

# How to transcribe interviews

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## What is a transcript?

A transcript is the written version of the recording of a speech (monologue, interview, conversation...). This implies that *you have properly recorded the interview* - make sure the recording conditions are good enough! (quiet environment, etc.) Every smartphone has a voice recorder function, just make sure the microphone is not obstructed. Make also sure not to forget to launch the recording and to have enough batteries!

A transcript should be exactly accurate, without any interpretation or modification. Depending on the scientific discipline and goals of the transcript, there are different levels of precision of the transcript, up to to the inclusion of tones, noises and silences.

## Why do you need a transcript

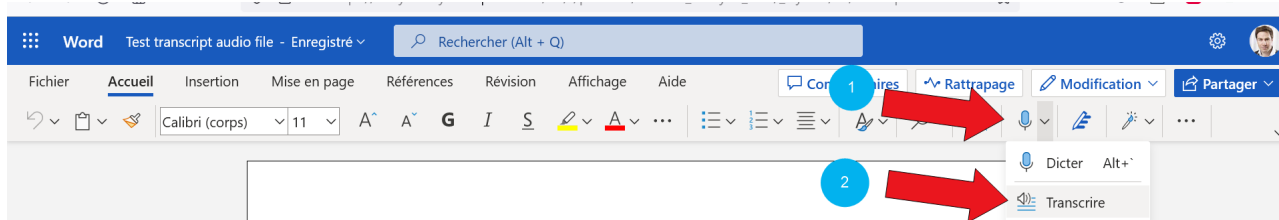
Analyzing the audio file of what you have recorded is not convenient. A transcript is much easier to scroll, search, and explore. You can easily copy paste interesting fragments in other documents. All these operations relate to **content analysis**, which is detailed [in this fact sheet](#).

## Tools for transcription

### 1. "Dictate" function on Microsoft Word Office 365 (in your browser).

To use this tool, your must create a Word document directly in your web browser. Visit <https://office.com>, login and follow the instructions. Then:

1. create a Word document in your browser
2. click on the microphone icon, then on the speakerphone icon:



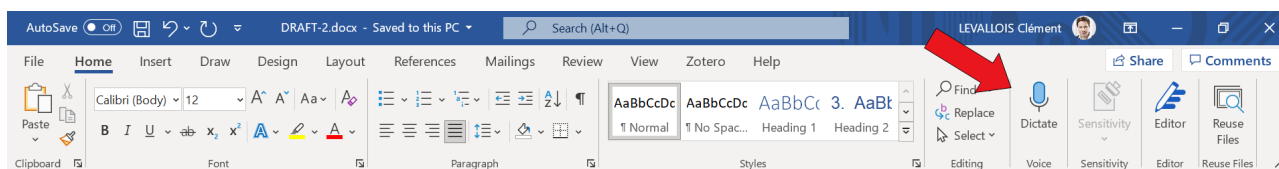
3. Upload your audio file. Video files (mp4 format) are also possible, actually!
4. The file gets automatically transcribed and you can then insert it in the Word document in one click. The quality is quite good: punctuation and even different speakers are recognized!

## 2. Dictate" function on Microsoft Word (the Word desktop application).

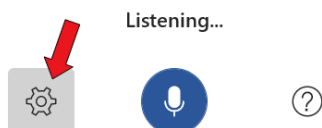
To use this tool,

1. create a Word document on your desktop

2. click on "dictate":



3. click on the parameters icon and **select the language of the recording**. Many languages are



available:

4. play the audio file with your smartphone, in front of the micro of your laptop. The Word document will automatically write the transcript of the interview.

## To go further



Find other methodology lessons [here](#).

This course is designed by [Clement Levallois](#), and check [my free web app for data analysis](#).