

FUNDED BY TRUST FOR LONDON

Transcribing with otter.ai

Brought to you by Datawise London
and Superhighways



Learn to turn conversations automatically into text, edit the results and share transcripts with others using Otter.ai





What we'll cover today

- ✓ Record
- ✓ Import audio and video recordings
- ✓ Edit text and speaker tags
- ✓ Export your audio and text files
- ✓ Share with others

**What would you
like to use Otter.ai
for?**

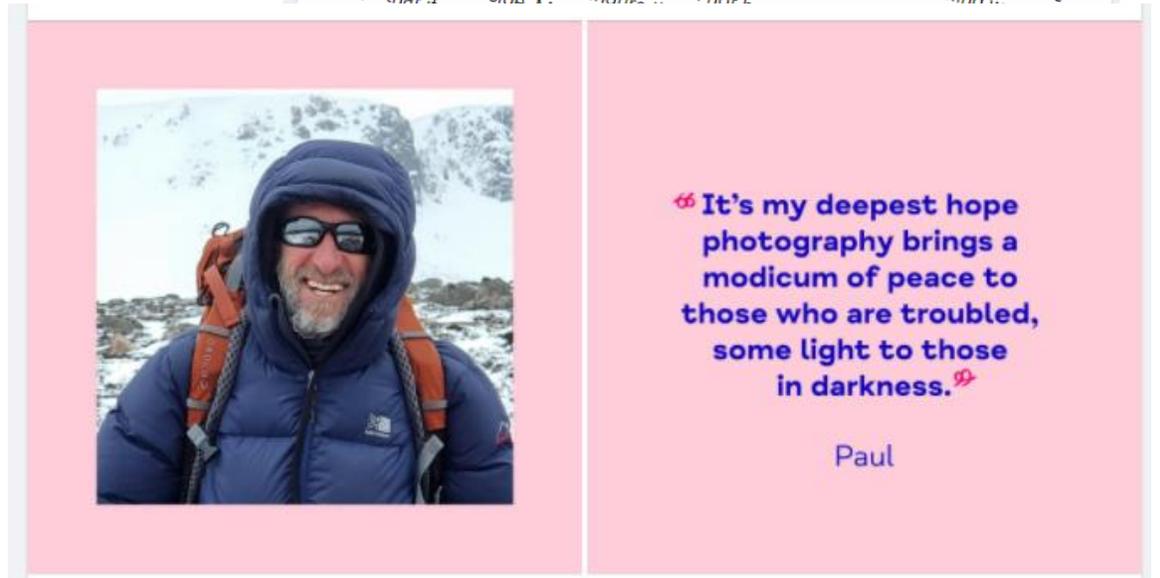
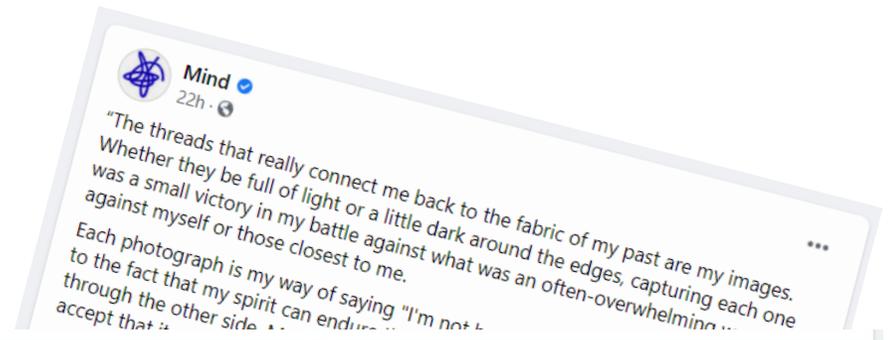
Answers in chat...



Insights or storytelling?



- ✓ Looking for themes, making changes & sharing findings



- ✓ Sharing a story to raise awareness or motivate action



How we use Otter



December 2020



Wed, 12/9 · 5:50 PM
Clare NLCF Roundtable
🕒 1:04:05

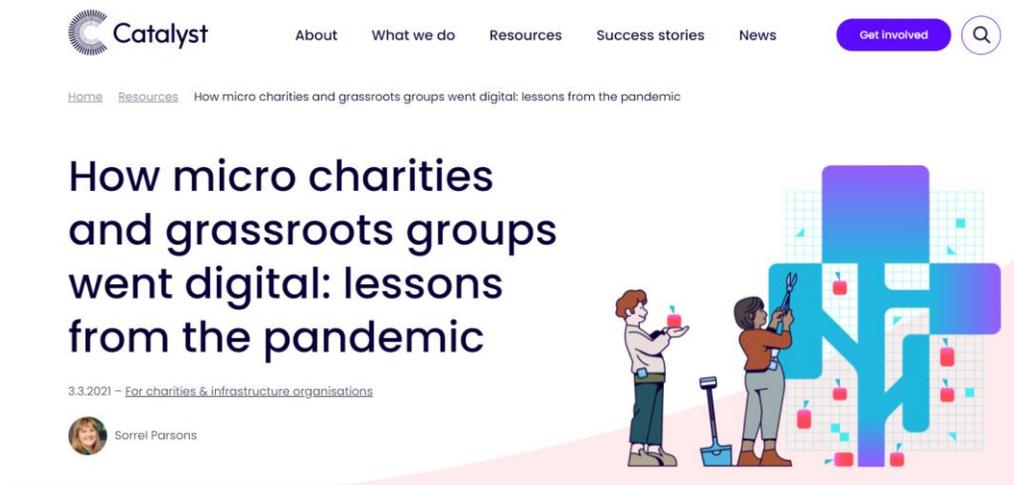
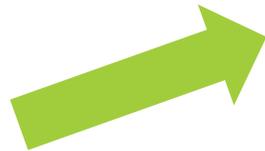


