

# HOW TO BECOME

A SUCCESSFUL TRANSCRIBER AND EARN MONEY FROM HOME





# 01

## Introduction to the course

### **Welcome to How to Become a Transcriptionist.**

In this course, you'll learn why transcription can be a great career and what you need to get started.

Over the past few years our transcribers averaged £1,000 to £1,200 a month working part-time from home as a general transcriptionist. We want to help others learn how to earn money from home.

Transcription can be a great field for people who have young kids at home but still want to earn money while working at home. Transcription is flexible, well-paying, if you do it the right way, and keeps your job skills fresh.

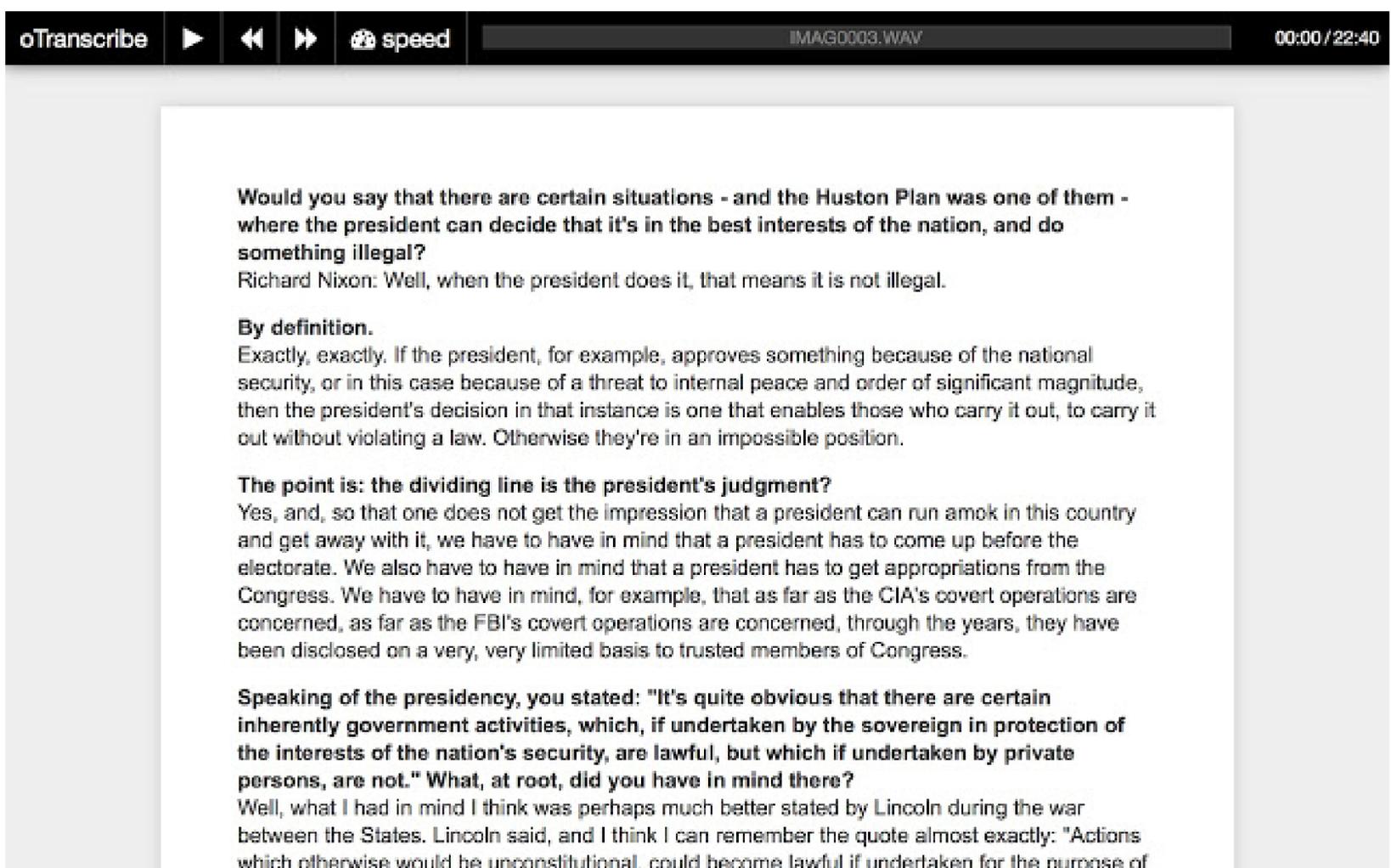
## First, what is transcription?

It's simply typing out what is said in an audio or video recording.

There are different types of transcription, but this course will only focus on general transcription.

There are many large transcription companies that hire transcriptionists to work with them as a subcontractor.

In this course, you will learn how to gain a contract with these companies, which is a great way to get into the transcription field. This course will prepare you to become a transcriptionist by teaching you about the industry, how to work with audio, and how to transcribe a file.



The screenshot shows the oTranscribe audio player interface. The top bar includes the oTranscribe logo, playback controls (play, stop, next), a speed control icon, the filename 'IMAG0003.WAV', and a progress indicator '00:00 / 22:40'. The main content area displays a transcript of a speech by Richard Nixon. The transcript is formatted with bold text for questions and regular text for answers.

**Would you say that there are certain situations - and the Huston Plan was one of them - where the president can decide that it's in the best interests of the nation, and do something illegal?**  
Richard Nixon: Well, when the president does it, that means it is not illegal.

**By definition.**  
Exactly, exactly. If the president, for example, approves something because of the national security, or in this case because of a threat to internal peace and order of significant magnitude, then the president's decision in that instance is one that enables those who carry it out, to carry it out without violating a law. Otherwise they're in an impossible position.

**The point is: the dividing line is the president's judgment?**  
Yes, and, so that one does not get the impression that a president can run amok in this country and get away with it, we have to have in mind that a president has to come up before the electorate. We also have to have in mind that a president has to get appropriations from the Congress. We have to have in mind, for example, that as far as the CIA's covert operations are concerned, as far as the FBI's covert operations are concerned, through the years, they have been disclosed on a very, very limited basis to trusted members of Congress.

**Speaking of the presidency, you stated: "It's quite obvious that there are certain inherently government activities, which, if undertaken by the sovereign in protection of the interests of the nation's security, are lawful, but which if undertaken by private persons, are not." What, at root, did you have in mind there?**  
Well, what I had in mind I think was perhaps much better stated by Lincoln during the war between the States. Lincoln said, and I think I can remember the quote almost exactly: "Actions which otherwise would be unconstitutional, could become lawful if undertaken for the purpose of

There will be three short practice audio files with answers so that you can get some hands-on experience transcribing a file.

We'll also go over the process of applying to companies, what it means to work as a subcontractor, how to keep your contracts, and more. By the end of the course, you'll be prepared to start applying to companies.

You may be wondering if this course is for you. How to Become a Transcriptionist is designed for people who are serious about learning how to be a transcriptionist. You will only get out of this course what you put in.

Transcription companies like to see that you have relevant experience, and so it is helpful if you have prior secretarial or other word processing experience.

**You can download all course material here:**

<https://www.typetalent.co.uk/downloads/ebook.zip>

Thanks for your interest in How to Become a Transcriptionist. We're excited for this course and we hope you are too.



# 02

## What is Transcription?

In this lesson, we'll talk about what transcription is. On its face, transcription may look easy.

You just listen to audio and type it out. But transcription is more than just typing.

A good transcriptionist can pick out individual voices from a conversation and also understand different accents.

He or she is also really good at researching obscure terms and can produce transcripts with correct grammar and punctuation.

There are three main types of transcription: medical, legal, and general.

To become a medical transcriptionist, you need to take certified courses, which can be very expensive. Legal transcription can be hard to break into, and it often requires prior legal experience and familiarity with legal terms and formatting.

General transcription, which includes all types of transcription outside of legal and medical, has a much lower barrier to entry than medical or legal transcription.

There is no specific training required. You just need to know how to get started, which is exactly what this course is about.

So, who pays for transcription services? Anyone who needs their audio typed out.

It's common for businesses, universities, non-profits, marketing firms, and individuals to need transcripts for interviews, research panels, meetings, podcasts, and more.

One of the great things about being a general transcriptionist is working on all sorts of projects and learning about a variety of different subjects as you work.

There are two ways to work as a transcriptionist, either as a subcontractor for large transcription firms or as a freelancer with your own clients.

If you're new to transcription, then I recommend that you start as a subcontractor for large transcription companies.

This way, you can gain experience and earn money without having to build your own company. Working as a freelancer can be more lucrative as you can charge more for your work, but it can take time to build up your client list and you'll have more expenses and non-billable tasks than a subcontractor has.

As we've said, this course focuses on working as a subcontractor.

We'll get into exactly what a subcontractor is later in the course.

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A top-down view of a desk with a cup of coffee, a keyboard, a mouse, and some dried leaves. The coffee cup is in the upper center, with a latte art design. The keyboard is on the right side, and the mouse is at the bottom right. There are several dried leaves scattered around the desk.

# 03

## How Are Transcriptionists Paid?

Now, we get to talk about something fun: **money**.

In this lesson, we're going to go over how transcriptionists are paid, what an ideal hourly rate is, why transcribing for peanuts is a bad idea, and ways to increase your earnings.

Most general transcription companies pay by the audio hour. We'll show you an example.

Let's say that your company pays £50 per audio hour, which, as you gain experience, is on the lower side.

This means that you'll be paid £50 for transcribing an audio file that is 60 minutes long.

You should know that for most transcriptionists, one hour of audio will take three to four hours to transcribe and proof to audio.

Proofing to audio simply means that after you've typed out the file, you listen to it again at a higher speed to check for mistakes.

If you're just beginning as a transcriptionist, it may take you six hours or more to complete one hour of audio. But don't worry, with practice, you should be able to get down to the industry standard in a few months.

Going back to our example: if it takes you four hours to transcribe an hour of audio, and the rate is £50 an audio hour, your hourly working rate is £12.50 before taxes.

So, we've just took £50 divided by four hours to complete the work. If you get paid £60 an audio hour, your pre-tax hourly working rate is £15.

Let's get into the ideal hourly rate. It is recommended that you stay away from work that's less than £40 an audio hour, and aim for contracts that pay, on average, £60 an audio hour.

The only caveat for this would be if you're just starting out, and you need a little bit of experience to put on your resume.

In that case, we recommend accepting one or two files that are lower-paying, but try to go for higher-paying contracts as soon as you've had experience on your resume. It's important as you work out hourly rates to factor in self-employment costs since a subcontractor is technically self-employed.

For now, realize that you'll need to pay both the employee and employer side of payroll taxes. You also won't receive any paid time off or benefits, like health insurance. You do get to deduct business expenses.

Some transcriptionists gain experience by using very low paying companies or by going to freelance sites and doing work for **£10 per audio hour**.

If we go back to our example, £10 an audio hour at four hours turnaround time is £2.50 for an hourly rate. I recommend against working for these companies at all since their pay is so low.

But, if you feel it's the only place you can gain experience, try to land better contracts as soon as you can. You will get discouraged with how little you're making at these companies for the time you're putting in, especially at the beginning.

If you get too discouraged, you will quit and give up before you even had a chance of making more money and gaining better contracts. There is definitely money to be made in transcription,

But not if you're only earning £10 to £20 an audio hour, or £2.50 to £5 a working hour. Some people also argue that when more transcriptionists work for lower pay, it can bring down the value of transcription and make it harder to find well-paying contracts.

After you have some experience, it's easier to find work that averages £60 an audio hour.

So, let's talk about how to earn more money. When you start out, you may only be earning £10 to £15 per working hour, especially if you are with a lower-paying contract.

But, if you work hard, you can increase your earnings and eventually make £15 to £25 per working hour as a subcontractor.

One of the easiest ways to earn more money is to increase your productivity.

Make sure you use a foot pedal to control your audio so that your hands are free for typing. Another huge productivity booster is working with text expanders and shortcuts, which we'll get into later in the course.

## **Transcribe harder files.**

Companies charge more and will pay you more for files with accents, multiple speakers, timestamping, verbatim files, or poor audio. You can also earn more money by working on same day files or rush files that are due in one to two days.

Even with some of the higher paying beginning contracts, it can be difficult to earn £60 an audio hour if you're always doing easy, one to two speaker files due in three to five days.

So, start asking for harder files as you gain experience, so that you can earn more money.

Finally, you should apply to higher-paying contracts as you gain experience and confidence.

It's common to start with one or two companies and then apply to more as you get experience.

When you gain the higher paying contract, let your lower-paying contracts know, in a professional way, that you will be moving on, unless, for other reasons, such as flexibility or ease of audio, you wish to stay on.

Lower paying companies are used to higher turnover. As you gain experience, you can start exploring other types of transcription. You can branch out into earnings calls, legal transcription, or finding your own clients.





# 04

## Discover Your Earnings With the earnings spreadsheet

We're really excited to share with you a spreadsheet that we created to compare what you can make at a part-time or full-time, brick-and-mortar job, or a job working outside the home to an at-home transcription job.

We've provided a copy of the spreadsheet in the downloadable [zip file](#).

So, let's go ahead and look at our spreadsheet. We're going to start on the side with the brick and mortar job. Sally thinks that she can find a job for £10 an hour. She can work 80 hours a month, or 20 hours a week.

So, if we look, her gross monthly income is £800. Now, let's fill out her monthly expenses. She plans to work while her older children are in school. Her childcare for her child still at home is £250 a month.

Gas to get back and forth to work is £50 a month, and her payroll taxes are calculated for her.

Since she will be employed outside of the home and is not self-employed with this job, she only has to pay her side of payroll taxes.

It seems like £10 an hour isn't enough for her.

If we plug in £12 an hour, she does better, but it's still not £800 a month. If we put in £15 an hour for a job, which is hard to find for part-time work in her area, she can make £800 after expenses.

So, she knows she needs to make at least £15 per hour if she is working outside the home.

Now, let's go to the other side of the spreadsheet and look at transcription earnings. We'll start by filling out the audio hour rate.

Sally figures that even though she's a beginner, she has good skill and can earn £40 an audio hour.

This is the lowest that we would recommend working for, and would encourage Sally to keep applying to get higher paying contracts as soon as she can.

Next, we're going to enter her turnaround time or TAT ratio.

This is how many hours it takes to transcribe one hour of audio.

She knows that the first month or two she may be fairly slow, but she figures that soon she should be at the industry standard of four to one.

So, we'll go ahead and put four in. Let's put in 80 hours again for her hours. We can see that her gross monthly wage is £800, but we need to enter her expenses.

She's planning on working when her children are taking naps or asleep at night so she doesn't need to pay for childcare.

This might be a cost for full-time transcriptionists or transcriptionists whose contracts require them to work when their children are home and awake.

For miscellaneous business expenses we're going to put an average of £15 per month. Some months, she won't have any expenses, while other months, she might pay £25 to £50 for a piece of software or a tool that increases her productivity. Her payroll taxes are automatically calculated. She will be paying both the employer and employee side of taxes when she files her income taxes in the spring.

This spreadsheet only accounts for payroll taxes. It does not include any other income taxes she will be liable for. As you can see, the net income is about £660. So, let's see what she needs to do to get to £800 a month.

First, let's say that she finds a contract that pays £50 an audio hour.

Now, she's working the same amount of hours and is making her goal. If she were to increase her ratio to 3.5, she would be at over £900. If she finds a contract after several months that pays £60 an audio hour, even if we change the turnaround time back to four hours, she is now making over £1,000 a month after expenses.

So, this spreadsheet was something we created just for fun. Since everyone is different, plug your own numbers into the spreadsheet to see if becoming a transcriptionist would work for you.

Remember, that with more experience and good skills, it's easier to find contracts that pay, on average, £60 per audio hour.



# 05

## Traits Of A Good Transcriber

Transcription can be a competitive field, so how do you know if you have what it takes? Today, we'll go over some traits and skills common to successful transcriptionists. If you feel short on some of these skills, don't worry.

This is just practice before you apply to companies and continue to increase your skillset as you work.

The first thing you need is excellent grammar and editing skills.

Do you know the difference between its I-T-S and it's I-T'-S?  
How about when to use affect and effect?

Do commas go inside or outside of quotation marks?  
Excellent grammar and editing skills are the building block to becoming a good transcriptionist. Misplaced grammar can alter the meaning of words, so it's important to know your Ps and Qs.

# ENGLISH Grammar Skills LANGUAGE

One of the major things that companies look for when you test with them is your spelling and grammar proficiency. And if your resume or cover letter is full of mistakes, don't expect to hear back from companies.

Luckily, if you're a bit rusty on grammar, there are many free resources online.

I have provided a list of some spelling, grammar, and typing resources later in the course.

We have also included a list of [common homonyms](#), words that sound the same but have different spellings and meanings, in case you need a quick review.

When you reach the grammar section, spend a few days brushing up if you need to, so that you don't make mistakes when you're applying to or working for companies. Quick and accurate typing is a basic skill for any transcriptionist.

.The more you can type and the less time you spend on fixing mistakes, the more work you can accept and get paid for.

Research. Part of creating a clean transcript is finding the right spelling for spoken names, cities, companies, and more.

If a speaker mentions a telecommunications company located in California, you need to use Google or another search engine to find the correct spelling for the company.

In a perfect world, every file would have perfect audio. Unfortunately, we don't live in a perfect world. That's why having good listening skills is very important to being a transcriptionist. When you're dealing with focus groups or files with multiple speakers, you have to be able to tell voices apart, so that you can label them correctly.

You also need to be able to understand different accents. Ability to follow directions. Every transcription company has its own set of guidelines, often referred to as a style guide. Different companies will format documents differently and have certain spellings they prefer. As a transcriptionist, it is very important that you follow the directions for each company's style guide. You'll need to have good communication skills.

Follow your company's instructions on when and how to contact them with questions or concerns. We'll talk more about how and when to communicate with your company in a later lesson.

Professionalism and a healthy dose of perfectionism. Even if you're working from home in your pajamas, you still need to be a professional.

This means putting in your best effort on every transcript and taking the time for things such as researching terms, following style guides, and re-listening to hard-to-hear audio. It's also important if an emergency comes up and you can't turn in your file on time, that you communicate this to your company. Late files should be a very, very rare thing.

I also recommend that, as a professional, you proof every file to audio, which means that after you've done your first run-through, you go over the transcript again while you listen to the audio at a faster rate, to catch any mistakes or inaudible you had the first time around.

Tenacity. Although the majority of audio files are of good quality, there will be times where you'll be very, very frustrated.

Perhaps you have three people talking over each other at the same time, or maybe you have a difficulty with a certain heavy accent in the file.

This is where you just push through, do your best, and, if needed, eat lots of chocolate.

So, there you have it. These are the traits of a successful transcriptionist. I'm a firm believer that you can teach yourself anything. So, if you're rusty on some of these skills, practice, and soon you'll be ready to start working with companies.



06

# Transcription Toolbox What You Need To Get Stared

It's time to talk about what tools you'll need to get started. Now, we'll talk about what tools are essential for starting out, and tools you might want to invest in once you have a contract.

In the downloadable [zip file](#), I have included links to different products we have used or heard others recommending.

Remember, that in transcription, time can mean money. So, the trick to buying equipment is to invest in things that can help your productivity, so that you can earn more money.

And keep your receipts, since things you purchase for transcription can be deducted from your taxes.

Let's start with the essential tools for starting out. These are all items that will be used in this course.

The first thing you'll need is a laptop or desktop computer. You may need an extra keyboard if you use a laptop or for ergonomic reasons.

First, make sure you have a high-speed internet connection so that downloading files is quick and easy. You'll need to grab a pair of headphones for when you start practicing audio.

Listening to audio from your computer speakers is more difficult than listening through headphones.

You'll also make more mistakes. Your first set doesn't have to be a fancy-schmancy £100 pair. My first pair of headphones was a set of £10 earbuds from Walmart. They worked fine until I was ready to upgrade.

An audio player. You'll need an audio player, such as Express Scribe. In a later lesson,

We'll have you download the free version of Express Scribe. There is also a paid version of Express Scribe.

Other free audio players include FTW Transcriber and the FTR Player. We won't be using them in this course.

You'll need a word processing program. Most transcription companies use Microsoft Word, and we'll be working extensively within Microsoft Word in this course.

There is a version of Microsoft Word available online for free, but be prepared to purchase Word when you are testing with companies or have landed a contract.

So, here are some tools to invest in once you've landed the contract. We'll start with hardware. A foot pedal is one of the first purchases you should make when you've landed a contract. Foot pedals help you type faster by keeping your hands on your keyboard. The faster that you are able to type, the more money you can make.

Most audio players have built-in keyboard hotkeys which are handy, but are still slower than a foot pedal.

Mid-quality or high-quality headphones. After some time using my earbuds, we recommend investing in Koss PortaPro headphones.

These are mid-quality headphones that are better than old earbuds. I know many transcriptionists that also like more expensive headphones, such as Bose headphones.

An ergonomic keyboard. Many transcribers mainly transcribe on a laptop, but use an extra keyboard to make it easier on the wrists while you type.

An extra monitor. This one is optional, but having a second monitor is great. It's very handy to jump back and forth between screens when researching terms online.

A backup. Many transcriptionists have backup keyboards, foot pedals, etc. so that if their equipment breaks down, they are able to still work. Create a plan for if your equipment, especially your computer, breaks down, and then purchase items using your plan.

## **Now, we're ready to talk about software to invest in.**

At some point, especially if you're doing any video files, you'll need to upgrade to the Professional version of Express Scribe or another audio player, such as Transcription Buddy.

## **A text expander.**

Text expanders let you use shortcuts for words and phrases so that you type fewer keystrokes.

When you're getting started, you can use Microsoft Word's built-in AutoCorrect, which we'll go over in this course.

If you want to expand your capabilities, you can use paid expander programs like [ShortKeys](#), PhraseExpress, or Instant Text.

Don't forget to look at the list of resources in the Downloads. Some tools I have used and some I have not. Remember to do your own research on everything you buy so that it's something that fits your needs and budget.

Also, typing for hours and hours can take its toll on your body, so invest in chairs, desks, keyboards, etc. that are ergonomic, even if they cost a bit more upfront.

Your body will thank you. So, there are the basic tools in your transcriptionist toolbox. Let's get ready to start practicing with some audio.



# 07

## Loading Audio Into Express Scribe

In this lesson, I'll show you how to download your audio into Express Scribe, which is an audio player.

The first thing you need to do is download your audio. We'll use a practice audio file called Business Accounting Programs that's located in the downloadable zip file of this lesson. So, go ahead and download it. I saved mine to the desktop so that it's easy to find.

