

Recording checklist

A clear recording is the biggest factor in an accurate transcript. Run through this before you press record.

Before you record

- ☐ Pick a quiet, soft room. Close the door and switch off fans where you can.
- ☐ Place the microphone close to the speakers: about a foot away, closer to the person who matters most.
- ☐ For meetings, use one microphone per two or three people, or a conference speakerphone.
- ☐ Check the battery and free storage space on the recorder or phone.
- ☐ Turn on Do Not Disturb so notifications don't interrupt the recording.
- ☐ Get consent from everyone being recorded, in writing where your work requires it.

Test first

- ☐ Record ten seconds and play it back on headphones.
- ☐ Check you can follow every word easily, and that the right microphone is selected.

While recording

- ☐ Ask everyone to say their name and role at the start.
- ☐ Remind people to speak one at a time.
- ☐ For calls, ask everyone to wear headphones, and record each person locally if your software allows it.
- ☐ Note the names, terms and acronyms that come up.

When you order

- ☐ Upload the original file. MP3, M4A, WAV, MP4 and MOV all work, up to 2 GB and 6 hours.
- ☐ Add speaker names and hard words to the terms box on the order form.
- ☐ Choose the slowest turnaround that fits your deadline.