Fri, 12/4 · 5:13 PM
NLCF Philippa breakout
🕒 1:04:09



Thu, 12/3 · 4:13 PM
NLCF Sorrel breakout and why Superhighways
🕒 1:05:25

Themes, quantifying and sentiment analysis



✓ Consultation meeting with Director, Digital Third Sector Transformation at The Scottish Government



Otter.ai pricing

\$8.33 USD annual or \$16.99 month



Basic

- AI meeting assistant records and transcribes in real time
- Joins Zoom, MS Teams, and Google Meet to automatically write and share notes
- Automatically captures slides and generates meeting summaries
- 300 monthly transcription minutes; 30 minutes per conversation; Import and transcribe 3* audio or video files lifetime

Pro

- Everything in Basic +
- Team features: shared custom vocabulary; tag speakers; assign action items to teammates
 - Advanced search, export, and playback
 - 1200 monthly transcription minutes; 90 minutes per conversation
 - Import and transcribe 10* audio or video files per month

Business

- Everything in Pro +
- Admin features: usage analytics, prioritized support
 - Joins up to 3 concurrent virtual meetings to automatically write and share notes
 - 6000 monthly transcription minutes; 4 hours per conversation
 - Import and transcribe unlimited* audio or video files

✓ <https://otter.ai/pricing>

Sorry but we'll be using one of your free imports for training today!



Workaround?

Play it loud from one device to Otter to more easily pick up the sound.

Then it's a recording not an import!

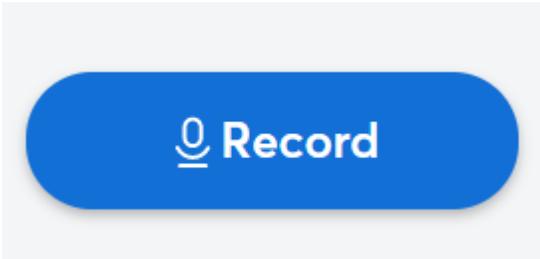




HOW TO



Record using
Otter



Note

Tue, 11/23 · 4:42 PM 0:08



1. Click on record
2. Otter will start recording a 'note'
3. Click stop recording when you are finished. You can pause at any time





My Conversations

Search conversation

November

-  **Note** straightaway, logged, transcript, bits, kate
Wed, 11/10 · 3:24 PM 0:32
-  **Note** phonic, ph, sally, data, spell, called, capture, audio
Thu, 11/4 · 10:31 AM 0:27

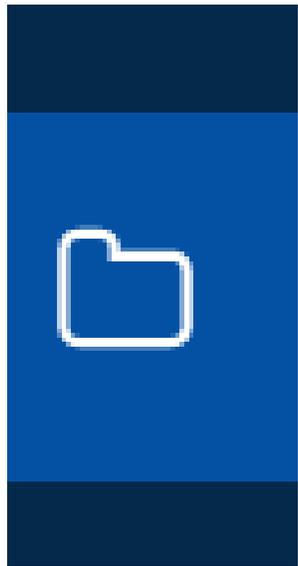
Start recording

Import audio/video

- ✓ It will take a moment to process
- ✓ You will find it in 'Conversations'