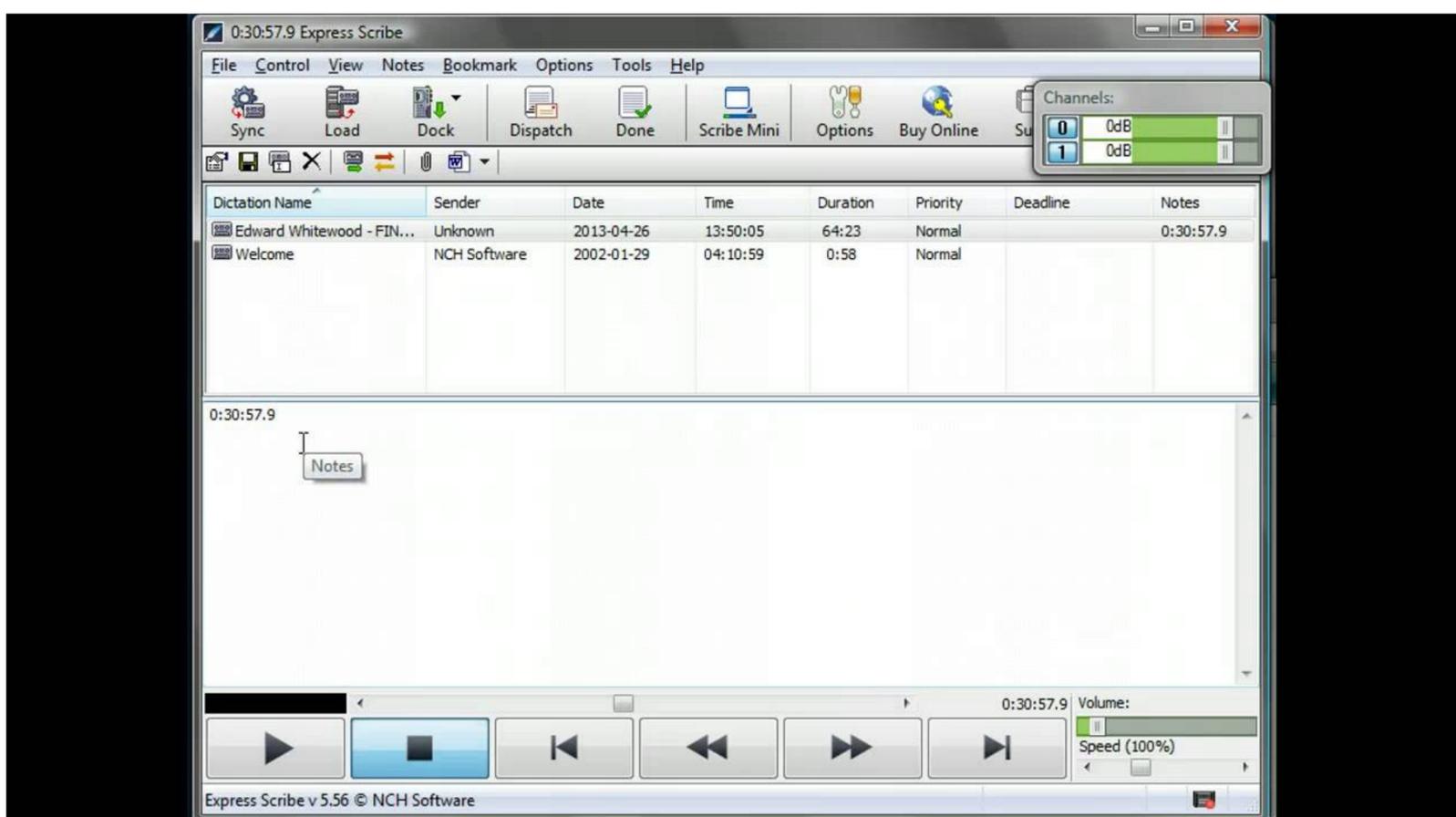
Next, you'll need to download Express Scribe. There is a free and paid version of Express Scribe. What I am using is the paid version, but except for a few different features, they're very similar. You can find it at [nch.com.au/scribe](http://nch.com.au/scribe). So, go ahead and download it, install it, and come right back.

Now, I'm going to show you how I load most of my audio files into Express Scribe. I find this way to be quick and easy. I simply go to my file, right-click on it, and then press Open with Express Scribe. This will then cause Express Scribe to open if it isn't open already and load your file.

The green bar at the bottom tells you approximately how fast the file is downloading.

Sometimes, if the audio file format is different than the normal MP3 and WAV files, then this way doesn't work as well. If I right-click on a file, and it doesn't give me the option to open with Express Scribe, then I will load it right inside Express Scribe.

It's easy to open a file within Express Scribe. Just click on the Load button. This will then let you search for the file and upload it through Express Scribe. So, now you know some of the basic ways to upload your audio into Express Scribe. Next, we'll go through how to set up Express Scribe.





# 08

## Setting Up Express Scribe

Now that you have your audio loaded into Express Scribe, it's time to learn how to use this program. We'll go through the basic controls, hotkeys, and settings. We won't go over any advanced settings in this course.

One of the first things you'll notice when you open Express Scribe are the large buttons on the bottom for Play, Stop, Rewind to the beginning, Rewind a short section, Fast-forward a short section, and Fast-forward to the end.

To the top of the control buttons is a slider that shows you how far you are into the audio file. You can also see the exact time you're at, to the right of the slider. This green bar shows you the volume within Express Scribe.

If a file is too loud or soft, you can adjust the volume within Express Scribe. This bar down here shows you the audio speed.

You can speed it up or slow it down, depending on how fast you want to hear the audio.

This part of the home screen shows you the active audio files within Express Scribe. I have mine set up to show the Dictation Name, the Date, the Duration, or length of the file, and then any Notes. If you right click on any of these names, it shows you other options that you can check to show up on the screen.

I'm going to show you a couple more buttons from the home screen. When you have finished a file, you can mark it as Done or delete it. If you mark it as done, it is still saved within Express Scribe, but is not shown on your active screen.

You can click on the Recover button to see the files that are marked as Done and select which ones you want to activate again.

When you delete a file, it's deleted from Express Scribe, but if you have it saved elsewhere in your computer, then you can reload it into Express Scribe if needed. You can also right-click on a file to bring these options up.

Scribe Mini is one of my favorite features of Express Scribe. When you click on it, it'll turn the screen smaller, so that you can still see it as you're typing. You then just click the button in the bottom right corner to return it to its original size. You can also resize the screen using the bottom arrows and resize the notes area if you're adding notes.

We'll quickly go into the File Menu, although this is an area I rarely use, as almost all of the commands can be accessed by right clicking on the audio file. Here, you can see that you can Load the audio file, mark the file as Done, Delete the audio, and more.

In the **Control Menu**, you can see the list of current hotkeys.

A hotkey in Express Scribe is a keyboard button that you can use to control the audio or other parts of Express Scribe without using your mouse. This helps keep your hands on the keyboard, which lets you type faster. You can see the basic commands here, and I have also created a printable so that you have easy reference to the hotkeys.

There are two types of hotkeys in Express Scribe.

The first is known as system-wide hotkeys.

These are key combinations that will control part of Express Scribe, even if you're working in another program such as Microsoft Word. These hotkeys override any other shortcut that you

have for other programs. So, for example, normally if you're working with Word and you press F7, that brings up the Spelling tab. But if Express Scribe is opened and you push F7, even within Word, then that rewinds the audio. In addition to the hotkeys that are default to the program, you can also create your own hotkeys.

The second type of hotkeys are shortcuts within Express Scribe that only work when the Express Scribe window is open and active, such as setting bookmarks, controlling the Scribe Mini view, and more.

In the **View Menu** you can control which Main Toolbar Buttons are shown, as well as which Small Toolbar Buttons are shown. You can even choose to hide them. Now I'll restore them and show them again. In this menu, you can also choose how video is shown, which is a feature in The Express Scribe Pro version. I have mine set to When available, which only shows a movie screen on movie files and not regular audio files.

The Show Notes options let you type in notes for each audio file. This is helpful if you're tracking speakers, and you can write out some of the attributes of the speakers you hear. I also use it for other small notes, such as how often I need to timestamp this file or other special requests for the file. You could also show something called the Channels window.

This is something I usually don't show, but it can be handy if you have a stereo file which has more than one speaker because you can adjust the levels of each channel. So, this is an option to play around with if perhaps one speaker is louder than another.

One option that I always make sure is checked is the Float Above Other Windows option. This makes it so that Express Scribe still shows up, even if you're working in another program. This is especially helpful when you're typing in Word and you have it in the Scribe Mini view, because you can see how far you are into the file, even though you're working in Word.

The Bookmark setting is helpful, but it's mostly used for more advanced transcription work. I use it to bookmark speakers' voices when I'm tracking more than three speakers in a file. There is a lot you can customize in the Options Menu. I'm only going to go over some of the most basic settings.

The Default slow playback speed sets the default speed for the Slow Playback button. I have mine set at 50. This can be helpful to listen to hard to hear words in slow motion to see if you can catch what is being said. I have set my Default fast playback speed to 200. This is the speed at which I proof to audio. I started proofing to audio at a slower speed of 150% when I started out.

The Auto backstep on stop is a handy feature that causes your audio to jump backwards after you have stopped. It's set up in milliseconds. I have mine set up to 2,500 milliseconds, which is 2.5 seconds.

So, if I pause my audio and then start back up, my audio will jump back 2.5 seconds from where I paused it. This lets me hear what I just typed and jump right back in. If I don't use this feature, it's hard for me to know exactly where I left off, and I usually end up rewinding a few seconds anyway. Play around with the length of milliseconds to find what works best for you.

The last two Menus are Tools and Help. The option in the Tools Menu is a Word/Line Counter. This only works if you copy and paste your document from Word into Express Scribe. It can be helpful if you are doing legal transcription or getting paid per line or word.

Most paid text expander programs also do this within the Word file you're using, and so this is a feature that I don't normally use. And then the Help Menu simply shows you the Help Contents, how to contact Express Scribe and other products that NCH puts out. So, this was just a quick overview of Express Scribe.

Now, you're ready to start using it on your files.



A man with short brown hair and a beard, wearing a blue and white checkered button-down shirt, is sitting at a dark table in a kitchen. He is looking down at a laptop screen. The kitchen has a brick wall, a white countertop, and a sink. There are warm, glowing lights in the background.

# 09

## Setting up AutoCorrect as Text Expander

We're going to talk about how to set up Autocorrect as a text expander. A text expander is something that's very useful to transcriptionists because what it is, is you essentially are setting up shortcuts for words or phrases.

So, you set it up so that when you type, let's say, "intg" spacebar, that expands to interesting. So, you just cut out a whole bunch of letters. And if you multiply that by a lot of words in a document, you can see how you can save a lot of time and be more productive as a transcriptionist.

Now, there are paid text expander programs out there, and then there's also something free, that's in Microsoft Word, called AutoCorrect.

Now, the tricky thing about AutoCorrect, is it can take a lot of time to get to, unless you set up a shortcut to pull it up. And so that's what I'm going to show you today, is a shortcut on how to pull that up.

So, as you can see, I have a normal document here, and I'm just going to go to the File and then go on down to Options, down at the bottom on the left.

Now, you're going to click in the Customize Ribbon option. And at the bottom, it says Keyboard shortcuts, and next to that is the button that says Customize. We're going to click on the Customize button.

Now, we're going to go ahead and scroll down to All Commands. And then in Commands, we're going to scroll down to Tools - AutoCorrect, and it can take a little bit of time. Obviously, there's T, tools and then C, and you want the one that's just plain **Tools - AutoCorrect**.

So, I'll give you a minute to get there. So, I have clicked on **Tools - AutoCorrect**.

Now, this is where you set up a shortcut key. Now, you want to make sure you don't use a common one that you use for other things. Like, Ctrl + C is a common shortcut for Copy. I don't want to use that one. What I use, and this is personal preference, you can put in whatever you want, but I use CTRL + ALT + J. So, I push CTRL, I hold that down, I hold down the Alt key, and I hold down J. And it says it's currently unassigned, so I'm going to click this Assign button, and now CTRL + ALT + J is assigned to ToolsAutoCorrect. So, I'm going to close that, and I'm going to hit OK.

Now, I'm back on my screen. And when I type CTRL + ALT + J, it pulls up my AutoCorrect window. So, let's start with a common word. We're going to start with the word because, so I'm going to just use "bc", and then you hit the tab to get over to the other side, and I'm going to type in, we're replacing "bc" with the word because. I'm going to hit Add and OK. So, if I'm typing "bc," and I hit the spacebar, it will automatically expand to because. So, there is because. Another way you can add things to AutoCorrect is to type out a word and then highlight it. So, we're going to highlight usually, and I'm going to hit CTRL + ALT + J. Now, I have the word there, and I can type out what letters I want to use. I want to have "usy." I want to Add that. And hit OK. And let's go down to the next line. And if I hit "usy" space, it expands to usually.

Another thing you can do, is you can keep the formatting. So, let's say you have a speaker tab that is Interviewer and you want it to be italicized, you don't want to have to keep hitting the italics.

So, you highlight it. And make sure you don't do extra spaces because that can mess some things up. So, you have it highlighted and then you do CTRL + ALT + J. And, instead of having it be plain text, you're going to do formatted text. And I'm going to have this be "ier". And hit Add and OK. I'm going to go down here, and I'm going to turn off my italics right now, and then hit "ier" spacebar, and it had that as italics. And you'll notice my next words are not italicized anymore. I didn't have to turn the italics off.

So, that's just a quick introduction to how to use AutoCorrect. And like I said, there are paid text expander programs out there. I listed some of them in the resources, but this is a great way to jump in and get used to doing text expanders.

And they're something I use daily. I probably have hundreds of them by now, but I've been doing this for a while, and I just added a few at a time that I would remember. And I just started with the most common words, words like because, interesting, usually, although, words like that. And I also use them for phrases, so it could be talking about, or thinking about, or I know, or do you know.

So, you can use these a whole bunch of different ways. Have fun with it, and I hope you enjoyed this lesson on how to use text expanders and AutoCorrect.



# 10

## How to Type What Is Being Said

In transcription, it's important to type what is being said as accurately as possible while still making the transcript readable. In this lesson, we'll go over some common transcription terms and how to mark things like stutters, side conversations, speakers talking over each other, and more. Each company has their own style guide and way of marking speech. And so, while these are some common ways to transcribe text, always use your own company's style guide and follow their directions.

There are two ways that most companies want their files transcribed: modified verbatim or strict verbatim. Modified or clean verbatim is where you type out everything that is said, except for the uhs, ums, stutters, and repeats. This is how the majority of files are transcribed. Sometimes, clients will ask for strict verbatim files, where you include the uhs, ums, stutters, and repeats. Some companies will differ on what is strict verbatim versus modified verbatim. In this course, all projects will be transcribed using modified verbatim.

It's very common for people to switch their thoughts mid sentence. You just indicate that with a dash. If it's a complete thought within a thought, you indicate it with a dash at the beginning and a dash at the end. A false start is when someone starts a thought, but quickly changes it at the beginning of a sentence. I ignore the false start if it's less than five or six words and doesn't add any meaning to the transcript. If it adds meaning to the sentence, or is longer than five or six words, then I type it out and add a dash at the change of thought.

A side conversation is when a speaker is talking with someone either not involved with the conversation, or having a conversation when the interview isn't active. These usually occur at the beginning or end of the transcript before or after the interview has begun. They also happen when someone is interrupted about a phone call or something outside of the topic. Most of the time, you can indicate side conversations with brackets around [side conversation].

Each company handles these differently, and so you need to follow their directions about how to handle them and ask them if you have any questions about whether something is a side conversation or not.

Crosstalk is when you have two or more speakers who are talking over each other. Again, companies handle these differently, but how I mark them is with dashes showing the interruption between speakers. It is also hard to hear both speakers when they talk over each other, and so there are often inaudibles with crosstalk, as well.

As you transcribe your audio, you will come across words that you are unfamiliar with the spelling, or words that you think you heard one word, but you're not sure. Each company will lay out the style guide for dealing with these. But in these practice files, go ahead and put brackets around words you are unsure of, including the spelling of names or companies. If you can't make out a word at all, put [inaudible] in brackets.

A good rule of thumb is to listen to a word or phrase three times, and if you still can't make it out, to move on. You are responsible, however, to take the time to research terms like company names and people's names, as well as things like scientific words, to find out the correct spelling.

The best way to do this is through Google or another search engine. We've talked about how to type out the audio. Now, we need to talk about polishing the transcript. If you are serious about becoming a professional transcriptionist, then proofing to audio is a must. This simply means that after you've typed out your file, you listen to it again, often at a higher speed, and fix any mistakes or add any inaudibles that you have caught at the end. This will raise the quality of your transcripts, and as you gain more speed, you will find that it is well worth the time.

When you have finished proofing to audio, the last step is to spell check your file. You may find that the spell checker is recommending changes, especially grammatical changes, that don't reflect what was said. This is because Word is used to dealing with written thoughts, which are more formal than speech. So, feel free to ignore some of the changes that they recommend if you know that it doesn't reflect the conversation. I know that we've gone over a lot of terms and examples in this lesson, but this will help lay the base on how to transcribe.



# 11

## Looking at a Sample Transcript

We're going to look at a sample transcript of an audio file called Goodreads found in the downloadable zip file. Now, I already have my single speaker template pulled up and so the first thing I'm going to do is just go ahead and change this to Goodreads. And then I'm going to delete this and start playing my audio that I actually have pulled up in a different screen.

**So, let's go ahead and listen to that now.**

**Recording: Today, I'm going to talk about how I use an app called Goodreads. Now I've been a Good...**

So, you'll notice that the way type is, I usually listen to as much as I can and however many words I can hold in my brain. And then I stop it and let my fingers catch up to what my brain knew that I heard and then I push play again. And I have this set up in Express Scribe so that it jumps back 2.5 seconds or 2,500 milliseconds. It's called Auto Backstep on Stop and it's in the Options menu. And so this way it'll catch up and you can hear it, it'll jump back a couple of seconds, and then I know what I typed last and where I am going forward.

**Recording: - an app called Goodreads. Now I've been a Goodreads user - Wow. Has it really been this long? - Goodreads user - Wow. Has it really been this long - for seven years now, ever since around 2008. So, maybe not quite seven years but close. - seven years now ever since around 2008. So, maybe not quite seven years, but close. Now, I like using Goodreads because it tracks my books for me.**

All right. So, that was just a quick intro, just to see me do a little bit of typing. And I'm going to go ahead and pull this up in the finished form and we're going to go ahead and relisten to the audio for the whole thing and just kind of talk about some things as we're going through it.

**Okay.** So, here we are, starting back over with the audio

**Recording: Today, I'm going to talk about how I use an app called Goodreads. Now, I've been a Goodreads user - Wow. Has it really been this long - for seven years now.**

All right. So, that was what's considered a thought within a thought, the 'wow has it really been this long.' I mean that's technically a question. It's kind of awkward to put a question mark in there. So, what I did is I just set it apart, using a dash at the beginning and a dash at the end, to kind of show that it was a thought within a thought, and then keep the conversation going.

**Recording: Has it really been this long - for seven years now, ever since around 2008. So, maybe not quite seven years, but close.**

All right. Now, the sentence, 'So, maybe not quite seven years, but close.' It's not a true grammatically correct sentence. It should be, 'so maybe it hasn't been quite seven years but close.' So, I know that it's right, because I know that's what was said, and I can't add those extra

words to make Microsoft Word think it's right. So, I just leave it. And when I go through and I do my spell check, then I'll just hit ignore.

**Recording: - 2008. So, maybe not quite seven years, but close. Now, I like using Goodreads because it tracks my books for me. I can see what my friends are reading. I can set goals for the year and track how many books I've read through that.**

All right. Now, this part was a little bit tricky because as you can hear in my voice - I kind of set it off like a list like, 'it tracks in my books for me.' So you think, comma "I can see what my friends are reading,' comma. 'I can set goals for the year and track how many books I've read through that,' comma. But you'll notice that these are all really sentences. And if I put commas between each one it would be really hard to read it for the ease of reading how it was spoken. So, that's why I turn those all into sentences, just so it's easier to read what was spoken and you don't really lose any of the meaning.

**Recording: - and track how many books I've read through that. I know what to look for or reserve at the library. And it also sends me emails when books by authors I like have a new book out, which is really helpful. - have a new book out which is really helpful. I have - I mostly use...**

All right. So, right there was what's called a false start. I said, 'I have' and then I switched to, 'I mostly use two main shelves'. And so I took out the 'I have' and I just left the 'I mostly,' because that didn't add anything to the conversation and it'd make it kind of choppy if I included all those false starts.

**Recording:** I have - I mostly use two main shelves - my read shelf, which I'll look over now and then. It has over 600 books and I think some of those include some of my children's books that I've read to them. My to-read shelf...

Now I'm just going to go ahead and speed this up a little bit.

**Recording:** My to-read shelf is currently at 74 and I've added probably about 20 in the past few weeks and I have some shelves devoted to my kids' books and books I want to get them. Now, I get my book suggestions from a few different places. First of all, my family. We all are readers and I'll talk to my mom, or my dad, or my sisters.

Okay. Again, the 'First of all, my family.' Not a complete sentence, but that just didn't really go with the one before, didn't go with the one after it. So, it's kind of stuck there.

**Recording:** - I'll talk to my mom, or my dad, or my sisters, or whoever, some of my other Goodreads friends. I have a friend [Janell] who has similar tastes to me. And so I...

All right. So here, Janelle is my friend. But, if I were transcribing this for someone that I had never met, I would have no clue how to spell their friend Janelle's name because there's no reference to - maybe - where she lives, her last name, where she works. I would have no luck Googling this friend, Janelle. And so I put in brackets to show that I don't know the correct spelling of that name, just because I don't have that context.

**Recording:** - who has similar tastes to me, and so I always kind of look at what she four and five stars. Sometimes I'll look at blogs. Some that I like are [Modernmrsdarcy.com](http://Modernmrsdarcy.com) and I'll read Anne's comments on that, and then also Crystal Paine at [Moneysavingmom.com](http://Moneysavingmom.com) will do booklists about once a month or once a year.

All right. So, in that case, for Anne and for Crystal Paine, I can look up the spelling of their names online because I've referenced something about them. If you look up Modernmrsdarcy.com and you see that is written by an Anne, well that's the spelling you use for Anne. The same with Moneysavingmom.com, it has Crystal Paine

**Recording:** - booklists about once a month or once a year. Sometimes I get emails that I subscribe to, and they'll suggest some books such as popular business leader, Michael Hyatt, had a list of I think about 25 years business books, and a couple of those interested me.

So, again, Michael Hyatt, popular business leader, he's going to be easy to look up spelling for. And it is expected that, if you're given these context clues, that you look up the spelling for these names such as Michael Hyatt or someone who is a blogger, and the blog name is given. That's part of what you're paid for, is to do the research on the names and terms.

**Recording: - books and a couple of those interested me. You can also search for Goodreads lists for mysteries, young adults, and other genres. And then I also am part of a book club and we went to our first meeting for the year, and we have set all of our goals for the books we're going to read this year and then -**

All right. Now, one thing that you'll notice in one of these last paragraphs, is that I start some of the sentences with "and". And the reason I do that is because if you look, a lot of thoughts just have and between them. And so that paragraph right there, it would almost just be a full run on sentence if you just put commas instead of periods. And so, you need to get comfortable starting sentences with "and." Unless your style guide and your company prefers that you just take the and out, which they would specify, and then kind of do sentences from there. So, I keep the ands in. But I feel very comfortable having them be their own sentences.

