

# Recorded Audio & Video Transcription

Janette Toral

<http://homebasedelite.com>

# What is transcription services?

- Providing a text version of audio and video files.
- Often used in medical, legal, events, podcast, and video recordings.
- Used for notes, claims, reporting, and billing for professionals.
- For public sites, it is used for documentation and boosting search engine ranking.

# Industry standard

- 3 levels quality assurance giving 99% accuracy.
- Security
- Accuracy
- Ability to upload via ftp
- Offers free trial

# Tools and equipment

- Headset
- Computer
- Bigger ones used foot pedal too.
- Transcription software or word processor.
- Ergonomic furniture.
- Internet access.

# Qualities of a good transcriber

- Well trained brain and ear on subject matter.
- Technology-savvy.
- Keyboarding (50 words per minute).
- 100% accuracy.
- English proficient.
- Proofreading and editing skills.
- Ignore distraction.
- Attention to detail.
- Flexible.
- Taking cue: how speakers or discussants switch from one topic to the next.

# New online services

- Convert audio / video to:
  - E-books
  - Presentations
- Skill specific:
  - Cooking
  - Music

Reference: <http://thesmallbusinesstranscriptionist.com/so-what-is-an-ebook-style-transcript>

# Fees

- Monthly – P9,000 and up.
- Per project – US\$25 and up.