You can also organise with folders



Folders

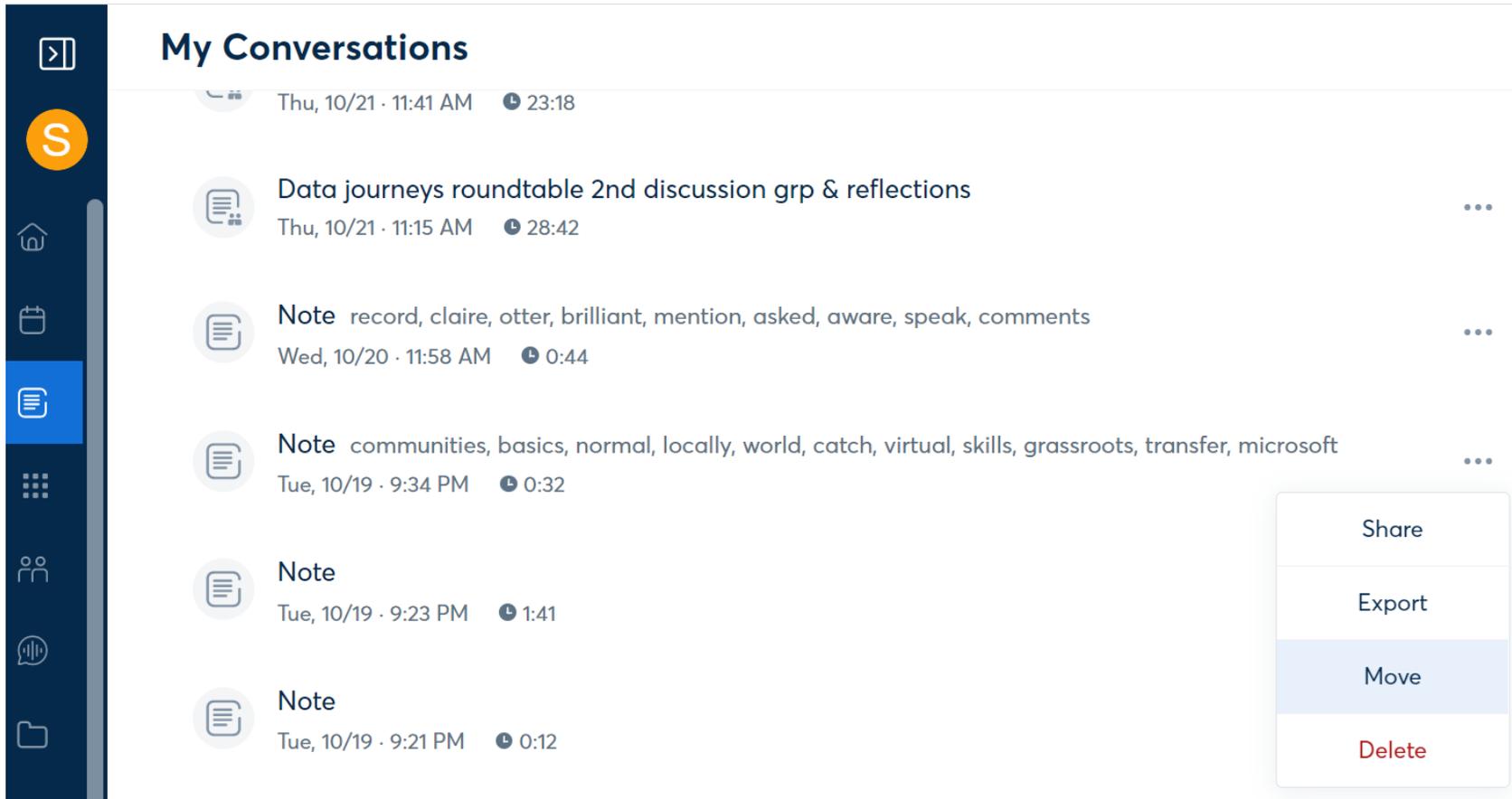
+ New Folder

 Training

1. Go to the folder icon in your dashboard
2. Click on 'New Folder'
3. Give your folder a name



Move conversations to folders



The screenshot shows the 'My Conversations' interface. On the left is a dark blue sidebar with navigation icons: a folder icon, a circular icon with 'S', a home icon, a calendar icon, a list icon (highlighted in blue), a grid icon, a person icon, a speech bubble icon, and a folder icon. The main area is titled 'My Conversations' and contains a list of conversations. The first conversation is a group chat from Thu, 10/21 at 11:41 AM, lasting 23:18. The second is 'Data journeys roundtable 2nd discussion grp & reflections' from Thu, 10/21 at 11:15 AM, lasting 28:42. The third is a 'Note' titled 'record, claire, otter, brilliant, mention, asked, aware, speak, comments' from Wed, 10/20 at 11:58 AM, lasting 0:44. The fourth is a 'Note' titled 'communities, basics, normal, locally, world, catch, virtual, skills, grassroots, transfer, microsoft' from Tue, 10/19 at 9:34 PM, lasting 0:32. The fifth is a 'Note' from Tue, 10/19 at 9:23 PM, lasting 1:41. The sixth is a 'Note' from Tue, 10/19 at 9:21 PM, lasting 0:12. A context menu is open over the fourth conversation, showing options: Share, Export, Move (highlighted), and Delete.

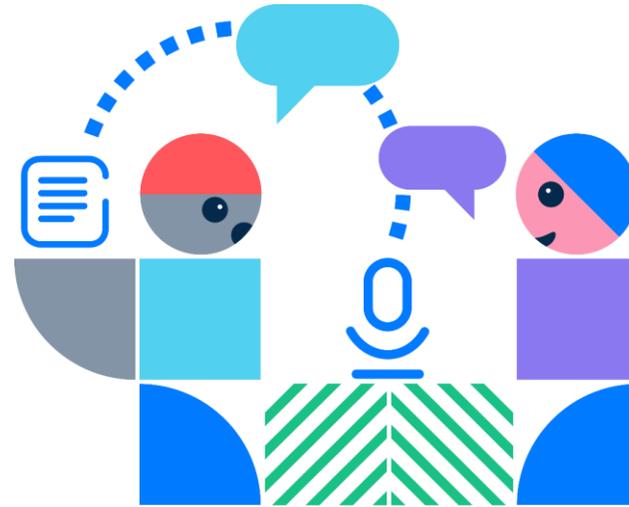
Conversation Title	Date & Time	Duration	Options
	Thu, 10/21 · 11:41 AM	23:18	
Data journeys roundtable 2nd discussion grp & reflections	Thu, 10/21 · 11:15 AM	28:42	...
Note record, claire, otter, brilliant, mention, asked, aware, speak, comments	Wed, 10/20 · 11:58 AM	0:44	...
Note communities, basics, normal, locally, world, catch, virtual, skills, grassroots, transfer, microsoft	Tue, 10/19 · 9:34 PM	0:32	...
Note	Tue, 10/19 · 9:23 PM	1:41	...
Note	Tue, 10/19 · 9:21 PM	0:12	...