**Recording: - for the books we're going to read this year and then I also came home with about another 15 books I want to read that didn't make the list to read in book club, but that people had suggested. So, overall, I really like Goodreads and I'm so glad that I use it**

Okay. So, there is a quick transcript that I kind of showed you how to transcribe. And you'll notice that, as you're going through this on your own, I've provided the link for the audio in the Downloads. You might be a little different on where you have a new paragraph starting, maybe with some of these ones that have lots of ands, maybe you start a sentence in a different part than I do. Sometimes even some little things like commas or ellipses or dashes, some transcriptionists might have a little bit different style.

The main point is to make sure the things you're doing are grammatically correct and that they reflect the way the text was spoken. So, this was just a fun little exercise. I hope you guys enjoyed this and I will see you in the next lesson.

A close-up photograph of a person's face, wearing glasses, holding a green card. The card has the text '12 WORK EXPERIENCE' in white and dark green. The person's hand is visible at the bottom of the card.

# 12 WORK EXPERIENCE

## Gaining Experience before Applying to Companies

In this lesson, we'll talk about gaining experience before applying to companies. It's helpful to have some firm transcription experience under your belt before you start applying to major transcription companies.

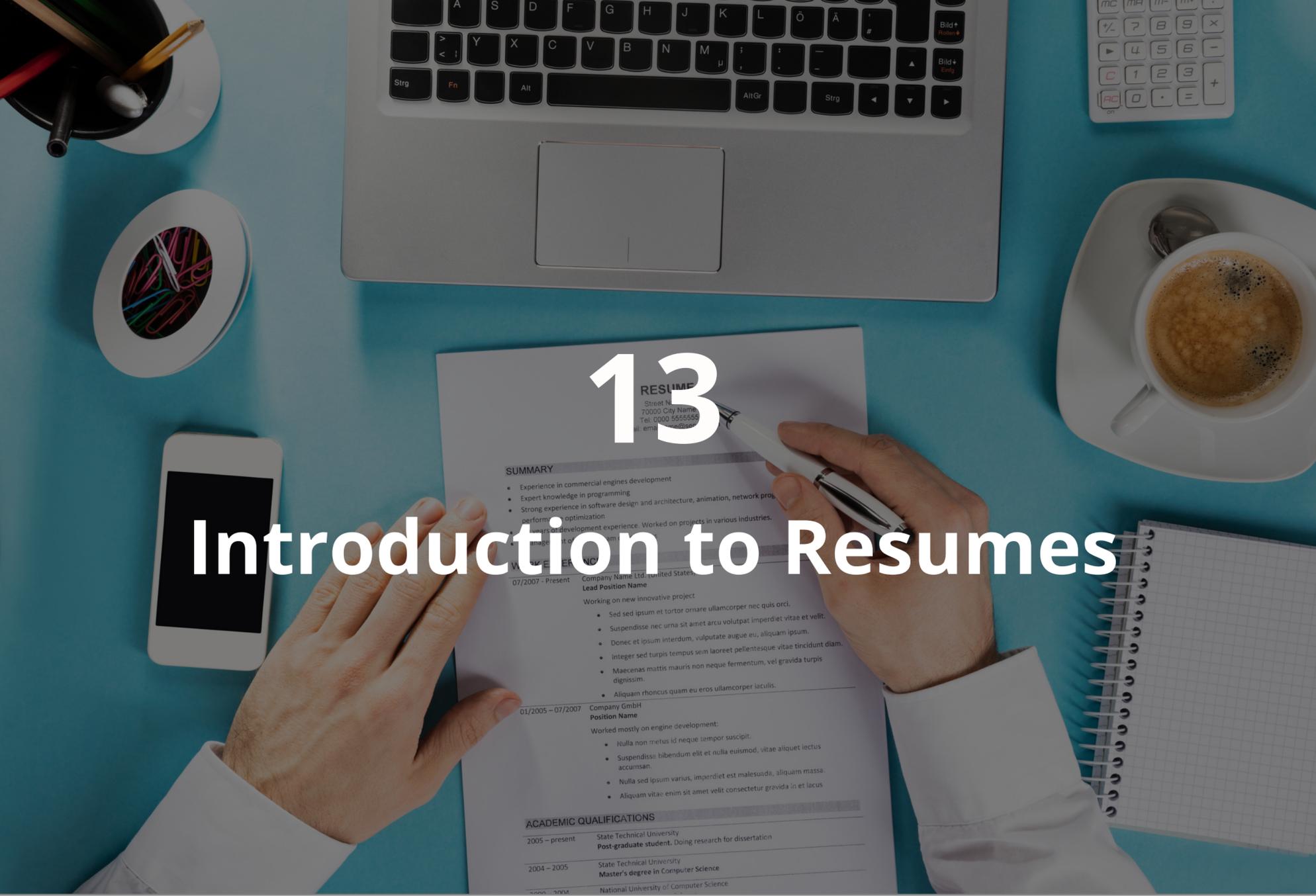
The first place I earned some experience was through volunteer work. I did a transcript for a nonprofit podcast, that gave me some experience and a referral. The next place that I gained experience was through overflow work. Some transcriptionists gain experience by working for what I call transcription mills, which includes low-paying freelance sites or very low-paying transcription companies. While that would be my last resort, I know that it has worked out for some transcriptionists.

It's common in the freelance world to do your first project Pro Bono to gain a referral. The caveat is you only do it once, and then you move on to paying work. There are many podcasters and other businesses out there that you could offer to do one transcript for free and then perhaps either get them as a paying client for future work or have them agree to be a referral for you if they like the work.

Overflow work is more difficult to come by, but it can help you gain a taste of working for companies without having to go through the formal application process. Overflow work is when you are paid to transcribe a file for one-time work. It's usually for another transcriptionist or a smaller company that needs some extra help when they're really busy. Sometimes, overflow work can lead to gaining the contract with the company. But usually, it's just a good source for getting referrals and experience.

The best place to find overflow work is through transcription forums, work-at-home forums, LinkedIn transcription groups, or Facebook transcription groups. You often will have to be an active member of these forums or groups to have access to overflow opportunities.

As I mentioned earlier, you can gain experience by finding opportunities on freelancer websites, but these often pay poorly and are highly competitive. There are also some transcription companies that pay less than £40 an audio hour that some transcriptionists work with before applying to other companies. If you decide to go this route, apply to new companies as soon as possible so you're not stuck in low paying contracts.



# 13 Introduction to Resumes

In this lesson, we're going to go over transcription resumes. Your resume and cover letter are your first impression, so make them good. Take the time now to create and polish your resume. You want to be ready to apply to companies as soon as companies announce they're hiring because sometimes their hiring window is only a few days. Investing the time to create a good resume and cover letter will save you time, as you'll be more likely to land a contract sooner.

Transcription resumes are unique. It's a common feature for traditional resumes to list all prior job experience. For transcription resumes, you only list transcription or transcription-related experience. It's more of a skill-based resume. If your last job was in retail, it's not necessary to put that on your resume even if it was your most recent job. Instead, companies would want to see that you had transcription or secretarial experience, even from a few years ago.

Let's go over some relevant skills to transcription. Remember how we talked about skills of successful transcriptionists?

Some of those skills were being able to research, proofread, and work with word processing programs. So, these are the types of experience that you should highlight if you don't have any prior transcription experience. List things like experience in editing, formatting Word documents, or writing. If you've done volunteer work and have created a monthly newsletter with strict formatting, then that's more relevant to transcription than if you have worked at McDonald's, even if the volunteer work was five years ago and you worked at McDonald's only a few months ago.

So, let's talk about some resume best practices. First, make your resume simple and easy to read by keeping it on one page. Less is more because if your resume takes too long to look over, then the person who looks it over will just skip it. You can also make it easy to read by using black typing and easy-to-read fonts with the font size at least 10 to 12 points. Also, keep formatting simple and allow plenty of whitespace. Edit your resume to make sure that grammar and punctuation are perfect. Once you're done, find a friend or family member to look over it to catch any mistakes you might have made.

Make sure that you come across as a professional. An email that's janedoe@gmail.com is more professional than lovebunny89@gmail.com. Update your resume as you gain experience through contracts, volunteer transcription work, or overflow work. Make sure that you're being honest about your experience and skills.

Since transcription work is of a confidential nature, most companies will run a background check on you. If you misrepresent your skills or experience, there's a good chance you won't get the contract.

Another pitfall of being dishonest is that if you gain a challenging contract and then you crash and burn, you won't get a second chance. Sometimes, it's better to wait to apply to more challenging contracts until you're ready for the work. So, that's a brief intro to transcription resumes.

Next, we'll look at a sample transcription resume.



# 14

## Looking at a Sample Resume

We're going to look over a sample resume. Please note that this resume is just an example of something you can use. I didn't create a resume download because I don't want everyone to copy it. You need to create your own unique resume. If 25 people submit the same exact format of a resume, then companies are going to start ignoring resumes that look the same because they'll think you didn't put any work into it. So, I suggest that you look at a number of different resumes and then tweak them to be your own.

Again, if you just copy this resume, it will decrease your ability to get a job. This resume is similar to the resume I submitted when I applied to my first real transcription job. I had done a volunteer transcript and then had done one or two overflow files to put as transcription experience on this resume. Now that I have over three years of transcription experience, my current resume looks a lot different than this.

At the top of your resume, you should put your contact information such as name, address, phone number, and email. Remember to use a professional email address on your resume. The first section I have in this resume is a profile, which is a brief overview of who I am and my skills. You could also make this first section be an objective section. In the summary section, I described my specific experience. I put my limited transcription experience at the top, and then filled in my secretarial experience at the bottom.

Again, this is for a beginning transcriptionist. So, if you have lots of experience with different types of transcription, then you can put it in this section. You can also group this section into different categories, like earning calls transcription, insurance transcription, legal transcription, etc. if you have those experiences. In the experience section, I listed my experience. When I submitted this resume, I didn't put any dates on it since my transcription experience was limited, but that was a bit of a gamble and I do think that you should try to include dates.

Another thing to note about resumes is to try to put descriptive things like numbers or specific goals you've accomplished in them. The educational section of the resume is optional. It's good to include if you're applying for a medical transcription job, to show the classes you have taken. I included my education because I wanted to show that I had a bachelor's degree, even though that's not necessary to become a transcriptionist.

So, this was just a brief overview of a sample resume. I have included some links to other resumes and resources in the Downloads section of the lesson if you want to learn more about resumes and see other examples of resumes. I would encourage you to complete your transcription resume before you finish this course.



# 15 Cover Letters

Now that you've created your resume, it's time to talk about cover letters.

So, what is a cover letter? It's a company's first impression of you. It's where you get to introduce yourself to the company.

While a cover letter is still professional, it's less formal than a resume, so you can take more liberty and show your personality a bit to differentiate yourself from other applicants.

In a cover letter, you can list why you would be a good fit for the company, what strengths you have to help the company succeed, and even what types of equipment you use or would be willing to purchase  
lesson.

Take the time to tailor each cover letter to the specific company you're applying to. Show that you know a bit about the type of transcription that they do or their culture or history. The little extra time you spend customizing your cover letter for each company will pay off. As in your resume, be honest about your skills and your experience.

So, that's it! A cover letter is short, sweet, and very individual. Go ahead and write a basic cover letter that you can tweak to individual companies. I'll see you in the next lesson.





# 16

## Finding Companies to Work With

Now that you've practiced and created your resume and cover letter, you're ready to apply to companies.

But where do you start? There are many lists on the Internet of companies that hire contract transcriptionists. In the Downloads section of this lesson, I have provided a short list of transcription companies that you can apply to. Although I have not worked directly with all of these companies, I believe they all pay at least £40 an audio hour.

Other places to find a list of companies that you can contract with include transcription forums, such as [TranscriptionEssentials.com](https://www.transcriptionessentials.com) and [TranscriptionHaven.com](https://www.transcriptionhaven.com). These are private forums but are free to join. You can also search "list of transcription companies that hire" to find other lists that people have compiled of transcription companies that you can apply to.

Another tactic for finding companies to apply to is to do a search of transcription companies to find companies that are out there but may not be on a list. It may be easier to find work with these companies since fewer people will be applying to them.

When you find a company that you're interested in, research it by name. You might not be able to find confidential information, such as specific pay and style guides, but you should be able to get a general sense of whether people are happy with the company or not. A good place to watch for companies that people warn against working with are the forums I mentioned or the transcription LinkedIn or Facebook groups.

If you're having trouble figuring out if a company pays well, you can look at a company's website to get a sense of how much they pay their contractors. If they charge their clients £1 per minute, then most likely their transcriptionists are earning £.50 to £.70 per minute or £30-£42 an audio hour. If they're charging £1.50 to £2 a minute, then most likely their transcriptionists are earning closer to £1 a minute or £60 per audio hour.

It's fairly common for transcription companies to require two or more years of experience, but there are companies that hire beginners if you pass their test. Some companies that hire beginners are Tiger Fish, Verbal Ink, and Landmark Associates. Some companies may waive the transcription experience requirement if you pass their test.

Spring and fall are the busiest hiring seasons for transcription. Often, there is a short window of as little as a day or two for companies to accept applications. So, make sure that you always have your resume and cover letter up-to-date. Some companies will contact transcription forums or other groups to get the word out that they're hiring.



# 17

## Tips on Applying to Companies

We're going to talk about the process of applying to companies and some tips to succeed.

First, follow the directions on how to apply to companies. It is common to include your cover letter within the email itself and to attach your resume as a Word document. But every company is different, so read and reread the directions.

Don't call about questions that you have when applying or to find out if a company is hiring, unless the company specifically tells you to. Most transcription companies use their phone lines to communicate with customers and not with potential contractors.

Transcription companies receive many, many applicants throughout the year, and they wouldn't be able to turn a profit if they spent their time fielding phone calls from prospective contractors instead of working with customers. So, be respectful of their time.

And finally, be patient. A lot of transcription companies only hire at certain times of the year, and many transcription companies hold resumes on file until they are ready to hire. So, be patient after submitting your resume. It may take some time for companies to get back to you. Feel free to apply to lots of different places so that you have a better chance of gaining the contract.



# 18

## Testing with Companies

Every transcription company has their applicants take a short audio transcription test or two in their application process. In this video, we'll talk about what you can expect when you're taking the test. Companies have different procedures for administering tests. Some companies open their tests to all applicants, while other companies invite candidates to test once they've seen their resume and cover letter. Companies set a time limit on how long you can have the audio test.

Most companies will give you 24 to 48 hours from when you either receive the email with the audio files or when you download them from the internet to turn them in.

Once you have the audio files, the clock starts ticking. So, make sure you have said some time aside in those 24 to 48 hours to focus on the test. If you do not complete the test in that time, you will most likely lose your chance to test with that company for at least six months.

Follow directions. The company will give you basic guidelines to follow when transcribing the test. Follow them. Each company will have different rules for punctuation, formatting, and marking inaudibles. Check and double-check that you have followed all of the directions you've been given.

Don't cheat. When you're taking a transcription test, you are not allowed to get any help from anyone else in real life or online. This also applies to if you already have a position and you help someone else with their test. If the company you tested with found out that you cheated, then you will be dismissed. If you cheated because you weren't ready to transcribe difficult audio, then you'll be found out later when you do poorly on client files. Please note that most companies will let you do a Google search for the spelling of terms online and will outline this in their directions.

Triple-check your work. This is one of your first chances to make a good impression with the contract and so, make it your best. Go over your test two or three times to make sure you typed the right spelling, punctuation, and followed the directions.

And finally, don't be discouraged if the audio is hard to hear. Transcription companies will often use hard-to-hear audio in their testing to weed out applicants. So, do your best and try to get all the inaudibles if you can, but don't be discouraged if you can't hear every word. It was meant to be that way.



WE'RE

19

## Finding Companies to Work With

HIRING

Hello everyone. Welcome. Now that you've practiced and created your resume and cover letter, you're ready to apply to companies.

But where do you start? There are many lists on the Internet of companies that hire contract transcriptionists. In the very end of this course we have provided a short list of transcription companies that you can apply to. Although I have not worked directly with all of these companies, I believe they all pay at least £40 an audio hour.

Other places to find a list of companies that you can contract with include transcription forums, such as [TranscriptionEssentials.com](http://TranscriptionEssentials.com) and [TranscriptionHaven.com](http://TranscriptionHaven.com). These are private forums but are free to join. You can also search "list of transcription companies that hire" to find other lists that people have compiled of transcription companies that you can apply to.

Another tactic for finding companies to apply to is to do a search of transcription companies to find companies that are out there but may not be on a list. It may be easier to find work with these companies since fewer people will be applying to them.

When you find a company that you're interested in, research it by name. You might not be able to find confidential information, such as specific pay and style guides, but you should be able to get a general sense of whether people are happy with the company or not. A good place to watch for companies that people warn against working with are the forums I mentioned or the transcription LinkedIn or Facebook groups.

If you're having trouble figuring out if a company pays well, you can look at a company's website to get a sense of how much they pay their contractors. If they charge their clients £1 per minute, then most likely their transcriptionists are earning £.50 to £.70 per minute or £30-£42 an audio hour. If they're charging £1.50 to £2 a minute, then most likely their transcriptionists are earning closer to £1 a minute or £60 per audio hour.

It's fairly common for transcription companies to require two or more years of experience, but there are companies that hire beginners if you pass their test. Some companies that hire beginners are Tiger Fish, Verbal Ink, and Landmark Associates. Some companies may waive the transcription experience requirement if you pass their test

Spring and fall are the busiest hiring seasons for transcription. Often, there is a short window of as little as a day or two for companies to accept applications.

So, make sure that you always have your resume and cover letter up-to-date. Some companies will contact transcription forums or other groups to get the word out that they're hiring.



A photograph showing two people shaking hands over a laptop on a desk. The person on the left is wearing a white shirt, and the person on the right is wearing a dark sweater. The background is blurred, showing an office setting.

# 20

## After You're Hired

In this lesson, we'll talk about what to expect after you're hired and the best tips on keeping your transcription contract.

Once you've been accepted to a company, it can still take some time to start transcribing for them. Most transcription companies hire multiple transcriptionists at once. And so, they'll be busy with not only your paperwork but other contractors as well. The company will need to perform background checks and process your paperwork. Some companies will also require paid training before you work on client files.

When you start working on files, focus on the quality of your work, not how much time it takes to complete. At first, you may feel really slow, but as you gain experience and use text expanders, your productivity will increase and your earnings will go up. Producing quality transcripts is important because, in the transcription industry, you're only one or two bad files away from losing your contract.

Communication is very important for transcriptionists, especially since you may work for a company on the other side of the country. Most companies will lay out the best way to communicate with them, whether it's through Skype, email, their own internal system, or phone.

Contact your company regarding emergencies. Let your company know right away if there is an emergency and you can't finish a file. Poor audio. You should tell your company if you have a file with terrible audio that is full of inaudibles and ask them how to proceed.

Specific questions. You can also communicate with them about style guide questions or other questions you have about specific audio. While communication about files is important, the company isn't there to hold your hand about grammar questions, audio player questions, or other generic questions that you should be able to research and find out on your own.

Transcription can be competitive, and even when you're in a company, there are others waiting to take your place if you don't act like a professional. The best advice I can give is that even though you don't see your coworkers, treat transcription like a real job. Only take on the amount of work that you can be able to finish while producing a quality transcript.

Turn in your work on time or even early. As a mom, and knowing that things come up, even if a transcript isn't due until noon, I often turn it in the night before so that I can make sure it will be in on time.

If you are consistently turning in work late, then you won't be at your company for long. And remember to communicate about real emergencies that come up. These should be rare and true emergencies, like a family member in the hospital or severe sickness. Try to let your company know as soon as you know of the emergency.

You should also try to have backup equipment, such as an extra computer or keyboard, or have a backup plan on how to quickly obtain the equipment.

Finally, continue to expand your skillset. This will help you complete your files faster, as well as give you an edge when you apply to higher-paying companies.

A man with short brown hair and a beard, wearing a red, white, and blue plaid shirt, is sitting at a desk in a modern office. He is smiling and looking at a laptop. The desk has a small potted plant, a pen, and some papers. In the background, there is a wooden shelf with several blue binders and a black desk lamp. The overall atmosphere is bright and professional.

# 21

## Ins and Outs of Being a Subcontractor

In this lesson, we're going to talk about the ins and outs of being a subcontractor.

So, what exactly is a subcontractor? It's technically incorrect to say that, as a subcontractor, you work for a transcription company. The more correct way to say it would be that you work with a transcription company. A subcontractor is considered self-employed.

Subcontractors have more freedom with their schedules and how they do their jobs than normal employees. On the flip side, they don't have some of the perks that employees do, such as benefits or paid time off.

As a subcontractor, you choose how much work you take on and when you do the work, as long as you meet the deadline. Some companies request that you send them your availability or schedule a few days or up to a week in advance. Other companies post files up that contractors can pull from a queue. Companies might require that you complete a certain amount of work each week, but you get to determine when you do that work.

Companies can get in trouble if they pay you as a subcontractor, but treat you as an employee. If you're a subcontractor, companies can't require that you work solely for them, have you under their direct supervision at all times, and determine the exact hours and method that you work.

They can ask you to be available at certain times and follow their style guides, but they can't micromanage how you do your transcription, as long as the transcript is up to their standard. So, know your rights and responsibilities as a subcontractor.

