Otter Transcription Protocol
1. Download Otter AI.
   a. Otter allows you to complete three imports for free
   b. After this, please talk to me about purchasing the premium version ($10)
2. Create an account using your UCSB email.
3. Locate recordings in the Ecomedicine Google Drive 🖻 Recordings .
4. Find a recording that has not yet been transcribed.
5. Download this audio file.
6. Press on "Import" at the top right of the webpage.
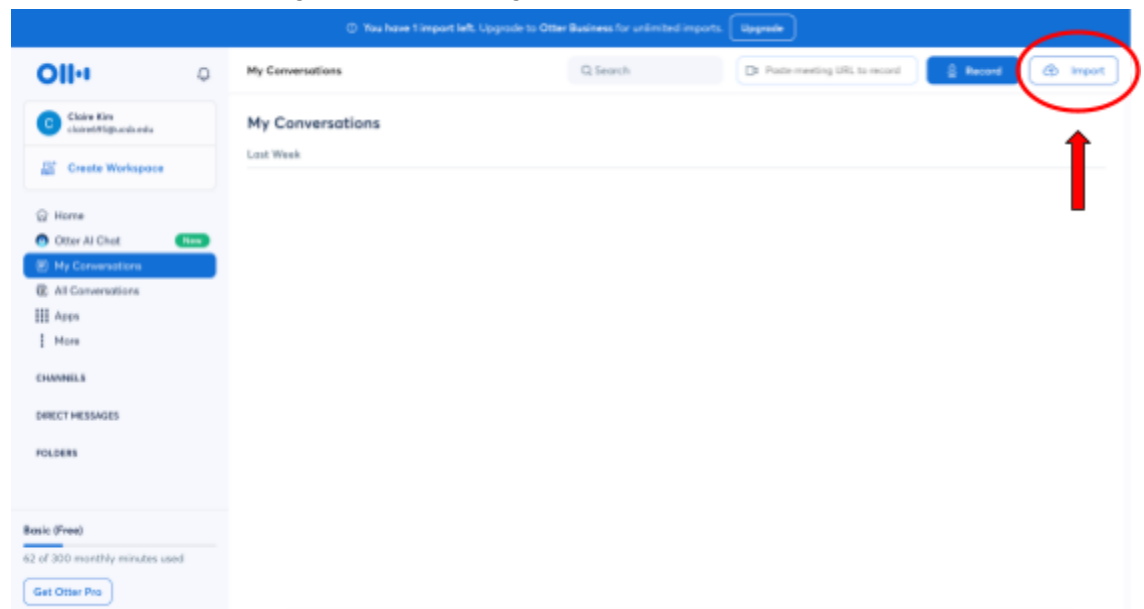
   a.

7. A pop-up window will appear. Press on 'Browse Files,' and select the audio file you want to transcribe.

   a.

8. Once the audio file has been imported, let Otter transcribe it for around 20-30 minutes.

9. Once Otter finishes transcribing the recording, you will receive an email notification. Please retrieve the transcript, paste it onto a blank document, then go through and complete the following:
    a. Otter is bad at determining who is speaking! Otter will often clump dialogue exchanges into paragraphs (For instance, "I like field courses" and "Me too" will be recognized as one speaker). First, you will need to <u>go through the transcript and determine when the speaker changes</u>. Denote this in the transcript by <u>pressing enter after each speaker finishes talking</u>. For instance:

    I like field courses. They are super cool.

    Me too!

    b. Then, try your best to match the audio recording with the transcript. If you find the Otter transcript is too much of a hassle to use at some points, feel free to transcribe using solely the audio recording.
10. When Otter has finished transcribing, please place the recording into the "Transcribed" folder (🖿 Transcribed) and label the document with the initials of the interviewer "-" interviewee(s), i.e "" *date (Ex. K.C-H.P_04_05_2024)*.
11. Please do this for all interviews that are recorded.