- Share
- Export
- Move
- Delete

✓ Click on the three dots by your note to move a conversation to a named folder



Recording DEMO



Recent Activity



Chief Officers' Network Meeti... is ready

Apr 1





Try it for yourself:

1. [Go to this written quote](#) (from Superhighways digital skills research in 2020)
2. Record yourself reading the text aloud
3. Don't worry about being perfect!
4. Click stop when you are finished
5. Create a folder called 'training'
6. Move your conversation to your new folder





HOW TO



Edit your
transcript

I can edit the title

Tue, 11/23 · 5:25 PM 0:29

Edit

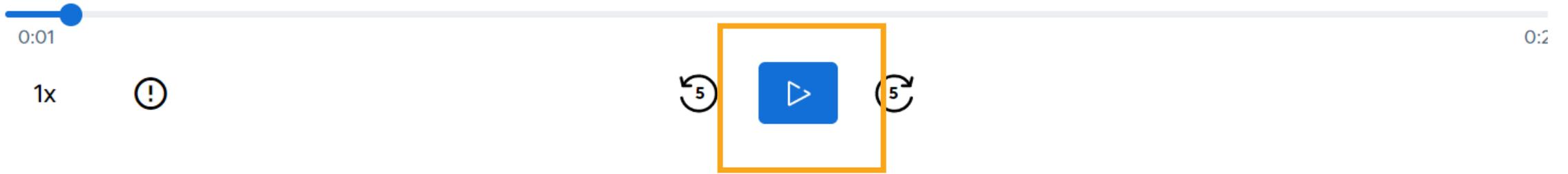
+0

...

A blue pencil icon is highlighted with an orange square border, indicating it is the focus of the action being described.

✓ I can edit the title by clicking on the pencil





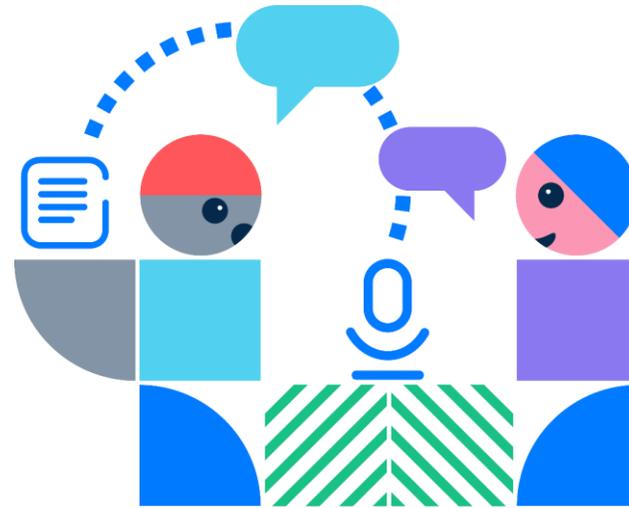
- ✓ Press play and pause to simply listen back.
- ✓ You can also click and drag your cursor to any point in the recording



Click on edit to start editing the text.
Press pause and play as you need to



Editing DEMO



Recent Activity



Chief Officers' Network Meeti... is ready

Apr 1





Try it for yourself:

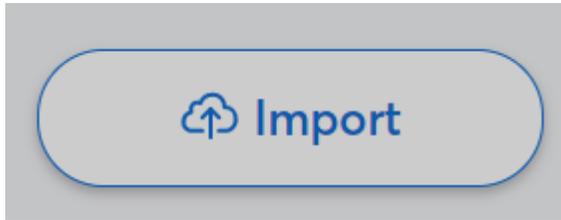
1. Find the conversation you just recorded
2. Listen back or read the transcript.
3. Edit any words or grammar that are incorrect