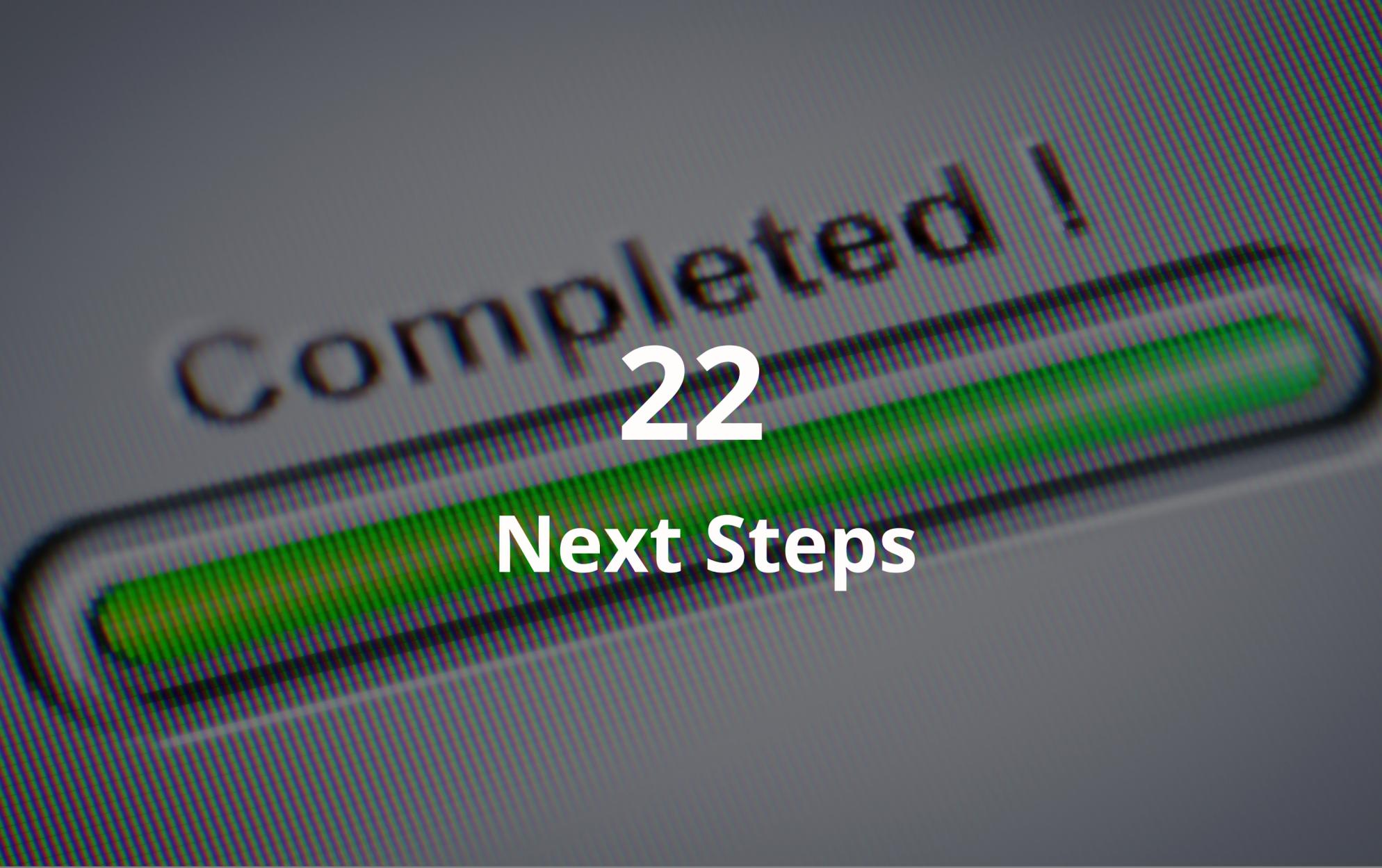
Let's get into the tax implications of being a subcontractor. I'll try not to make this too boring, but it's important to know how much of your money is going to taxes. Also, this does not constitute legal advice. So, make sure to talk to an accountant about your own personal circumstances. Since the contractors are considered self-employed from a tax perspective, they have some perks. As a subcontractor, you can deduct business-related expenses, such as software, computer, internet access, etc. So, make sure to keep track of your receipts for purchases you make for transcription.

Being self-employed means that you're responsible for your own payroll taxes and that you may have to file quarterly tax payments. When your contracted company pays you for your work, they don't deduct any of your payroll taxes. So, you're responsible for both the employer and the employee side of these taxes, which ends up being about 15% of your gross pay.

In January, companies that you contract with will send you a 1099-MISC instead of a W-2. You will then report your 1099-MISC income on a Schedule C form as self-employed earnings. This is the time that you will pay your payroll taxes and any other income taxes that you owe. If your income is high enough, you may be required to file quarterly payments.

Since being a subcontractor means higher taxes, it's wise to set aside a portion of your earnings for taxes. I would save at least 15% of your income for taxes, but it would be better to save 25% in case you owe income taxes. If you have questions on things like what you can deduct if you should be making quarterly tax payments or how much money to set aside for taxes, you should contact an accountant.





Completed!

# 22

## Next Steps

This is the last lesson in How to Become a Transcriptionist. I hope that you've learned a lot in this course. By now, you should know what you need to get started as a transcriptionist, how to transcribe audio, resume, and cover letter best practices, and the process of applying to companies. You are well on your way to becoming a transcriptionist.

Here's some next steps you can take as you continue to grow your career. Continue practicing. Since this course was fairly brief, you may feel like you want some additional practice before applying to companies. You may also find it helpful to keep practicing while you're waiting to hear back from some companies and applying to other companies. While I was preparing to apply to companies, I found it helpful to search for audio files in podcasts, radio shows, or videos that had transcripts provided, that I could check my work against.

You want to make sure that the transcripts that went with the audio or video files were done professionally, without any glaring errors. Some places that I would recommend using for sample audio include the Freakonomics podcast, NPR shows such as Morning Edition, Express Scribe practice files, and the website, Stenospeed. Practicing with audio from different speakers will help you continue to grow your skill and gain confidence.

Since working from home can be isolating, and you don't have coworkers to bounce ideas off of, it can be helpful to join online transcription forums or groups. Two forums that I'll mention again are [TranscriptionHaven.com](http://TranscriptionHaven.com) and [TranscriptionEssentials.com](http://TranscriptionEssentials.com). You can also look up transcription Facebook and LinkedIn groups.

Earlier in the course, we talked about gaining volunteer or overflow experience. Now that you have some practice under your belt, you can start looking for experience to put on your resume.

Contact podcast owners, business owners, or do one or two files with low paying clients to gain the experience. Also, look for overflow opportunities that are on transcription or work-at-home sites or forums.

Keeping track of companies that you have applied to can be tricky. So, I have provided a spreadsheet for you to keep track of where you are in the application process with companies that you've contacted or tested with.

Remember to be patient to hear back from companies and apply to lots of companies so that you have the best chance of gaining a contract.

Once you have some transcription under your belt, keep challenging yourself, and look for ways to increase your earnings. A few things you can do include: work on harder files, increase your productivity, find higher paying contracts, expand into legal or earning call transcription, or set out on your own to find your own clients. Your destiny is in your hands.

Thanks for joining me on this course. I wish you the best of luck as you start your own transcription journey

# Transcription Skills

Learn Beginning to Advanced Skills



Audio players are one of the key tools for transcriptionists. Audio players are a software that lets you control the audio file, including start, stop, speed, and more. You can connect foot pedals to audio players, which frees up your hands to type even faster.

In this course, we're going to use one of the most popular audio players, Express Scribe. I use the Professional version of Express Scribe, which gives you more options for compatible foot pedals and types of audio and video files that you can use. There's also a free version available.

I recommend the Professional version of Express Scribe for professional transcriptionists. I'm currently using the Mac version of Express Scribe, but the features and interface are almost identical for both the new versions of Mac and Windows.

The first thing to do is to download Express Scribe, if you don't already have it. Go to [nch.com/au/scribe](http://nch.com/au/scribe) to download the free version of Express Scribe. Go ahead and pause the video while you download the program.

**Now that Express Scribe is downloaded, you're ready to download some audio.**

**You can download all course material here:**

[https://www.typetalent.co.uk/downloads/transcription\\_skills\\_ebook.zip](https://www.typetalent.co.uk/downloads/transcription_skills_ebook.zip)

You can either keep it in your Downloads folder or move it to your desktop. Open the mp3 audio file called Saving Money On Food.

The first way to load an audio file into Express Scribe is to right-click on the file and choose Open With Express Scribe. Now you can see that the file is in Express Scribe.

Another way to download a file into Express Scribe is through the Load button in Express Scribe. Go ahead and click Load and then find your file.

Once your file is loaded into Express Scribe, you're ready for the next lesson.



# 02

## Setting Up Express Scribe

Now that you have your audio loaded into Express Scribe, it's time to learn how to use this program. We'll go through the basic controls, hotkeys, and settings.

One of the first things you'll notice when you open Express Scribe, are the large buttons on the bottom for stop, play, rewind to the beginning, rewind a short section, forward a short section, and forward to the end. To the bottom right of the control buttons is a slider that shows you how far you are into the audio file. You can also see the exact time you are at to the left of the slider. This green bar shows you the volume within Express Scribe. If a file is too loud or too soft, you can adjust the volume to your computer inside of Express Scribe.

This bar down here shows you the audio speed. You can speed it up or slow it down depending on how fast you want to hear the audio. You can also control it with hotkeys. This middle section shows you the current audio files you have loaded. I have mine set up to show the dictation name, the date, the duration, or length of the file, and then any notes. If you right click on any of these names, it shows you other options that you can check to show up on the screen, such as priority or deadline.

Let's go over this icon list. The blue "i" button shows you file information. There is a Save button and a Rename button. When you have finished a file, you can delete it or mark it as done, which is the Check Mark button up top. If you mark it as done, it is still saved within Express Scribe. You can recover it by hitting the Recover button. Select the file you want to recover and hit Recover. If you delete a file, then it's deleted within Express Scribe.

But, if you've saved it elsewhere in your computer, then you can reload it into Express Scribe if needed.

On this row, there's also advanced features, like forwarding a dictation, attaching a file to a dictation, and loading a document template directly from Word. Later, I'll show you how to choose which file to set as default if you want to use that feature. Since I have many templates that differ for single-speaker, multiple-speaker, and for different contracts, I usually don't use this feature, and instead load my templates through Word. You can access many of these features from right clicking on a file name.

Let's move to the top row of icons. In this row, there is a Sync button, which lets you automatically download files from an FTP server you've set up. You can also load files that you've downloaded or saved. If I'm loading within Express Scribe, this is the button I use. But I usually prefer to load it from the file itself and right-click to open with Express Scribe. I never Load and Delete, since I want more control over exactly when I delete a file. The Dock option is for when you're loading files directly from a recorder or external drive connected to your computer.

Dispatch lets you email files when you're done with them. Again, this is a feature I rarely use. There's the Done button again. Scribe Mini is one of my favorite features. When you click on it, it will turn the screen smaller. You then just click the button in the bottom right corner to return it to its original size. In the settings, you can make it so that Express Scribe stays open on top of other applications. That way, you don't have to continually maximize and minimize it as you're working on files. But you can still see how far you are in a file.

You can also resize the screen using the bottom arrows and resize the notes areas if you're adding notes.

We'll quickly go into the file menu. I don't use this often because almost all of the commands can be accessed by right-clicking on the audio file. Here you can see that you can load the audio file, mark the file as done, delete the audio, and more. In this view, you can see the list of current commands for controlling your audio. It's much easier to use hotkeys or a foot pedal to control the audio instead of choosing them from the menu. A hotkey is a button that you push from the keyboard to control the audio or other parts of Express Scribe without using your mouse. This helps keep your hands on the keyboard and type faster.

You can see the basic commands under System-wide hotkeys. I have added a couple of commands that aren't in the default view. I created a printable so that you can have easy reference to the hotkeys. We'll go over some of the basic hotkeys in this lesson, but we'll dive into them more in other lessons. The most basic commands are start and stop. If I push F5 on my keyboard, it starts playing the audio. When I push F6, it stops.

There are **two types** of hotkeys in Express Scribe.

The first is known as **system-wide hotkeys**.

These are key combinations that will control part of Express Scribe, even if you're working in another document, such as Word. These hotkeys override any other shortcut that you have for other programs. For example, if you're working with Word on your PC, and Express Scribe is closed, when you press F7, that brings up the Spelling tab. But if Express Scribe was opened, and you push F7 even within Word, then that rewinds the audio and doesn't open up the Spelling tab. We'll customize and add more hotkeys in another lesson.

The second type of hotkey is shortcuts within Express Scribe,

that only work when the Express Scribe window is open, such as setting bookmarks, controlling the scribe mini view, and more.

We'll go over these more in other lessons. In the View window, the first option is to choose how video is shown, which is a feature only available in the Express Scribe Pro version. I have mine set to When available. So, if a file is a movie file, it will show it. But, if it's an audio file, like an mp3, then there's no image shown. The Show Notes option lets you type in notes for each audio file. This is helpful if you're tracking speakers, and you can write out some of the attributes of the speakers you hear. I also use it for other small notes, such as how often I need to timestamp a file or other special requests for the file.

You can also show something called a Channels window. This is something I usually don't use. It only shows up if you have a file recorded in stereo. Stereo files contain more than one channel and the channel levels let you adjust the levels of each channel. So, this is an option to play around with, if perhaps one speaker is louder than another.

One option that I always make sure is checked is the Float Above Other Windows option. This makes it so that Express Scribe still shows up, even if you're working in another program. You can also set up the Mini Express Scribe view from this window.

I'm going to skip over the Bookmark section right now as well as the Preferences menu, which was called Options in previous versions. We'll get into those in later lessons.

The option in the Tools menu is the Word/Line Counter. This only works if you copy and paste your document from Word into Express Scribe. It can be helpful if you are doing legal transcription or getting paid per line or word. Most paid text expander programs also do this within the Word file you're using.

And so, this is a feature that I don't normally use. The Tools menu also has a link to practice typing with the free basic version of NCH Software's KeyBlaze Typing program.

The Window menu lets you maximize and minimize your screen, and then the Help menu simply shows you the help contents and how to contact Express Scribe. So, here is a basic overview of Express Scribe. In the next lesson, we'll go over how to customize it even further using the Preferences menu.

# 03

## Express Scribe Preferences Menu

In our last lesson, we went over a lot of the basic interface of Express Scribe. Now, we're going to continue to further customize Express Scribe with the Preferences menu.

So, first, let's open the preferences tab from the Home screen. The first tab in the Preferences menu is Playback, which sets the preferences for volume and playback speed. The first thing you'll do is set up the sound device. Mine is set up to the default playback device. This routes the sound through my computer's speakers and then through my headphones. You would want to change this if you're using an internal soundcard to boost your audio or if you have other speakers that you plug your headphones into. You can also adjust the volume levels within this menu. If I decrease the volume and press OK then you can see that my other volume bar goes down. I usually adjust my volume from the main screen and not from the Preferences menu.

Let's open the Preferences menu back up. This option controls the amplification of your audio.

So, if you have two speakers, and one is soft while one is loud, this setting will amplify the soft speaker without changing the volume of the loudspeaker. The weak setting adds the least amplification, while the strong setting adds the most amplification. I have mine set to strong as a default. You may need to adjust the audio a bit when using this setting. For this setting, I have it set to Sharp 1,500 Hz. This helps get clearer audio in the majority of my files. The default slow playback speed sets the default speed for the slow playback button. I have mine set at 50.

This can be helpful to listen to hard-to-hear words at a slower speed to see if you can catch what is being said. I have set my default fast playback speed to 200. This is the speed at which I proof to audio. I started proofing to audio at a slower speed of 150% when I started out.

Auto backstep on stop is a handy feature that causes your audio to jump backwards after you have stopped. It's set up in milliseconds. I have mine set up to 2,500 milliseconds, which is 2.5 seconds. So, if I pause my audio, and then start back up, my audio will jump back 2.5 seconds from where I paused it. This lets me hear what I just typed and jump right back in. If I don't use this feature, it's hard for me to know exactly where I left off, and I usually end up rewinding a few seconds, anyways. Play around with the length of milliseconds that works best for you.

This sets up your rewind and fast forward features. I have my mode set to increasing speed, which means that the longer it is rewinding or fast-forwarding, the faster it will go. You can also set it to constant speed. You can also adjust how quickly it rewinds or fast forwards. The last option in the playback menu is the option to play a sound when the audio file finishes playing. I usually don't use this option, but you might find it helpful for motivation.

The controller setup wizard is where you can connect a foot pedal to Express Scribe. Make sure you check Enable foot pedal controller. Once your foot pedal is attached via USB cord, click Controller setup wizard. Then click Next. You'll see your controller in the controller type menu. Make sure it's highlighted, and then click Next. You'll see the controller properties. Click Next again and you'll see the controller commands.

To change the configuration, first, choose which pedal you want to change. I'm going to choose my left pedal and select Change a Command. As you can see, you have many options to choose from. My default is to have my left pedal set to jump five seconds back, and my right pedal to jump five seconds forward. I find this quicker for me than fast forward or rewinding, but it could be a personal preference. My middle pedal is set to Play. Once these are set, I then hit Finish.

At the bottom of the screen, I'm going to leave Enable tap lock unchecked. Again, this is a personal preference and so find which way works best for you. I'm going to skip over hotkeys since we'll come back to this in our Express Scribe shortcuts lesson. But, I do want to point out that you can select whether or not you use system-wide hotkeys. You can set this to automatically download files from an FTP file. I prefer to manually upload files into Express Scribe. I just leave file types at their default setting.

You can set Disk Usage up to automatically delete done files after a certain number of days. I would rather keep strict control of which files are deleted, and so I set this option to zero. This Display option is something I use for timestamping. For now, we'll just leave it at the settings that it has, and come back to it in our timestamping video.

The other window is a window that I don't really use, but you can set up Word templates and automatically email files through Express Scribe. Setting up a Word template saves you the trouble of opening the template in Word each time. But if you use many different templates, this setting isn't as helpful. To add a file as a template, click Add and choose your file. You can then select the file and click Set to Default.

Now, you can open this Word template directly from Express Scribe. Be aware that using the template often changes the title of your document. And so if you have strict naming conventions in your contract, make sure you rename the file when you're done. So, that's a quick rundown of all the different settings in Express Scribe. Now, you're ready to start practicing.



Using templates keeps your files formatting consistent across all of your transcripts. This course will use two templates: a single-speaker template, and a multiple-speaker template. They are both saved as .dot, which is the template for Word.

Let's go ahead and open the single speaker template, which is located in the downloadable course material in this section of the course. This is the template we'll use for any single speaker files. In the header is a file name, along with the page number. The footer includes the name of this course. If we click in the body of the text, we can see that the file uses the font Times New Roman in a size 12.

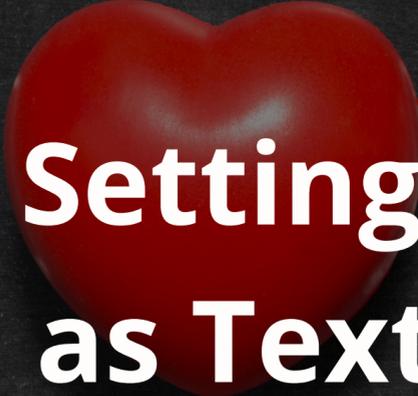
Let's go ahead and use this template for the audio file titled Podcasts. The first thing we'll do to this template is rename it. Instead of single-speaker template, we'll call it Podcasts. Now, let's save it as a .doc file and pull it out of the templates. If you make changes to the templates file and then hit Save, it will save those changes to the original template file, which isn't what you want. You want to save it as its own separate file and document. So, hit Save As, put in the title Podcasts, and pull down the file format for the Word 97-2004 document. This file format is the compatibility format which we will use in this course. After you've saved it as a new .doc, your original template file is unchanged. Keep this file opened, as we'll use it in the next lesson.

Let's move on to the multiple-speaker template. This one has a similar header and footer, but in the body text, it uses a hanging tag.

The hanging tag keeps the transcript separate from the speaker tags, which identify who the speaker is. For most files, you'll use Interviewer/Interviewee. If you know the names of the interviewer and interviewee, you can do a find and replace at the end of your file so that their names replace the words interviewer and interviewee. If you accidentally get rid of the hanging tag, it's easy to set back up.

To set up the hanging tag, pull the bottom arrow and rectangle over to the 1-inch mark. You can also right-click the body text and select Paragraph to set up the hanging tag. Simply choose Special, Hanging, and set it to 1 inch. Since the tabs are created in the template file, you shouldn't have to change them unless they're accidentally erased. The hanging tags are controlled by the Tab key. Go ahead and delete all of the text, except for the first interviewer speaker tag. If you delete all of the text, including the first speaker mark, you'll delete the tabs. After you've deleted everything but the speaker tag, hit the tab key. That will jump your cursor to the tab mark so that you can start typing. When using this file, change the title and save it in the .doc extension just as you did with the single speaker file. Now, we're ready to start transcribing.

# 05



## Setting up Auto Correct as Text Expander (Mac version)

Before we start transcribing the file, we need to talk about turnaround time ratio and text expanders. Your turnaround time ratio or TAT ratio, is how long it takes you to transcribe one hour of audio. So, if it takes you four hours to transcribe one hour of audio, then your TAT ratio is four hours. The best way to make more money as a transcriptionist is to reduce this TAT ratio so that you can do more files in less time.

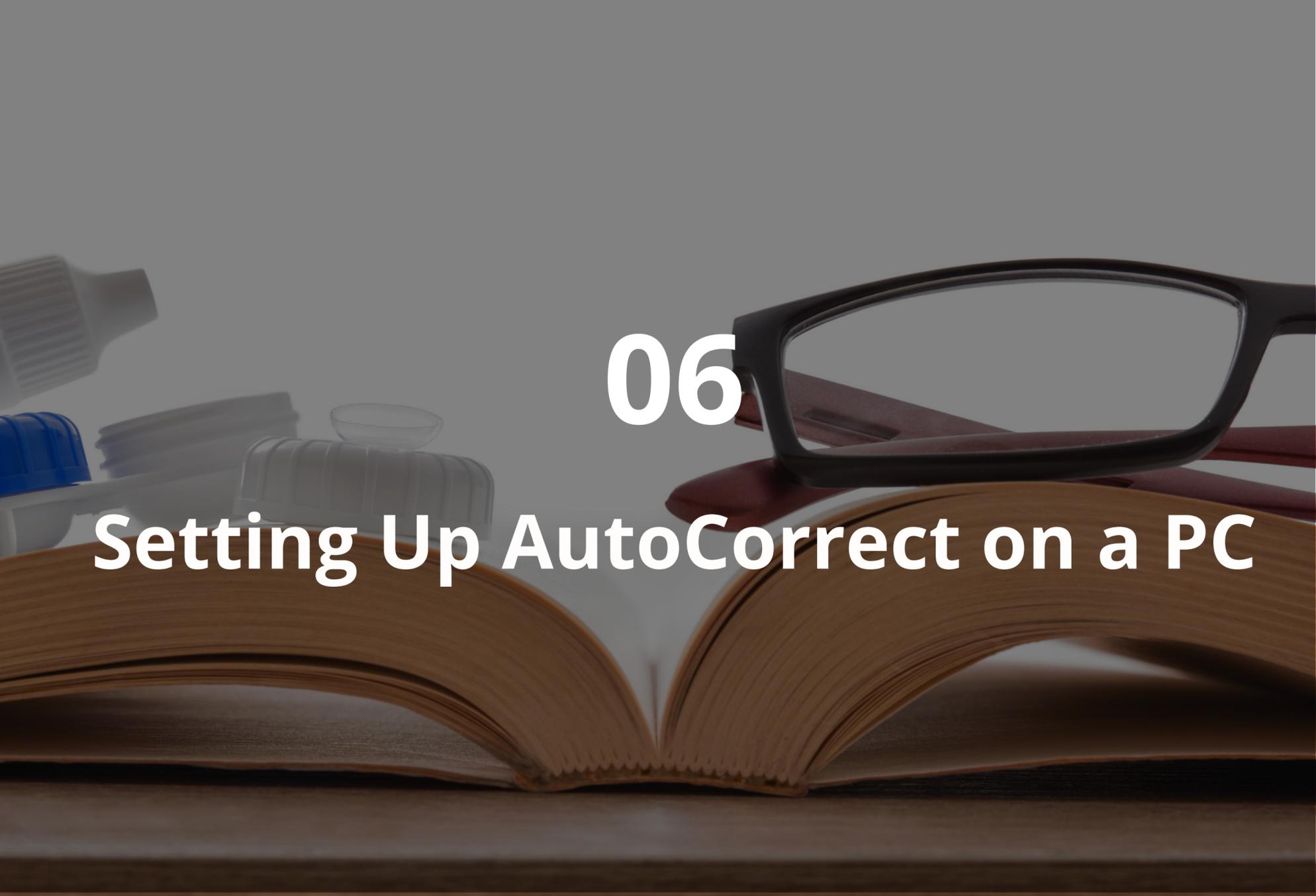
Text expanders are one of the best tricks that transcriptionists use to type faster and reduce their turnaround time ratio. A text expander is an abbreviation for a word that you set up so that you're typing less letters. For example, you can set up a text expander so that when you type "imp" and then push the spacebar, it expands to the word important. So, you just shaved six letters off of the word important. You can see that as you use more and more text expanders, you're saving hundreds of keystrokes each file, and reducing how long it takes to type that file.

