

Recording Tips for In-Person Jobs

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TranscriptLive™ works with a single recording. These tips help TL catch the short answers, like "Okay," "Yes," and "Uh-huh," that can get lost when two people talk at once.

1. **Put a mic close to the witness.** The witness gives most of the short answers. A small mic on the table in front of them helps the most.
2. **Put one near the attorneys too, if you can.** If your recorder has more than one input, give each side its own mic.
3. **Keep the recorder away from noise.** Keep it clear of laptops, fans, paper shuffling, and the HVAC vent.
4. **Do a 10-second test.** Before going on the record, have everyone say their name and play it back.
5. **Record in good quality.** Use WAV, high-quality MP3, or Opus. Keep your original recording; changing a file format does not restore missing sound. If TL says it cannot send a recording online as it is (some Zoom and phone formats, or a file over 4 GB), Make a Copy TL Can Send makes a copy for TL and never changes your original.
6. **Using a backup recorder?** Put it on the other side of the table from your main mic. Two recorders in different places give the clearest record when people talk over each other. Add it to your job in TL under Your own files (recommended when you have one).
7. **Separate tracks are a bonus, not a must.** If your setup records each mic to its own file, great. Either way, listen for short answers like "Okay" or "Yes" where voices overlap. They are easy to lose, so listen to those areas closely in Review, as part of listening to the whole job.
8. **Help each voice come through clearly.** Where possible, give each speaker their own microphone, or record each side on its own channel. Clearer speech can help speaker identification, but it does not guarantee fewer review questions. If TL asks which audio track to use, select the track containing the proceeding.
9. **Say going off and coming back on the record clearly, with the time.** For example, "We are off the record at 10:42 a.m." and "We are back on the record at 10:51 a.m." TL uses those words to leave talk during the break out of the draft and to choose the right parenthetical. When TL is not sure, TL leaves nothing out and asks you.
10. **Read the Recording check.** When you open Step 4, TL checks the recording on your computer. If it reports a silent channel, check that every microphone is plugged in and recording on its own channel. If it reports distortion, lower the recording level a little next time.
11. **Recorders with many channels.** For a court recording (FTR or Digital Court Recorder), TL mixes only the microphones with sound, or the ones you select, and your recording is never changed. For any other recording with three or more channels, press Choose Microphones under the Recording box in Step 2 and select the microphones TL listens to. Without a choice, a recording with 3, 6, 7 or 8 microphone channels may have one of them left out of the transcript, and the Recording check in Step 4 says so. Windows Media (.wma) and AAC (.aac)

files are accepted too.

12. **Court recordings (FTR).** Keep the FTR files as the court sent them: the zip as downloaded, or the whole folder with its .trs session files. In Step 2, press Choose a Folder... and choose that folder as it is (no zip needed), or press Browse... and choose the zip or any one .trm file in the folder. TL reads every session in order, says what time was not recorded and names any recording that is missing. TL lists only the microphones that have sound. If the folder holds more than one day, only the day of the file you chose is selected at first; check the selected sessions before you press Use This Recording, or press Use Only This File. If the folder has a court log sheet, add it under Notes and log sheets in Step 2. TL reads most FTR recordings itself. If it cannot read one, the window says why: FTR Player cannot save the audio on its own (that needs FTR Manager, a separate program), so contact TL Support and we will help. If you already have the audio saved as Windows Media or AAC, you can choose that file instead.

13. **Court recordings (Digital Court Recorder).** Choose the .dcr file as the court sent it. Press Listen beside each microphone and clear a voice writer's mask channel or a muffled microphone: TL mixes and sends only the selected ones.

A head start on every transcript, because the record can't wait.

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