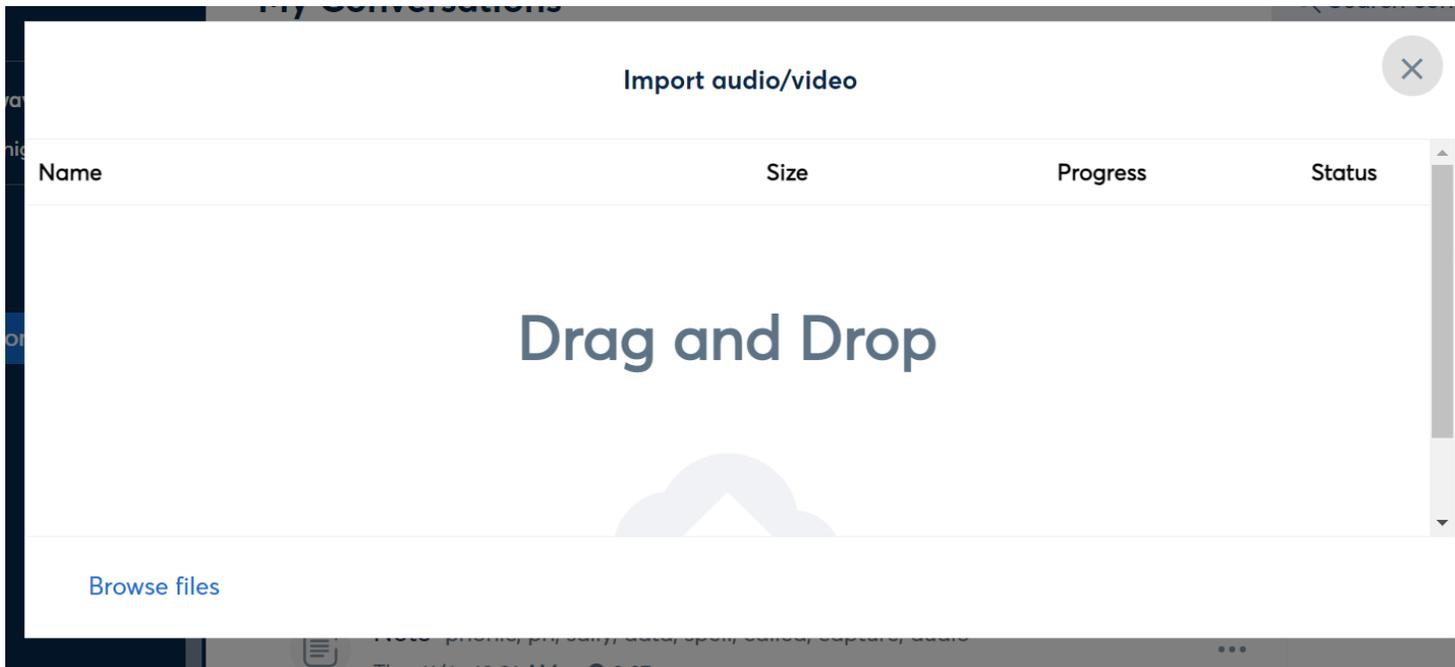
HOW TO

Import audio or
video & change
speaker names



Import audio/video

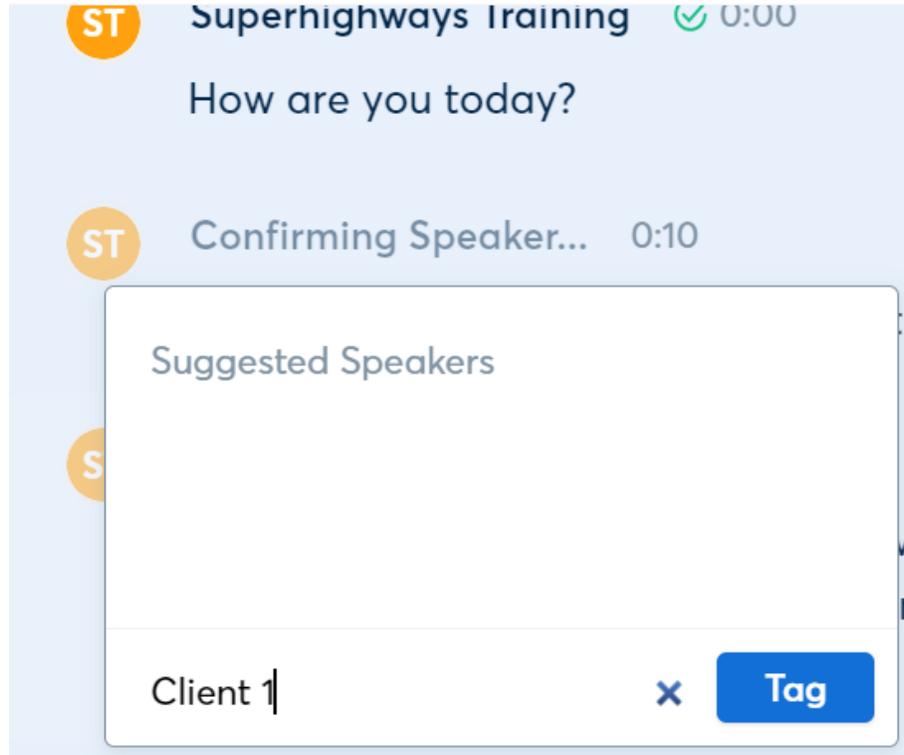
- ✓ From your home screen 'Import'
- ✓ or Conversations, click on 'Import audio / video'



- ✓ Then drag and drop or browse files on your computer



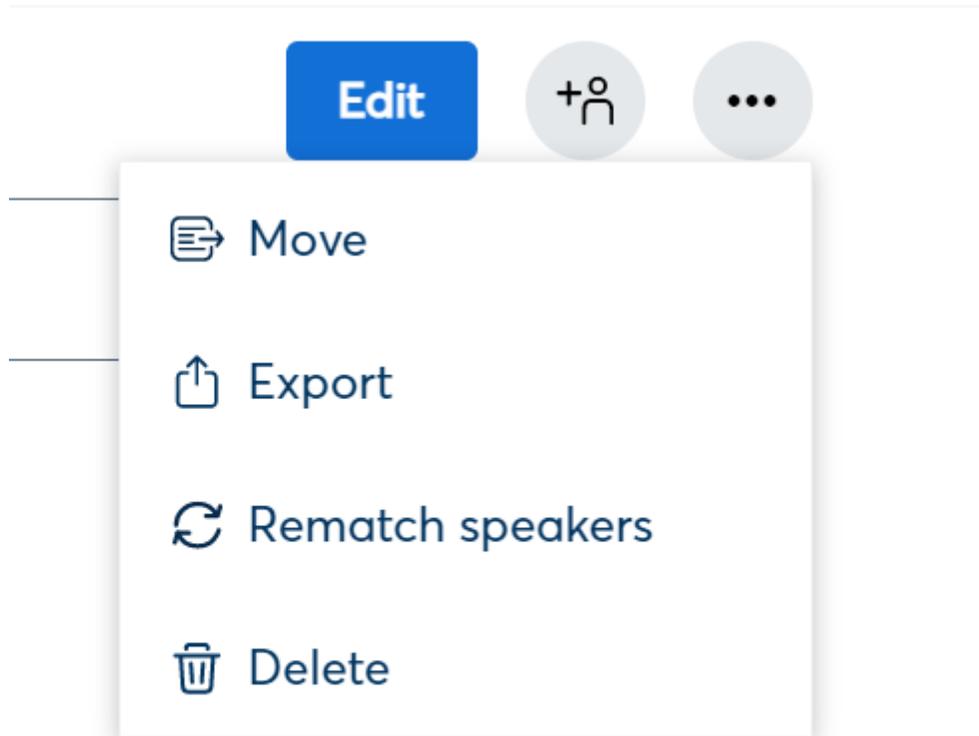
Changing speaker names



1. Simply click on the icon by a name
2. Enter name in the box to 'tag' the speaker
3. Click on Tag to save
4. Hit return as you are listening to your conversation to separate lines of text to tag



