

# Transcription Service Tutorials

## Dictating guidelines to lessen your transcription expenses

- A superior quality tool makes a great difference in quality of playback. Latest and second hand accessories can be obtained economically at websites like Ebay. But in case, you are not at ease to shop at these sites, then we would be glad to help you in obtaining one, if you request us.
- Clean your audio recorder at least after every 30 hours of utilizing it.
- Erase tapes from the beginning to ensure that there is no overlap of previous dictation.
- Close any doors or windows to reduce backdrop noises and intrusions when you are dictating.
- Talk clearly and gradually as we can be able to understand your speech by rewinding the tapes. Quick dictations can be hard to understand.
- It is best to spell out proper names.
- Typical recorders used for recording dictations are much better to use and clearer to understand in compare with those used for recording music
- It is appreciable to specify desired punctuation such as quotation marks, parenthesis and also new paragraph indicator.



### Tutorial Topics

- **Video Transcription Concepts**

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