Microsoft Word has a built-in text expander called AutoCorrect that you can use for free when you're just starting out. Since it's hard to get to AutoCorrect quickly with your mouse, we're going to set up a shortcut to pull it up. I'm going to show you how to set it up on a Mac, which is the computer I'm using right now. I have also added a bonus video that shows you how to pull it up on a PC.

On a Mac, go to the Tools menu and drop down to Customize Keyboard. You then go to the left side and choose Tools. After that, go over to the right side and scroll down and choose ToolsAutoCorrect. This pulls up the AutoCorrect menu. In the current keys, set up the keys that you want to use as a shortcut. Since I'm on a Mac, I use Option + Control + J. So, I'll just hold down Option, Control, and J at the same time. And you can see that the keys show up in the box. Then, I click Save.

Now, when I'm in my document, I can press Option + Control + J, and it will pull up AutoCorrect. You want to make sure that you have Capitalize first letter of sentences checked, as well as Expand selection. I then type in the abbreviation that I want. So, for example, if I'm setting up a text expander for the word important, on the left I'll put in "imp". And then, on the right, I type out the word important.

You can use text expanders for words, phrases, and formatted text. For example, I could type in "idk" on the left side, and the phrase I don't know on the right side. And now, I just set up a phrase text expander. This is just a brief overview of how to set up text expanders so that you can experiment with them some in the practice files. We'll talk about them more in-depth later in the course.



06

## Setting Up AutoCorrect on a PC

And I am just going to go to the File. And then, go on down to Options, down at the bottom, on the left. Now, you're going to click in the Customize Ribbon option. And at the bottom, it says Keyboard Shortcuts, and next to that is the button that says Customize. We're going to click on the Customize button. Now, we're going to go ahead and scroll down to All Commands.

And then, in the commands, we're going to scroll down to ToolsAutoCorrect.

And it can take a little bit of time.

Obviously, there's T, tools, and then C, and you want the one that's just plain ToolsAutoCorrect. So, I'll give you a minute to get there.

So, I have clicked on ToolsAutoCorrect. Now, this is where you set up a shortcut key. Now, you want to make sure you don't use a common one that you use for other things, like CTRL-C is a common shortcut for copy. I don't want to use that one. What I use, and this is personal preference, you can put in whatever you want, but I use CTRL + ALT + J. So, I push CTRL. I hold it down. I hold down the ALT key, and I hold down J. And it says it's currently unassigned. So, I'm going to click this Assign button. And now, CTRL + ALT + J is assigned to ToolsAutoCorrect. So, I'm going to close that. And I'm going to hit OK.

# 07

## Transcribing The Audio File

In this lesson, we'll start transcribing the audio. On my first run-through of the audio, I type as fast as I can. When unfamiliar terms or spellings come up, I'll research them right away. Because I'm typing so quickly, I often have misspelled words. I just ignore them on the first run-through. I'll come back to them later when I proof to audio, which is something we'll go over in another lesson.

One way to drastically cut down on misspelled words is to add them to AutoCorrect or your paid text expanding program. For instance, for some reason, I often misspell the word separate, but since I have it saved as a text expander, if I put in the letters "spr", it will automatically spell the word separate correctly - every time. I'm going to start transcribing the file using the text expanders that I've created.

**Recording: One of my favorite things to do when I am doing household chores, or yard work, or going on - household chores, or yard work, or going on a run is to listen to podcasts. Podcasts have become more popular these past few years and - have become more popular these past few years, and there's always new ones coming out and - few years, and there's always new ones coming out in a whole bunch of different categories. .**

..

You'll notice that I type as quickly as I can. And then, I pause the audio to let my fingers catch up. I can usually hold a few more words in my brain than my fingers can type. Since the title of this file is called Podcasts, and I've already typed the word podcast a few times, I'm going to go ahead and add it to my text expanders as I type. So, again, I'll use my shortcut to pull up AutoCorrect and quickly add it in. I'm going to keep transcribing for a couple of paragraphs.



# TRANSCRIPTION

# SKILLS

THE KEY SECRETS TO BECOMING A HIGHLY PAID TRANSCRIBER



# 07

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**Recording: - new ones coming out a whole bunch of different categories. And I just wanted to kind of talk about some of the ones that I listen to. So, I listen to - listen to. So, I listen to podcasts on an app on my phone called - I listen to podcasts on an app on my phone called Stitcher. And I can access it from my phone. I can also access it - and I can access it from my phone. I can also access it online if I'm on a computer if I want to - I can also access it online if I'm on a computer if I want to add different shows - on a computer if I want to add different shows. And I listen to a few different categories.**

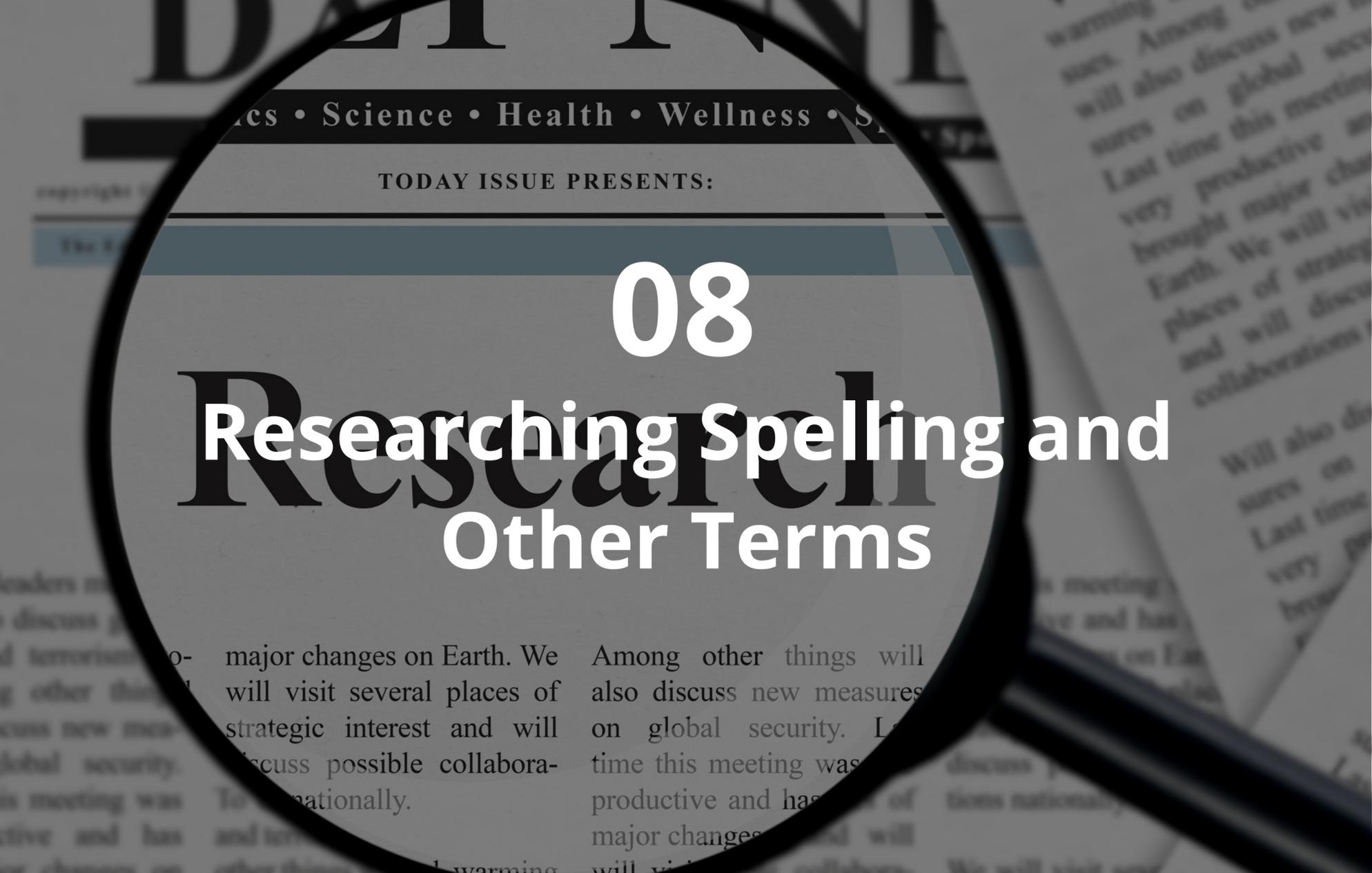
One of the categories I listen to is - One of the categories I listen to is personal finance, and some of the ones that I listen to in that genre are "Afford Anything" with Paula Pant - genre are "Afford Anything" with Paula Pant. And Paula's is kind of fun. - And Paula's is kind of fun. Her whole mantra is that you can afford any - whole mantra is that you can afford anything but not everything. And she's self-employed, and blogs, and has her podcast, and - and blogs, and has her podcast, and has a lot of really good information and interesting interviews with people that she's talking to. - interesting interviews with people that she's talking to. - interesting interviews with people that she's talking to. Another one - she's talking to. Another one. . .

As I get further down the transcript, there's more sentences that I have start with the word and. That's because, when people talk, they often separate their thoughts with and. And there can end up being three or four complete sentences that are just broken up by and. Those long sentences are hard to read in transcripts.

So, even though you might have been taught that you never start a sentence with the word and when you're writing, it's perfectly acceptable and even assumed that you'll start sentences with and. The only exception would be if you're contracting company or clients asks you to remove all ands at the beginning of sentences to make the transcript cleaner.

.

You'll notice in the third paragraph, I start getting into technical names of podcasts and podcasters. In the next lesson, we'll talk about the best tips for researching names and other terms. So, for now, I'll just skip researching the actual spellings. But, I usually research spellings when I first type the names out. Right here is an example of a false start. The speaker started with, "She," and then changed her thoughts to, "Her whole mantra." So, I don't type the false start, and just type, "Her whole mantra." I'll go ahead and fill in the rest of the transcript. It looks a little messy. That's because I still need to research the spellings and then proof it to audio, which we'll cover in the following lessons.



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TODAY ISSUE PRESENTS:

# 08

## Researching Spelling and Other Terms

Researching the spellings of names, terms, and also grammatical rules is an important part of transcription. Clients and companies expect clean transcripts that have correctly spelled words and terms, especially if the context for names such as company names, locations, etc. are given.

Transcriptionists should have a firm grounding in using correct grammar. But sometimes, there is words or phrases we still need to look up. These might include hyphenated words or compound words. For example, when do you use setup, S-E-T-U-P as one word, or set up, S-E-T U-P as two words? That is something that if you're not sure of, you can look online to find the answer.

Another thing you may need to look up are homophones, which are words that have the same pronunciation, but different spellings and meanings. For example, when do you use compliment with an i, versus complement with an e? When I'm looking up grammar or spelling, I first use the source that my style guide refers to, such as the AP Style Guide, which you can often find sections online.

If that doesn't have the answers I need, I use other sources I trust, like Merriam's Dictionary, Grammar Girl, or the OWL Purdue Lab. Sources that I trust are listed in the grammar and punctuation guides in the course. Sometimes, I'll even check two of these sources if the answers are ambiguous.

Researching people's names. If you have enough information on a person, such as the company they work for and their title, you should be able to find the spelling for their name online. There's different ways to do this. I first try to do a Google search with their name and any other information I have, such as their company, title, or city and state. If I can't find them on a Google search, then I'll go ahead and see if I can find them on LinkedIn or on their company's website. Sometimes, there's not much information given about a person. Perhaps the speaker is referring to their sister, Sally. In that instance, you're just going to have to guess the name's spelling and mark it as a guess, either with brackets, parentheses or however your style guide asks that guesses are marked.

Looking up the spelling for company or product names. Company and product names are similar to people's names. You can type in as much information that you have in Google. Such as their name, location, industry, etc. to try and find the company.

If you can find the company, then go to their website and pull up the spelling of their company on their homepage. Be aware of whether the name is one or more words or if any letters are capitalized. Sometimes, it will even be capital letters in the middle of the name.

So, let's see how we would research terms in the Podcast file.

The first term I'm going to research is yardwork, because I'm not sure if it's one or two words. In order to transcribe faster, I'm going to use a keyboard shortcut to go and open my web browser.

So, for my Mac, I can toggle to my web browser using command+tab. Once I'm in the browser, I can jump to the address line using command+L.

If you're on a PC, the commands are different, but you can see my list of shortcuts in the shortcuts lesson.

So, I'll go ahead and type in yard work vs yardwork. So, one word versus two, and see what it pulls up. Most of the results, including dictionary sites, have it as one word. And so, I'll keep it as one word, even though Word says it's incorrect.

The next thing that I'm going to look up is how to handle podcast names. I'm not entirely sure if I put them in italics or if I use quotation marks.

How to format podcast titles wasn't specified in the style guide. But the style guide did say to use AP style. So, I'm going to look up AP style

podcast titles. The first search result isn't specifically AP style, but I'll look at it. In order to find exactly where it talks about podcasts, I'm going to use CTRL + F as a shortcut for the Find box, and type in podcasts.

In this table, it says that the AP style doesn't specify how to handle podcast titles, but the Chicago guide has it in italics. Now, just to make sure, I'm going to check it against one more reference. So, I'll return to my search results. On the first page, I see that there is a Grammar Girl article, which is a source I trust. So, I'm going to go ahead and pull up that page and do another find for podcast.

As I do the find - at the bottom, she recommends italics for podcasts, as well.

So, I'll go with italics. Although it doesn't seem like putting quotation marks around it is frowned upon either, as long as you're consistent. Again, I wouldn't spend too long researching this, but I would use my best judgment on what the Internet says.

The next thing that I'm going to look up is the podcaster's name - Paula Pant - to make sure that I spelled it correctly. I know that she is the podcaster at "Afford Anything." So, in my search bar, I'll type in "afford anything podcast Paula", and see what it returns.

One of the first results is her website, and the spelling for her name is right there. So, I am not even going to click on it, because I trust this result. I'll do the same thing to check the spellings of the other podcasts and podcasters in this file.

One thing I found when I was looking through the spelling for these is that, for the podcast EntreLeadership, the L in leadership is capitalized. That's something that I would only have known by researching it. If you haven't finished transcribing this practice file, go ahead and finish it. While you're typing out the podcasts and podcasters, jump to Google and research their spelling. I'll see you in the next lesson, where we proof this transcript to audio.



# 09

## Proofing to Audio

Now, you should have your first draft completed, and you're ready to proof the file to audio. Don't worry if your file doesn't exactly line up and match mine, because we've likely chose different places to start and stop paragraphs and sentences. There may even be some differences in where we put commas or not. Mostly, focus on if your spelling is correct and how you use your punctuation and grammar.

### **So, what is proofing to audio?**

Proofing to audio simply means that you go through your file one more time at a faster speed while checking it against the audio. I always, always proof to audio to give the best product to my company and clients. I'm amazed at how many mistakes I see or words I can make out when I run through a transcript again.

Usually,

I speed the audio file up to between 150 and 200% while I proof. If you're new, start on the slower side at 150%. It's more important at first to get the transcripts correct than to worry about the speed. The speed will come with time. Even though I have a foot pedal, I still use hotkeys while proofing to audio.

The two hotkeys I use are F4 and F9. And sometimes, when I'm on my Mac I use CTRL + 9 instead of F9. F4 will speed your audio to its fast rate and F9 will return your audio to its normal speed. You can personalize these hotkeys if you find another combination works better for you.

Things that I'm looking for when proofing to audio include: misspelled words, missed words, phrases that I misheard the first time, and proper placement of commas and punctuation. I try really hard to do my spelling research on names, products, etc. during the first run-through, to make proofing to audio go more quickly. I usually have a lot of misspellings the first time around because I type so fast and I don't like to go back and fix mistakes. If I fixed all my spelling errors on my first run-through, I would be a lot slower overall. It's far easier to edit the words when I'm proofing to audio. So, I'll go ahead and start the audio so you can see how I proof to audio. I start it fast and then I pause it if I need to rehear anything or take a short pause to change a word or misspelling.

**Recording: One of my favorite things to do when I am doing household chores, or yardwork, or going on a run is to listen to podcasts. Podcasts have become more popular these past few years, and there's always new ones coming out in a whole bunch of different categories. And I just wanted to kind of talk about the ones that I listen to. So, I listen to podcasts on an app on my phone called Stitcher. And I can access it from my phone. I can also access it online if I'm on a computer if I want to add different shows. And I listen to a few different categories. One of the categories I listen to is personal finance.**

I won't make you listen to me proof this whole file to audio, but I will talk about some of the things I would change in this file as I proof to audio. The first thing is that you shouldn't trust all of Word's spelling suggestions. For example, Word is marking the app, Stitcher, as wrong because it doesn't recognize the spelling. But I know that the spelling is correct, because I researched the spelling, and so I'll leave it alone.

Word will also mark some words that are grammatically incorrect, such as, "the next category that I listen to are." Grammatically, that should be, "the next category that I listen to is," but the speaker said it the wrong way. And even though it's grammatically wrong, I'm going to leave it alone, because it's what the speaker said.

Now, a quick way to fix misspelled words as you're proofing to audio is to right-click on them, which brings up spelling suggestions. If you have a newer version of Word, you can add a misspelling with transposed letters, such as that, right in the screen by going to the autocorrect with the arrow and choosing the word you want. So, that's a trick I often use, especially for words that I might transpose letters on a lot, such as that or the. And then those misspellings are in my text expanders and so I'm less likely to have to fix them in other files. Also, once you start using more text expanders especially for words you might misspell, then it can really cut down on your misspellings since you set it up with the right spelling with your text expanders. And as you continue to do more files, the time savings will add up.

Another thing about this file that I would notice as I'm proofing it to audio, is that the speaker often uses the word "kind of" as a filler word when it's not relevant to the text. For example, the phrase, "put out kind of by Dave Ramsey" doesn't fit or reflect exactly what the speaker was saying. This can also happen with words like like, or you know, or sort of. If this was a strict verbatim file, I would include each of these. But, with this file, kind of is often used as a filler text. Again, like the words like or um.

So, I'll keep the kind ofs that I feel are relevant and take out the ones that are just filler. If you're doing work for a transcription company, follow their guidelines on this. If you're doing private client work or a personal project, use your best judgment with these types of filler words.

One of my misspelled words in this transcript was "lsng." What had happened here, was that I thought I had a text expander for the word listening, but I had never added it or it was accidentally deleted. So, as I proof this, I would change that to listening, and then I would add "lsng" to my text expander for listening, while it's fresh on my mind.

The last step in proofing to audio is to run a spell check when you're all done. Like before, if you know that Word says that something is wrong, but that that's what the speaker said or that that's the correct spelling, then go ahead and ignore it.

So, go ahead and finish proofing your file to audio, run a spell check, and then save it. Now, you're done. I put a copy of my transcript as a note to this lesson for you to check against. Don't worry if yours isn't an exact match when it comes to how many sentences are in a paragraph, where sentences start, etc. Again, the important part is to have the correct spellings and type what was being said.



# 11

## GRAMMAR

# Using the Grammar Resources

Following your company's or client's style guide and practicing good grammar, punctuation, capitalization, and spelling are key to being a successful transcriptionist. In this section, I've created many downloads for you to study with as well as some practice tests. If you still feel weak on grammar and punctuation after going through these, I recommend looking at some of the outside resources and tests available online.

The style guide provided is the guide that you will use throughout this course. It goes over page formatting, paragraphs, and how to format single speaker and multiple speaker files. It also describes the differences in clean verbatim and strict verbatim.

It goes over how to handle inaudibles, crosstalk, and breaks in thought for the practice files. Each company will have a different style guide and will handle things like inaudibles and crosstalk differently. So, while you should refer to this style guide for the course, be sure to pay attention to each company's unique style guide while working for them.

The grammar guide is a quick guide that goes over how to handle common punctuation and grammar items that come up in transcription. Some of the things it goes over includes: quotation marks, commas, apostrophes, dashes, semicolons, colons, hyphens, and how to handle book and movie titles.

The commonly misspelled words is a list of words that are easy to mix up and that spellcheckers often won't catch. If you find yourself wanting to know the difference between who's, W-H-O'S and whose, W-H-O-S-E or than and then, spend lots of time with this guide.

If you're in the middle of a transcript and run into a word, such as altogether, which could be A-L-T-O-G-E-T-H-E-R or A-L-L T-O-G-E-T-H-E-R and it's not in this guide, go ahead and do a Google search. I often do a search for the first version versus the second version or the first version or second version. For example, "altogether vs all together," and then read one or two of the entries online to decide which version I should use.

The last guide in this section is the capitalization guide. It goes over when to capitalize words such as proper nouns, family names, formal titles, countries, and more. I hope you spend some time with these resources and take the tests. A strong grammar and capitalization base will take you far in transcription, and in your career. Again, if you need, check out some of the other resources listed at the bottom of the guides and in the other typing and grammar resources document.

# 12

## How to Use Text Expanders

In this lesson, we're going to explore how to use text expanders and build your text expanders list in Word. You've already been introduced to setting up a shortcut to make it easy to add text expanders when you set up your speaker files.

Now, it's time to talk about why text expanders are so important and some strategies for using them and building your list. The beauty of text expanders is that they save you time. As you build your list, you're able to increase the speed at which you transcribe and type more with fewer keystrokes. Text expanders also ensure that you have spelled words correctly if you make sure you set them up correctly the first time. That way, you don't have to rethink how some words are spelled. This also saves time when you're spellchecking files.

Here are a few key tips to building a great text expander list. You'll want to set up a system for remembering your expanders.

There are different systems that some people use. One popular system is Jon Knowles's ABCZ abbreviation system, where you type the first three letters and the last letter of a word, with some variations on words which would have common letters.

Another method is to memorize words by how the letters jump out at you. For me, consonants that are unique to the word jump out. For example, with the word "remember," I use the abbreviation "rm". Every person thinks differently. And so while I have provided a list of text expander suggestions, further down in the course, use what works for you.

Start small. If you're using text expanders in Word, you'll need to memorize them. It's hard to memorize more than 5-10 a day. So, figure out some of the most common words you type, and slowly add them in. Get in the habit of using them. Let's say you set up a new text expander for the word "because." Now, when you first start using a new expander, it takes some time to remember that you're supposed to be using it. So, if you hear the word because, and you start typing B-E-C-A before you catch yourself, go ahead and delete what you've already typed of because, and retype the word using your text expander. It might be a bit annoying in the beginning, but it will train your hand and brain to use the expander when you hear the word.