Changing speaker names



1. You can also rematch speakers
2. Go to the three dots
3. Click on rematch speakers





Try it for yourself:

1. Download our audio file
2. Import into your Otter.ai account
3. Change the speaker names to myself and Kate
4. Give the recording a title 'Superhighways training'
5. If you have time, edit for accuracy

Alternatively you can import from YouTube: https://youtu.be/4gzxWXD_FqE



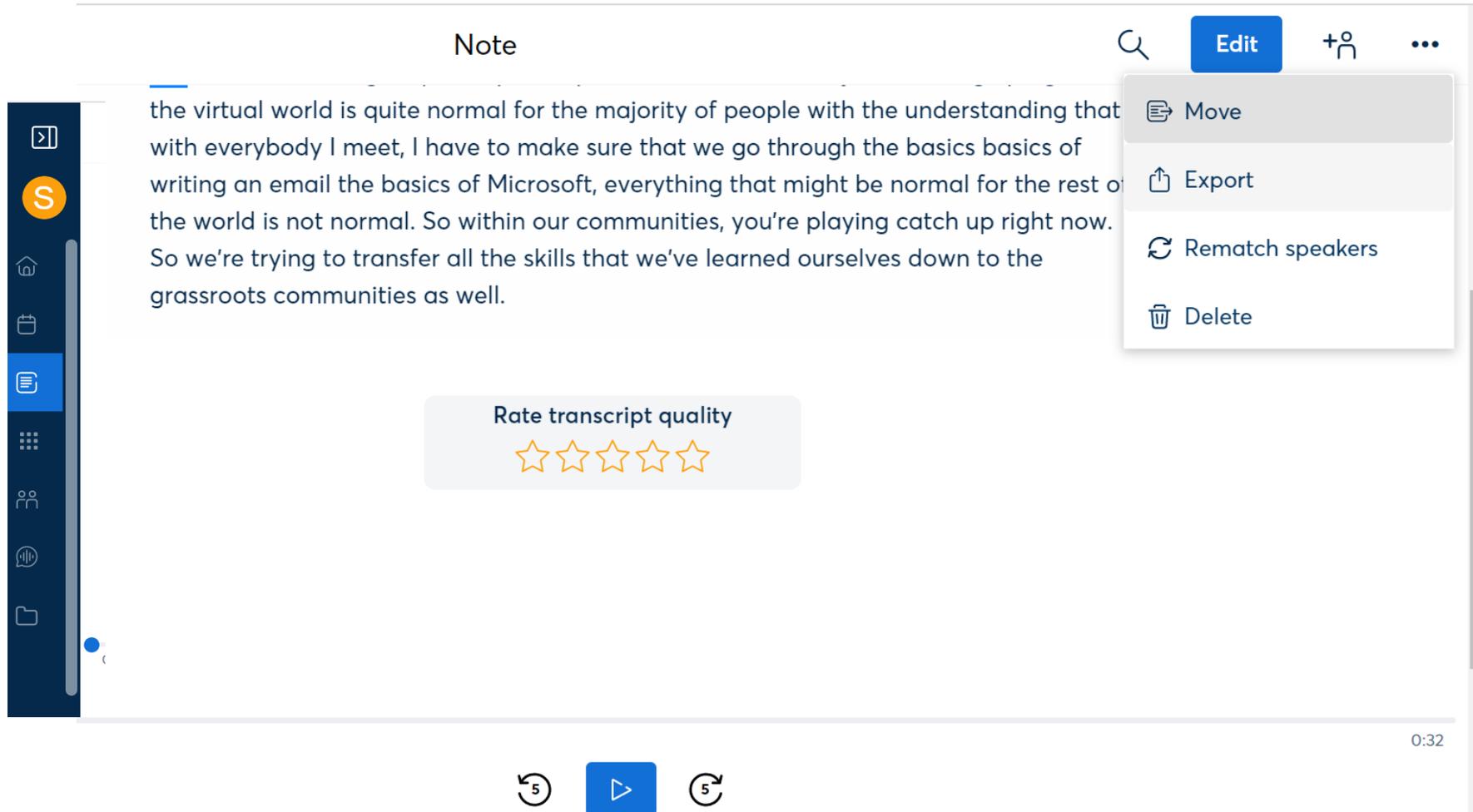


HOW TO



Export from
Otter.ai

Exporting from Otter.ai



The screenshot displays the Otter.ai interface. At the top, there is a search icon, an "Edit" button, a user icon, and a three-dot menu icon. The main content area shows a transcript titled "Note" with the following text: "the virtual world is quite normal for the majority of people with the understanding that with everybody I meet, I have to make sure that we go through the basics basics of writing an email the basics of Microsoft, everything that might be normal for the rest of the world is not normal. So within our communities, you're playing catch up right now. So we're trying to transfer all the skills that we've learned ourselves down to the grassroots communities as well." Below the transcript is a "Rate transcript quality" section with five yellow stars. A context menu is open over the three-dot menu icon, showing options: "Move", "Export", "Rematch speakers", and "Delete". The bottom of the interface features a playback bar with a 5-second rewind button, a play button, and a 5-second fast forward button. A timer in the bottom right corner shows "0:32".

