



Audio Recording Best Practices

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Although Docsoft:AV's transcription accuracy averages to about 75% on the first pass, it actually comes to 85-90% if all the audio coming from multimedia files are of quality recording. Of course, "Quality" is subjective to human perception, but Docsoft offers the following steps for pre-production, to help get excellent transcription results:

1. Have only one speaker, using a clear voice, and pronouncing all words clearly.
 - a. If more than one speaker is unavoidable, then each speaker should wait for the other speakers to finish talking.
2. Use the best recording devices, if possible.
 - a. The most preferable microphone is the Bluetooth headset mic.
 - b. There should be at least two fingers' gap between the microphone and your mouth, and that nothing is blocking it (e.g., clothing).
 - c. If possible, do not hold the mic or pass it around. Fingers rubbing on the surface of the mic causes noise that will be captured into the audio.
3. Adjust your microphone settings to optimal levels
 - a. Some microphones have a "Microphone Boost", or a button that optimizes recording levels.
 - b. If no automatic settings can be found, then play around with the volume and/or boost settings manually until you find the settings that sounds right for you.
4. Select the best environment to use during recording.
 - a. Of course, a recording studio works best. For most of us who don't have such a luxury, a small- to medium-sized room is ideal. Large rooms, especially those with high ceilings tend to produce echo.
 - b. Turn off, close, or remove items that may cause noise – fans, windows or doors, other people, etc.
5. Finally, use the features in Docsoft:AV to train the appliance.
 - a. Create a speaker profile for each speaker
 - b. Train each speaker from at least 5 minutes, to about an hour's worth of corrected transcript.

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- i. The easiest way to do this is to correct a transcript using Docsoft's Transcript Editor
 1. Click on Tools
 2. Click Send Transcript to AV
 3. Type in the IP address of the appliance, your username and password
 4. Select the speaker profile in the Speaker list
 5. Click OK
- ii. You can also train a speaker profile through the Docsoft:AV web interface
 1. Click Speaker Profiles
 2. On the correct speaker profile, click Train
 3. Browse to the corrected transcript (in .TXT format), and then to the matching multimedia file
 4. Click Add Files, and add more if desired
 5. Click Finish
- c. Expand the base vocabulary If the speaker uses uncommon words (jargon, slang, etc)
 - i. Create a list of these uncommon words (one word per line), and save it in a .TXT file.
 - ii. On the Docsoft:AV web interface, go to the Speaker Profiles page
 1. On the correct speaker profile, click Vocabularies
 2. On the correct vocabulary database, click Populate
 3. Click on the "Word List" radio button, then click Next
 4. Browse to the newly created list above, then click Add. You may repeat this step if you'd like to add more lists.
 5. Click Finish

Additional Sources:

Microphone Comparison Guide (sorted by accuracy) –
<http://www.knowbrainer.com/index.cfm/microphone-comparison-guide/>

Microphone adjustment guides –
<http://www.dummies.com/how-to/content/how-to-get-better-sound-quality-in-naturallspeaki.html>
<http://blogs.creighton.edu/bluecast/tips-and-tricks/set-the-default-microphone-and-adjust-the-input-volume-in-windows-7/>

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