

Options for Creating a Transcript of Your Oral History

Option 1: Transcribe Using a Google Doc or Notebook

1. Listen to the Full Recording

Some recordings can be complex. It is important for you to analyze a recording before you choose the method of transcription. Listen to the recording from beginning to end before you choose to use an audio-to-text converter, outsource it to an agency or transcribe it yourself.

Check for items like:

- The number of speakers
- The length of the recording
- Whether you will transcribe one part of the interaction or the entire conversation

2. Select the Proper Tools

You will need a variety of tools to write an interview transcription. Some of these items include:

- Your recording
- Google Doc or Notebook/Pencil
- Headphones

Decide if you are more comfortable typing your transcript or handwriting your transcript. The last tool you will need is headphones so you can listen to the recording without distractions to transcribe the audio as accurately as possible.

4. Write a Draft First

Once you are set up with the necessary tools, you can begin transcribing. Start typing or handwriting the conversation you hear into the word processor without formatting. It may be best to transcribe in short intervals to help you stay focused.

5. Use Short-Cuts

The best way to save time when transcribing is to use shortcuts like auto-correct or auto-complete. These tools allow you to continue typing without having to correct every minor

typing error as you go. For example, auto-correct will fix the spelling if you accidentally type “THNAK” instead of “THANK.” You can also set up auto-complete on your word processor to change “YK” to “you know” or other acronyms of your choice.

It may also be helpful to use placeholder text that you can replace when you are finished with the transcription process. For example, you can use “S1” and “S2” for speaker 1 and speaker 2 and fill in specific names later.

6. Proofread Your Draft

Once you have the entire transcript drafted, you should replay the entire interview and proofread your text to identify errors. This way you can fill in blanks and add necessary details to make the transcript easy to comprehend.

Example of an Interview Transcript

There may be different formats for interview transcripts depending on the purpose of the interview. Here is a common example of an interview transcript:

MS: Welcome back, Lincoln. This is the third part of our interview, and I would like to get you through these as efficiently as possible as I know you have another interview later in the day.

LB: Thank you. I would greatly appreciate that.

MS: It states on your resume that you use to work for JKL Company, in the sales department. What did you do there?

LB: Yes. I worked as a Sales Manager there for two years. I increased sales from \$500-000 to \$1 million over the course of those two years.

MS: So you increased sales thereby \$500,000 in only two years?

LB: Yes, and I'm very proud of that.

Option 2: Transcribe Using Google Voice

This [YouTube video](#) shows you how. You need your recording, headphones, and Google Doc.

You can find “voice typing” under “Tools” in Google Docs.