Open the conversation you want to export and click on the three dots top right of the screen



There are a range of file types

Transcript

File format

More Options

Show speaker names Show timestamps

Combine paragraphs of the same speaker

Combine all paragraphs in to one

Remove Otter branding

Takeaways

Audio

File format

A useful file type is SRT, which can be used as a transcript for videos you share e.g. to Facebook.

But you'll need to pay for a Pro account





Try it for yourself:

1. Export your first recording (of you) as a Txt file

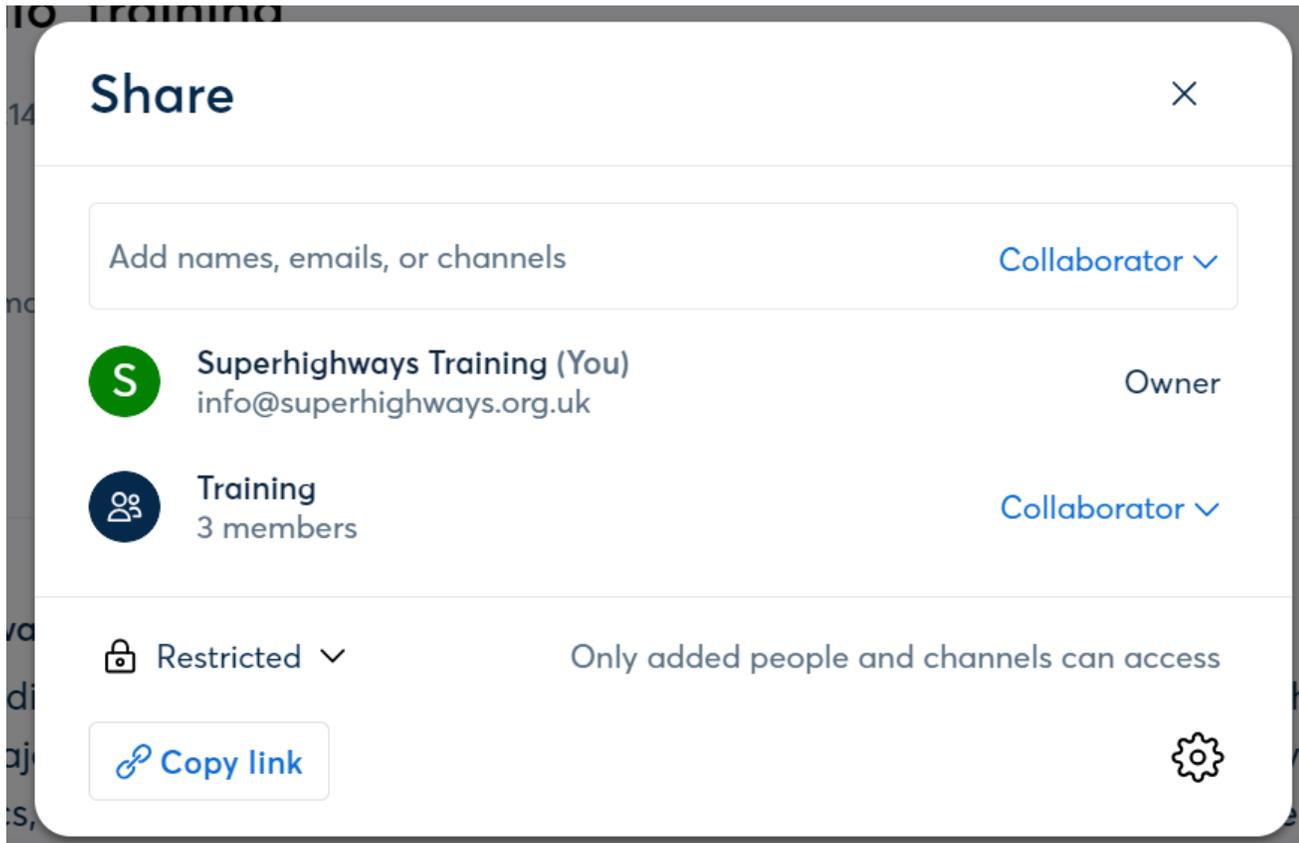
Alternatively you can import from YouTube: https://youtu.be/4gzxWXD_FqE





HOW TO

Share publicly
and privately



1. Open your conversation
2. Click on the Share button
3. You can invite people with different roles
4. And copy the link to share
5. Change from Restricted to share a public link

Create a channel

Create a channel

Give your channel a name and invite others to the channel

Channel Name

Invite others to the channel (optional)

Enter one or more email addresses, separated by a comma or space, and then press Return or Enter.