Note: Don't worry about going back and fixing ones that you didn't catch the first time or were one or two lines ago. Just make sure that as the words come up, and you realize you didn't start using your text expander, to delete your just-typed word and use your expander.

As you get more comfortable with text expanders, try putting together often-used phrases. Some examples could be: I don't know, or do you know. For these expanders, I usually use the first letter of each word. If I already have a text expander with those letters, then I might add the second letter of one of the words. You can also set up your text expanders for style guide markings. If you need to mark something in italics every time, like a break in audio, set it up as an expander complete with the formatting. To do this, select your word, pull up your AutoCorrect menu, and then click on the formatted text button. This will make it so that the text expander automatically formats into what you need it to be

You're able to back up your AutoCorrect files and even print them out. This course won't go into it, but you can do a Google search or go on forums for more details on backing up your files.

Now we have a basic understanding of text expanders. In our next lesson, we'll look at using text expanders with verbs ending in different suffixes.



# 13

## Using Text Expanders with Verbs

This lesson goes over how to add endings to common verbs and other words with suffixes into your text expander.

### **What are suffixes?**

Suffixes are different endings to a word, like interested, interesting, interests, etc.

For verbs that you use often, such as interest, determine, remember, and others, it's helpful to add in some of their endings to your text expander program. You can add them all at once or add a few here and there as you notice yourself typing them.

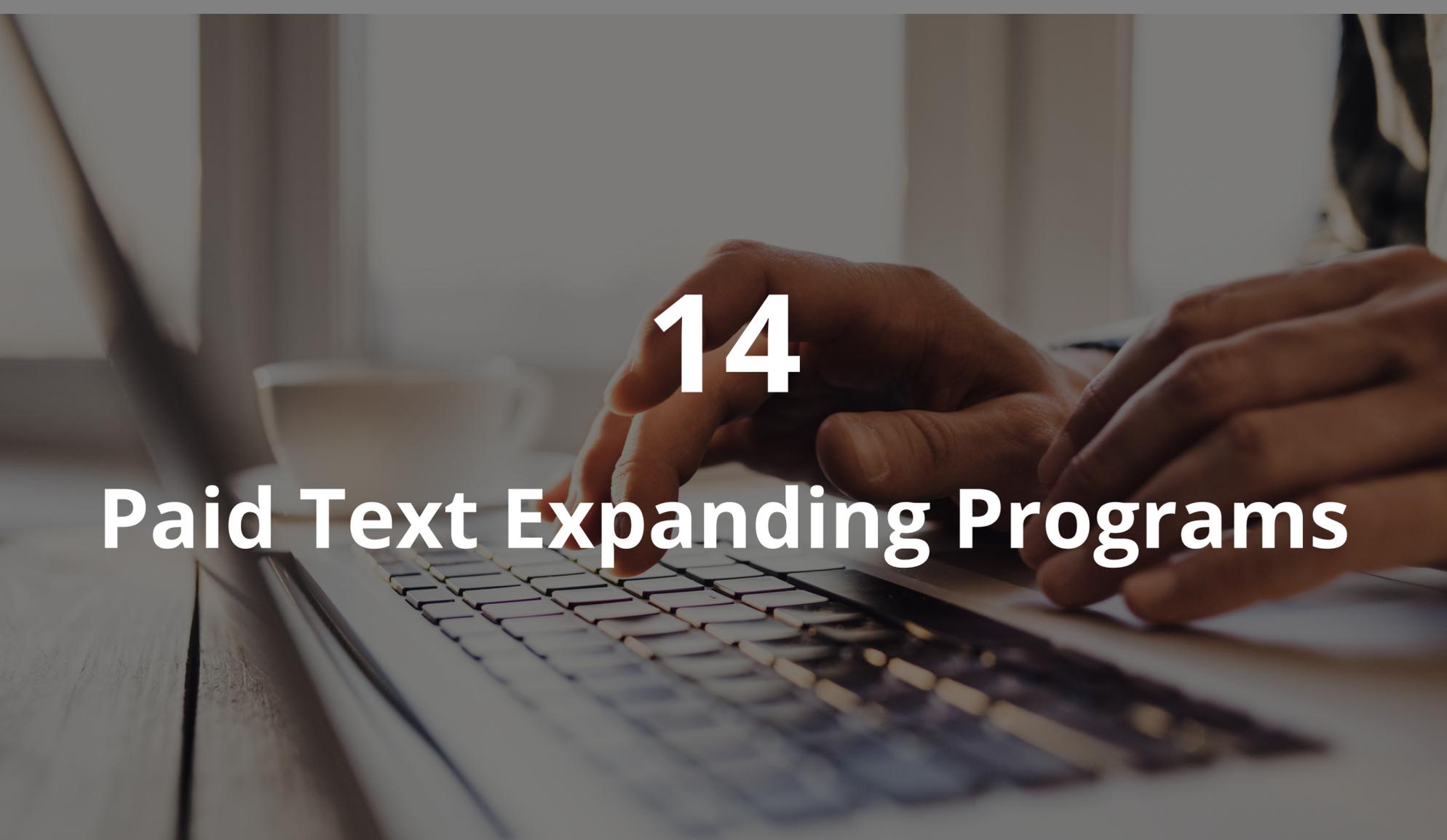
Here are some common endings that I use for different words. It's helpful to develop a system for which letters to use with each ending, even if some of the endings are rarely used with certain words. Let's start with the verb "determine". Below are the different letters I use for each ending. Some of these endings change it from a verb into a noun or another type of word. As you can see, for the verb determine, I use the base "dtm". Below are the different letters I'd use for each ending.

Now, I have very rarely come across the B ending, determinable, in a transcript. And so, I don't technically have this in my AutoCorrect, but I would use the B ending for a more common word, like valuable, which I would add to my value base. So, from one base we have these words: determine, determined, determines, determining, determinately, determination, determinable. We'll use another word, like develop. So, we've got: develop, developed, develops, developing, development, developer.

And we'll just do one more example. Here's another word, doubt. Our variations include: doubt, doubts, doubted, doubting, doubtless, doubtful, doubtfully. So, for a word like doubt, I wouldn't use the less common things like doubtless or doubtfully, because I wouldn't run into them much.

But, the other variations I would use.

As you're adding suffixes to your base words, remember to keep it simple. Although I've shown you multiple endings for words, in reality, you'll find yourself only using a few endings with words that keep coming up again and again.



# 14

## Paid Text Expanding Programs

Although you can use Word as your main text expander program, and I did for the first year and I use it during this course, there are other paid programs that are worth looking into.

The main features of paid text expander programs that Word doesn't have are more functionality and customization.

Some text expander programs have suffix options so you don't have to add entries for each different ending of a word. Other features include: auto-finishing phrases, giving hints for currently used or suggested text expanders, and options to expand phrases with other keys.

You also have more speaker tag flexibility and can use different glossaries for different contracts or clients.

I'll start with some of the less expensive options, and work up to other, pricier programs. I would recommend that you have already secured a contract or clients before you spend money on a text expander program. I won't go into detail with these programs, as they are all slightly different and you may have different priorities in what features you like. They should all have a free download period for you to try, to see which one works with you the best.

These programs are less expensive and their pricing ranges from \$30 to \$70 for a one-time purchase. They include: PhraseExpress, which has Mac and PC versions, ShortKeys, which is PC only, and FastFox, which has Mac and PC versions.

Here are some of the pricier options that are more robust. These programs can be purchased on an annual basis, or you can spend more for a non-expiring license. These include Shorthand for Windows and Instant Text. I like Instant Text because it auto-spaces and capitalizes letters and also lets you set up different glossaries or text expander lists for different contracts. You can also set up even more streamlined speaker tags in Instant Text, to save on keystrokes and improve turnaround time.

This was just an overview of some of the text expander programs on the market. In the next video, I'll show you how to use the ultimate text expander list to start building or improve your personal text expander library.



# 15 Using the Ultimate Text Expander List

This lesson will cover how to use the ultimate text expander list, which is a resource in this section. The ultimate text expander list has over 550 text expanders for you to reference as you build your own text expander list.

I'm a big believer in personalizing your abbreviations for your expanders and adding them slowly, one at a time, so you remember them. So, I created this guide not to do the work for you, but for you to get ideas of common words, phrases, questions, and verbs. As you're transcribing, listen to words that you hear again and again, and add them to your text expanders. Once a week, go through this list to get ideas for more expanders. If it's hard for you to remember my abbreviations, create abbreviations that make sense to you.

This reference is broken down into sections of 15 words each, except for the end of the section, which might have less. I went through my own list of text expanders and sorted them by how often I used them. I then put them in groups of the most common words, frequently used words, and common words, and sorted them alphabetically. You'll see that most of the text expanders, except for very common words like can or does, which are also short, are longer words, where I save the most keystrokes by using text expanders.

The most common words section has a lot of smaller, one-key expanders for extremely popular words, like no, then, other, and more. Many of these use only one key, but you can add a second key if you want. There is no right or wrong way to remember abbreviations, only what comes most naturally to you.

After the most common words sections is the frequently used words. These are words that are, again, sorted and used slightly less than the most common words. Just as in the previous section, these words don't have any verbs in them, which come in a later section.

The common words list is a long section of words. Don't worry if it takes you a long time to get through these lists and add them to your text expanders. I built mine up for months, and I'm still adding words or phrases as I use them.

After the common words, we get to the contractions section. Using text expanders for contractions is very helpful because typing in the apostrophe key over and over can get annoying and waste your time.

Now, we're finally onto verbs. What I've listed are just the base verbs. And so, if you're using AutoCorrect, you'll have to add your own suffixes. You can either add the suffixes when you add the base word, or you can add them as you use them in transcripts. Some verbs can also be nouns. For example, treat can turn into treatment. So, if you use "tx" for a treat, I would use "txm" for treatment, even though it's not technically a noun.

Interviews, especially, are full of questions. This section goes over some common question phrases that come up in interviews. Add more questions as you hear them in transcripts. Phrases are where you really save time in transcription. The first part of the phrases text expanders that I've put together are I Phrases. These are phrases that begin with the word I, such as: I don't know or I don't have. After the I phrases section, there are you phrases, which are similar to the I phrases, except they begin with "you".

This section includes your more common general phrases. Phrases such as a little bit, or a lot of, come up frequently. The key is recognizing them as you transcribe. These phrases also include phrases that you'll find often in transcription, such as "thank you for," or "I look forward to talking." It also includes other phrases common to conversations. Again, this is only a starting point. Continue to look for phrases in your transcripts to really shave time off your transcribing ratio.

The last section of this download is the markings section. This is very short, since how you mark transcripts can vary depending on the company you're working for or the clients you have. For example, it was helpful for me to set up a keyboard shortcut for adding dashes to sentences by just using "dd" instead of finding the dash's key at the top of my keyboard. I also had a contract where I had to mark the text red. And so I would highlight a word or phrase and then use a shortcut to change the color to red.

Be creative in how to save keystrokes and add shortcuts to your transcripts in your punctuations and markings. Now that we've gone over text expanders, I hope you use this list to slowly add to your own text expander list and be constantly thinking about how you can save time typing. Try to use a few text expanders of your own in the next practice file.



# 17

## Working with Poor Audio

Once in a while, every transcriptionist runs into a file that has poor audio. We're going to go over some tips on how to deal with poor audio.

Owning quality equipment is one of the first steps to help you with poor audio. The key to spending money on equipment is to spend money on items that will help you transcribe faster and more productively. And if equipment helps you hear the audio better, you will be faster because you'll spend less time on inaudibles.

Two things that can help you with poor audio include higher-end headphones and an external sound card. Make sure your work environment is quiet enough so that you can hear the audio without distractions.

Here are some transcribing tricks. A good rule of thumb is to listen to something three times and then move on if you still can't catch it. You don't want to spend too much time on inaudibles at the expense of not moving on with the file and taking too long. You can also try to listen to the word or phrase at a higher speed and a lower speed.

Sometimes, we just need to hear a word differently to catch it. The final trick is to wait until you proof the file to audio and try to understand the word then. Sometimes, it's easier to hear the second time around.

Express Scribe has some audio processes within it that can help clean up audio. The easiest way to access these is to right-click on the file and scroll down to the bottom where it says Special Audio Processes. You can choose background noise reduction, extra volume boost, or high pass filter. We'll go into these in more detail in the next lesson.

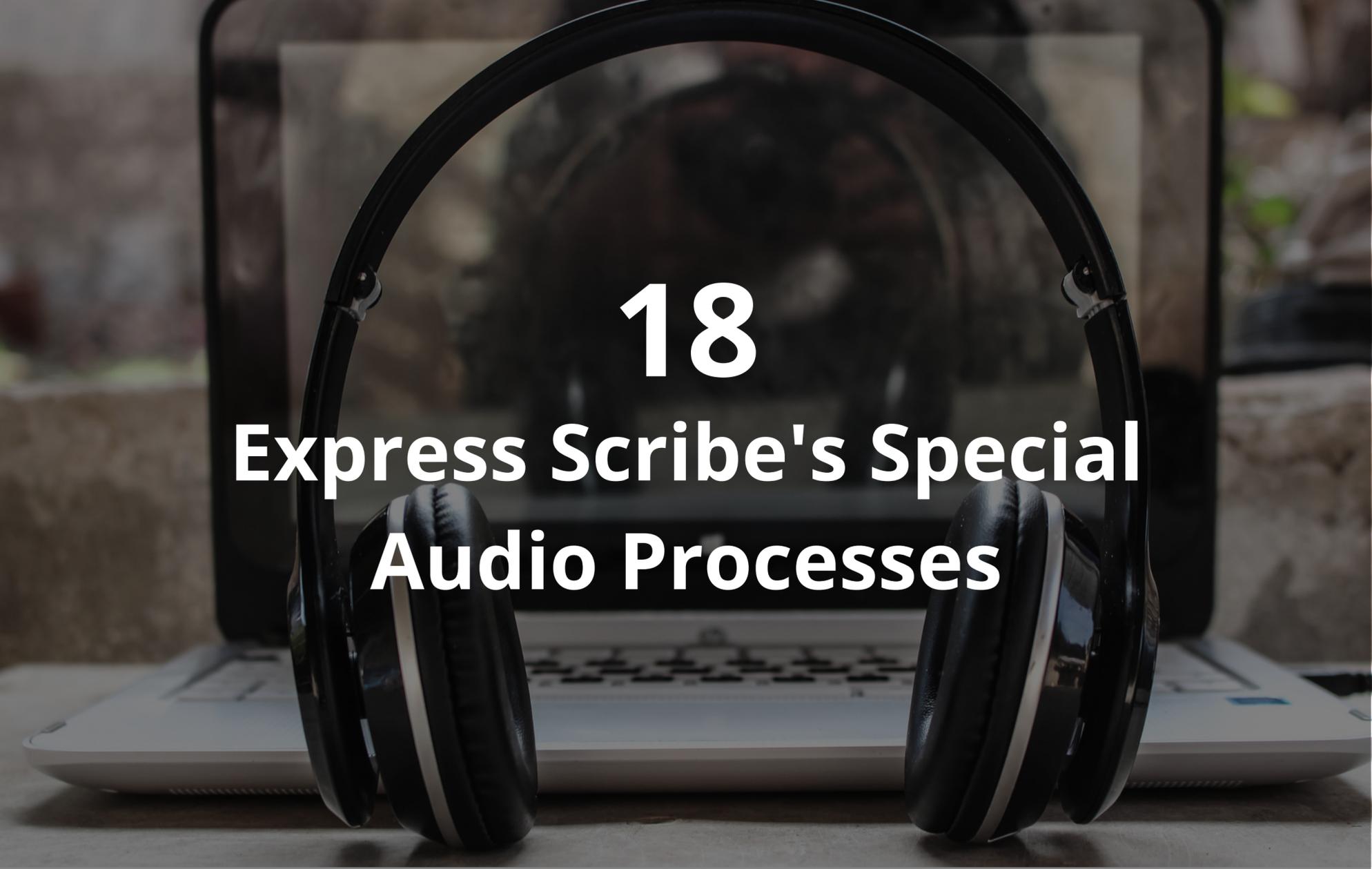
Another thing you can do is to use other audio players. Sometimes, audio files sound better in different programs. If the file doesn't sound that good in Express Scribe, try free programs such as the FTW Transcription program or For the Record. You can also invest in another paid audio player, such as Transcription Buddy, StartStop, or InqScribe.

There is also audio editing software that you can use to clean up files. Some of these are free and some are paid. One of the free ones is Audacity. Audacity has a noise reduction feature that you can use to improve your audio. You can also amplify audio, adjust the bass and treble sounds, and do more complex audio editing

Don't spend too long playing around with the audio if you can't get it right. But it is a good skill to learn so that when you have poor audio, you can clean it up and save some time.

Perhaps the most important lesson is to realize that some bad audio can't be fixed. So, stay in communication with your company or client about poor audio. When I first receive a file, I preview it by listening to a few seconds of it at the beginning, in the middle, and at the end, so I can see if I may run into audio issues.

Many companies will let you send in a short sample of your transcript if the audio is very, very poor. And then, they'll communicate with the client about it, if they want to continue with the file. Always follow the guidelines that your company sets out in dealing with poor audio. If you're working with a client, communicate with them about the poor audio and ask them how they would like to proceed.



# 18

## Express Scribe's Special Audio Processes

We're going to go over some of the special audio processes in Express Scribe and how to use them with a file with poor audio.

The first process is background noise reduction. Background noise reduction takes out some of the background sounds. If the audio has a lot of background noise that is loud, often, background noise reduction results in a file with tinny, garbled sound.

So, try it out and if it doesn't work, you can hit undo, which restores the original audio. If you're working with a large file, then it might take a few minutes to run background noise reduction or other audio processes within Express Scribe. I find that I don't use background noise reduction that often because sometimes the tinny garbled sound is more distracting to me than working with bad audio.

The next process is extra volume boost, which can help with low volumes and soft audio. If you're doing an audio with two speakers that was recorded in stereo mode, and one of the speakers is hard to hear, you can adjust the individual channels. In the View menu, click Show channels control. This will show the channels if it's in stereo, but if it was recorded in mono, this won't show, and you won't be able to adjust the audio of just one speaker.

High pass filter is designed to reduce some of the lower bass sounds and keep the higher frequency sounds. I don't use it that often. You can try it in combination with the background noise reduction or on its own.

Another thing you can do is to adjust the auto-adjust or range compression. This setting amplifies the softer parts of the audio without making the louder portions any louder. You can get to this setting in the Preferences Playback menu. For hard-to-hear audio, I change the setting to weak or none, which reduces the background noise a bit. You can also use it with other special audio processes.

Let's experiment with some of these settings. I'm using the file Saving Money On Groceries. This file has a bit of background noise that can be hard to work with. So, I'll see if we can clean it up. Now that my file is pulled up, let's go ahead and experiment with some of these. First one I'll do is the background noise reduction. So, I will do that. And we are going to listen to what this sounds like, and then what the original audio sounds like.

**[Inaudible Recording]**

**So, you can hear, that's a little tinny and garbled. And if we go here,**

**Recording: ...saving money on food. Now, there's many tools...**

You do notice that there's more of a background humming noise, but it's not tinny. So, we'll go ahead and restore the original audio, and we'll move on to extra volume boost. And we'll listen to the original first.

**Recording: ...money on food. Now, there's many tools to save money on food... subscription, and that works sometimes. You do have to pay for that, though, and a lot of times...**

And, I don't feel that I can hear it any better with that process, so I'll go ahead and I'll undo that. And the last one that I'll try right now is the high pass filter. And again, we'll listen to the original.

**Recording: There's many tools to save money on food. One of the first ones is... So, first of all, today we're going to talk about saving money on food. Now, there's many tools to save money on...**

This one actually isn't too bad and I might try to transcribe with it this way. So, what I'm going to do is, I'll actually undo it. And another thing that I'm going to try is, go to the playback menu. And I am going to go ahead and change this volume auto-adjust range compression to none and hit OK. Now, this will actually change the setting for any of the files, so there won't be a difference between this one and the original because it's a setting that's against all files until I change it again. So, if I go back and I listen to it--

**Recording: So, first of all, today we're going to talk about saving money on...**

So, it's a little quiet, but I feel like it's clearer than a lot of the other settings. So, that's something I'm going to keep. And what I might also try with it is the high pass filter, since that was the one that I felt was the second best.

**Recording: ...is couponing. Now, you can... coupons from the...**

And then this is what it would sound like without the high pass filter, but it would still have the range compression.

**Recording: ...to save money on food. One of the first ones is couponing... coupons from the...**

And I don't feel a big difference between either of those, so I would probably just leave it here and call it good. One of my favorite things, actually, is the volume auto range and adjusting that to none, and that can help, especially with this type of file. But each file can be different. There can be different things that make it hard to hear.

So, I would recommend playing around with each of these and seeing what gives you the best results. Just remember not to spend too long cleaning up the audio. And if it is a really, really bad file to try to just communicate with your company or your client.



# 20

## Setting up Timestamps in Express Scribe

In this lesson, we're going to learn how to set up timestamps in Express Scribe. Timestamping is a helpful tool for clients to easily jump to sections of the transcript which correspond to the time in the audio file. How often you time stamp will depend on the client, but the most common intervals are 30 seconds, one minute, and five minutes.

First, you'll want to set up your timestamps settings. Go to Preferences, Display. You'll want to choose the time mode Time elapsed. Then, you'll need to choose the time format. We'll use hh:mm:ss with the leading zero. Next, you'll want to set up a quick way to pull the time with your keyboard. Go to Preferences, Hotkeys.

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First, you'll want to set up your timestamps settings. Go to Preferences, Display. You'll want to choose the time mode Time elapsed. Then, you'll need to choose the time format. We'll use hh:mm:ss with the leading zero. Next, you'll want to set up a quick way to pull the time with your keyboard. Go to Preferences, Hotkeys. Click Add. On the Command options, click Copy Time, then click the Change key and choose your shortcut. I use CTRL + T, but you can choose whatever shortcut you'll remember. This shortcut will become a system-wide hotkey, which means it will override Word and other system shortcuts. When you're done, click OK, then click OK on the Preferences menu.

Let's see how this works. I'm going to go ahead and work on the audio file Saving Money With Food. This is actually one of your practice files. In this file, I want to have timestamps every 30 seconds, so I type out the audio and when I get to around 30 seconds, I press CTRL +T and then CTRL + V.

**Recording:** So, first of all, today we're going to talk about saving money on food. Now, there's many tools to save money on food. One of the first ones is couponing. Now, you can buy coupons from the newspaper. You can get a newspaper subscription, and that works sometimes. You do have to pay for that, though and a lot of times it's helpful if you have more than one subscription. You can also order coupons online if you know the specific ones you want that will be mailed to you from coupon clippers who have websites. Another great thing to do is...

