Recording Audio and Creating a Written Transcript

To be able to create an audio file with accompanying transcript for the Bloomberg Connects free digital guide, the below guidelines should be used in conjunction with our *Artists Guide to Recording Audio* video tutorial.

Introduction

For Android devices we advise using the 'Recorder' app. Should you be using a similar app the general icons and tools may be in different places, or have different names, but their recording and editing purposes remain the same.

Follow the video guide and apply it to what you have available on your device. If you do find that you have an app that looks significantly different from what has been demonstrated, then perhaps find an online tutorial video for that app on YouTube.

Converting to MP3 for the free digital guide

As demonstrated in the video, for those that record on their phones or tablets, you are advised to transfer the file to your desktop or laptop PC or Mac to convert to mp3. It can be complicated converting the file to mp3 on the same phone or tablet it was recorded on. By all means, if you know how to convert the file on the same device please do so.

While recorded audio files are likely to be .m4a, you may find your file is saved as an mp4. The same procedure, as shown in the video, applies to both types of files, .m4a and mp4s, for converting to mp3.

When using a google search function or the Movavi app you are actively encouraged to purchase a converter. This is not necessary. To convert to mp3 FOR FREE, please use the following direct link:

https://www.movavi.com/support/how-to/how-to-convert-m4a-to-mp3.html

Creating an Audio Transcript

Bloomberg Connects Requirements

Bloomberg Connects requests that you provide a text version, or a transcript, of what's included in the audio recording. This is for people who are deaf, hard of hearing or prefer to read a written text.

In the audio player, on the Bloomberg App (free digital guide), a person can tap the Transcript button to read the transcript in a new screen in addition to or instead of listening to the audio.

Platforms and helpful resources for creating transcripts

Although other platforms are available, when creating your transcript we recommend using Otter AI or Rev.

There is a How To Use Otter AI tutorial available on Youtube. Rev also provides a very helpful How to Transcribe your Audio to Text resource.

Editing the Exported Transcript

Once you have your exported written text you need to edit as follows:

- Break long chunks of text into short paragraphs of 2-3 sentences.
- Transcribe all speech verbatim; don't paraphrase, add extra detail, or introduce abbreviations. You can cut excessive interjections (like "um") if they're distracting.
- If the audio does not contain speech, provide a concise description of the experience.
- Use rich text formatting, like bold or italics, to indicate different speakers.

When you happy with the above, email the following to events@artillery.org.uk,

- An audio file in mp3 format
- A caption for your audio file that includes ALL the following details; artist's name, *Title of recording*, year of recording (plus a credit to the creator of the audio and for any music featured within).
- A transcript conforming to the above specifications

Please note, audio files in other formats will not be accepted and you may have your transcript returned if it does not comply with the above requirements.

Paid services are available for those unable to produce the mp3 file or the transcript. Please contact events@artillery.org.uk for further details.

Recording with Windows PC

You can download a free app on Windows for recording, editing and exporting/saving files called Audacity. Here are some tutorial links for those that wish to try this -

Downloading and installing Audacity:

https://support.audacityteam.org/basics/downloading-and-installing-audacity

Recording audio with Audacity:

https://support.audacityteam.org/basics/recording-your-voice-and-microphone

Editing with Audacity:

https://support.audacityteam.org/basics/audacity-editing

Converting your file to mp3 with Audacity:

https://support.audacityteam.org/basics/saving-and-exporting-projects

Native recording apps on Windows

Windows users have a few options for recording with a native app called Sound Recorder, or Voice Recorder if you have Windows 10 or earlier. These videos give additional information on how to use them.

Sound recorder

https://www.youtube.com/watch?v=xBFjf_EeX18

Voice Recorder video -

https://www.youtube.com/watch?v=I-BCpn-dGUQ