



Using SpeakEasy To Upload Your Recorded Tapes

Hardware Needed

To upload your recorded audio tapes to SpeakEasy for transcription, you need only a male to male audio cable and the device you used to create your dictation. Such a cable can be inexpensively purchased from any electronics store, including RadioShack.

Setup

To set up your computer to play your recorded audio tapes into SpeakEasy for transcription, you only need to plug in the stereo audio cable you obtained for that purpose.

Locate the 'microphone' jack on your computer and plug the end of the cable into it. This can remain plugged into this jack even when you are not uploading recorded tapes – it will not interfere with the operation of your computer.

Then, when you are ready to upload tapes, you will plug the other end of that cable into your dictation device for the playback of the recorded material.

Playing Recorded Tapes

Once you have properly connected the cable for playing your recorded dictation tapes into the SpeakEasy software and you are ready to begin, first test for proper sound level on the recorded tape, by pressing the 'Record' button on SpeakEasy, then the 'Play' button on your dictation device. If you do not get a sound indication on the 'Voice Detection Meter', adjust the sound level on your tape recorder until a proper indication is received.

Then, when the sound level is satisfactory, rewind your recorded tape to the beginning of the material to be transcribed, click on the 'Record' button on the SpeakEasy software, then press the 'Play' button on your dictation device.

When your tape has completed playing, you simply click the 'Submit Job for Transcription' button and SpeakEasy will indicate when the upload is completed.