What I'm doing is, I'm pulling the time from the audio file with CTRL + T, and it's going into my Word clipboard. Then, I have to paste it into the document, using CTRL + V to pull it off of my clipboard. We'll go over how to put timestamping in your workflow in the next video.

A woman with her hair in a bun, wearing white headphones, is seated at a desk in a modern office. She is looking at a computer monitor. In the background, other people are working at desks. The scene is dimly lit, suggesting an evening or indoor lighting.

# 21

## Working with Timestamps

In this lesson, we're going to learn how to timestamp as you're transcribing a file. Each company and client will have different ways of styling their timestamps. According to the style guide used in this course, we set timestamps apart with a line, italicize the text, and put brackets around them.

**So**, for each new timestamp,

go to a new line, click CTRL + I for italics, put in an opening bracket, and then the timestamp, and the closing bracket. In our style guide, we also specify to put timestamps in natural places, if possible, and if within a few seconds of the required time.

I

So, if I'm supposed to timestamp every 30 seconds, but a sentence ends around 00:01:32, instead of strictly at 00:01:30, then I'll go ahead and put the timestamp there at 00:01:32, to make the transcript cleaner. If there's not a good place to break, go ahead and put a dash at the end of the sentence, then add the timestamp and jump down a couple of lines and put a dash at the beginning of the next sentence. You can see how I put a timestamp in the middle of a sentence with dashes when there wasn't a good stopping point around the one minute mark.

This now shows the document when it's completed. As you can see, a lot of the timestamps aren't exactly at a 30-second mark, but they're at a natural stopping place. So, it's less than a few seconds from a 30-second mark. As you do their practice file, don't worry if your timestamps don't exactly match mine as everyone's will be slightly different.

Let me add in a quick note about timecoding. Timecoding is what you do when you're working with videos that have the time burned on the video. We're not going to actually do timecoding in this course, but it's very similar to timestamping. The main difference is that a video often doesn't start the time at 00:00:00. So, you have to offset the time. You simply right-click on the file, select Dictation Information, and then, in the Time offset bar, put in the beginning time of the video. This will make it so that your timestamps match the time on the video.

When you're timecoding with Express Scribe, you may find that your time may be slightly off. This is because videos have frame rates that you can't be as precise with in Express Scribe.

For the most part, this isn't a big deal, but if you're doing heavy video timecoding, you may want to look at another audio player, such as Start-Stop, which lets you select the bitrate to match the video. Well, now you know how to timestamp, which will come in handy for the next practice audio.



# 23

## How to Track Speakers

Most audio files only have one or two speakers. However, there are some files, like group interviews, panels, or focus groups, where you'll have to assign speaker tags and identify more than two speakers. That's why learning how to track speakers is vital to transcriptionists.

Tracking speakers isn't easy. It's one of the most difficult tasks for transcriptionists. But if you can track speakers well, you have the opportunity to earn more money. Files with multiple speakers pay more than single-speaker or two-speaker files. The key to tracking speakers is being able to recognize different voices. Usually, when you receive a file, your company will tell you how many speakers there are in the audio. Sometimes you're lucky and speakers will identify themselves in the beginning so that you can place a voice with a name right away. Other times, you'll have to figure it out as you go.

The most helpful tool to help you track speakers is the Bookmarks tool in Express Scribe. How I use it, is that I bookmark a point in the audio and attach a name to it. Let's go over an example transcript. I'm going to work on the practice audio file for this section called Marketing Panel Discussion. This is a recording of a discussion panel with the moderator and then five other speakers.

There's two versions of this file. One is long and will give you lots of practice transcribing. The other is a shortened version, which has the beginning, where the panel introduces themselves, and then the Q&A at the end.

Although this file has lots of speakers, the speakers introduced themselves at the beginning, which makes it a bit easier. We will label the speakers as Moderator, the person running the discussion, and then use the first name of each speaker. Since the speakers use their full names, as well as company titles, you can research the names' spelling as well as the company's spellings. I'll go ahead and start the audio and type out the first few tags. At this point, I'm not going to add any bookmarks. I'll go back and do that next.

**Moderator: So, if we could, we'll just have Brian start off here.**

Brian: Brian Phillips, Executive Creative Director and Co-Founder of the Basement.

Jeb: Jeb Banner, CEO of SmallBox and Founder, and, as of today, Chair of The Speak Easy.

**Gail: Hi, I'm Gail McDaniel. I am Global Marketing Manager for the Aortic Business Unit at Cook Medical.**

Now that the first few speakers are labeled, I'll start the audio over again and put in a bookmark for each speaker besides the moderator. I'm not bookmarking the moderator for this file because I can easily tell who the moderator is by their questions. In other files, you may want to label the moderator as well.

**Moderator: So, if we could, we'll just have Brian start off here**

Brian: Brian Phillips, Executive Creative Director and Co-Founder of the Basement.

As Brian introduces himself, I'm going to go up to the Bookmarks menu and select Set Bookmark. For the description, I'll put Brian. This puts a bookmark in the audio right where Brian's speaking, along with his name. That way, I can come back to it later. I'll go through and add bookmarks for Jeb and Gail.

Jeb: Jeb Banner, CEO of SmallBox and Founder, and, as of today, Chair of The Speak Easy.

Gail: Hi, I'm Gail McDaniel. I am...

For most of my files, I add the bookmarks at the same time I'm transcribing, instead of going back and adding bookmarks. But I thought it would be easier to show you how to label speakers and add bookmarks this way. Gail takes a while introducing herself, and so I'll fill in her introduction. The next speaker, George, comes in at the two-minute mark, so I'll type out his introduction and add a bookmark for him.

George: I'm just George Evans, Founder, Principal, and Creative Director at Brandwidth.

Finally, I'll add a label and bookmark to the last speaker, Doug.

Doug: Doug Karr. I think some of you guys know me. I run the Marketing Tech Blog and have an agency, DK New Media. We do search and social media marketing for our clients. And then, we just launched an email marketing company called CircuPress.

Now, I have all of my speakers labeled. In this video, I won't check the spellings of names or companies. But if this was a regular file, I would do that at the same time they were introducing themselves. Gail's voice will be the easiest to track since she's the only female, and so her voice is very distinct. It will take more effort to track the other speakers' voices, although some are more unique than others. Let's go ahead and listen to all of their voices, so we can see how they're different.

Recording: Jeb Banner, CEO of SmallBox and Founder and President... Global Marketing Manager for the Aortic... Founder, Principal, and Creative Director at Bandwidth. I run the Marketing Tech Blog and have an agency, DK New Media. We do search and social...

I'll go ahead and paste in some notes I wrote earlier about their voices. After the speakers introduce themselves, the moderator asks a long question. I'm going to jump down further in the file, at 00:03:36, when the first speaker who is not the moderator starts. So, what I'm going to do is listen to this voice and bookmark this section, as well. Express Scribe won't save your current place when you check bookmarks. So, I usually save a bookmark of my current place and then rename it when I've figured out who the speaker is. Another option is to copy your audio file and to use one file to transcribe the audio and the other file to put in your bookmarks since Express Scribe will keep your place for both files.

**Recording: Most of the companies that come to us, they know they're broken. So, they know that they have...**

As I'm listening, I realize that it's not too low. It's more of a medium tone, so I'll save my current place and go back through my bookmarks and find the one that matches.

Recording: Jeb Banner. CEO of SmallBox, Founder, Principal, and Creative I run the Marketing Tech blog. So, they know that they have a website and they have a web presence, but it's not bringing in...

Now that I've listened to all the files, the one that it sounded most similar to was Doug. And so, I'm going to say that that's a match and label the speaker as Doug. If I'm not sure of a speaker, I'll put a question mark next to their name in the bookmark at the current section. So, if I wasn't 100% sure this was Doug, I would put a question mark next to the voice and hope that, later in the file, I would be able to match this voice to Doug's voice further on.

I can also put brackets around the speaker's name to indicate that my guess is that it's this speaker, but I'm not positive. It's similar to how you put brackets around words that you're unsure of. Sometimes, the context of what is being said, such as a company name or other speakers referencing the previous speaker by name, will give me clues to who a speaker is. When speakers talk for only a few words, it can be hard to identify them. That's when I'm more likely to guess and put their name in brackets. Sometimes, I'll even just label it as 'male' with brackets, if I don't have a guess. As I work my way through the audio, I do my best to figure out the speakers on the first pass. When I proof the file to audio, I get one more chance to label the speakers correctly.

**Let's do another speaker. After Doug talks, another male talks. So again, I save my spot in this file and listen to all of the voices.**

**Recording: My guess is you're going to get a lot of alignment from all... [Inaudible] My guess is, you're going to get a lot of alignment...**

This voice matches George. So, I'll label this speaker as George and rename the bookmark to George too. That way, I have a longer sample of audio to compare George's voice against later in the file. I'm going to fill in more of this file. As I work through this file, I label and check speakers' voices as needed, until I am more familiar with the voices. You can see that, as I work through the file, my list of bookmarks grows.

One thing to talk about is crosstalk. Handling crosstalk when there's multiple speakers can be messy. On page 17, you can see an example of some crosstalk that comes up between Gail and Doug. I just use dashes to show that Doug was interrupted and then continued his remarks after Gail. And, on page 18, you can see that there were some remarks that were inaudible due to crosstalk.

Tracking speakers is a skill that is developed with practice. If you can master it, you can make more money taking on harder transcripts. The key is to notice specific characteristics about voices and bookmark them in Express Scribe so that you can refer to them as you transcribe.



You've made it through the course. Congratulations. Through this course, you've learned how to work with audio in Express Scribe; techniques for transcribing a file; how to improve your spelling and grammar; text expanders and keyboard shortcuts to help you be more productive; how to clean up bad audio; timestamping and tracking speakers. You've also had a chance to practice transcription with real audio files. But the real learning comes with practice and continuing to type file after file.

To continue to improve your transcription skills, pick one area that you're the weakest in, and work on that. If you feel that your grammar skills need help, then review the grammar section and the recommended resources for working on your grammar. If you want to get faster typing, then go to other third party sites and practice typing.

If you want to find more practice files, look online for podcasts, news sites, interviews, and more that have both an audio file that you can download and the transcript to check your work against. Choose reputable sites that have quality transcripts without typos.

Another thing that you can do is to invest in becoming more productive. Along with practicing the basic skills, continue to look for ways to transcribe faster and be more productive without sacrificing quality. As you grow in speed, your earnings will increase. So, spend the time needed to add text expanders, memorize keyboard shortcuts, and set up workflows. As you progress, you may find it worthwhile to invest in tools such as paid text expander programs or audio players. If you spend \$50 on a tool, but you can increase your turnaround time for each file, then the tool will pay for itself in the long run.

The final thing is to enjoy the journey. One of our favorite things about being a transcriptionist is the challenge of typing and editing the audio as it was spoken, and then turning in a quality transcript. We've also learned lots of interesting things through the years, from topics such as Internet marketing to how to take care of a cat with diabetes.

So, thanks for joining us for this course, and we hope that you continue to enjoy the journey as you transcribe and improve your transcription skills.

# FIVERR SECRETS

THE KEY STEPS TO GROWING A SUCCESSFUL FIVERR PROFILE





# 01: Introduction

How to get started with making money on Fiverr

We want to thank you and congratulate you for downloading the book, "Fiverr for Beginners: How to Make Money Online with Fiverr By Selling Successful Fiverr Gigs".

This is the first step that will lead you towards increasing your income and creating a successful business.

Have you ever thought of getting out of the rat race? Leaving that dead-end job and starting your own business, so you don't have to take shit from nobody? In this book, I will do exactly that and teach you how to start your own Fiverr business that will allow you to do just that.

Fiverr is such a powerful tool because you get access to a wide variety of people in a market that you can sell products or services to. Many sellers don't know the intricacies of using the Fiverr system to generate consistent profits because they don't have that expertise. This book will teach you the proven steps and strategies that have helped many create a profitable Fiverr business and leave their jobs to be their own boss.

Thanks again for downloading this book, I hope you can apply the steps and strategies of this book to help you create a successful business that can support you and allow you to live life on your own terms.



## 02: What is Fiverr?

Fiverr is a top marketplace which offers services at the starting cost of just \$5. The name Fiverr has been derived from an American Slang where, “Fiverr” actually means a five dollar bill. Many people purchase and sell products and services through Fiverr every day.

The services offered range from advertisement, social networking and business promotion to translations, graphic designing and funny videos. These are just a few services which are offered from the wide list of offerings.

These offered services are also known as “GIGS” on Fiverr. You can easily search almost for anything which you were looking for. People across the world frequently visit Fiverr to offer their knowledge & services.

Fiverr has lots of users; however, you don't need to worry about your data as it's totally secured and private. Fiverr is globally used by freelancers who offer different services to the clients. Over three million services are offered on Fiverr & it's on the rise approximately by four thousand services per day.

Fiverr charges 20% from successful transactions and if the transaction is not successful Fiverr doesn't take anything. Comparing with any of the other freelancing websites, you can easily get your job done on Fiverr and that too with quality.

Nowadays, a lot of individuals are making their living through Fiverr.



## 03: Getting Started with Fiverr

Fiverr is a successful open market for all sellers & buyers to get their job done only for \$5.00. A lot of individuals don't really consider Fiverr as a serious source through which they would be able to make huge amount of money, since their mind frame is that each gig will only get them \$5 & it won't make a significant impact on their income.

Though it's not a huge amount of money; however, if you are manage to get approximately 300 orders on monthly basis then you would earn approximately \$1200 (300\*4) in a month.

With just four to five hours of work each day, a lot of top rated sellers on Fiverr are actually making more than \$3000 per month. You just need to work smart and need to be familiar with some of the techniques that would help you in achieving the desired target.

### **How does this site work?**

You can sign-up for free and become a service provider on this platform. You can become a service provider for a service you specialize in. For monetary transactions, you would be required to link your Fiverr account with your account on PayPal.

Your buyers would pre-pay \$5.00 to Fiverr, before you have actually started the work. Fiverr would transfer this to your account post completion of your work and receiving a confirmation from your buyer about the same.

So, the chances of you getting cheated are very minimal. The commission charged by Fiverr for this service is 20% of your revenue. So, on every \$5.00 job, they get \$1.00 and you get \$4.00.

## **How to set-up a Fiverr account:**

Step by step instructions on setting up a Fiverr account:

**1. Visit <https://www.fiverr.com/>**

**2. Click on “Join” link on right hand top corner. You would be served with three options:**

- a. Create a new account using your email address
- b. Connect using Facebook login credentials
- c. Connect using Google login credentials

**3. Click on the option you wish to select and follow the instructions thereafter accordingly.**

a. Once you have accepted the terms and conditions (if you logged in using FB or Google page) it would bring you back to a screen, where it would confirm your username and email ID.

b. Post validating both the credentials you may click on “Join” tab.

You are ready to start using your account at Fiverr.

This platform is an outstanding place to authenticate your services, products, and ideas. You can get a rapid response on your offers and even instant feedback. This would also help you work on your sales skills as well.

If your Gigs are prepared and set well, you can have a high and consistent earning potential. Few pointers you need to remember are:

- Do not forget to be in constant touch with the buyers.
- Keep them happy,
- Answer all the questions that they may have
- Inspire them to leave “thumbs up” as your feedback and promote the same within their group.



# 04 : A Profitable Fiverr Business Model

Does making profits on Fiverr sounds like a outrageous idea to you? **Think again...**

As we discussed earlier, 'The name Fiverr has been derived from an American Slang where, "Fiverr" actually means a five dollar bill.' So this is a market to sell and buy products in just 5 dollars.

This is still not considered as a serious business by many people. According to them you cannot go anywhere with a small amount like \$5.00. However in reality, there are a lot of sellers who earn in the range of \$2500 - \$3000 per month by just investing few hours every day.

As you are selling your service, you need to be very creative with your ideas to earn money. For example, a top seller is offering his or her services to design your Facebook timelines, leaflets etc. for just \$5.00. This seller sold more than 800 gigs in a period of one year.

For someone who is great in graphic design, it would just take one or two hours to complete the task. You already have all the designs and templates ready, just a bit of modification is required as per the requirement of the buyer.

This example can give you a fair idea of how simple it is to make money on this platform.

## **What market is attracted to Fiverr?**

People who are looking for the services at a low cost are attracted to this platform. Owners of small businesses are the main customers. They are looking for high quality work for an affordable cost.

A word of caution for buyers, SEO (search engine optimization) services should not be bought from this platform. As success or failure of these services would impact your business directly.

## **What gigs should be purchased on Fiverr?**

Gigs like, introduction videos, graphic designing, product boxes, cover designs, eBooks etc. can be purchased from this platform. As a buyer, you should ensure that you always purchase from a top rated seller.

Sellers on Fiverr are primarily hardworking people who are looking to earn extra money. In case you someone cheats you on this platform, you may contact Fiverr support team and they would take care of it from there.

In serious situations, your money would be refunded by Fiverr and the scammers would be thrown out.

## **How to earn money on this platform?**

You can earn money on this platform by offering the high quality services that targets a certain niche. You just need to remember here that any business requires time and a good amount of hard work, before it starts earning money. This holds true here as well.

## **Turning this platform into a serious business**

If you consider Fiverr as a serious business, then these small deposits of 5 dollar can convert your PayPal account to \$500 to \$1000 every month. But, how do you actually make money from these 5 dollar gigs?

a. Offer the services which do not take a lot of time to get completed

b. In case you offer services for fixing bugs for software or writing articles, which have high time requirements. Therefore, it wouldn't be the best investment if you did these kind of gigs.

c. Earning on this platform is a simple mathematics calculation. To earn \$800.00 every month, you need to make \$15.00 every hour, which means 3 gigs in an hour, or every gig should only consume 20 minutes or less.

- Working hours per day: 4
- Planned Earning per hour: \$15.00
- Earning in a day:  $4 \times \$15.00 = \$60.00$ 
  - o Getting 12 gigs (4 hours x 3 gigs per hour) every day is bit difficult, so let's take an average earning of \$40.00 per day.
- Working days in month: 25
- Basis average of \$40.00, your earning for the month:  $\$40.00 \times 25 = \$1000.00$

- Fiverr's commission @20% (20% of \$1000)  
=\$200.00
- Your final earning: \$1000.00 - \$200.00 =\$800.00

We have done this rough calculation with the assumption that your gigs are only for \$5.00. However depending on the cost of your gigs (\$20.00 or \$ 50.00) this calculation can increase as well.

d. There are only a few services which are easy and help you earn easy money, creation of timeline covers for a Facebook account, logo creation, small video (30-35 seconds) video recording, tweeting the followers, and this is not an exhaustive list.

e. The idea of earning money on Fiverr really boils down to your creativity. Opt for a less time consuming service. Make sure that this is something people would love to buy over and over again.

f. Always think from the prospective of a buyer before deciding for a service.

All these pointers are good for reading, but how do you persuade people to purchase my gigs?

## **How to drive traffic to your Fiverr gigs? How to do marketing for your Fiverr gigs?**

1. Keywords of your gigs play a very important role. Put yourself in shoes of a buyer and think about the keywords they would use to search for the services you are offering.

2. Make sure to include appropriate keywords in your gig's title

3. Keywords should be included in your gig's description

4. Appropriate tagging should be done

5. Including a video describing the gig

6. Eye-catching images that attract many visitors

7. Your gig should be publicized on appropriate forums threads.

8. You should share your gig on Twitter, Facebook etc.

9. Descriptions should be concise and clear, preferably in bullet format.

10. Try to include testimonials for the successfully completed gigs.

11. Build a free blog that can serve as a home page for the keyword on the services you are offering. You can also create a YouTube channel which can help you promote your services. Gigs can also be promoted by guest blogging, blog commenting etc.

12. Basic SEO (search engine optimization) for your homepage can route traffic straight from Google for your services.

These are a few important pointers one should keep in mind before creating a Fiverr business. I can't emphasize enough how this platform is such a great place to start earning an extra income.

Search for a special talent that you possess and prepare a gig on it. This would be beneficial for the buyers of your services and extra income for you.



# 05 : How to Build a Top Selling Fiverr Gig

**We have gathered a few pointers to create a top selling Fiverr Gig. Let's start with the basics.**

## **How to Create a Gig?**

1. On the top bar, click "Sales" tab
2. Now click on the "Create Gig" tab on the right side of the page

## **Few important pointers to remember:**

- **A Captivating Title**

Explaining everything in the title would make it look too cluttered and may even cluster up the words in the link. So, the best option would be to keep the title, straight, direct and crisp. When you are doubtful in your selection of words, you may search for help from Google Keyword Planner. This would help you with the most searched keywords in google.

- **Choosing correct categories**

Your gig should be placed in a correct category and sub-category. A gig that is related to shoes won't make any sense in the kitchen category. Also, make different gigs for different categories.

## • **Displaying images**

All the images of your gigs are uploaded in the gig gallery. Always consider following pointers while uploading the images in this gallery:

- Format should always be .jpeg
- Size should not be greater than 2MB
- Size in pixels should be 682 (width) x459(height)
- You should have the copyright of the image you are uploading.

This should not be picked from some other platform or any place where you do not have the authority or copyright.

## • **Description**

The description you provide should include all the possible information that is useful for the buyer.

You can use bullet points to better explain your services. This would also ensure that you haven't repeated anything in the description. The most important point to remember would be that the description should be limited to approximately 200 words or 1,200 characters only.

You also have room for creativity while you are formatting the description. So you can choose your own font size, font weight etc. You may even opt for text highlighter option to boost the description.

- **Tags and Keywords**

You can use up to five tags in combination of multiple keyword.

- **Your Video**

The pointers you should remember while creating a video are:

- Size should be less than 50 MB
- Video should be of a high quality or HD quality
- Length of the video should be in the range of 15 (not less) to 60 (not more) seconds only.
- Should have a background soundtrack, for which you have the copyright. This can be a music or a voiceover.
- Should have the statement, “Exclusive on Fiverr” either in text format or heard clearly.
- You should have the copyright of all the images or footages or music you use in the video.

**Please remember, all the videos are reviewed  
by the Fiverr team, before  
being made public**

- **Feedback**

Normally people do not leave feedback for the seller unless they are prompted to do so. You may add a postscript in the delivery templates. Here, you can request the buyers to rate your gig as “thumbs up” if the gig was valuable. Trend says approximately 80% rated thumbs up, where as remaining 20% didn't rated at all.

- **Money-Back Guarantee for Buyers**

You can include a money-back guarantee on your gigs. If a buyer gives you a “thumbs down” you may offer to cancel his order. As soon as the cancellation offer is accepted, the refund would be initiated and the negative ratings from that buyer would disappear.

But, you have to be very careful that the cancellation statistics are not visible publicly. High amounts of cancellations may turn out to be high risk transaction or a red flag for your prospective sellers and buyers.

- **Finding your First Buyer**

It is always the most difficult to find your first buyer. The primary reason for this is that you do not have any feedback or any portfolio to support you, and no one wants to risk their hard earned money with such a seller. You may request your family or friends to purchase some of your gigs. This would help you in building your portfolio and also acquire some social proof.



# 06 : Time-Tested Fiverr Gigs

With every passing day, there is more and more competition on Fiverr. Top sellers dominate this platform and make it difficult for new entrants to earn money.

