



Show Notes

Season 5, Episode 3:

Your ultimate guide to recording and transcribing interviews

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What's in this episode?

Hosts Rachel Smith from [Rachel's List](#) and journalist and content creator [Lynne Testoni](#) talk about all the different ways to record and transcribe interviews

Recording

Dictaphone I like the [Olympus voice recorder \\$99](#) – it's easy to use, has lots of storage and has a pop-out USB so you can transfer the sound files to your computer for transcribing. You can use it on speaker next to your phone or use a phone bug.

Tape A Call This is Lynne's favourite, Rach used to use it but no longer does as it can be buggy. [Info here.](#)

Phone on speaker next to Quicktime Rach's current favourite. Good sound, easy to record this way, but you need a quiet room.

Record on Zoom Also something Lynne likes to do. It's easy to transcribe them via Otter.ai and good if your interviewee doesn't want to reveal their phone number (often the case if you're interviewing celebrities). You can also record in audio or video.

Transcribing

Pay a transcriber You can expect to pay about \$1-2 per audio minute depending on where you get a transcriber. If you go offshore it's cheaper, but locally a good place to try is [Transcript Divas](#).



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Online transcription service [Rev.com](#) is used by lots of journos but its transcribers are reportedly not treated well so we don't use them anymore. It costs \$1 USD per audio minute.

OTranscribe I love this – it's an [online transcribing app](#) if you want to DIY. A good option if you're on a budget and have a fast typing speed. You just upload your sound file and use its built-in commands to transcribe. Very handy how it rewinds the last 10 seconds or so when you pause the tape, to make sure you don't miss anything.

Otter.ai My transcription service of choice right now is [Otter.ai](#). On the free version you get 600 free minutes recording – you can even set it to record the interview (with your phone on speaker) and watch it transcribe as you do it, which is quite cool, then you can use the editing function to tidy up the finished result. Otter Premium has way more features, including 6000 minutes of transcription per month, a custom vocabulary for improving accuracy and different ways to export your transcript.

That's it for this episode. Hope it helps you with your recording and transcribing needs!

Cheers, Rachel and Lynne