speed, it makes transcribing so much quicker to do	Keep cups and saucers nearby
Preferably say where you want a comma or a full stop or a new paragraph	Talk at the same time as another person
If there are names that aren't obvious in terms of spelling, spell them out. Be mindful that saying F and S often sound the same	Talk fast to hurry the recording
Ensure batteries are new or in good working order, if mains powered equipment is not being used	
If there is more than one speaker, ask each person to introduce themselves at the beginning. it makes for easier for voice recognition when it comes to transcription. This again helps to speed up the transcription	