To make it simple for you, we have tried to collate several hot selling gigs for you. These gigs will help you earn some extra money if you are planning to enter the Fiverr business.

# **#1. Designing: Logos, Banners, Cartoons and Social Media**

- **Graphic or Logo designing:**

This is one of the simplest and best services to be offered on this platform. It is very quick and straightforward for someone to create a graphic if he is talented in graphic designing, photoshop etc. People can create more than 50 logos in approximately 4 hours, which is around \$200 in profits.

- **Banner ads:**

You can find banners of much better quality at fiverr compared to large design companies who charge you more than \$30.00 for same service. People find the designers on this platform and create a long term relationship with them. If you mix this with log designing, than you have the potential to offer two of the best gigs to the buyers.

- **Cartoons:**

If you have the ability to create cartoons of people, than you have the opportunity to access a large market. Although this is not as profitable as banner ad or logo design, but the sales are usually quite high here.

- **Social media:**

People often buy graphic designs for their Facebook, YouTube and Twitter pages like their Facebook fan page timeline cover photos. I even have a friend that purchased one for his Facebook fan page!

## **#2. Video formation – Controlling – Intro/Outro – Infographic Videos – humorous Videos**

If you have nice video controlling and editing software and can integrate effects into video, then you will be able to accomplish all of the above.

**In Intro/outro** creation, once you get the after effects, you may look at some tutorials on YouTube and make some basic intro designs and sell them to people for \$5.00. Once you have produced a video project it will take you one minute to add in the person's text, after that you just have to assemble the video and you will be good to go.

**Infographic videos:** They are currently in high demand and are simple to create. There are plenty of WSO software that let you to create infographic videos with a significantly lower amount of time. You simply have to apply text and click on compile.

**Humorous videos.** Hot girls or strange men only! If you choose into either of these categories then you will be able to create hilarious and funny videos where you hold a sign for \$5.00 or do something crazy for \$5.00. You can hum happy birthday to somebody or you may even give them a sexy dance. Get Creative!

**Controlling and Editing.** The biggest pain on a daily basis for a YouTuber is editing. Editing is simply one of the fastest ways to profit using Fiverr. Provided that you've got speedy internet and superior editing software, you can have a consistent amount of buyers.

### **#3. Voice Acting**

With a high quality microphone and a radio voice, you can create a voice acting gig. Using a high quality microphone and a pop filter allows you to deliver studio quality sound to your Fiverr service.

One of the most simple ways to earn money on Fiverr is probably through Voice acting. This is mainly because it's so straightforward to control and provided that you have got a high quality microphone, you will be able to do wonderful things in a short period of time.

### **#4. Writing – Articles**

If you can write 10,000 words per day then creating a Fiverr writing gig will be allow for consistent profits.

Articles. People are always looking to purchase 50 + gigs from someone who is good at writing and has a quick reply time.

There is a lot of money to be made in the article writing industry. You'll need twenty consistent and reliable clients to be able to earn a full wage from writing articles.

**Sales copy.** If you are actually an excellent copywriter and you are not interested in writing 10,000 to 20,000 thousand words per day then you can look into writing sales copy. This will include the things like sales videos, text on ads, sales pages and landing page text.

## **#5. Quality check – Article Editing**

Quality check/Proofreading of the articles is also another a solid gig to do on Fiverr. There are not many users on Fiverr who offer great proofreading services for articles, eBooks and sales copy.

Numerous gigs uses automated software to just confirm for spelling errors.

The reason why people need proofreading is not only for spelling, it's for the content flow and the grammar, so by using automated software there will be no value provided to the buyer.

This makes space in the market for people who enjoy proofreading and editing content. You can charge around \$5.00 for \$500.00 – 1000 words and maybe add \$5.00 for every 1,000 words thereafter.

## **#6. WordPress Problem Solving**

If you can solve problems and errors with WordPress; then Fiverr is the right place to sell your service. WordPress problem solving gigs are constantly earning money. They sell loads of gigs and the jobs usually take a short period of time to complete depending on your prowess with wordpress.

## **#7. Business suggestion – Marketing suggestion**

Giving people guidance and suggestions on business, advertising and marketing is another good gig to do on Fiverr.

People are always happy to see what \$5.00 can get for the advice on their business. Most people who give services like this have some pre designed templates that they just use over and over again.

## **#8. False Likes, supporters, Favourites & Shares**

False social presence is a multi-million dollar industry that has been in the trend do to the boom in social media marketing. If you can get your hands on the correct software that creates and verifies Twitter and Facebook accounts, you can easily earn lots of money using Fiverr.

There are many programmes that create fake Twitter accounts that will follow anyone you tell them too. It can create thousands of Twitter accounts in a few minutes and you can tell them all to follow, like and share or retweet. This makes it easy to provide a service like this.

## **#9. ShoutOuts On Social Media**

If you have a big Twitter, Facebook, Instagram or Tumblr following, you can offer shout outs to your buyers. It only takes a matter of seconds to tweet a message to your audience and as far as your audience are real people, buyers will keep coming back for more.

## **#10. Marketing – Banner Ads – leaflets --Links.**

You can also earn money by promoting people's business, websites social profiles and blogs using flyers, leaflets, banner ads and links.

A man with short dark hair and glasses, wearing a blue denim shirt, is sitting at a wooden table outdoors. He is looking at a laptop on the table and drinking from a white mug. The background is a blurred green park with trees. The text "07: How to Promote your Gigs to Beat out the Competition" is overlaid in large white font.

# 07: How to Promote your Gigs to Beat out the Competition

Once everything is setup and your Fiverr gig is live, you just need to apply the secret sauce to keep up the gig ranking and sales flowing in.

Below are few tips as how you can apply the secret sauce to your Fiverr gig:

## **Step 1 – Create a Dummy Account**

You need to buy your gig twice. Then give your gig a good positive review (There will only be a loss of \$2.00 if you do this).

## **Step 2 – Forged Visitors**

Now, you just need to send no less than two hundred and fifty fake hits/visitors to your Fiverr gig. This will increase your gigs impressions and make it more noticeable to cash at hand buyers.

If you are not aware of how to get fake visitors, you can just purchase them from Fiverr, however do not go overboard with them.

## **Step 3 – Precise Tags**

Make sure you use correct and precise tags for your gigs and also take account of the keywords you want to rank for in the heading title and description.

You can use tags like-

1. 3D animation
2. Whiteboard
3. Video animation
4. Whiteboard animation



# 08: Secrets of Highly Successful Top Rated Fiverr Sellers

Here are the top five Secrets to Becoming a Fiverr Top Rated Seller:

## **Secret #1.**

You should not be rude to sellers who might have overlooked your instructions.

This one can be a bit annoying, when sellers ignored your instructions. Just don't get annoyed, depressed, angry or rude. This is **NOT** acceptable under any circumstances.

Be humble, kind and courteous and remind the customer about their order and if they have missed anything in their order.

## **Secret #2.**

Receiving GREAT feedback and comments from buyers. Give incentives and offers to your buyers to give you good feedback when you send your work. You may offer them a 30-day round trip FREE to tweak their graphics, website or give them good marketing advice while you delivering your work. This will generate GREAT results and feedback.

Even if you don't receive any nice comment or feedback, you can still click the positive feedback button and say positive things like "Wow, thanks for the work.

I appreciate the gig. Happy to work for you again."

Remember that new Buyers will be examining your work, and if they see row after row of Orders Completed, you will attract the buyer much more because there is already a proven track record.

### **Secret #3.**

#### **Handling Negative Feedback**

Do not get pessimistic and post a negative remark on the job with a thumbs down aimed at your Buyer.

Converse with the Buyer and politely suggest you jointly cancel the job and refund with a promise that the Buyer removes the negative remark. Be practical and ask them if you have misunderstood the task and you'd be happy to do it over again. Once again, settle down the removal of the bad mark by swapping with the more refined work you deliver them.

## **Secret #4.**

### **Keep in mind that Buyers Judge a Book by its Cover**

Attractive shiny things get clicks. The dull and dreary looking Gigs will simply get overlooked. If your gig looks plain, then don't expect a lot of Buyers knocking on your door.

Understand that if your graphics skills are not so hot, then you need to find a Fiverr freelancer that has killer graphics.

## **Secret #5.**

### **Ask for the help of Fiverr Editors**

Ask for a boost in visibility, so when people are searching for Writers, your gig would show up a little higher on the first page. That tiny boost in your gig visibility is the difference between a bestselling gig and a not-so-bestselling one.



# 09: Follow these Steps to Get Started

Here are some great steps that you can do to start on your Fiverr success journey right away!

## **Step - I: Connect to Fiverr.com**

Even though getting registered on any site that requires a sign up a minute or two, it is highly suggested that you spend at least 10 minutes on registration to create your profile, for it actually helps with the buyers recognizing who you are and establishing a relationship.

Choose an effective name and add a striking profile image. The third task is to add a description - who you are, how you can help others and why your services are different from others. Once you are done, you are ready to move forward...

## **Step - II: Establish Some Gigs**

After launching three to five gigs on Fiverr, now it's a time to uphold what you have been offering. Once more, another secret trick is to make use of tags when you post your new gigs.

## **Step - III: Reply To Requests**

Aim to reply as many requests as possible without spamming, or you may get banned. You can even copy-paste your offers making some simple customization or you can forward them to your gig urls.

## **Step - IV: Make Reputation**

It is true that you can make money on Fiverr simply, but the negative ratings surely affect your earning potential. Maintain a clean reputation and in case something bad happens, give appropriate explanations. You are given chance to reply the negative rating by buyers and make it clear to the other buyers why it happened.

## **Step - V: Leverage other platforms**

To be sincere, you can sell most of the stuff you buy on Fiverr.com for at least 2 to 3 times higher prices on other platforms. Find other platforms like oDesk or glance to get more leads and more buyers.

## **Step - VI: Have several accounts**

This can really be helpful if you want to focus on some special services through one account and something else using the other. This could also be helpful if you have some issues with one of your account or have negative ratings.

## **Conclusion**

**Are you ready to turn a profit on Fiverr and take your life to the next level?**

If you got this far in the book, which not many of you will, I congratulate you because you are the 10% that this book will truly make an impact on. I want you to take these strategies that you learnt in this book and apply them immediately.

If you don't apply the strategies mentioned and you just forget about it the next day, this will just be another book that you have collected in your library of books and that would be a shame. Everyone has 24 hours, use the next 24 hours to build your successful Fiverr business.

I know this book will help you turn a profit with Fiverr and allow you to see the amount of potential this platform has.

**Thank you and I wish you Success on your path to Freedom**

# HOW TO BUILD

A PROFITABLE FREELANCE TRANSCRIPTION BUSINESS



# 5 TOP WEBSITES

FOR EARNING A FULL-TIME INCOME  
AS A TRANSCRIBER

## REV

Rev is a highly-rated freelancing platform offering work to professional and aspiring transcribers.

## FLEXJOBS

FlexJobs is one of the most reputable sites out there to find legitimate freelance and work from home jobs.

## SOLID GIGS

SolidGigs delivers freelance jobs directly to your inbox every week for completely free.

## GOTRANSCRIBE

GoTranscript is the ultimate transcription website for beginners. You don't need to be experienced or have a fast typing speed to succeed on GoTranscript

## TRANSCRIBERME

TranscribeMe is one of the most popular and highly-rated transcription platforms out there. What makes the platform stand out is that it pays relatively more than its contemporaries.

# Earning Money As A Freelance Transcriber

Congratulations on becoming a certified and knowledgeable transcriber. We hope that you found our training and guidance valuable.

Earning online is not easy, but only if you don't know what to do and where to find high-paying gigs online. But don't worry. In this guide, we will help you find the best transcription jobs online that can help you earn a significant amount.

It used to be a globally accepted fact that making money requires hard work and patience. Along with that, you have to learn a skill or get a formal education, become an experienced professional, and then work for eight hours a day.

But things have changed. Today, the internet has all kinds of ways that can help you avoid this cycle.

You can make money online at any time available to you with or without any particular skill set.

The options are endless, from small-scale investments to completing minor tasks and odd-jobs.

So, if you're looking for a side hustle idea that can help you make money from home, you can start today by signing up with our partner websites.

Here's our partner list of transcription platforms to help you build a successful and lucrative career as a transcriber.

## Our List Of Transcription Partners

Now that you are a qualified transcriber with extensive knowledge of this career path, you can begin building your freelance transcription business. A freelance transcription business is recession proof and the best part is, professional transcriptionists can make up to £40,000 per year, depending on the platforms they work for.

It's crucial to choose a good transcription website to ensure you get a good workflow and timely payouts. Please read the information below carefully and sign up for the transcription platforms which you feel would be the most suitable for your needs. A key tip here - it is always beneficial to sign up for multiple platforms and then decide which platforms you prefer working for. This also diversifies your risk and increases the number of income streams that you will benefit from.

## **FlexJobs**

FlexJobs is one of the most reputable sites out there to find legitimate freelance and work from home jobs. They feature freelance jobs in a variety of responsibilities including data entry, writing, finance, programming and so much more.

More importantly, FlexJobs is one of the ultimate places to be to get the highest volume of transcription jobs directly to your inbox.

If you are a beginner or experienced in transcription, FlexJobs can be the ultimate place for you to build a book of business and work on your own terms.

**Sign Up Here:** <https://www.flexjobs.com/>

## **SolidGigs**

SolidGigs is one of those sites that you likely haven't heard a ton about. But you probably should know it by now. SolidGigs delivers freelance jobs directly to your inbox every week for completely free.

Plus, you'll get access to a ton of resources and tools to help you succeed as a freelancer. By joining, you'll get new jobs directly to you so you don't have to worry about pitching for new business.

**Sign Up Here:** <https://solidgigs.com/>

## **GoTranscript**

GoTranscript is the ultimate transcription website for beginners. You don't need to be experienced or even have a fast typing speed to get jobs on GoTranscript. Moreover, they will pay you about £0.60 per video minute.

Furthermore, on GoTranscript, you can work from anywhere in the world and get transcription jobs from international clients as well. Also, you can set your own working hours, depending on your free time.

Besides that, GoTranscript offers secure payouts as well. The payments are processed weekly, every Friday, through PayPal and Payoneer.

All you have to do is sign up, complete a short quiz, and transcribe some test audios. If you're selected, you'll be notified by a representative within a week, and you can start working.

**Sign Up Here:** <https://gotranscript.com/transcription-jobs>

## **TranscribeMe**

If you've already begun searching for transcription websites, you must've come across TranscribeMe. It's one of the most popular and highly-rated transcription platforms out there. What makes the platform stand out is that it pays relatively more than its contemporaries. You can earn anywhere from £15 to £25 per audio hour of work. The website boasts that its top earners make about £2,500 every month.

Furthermore, TranscribeMe has a higher pay scale for legal and medical professionals. So if you're a student and need some extra cash, this site is for you.

TranscribeMe is free without any registration or membership fee. Also, you can decide on the hours you'll be available for work. You can transcribe in your free time and earn a good side income.

However, you'll have to take a short exam to prove your eligibility for the job. If you pass the exam, you start getting work. You'll get regular payouts through PayPal.

**Sign Up Here:** <https://www.transcribeme.com/>

## Rev

Rev is another highly-rated freelancing platform offering work to professional and aspiring transcribers. Besides that, people with any language skills, including translator, sub-titling, can find work on Rev.

On average, Rev users earn £225 to £300 every month, while their highest earners make about £2000 per month. All you have to do is sign up and start getting gigs, but before that, you'll have to take a short grammar test.

Don't worry, the test is not difficult, but it does test your abilities thoroughly.

The site will give you a confirmation about your request within 48 hours after you complete the exam. After selection, choose from jobs transcribing lectures, podcasts, media interviews.

You can work for as much time as you have at hand and generate a substantial passive income.

**Sign Up Here:** <https://www.rev.com/>

## CastingWords

CastingWords is the ultimate platform for beginners looking for the best transcription jobs.

While other companies provide limited opportunities to beginners and prefer experienced transcribers, CastingWords offers an equal platform for all.

When you sign up for the site, you'll need to give out some personal information like your email or Facebook account. The site will notify you if you're accepted, and you'll get access to a list of jobs available.

The website interface is clear and user-friendly. The lists are easy to go through as well.

All of the jobs have the time duration of the audio written alongside. This way, you can pick a job depending on the time you have to spare.

Furthermore, CastingWords has a ranking system for its users. The site will give you a score on your performance for every task you complete. High-rankers can get jobs with higher payouts. Usually, you can earn about £0.50 for every minute.

**Sign Up Here:** <https://castingwords.com/>

## QuickTate

QuickTate is a well-known transcription company that does business with consumer giants like Coca Cola, Wells Fargo, and Ford. Mainly, you'll find call transcription and auditing jobs on QuickTate.

While other platforms usually require transcribing lectures, videos, and interviews, Here, you'll have to transcribe voicemail, voice memos, phone calls, and speeches.

Another point that's different about QuickTate is that it gives out weekly payouts through PayPal. Meaning, more frequent payments for you. On average, the platform pays about £5 to £10 per audio hour, depending on the job you take up.

Although no prior experience is required to sign up and begin working with QuickTate, you'll still have to pass the transcription test. Once you pass the test and register on the site, you can access the job lists and start working at flexible hours.

**Sign Up Here:** <https://www.quicktate.com/>

## Tigerfish

Tigerfish is one of the pioneering names in transcription websites. They've been providing transcription jobs for over two decades. You can sign up with Tigerfish if you're 18 or above, and a US citizen.

Yes, Tigerfish only hires US citizens or legal US residents, and everyone who signs up has to go through strict scrutiny before they get selected.

As a beginner, you'll have to go through the platform's style guide carefully, so that you can learn how to render the language in that style.

After that, you'll have to download the sample audios provided on the site, transcribe them and send them to the platform's official email. If they like your work, they will notify you within a week.

Once you're a working member on Tigerfish, you will be assigned to transcribe files like interviews, police interrogations, documentaries, and films.

The site pays about \$8 to \$10 per hour. Also, it processes its payment transactions every fortnight through PayPal.

**Sign Up Here:** <https://tigerfish.com/>

## **Verbal Ink**

Verbal Ink offers one of the best transcription job platforms for beginners. It has a vast range of language-related jobs, including transcription, editing, copywriting, translation, and subtitling.

However, to qualify for Verbal Ink, you have to be a US citizen and pass their eligibility test. Verbal Ink's entry test is quite tough compared to other transcription platforms. This means you'll need to have a good command of language and excellent interpretation skills to get selected.

Nevertheless, if you're selected, you'll be assigned work immediately.

You can set the number of hours you can work in a day according to your convenience.

Verbal Ink pays more than other transcription platforms, so going through the test is worth it. But, you'll have to complete some other mandatory aspects such as having a foot pedal and handset to keep you focused while you're working.

They pay about \$8 to \$10 to beginners, and the prices get higher once you start gaining experience. Verbal Ink gives out all its payouts through PayPal.

**Sign Up Here:** <https://www.verbalink.io/>

## **SpeechPad**

SpeechPad is an audio transcription company previously known as Speechlink. The platform hires people from all around the world. Most of the work on Speechpad consists of insurance company interviews.

If you want to sign up on Speechpad, you should have a typing speed of 40 words per minute. We know what you're thinking; most beginners don't know their typing speeds.

You can easily calculate it by timing yourself. Forty words per minute are easy to achieve for a beginner. Once you sign up, the platform will test your typing and listening skills.

Beginners on SpeechPad earn about £0.25 per minute, while more seasoned transcribers can earn up to £1 per minute. The best part is, you can get quick payouts through PayPal every Friday and Tuesday.

Besides that, SpeechPad also has a bonus program for transcribers who want to increase their earnings. Transcribers who qualify get a bonus on their weekly payouts. This can help you earn over £20 per hour.

**Sign Up Here:** <https://www.speechpad.com/>

## **SpeakWrite**

SpeakWrite is a famous transcription company operating since 1997. The platform is available for people from the US and Canada. The company serves over 65000 clients from various sectors, including law enforcement, legal, government, and private clients.

At SpeakWrite, they have different selection criteria for different jobs. However, once you get selected, you can earn more than £300 per month.

Besides that, SpeakWrite has some basic requirements for beginners. Firstly, they should have some experience with Microsoft Word, along with operating advanced formatting features.

Secondly, their preferred writing speed is about 60 words per minute, with 90% accuracy. Thirdly, aspiring transcription workers on SpeakWrite should be fluent in English and have perfect grammar knowledge.

If you fall into the criteria and pass the scrutiny, you'll get approval. Even after you're approved, you'll have to complete some training jobs before you start getting paid.

You can set your hours according to your availability. You can also get a 10% bonus by working specific shifts, so keep an eye on that while you're browsing the site.

SpeakWrite pays its users directly by check and does not have facilities like PayPal payouts.

**Sign Up Here:** <https://speakwrite.com/>

## **GMR Transcription**

GMR Transcription offers excellent opportunities for freelancers. You can earn about £1000 to £3000 per month, depending on your skills, qualifications, and the difficulty of the audio file you're assigned.

Besides that, the site has a reward program for experienced transcriptionists. They can get more value for the time they give on the platform by working regularly.

They're a US-based company. But, they accept everyone who wants to work from all over the globe.

Moreover, they have a variety of transcription jobs available in English to the Spanish language. They provide transcription services for educational use, legal files, market research companies, and podcasts.

Signing up with GMR Transcription is easy. You'll have to start by submitting your resume. After that, you'll get an email about the entry test details. The test is mainly the job you'll be doing on the site, you'll have to transcribe an audio file.

If you're selected, they will contact you within one or two weeks. Also, you'll be on probation until you transcribe at least two video or audio hours accurately.

**Sign Up Here:** <https://www.gmrtranscription.com/>

Scribie is a highly-rated platform where you can land lots of audio and video transcription gigs.

## **Scribie**

Unfortunately, Scribie provides the lowest payouts as compared to other similar platforms. Nevertheless, it's an excellent site for beginners to start off their transcription career.

The reason for the low payouts is maybe because most of the files they give out for transcription are short and easy. Mainly, these audios are from phone calls, speeches, and interviews.

Furthermore, Scribie has a mandatory turnaround time of two hours for every file. You can earn about £5 to £50 per audio hour according to the difficulty level and how fast you submit your transcripts.

Moreover, Scribie jobs are very flexible. You can work from home whenever you're free and also choose the files you want to transcribe.

To get started, you'll need to sign up and pass a transcription test. If you qualify, you'll be assigned files for transcription.

Also, they only pay through PayPal, so you'll need to have a PayPal account to begin working on this platform.

**Sign Up Here:** <https://scribie.com/>

Concluding our guide of the best transcription jobs online, you've probably noticed that if you're looking for transcription work, there are a lot of options available.

But even though transcribing jobs are easy and usually require no experience, transcription still requires a little bit of knowledge, tips and skills. So, if you're asking yourself, can I do transcription work full-time?

Then yes, you totally can. More so, you can earn a high yearly salary as well. However - you will need to practice and perfect your transcription skills, search for transcription gigs/jobs and check each transcription platform daily for new work and opportunities.