Create

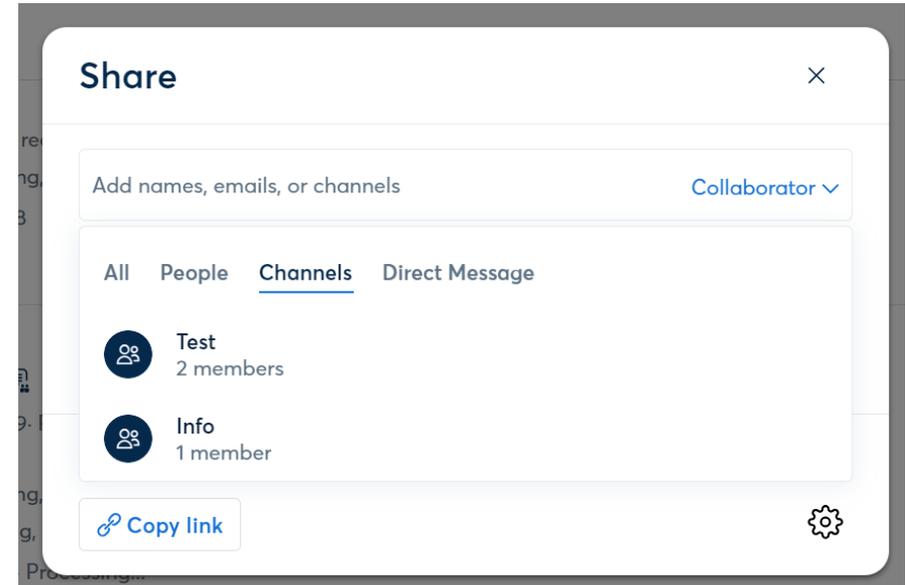
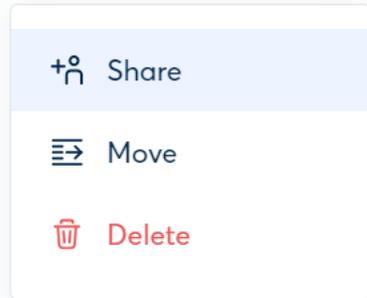
Channels are for people you regularly share conversations with, like your colleagues



Create a channel to share specific recordings

Quote_for_audio_training 📄

📅 Mar 29, 2023 · 11:14 AM ⌚ 0:29 · Processing...



You can then share or record straight from that channel if there are a few of you working together. Or move a conversation into the channel so that members have automatic access. You can change their roles (permissions)





Try it for yourself:

1. Go to your first recording of your voice
2. Create a link to share with Superhighways
3. info@superhighways.org.uk





HOW TO



Embed a clip
on your
website

Create an i-frame to embed

1. Create a public link
2. Copy the code from [this page on Otter's website](#)
3. Change the link in the example to your own link
4. Go to your website and embed on a page

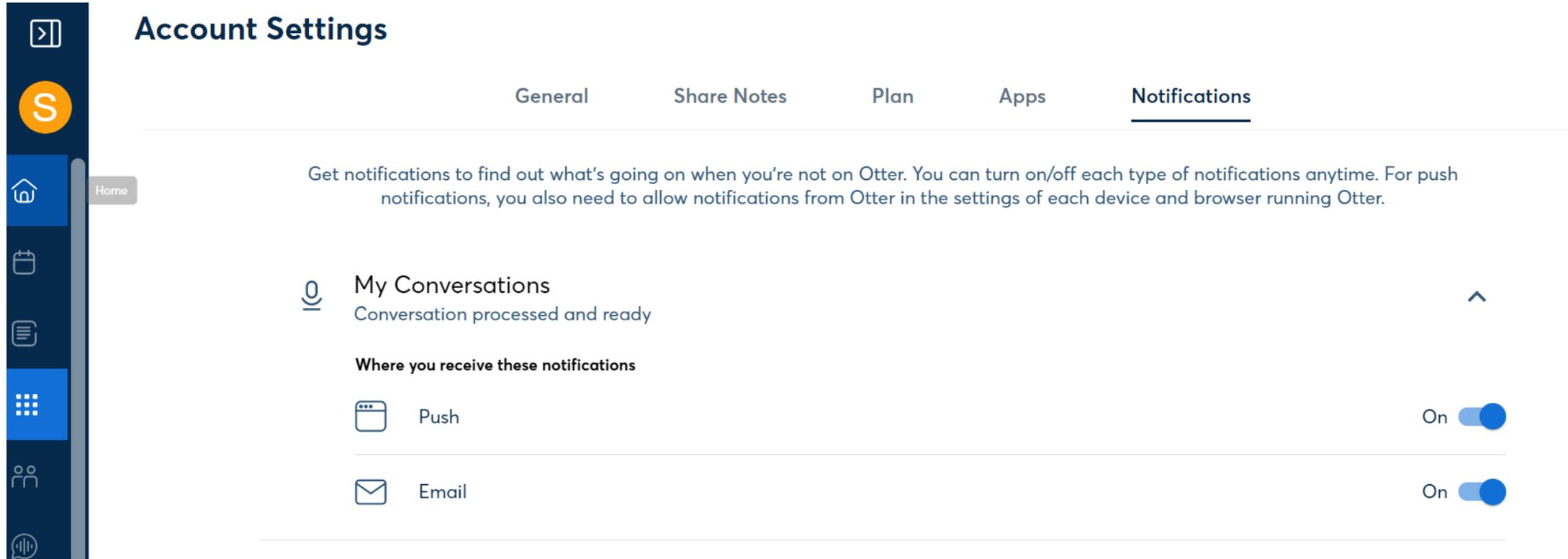
```
<iframe src='https://otter.ai/s/5wziAxGsT-GJvV-meDazAZ1'  
width="600px"  
height="600px"  
frameborder="0"  
style="box-shadow: -1px 3px 28px -4px rgba(0,0,0,0.76);"  
scrolling="true">  
</iframe>
```



Try yourself later

Useful
features

Notifications



The screenshot shows the 'Account Settings' page for Otter. The 'Notifications' tab is selected. The page includes a sidebar with navigation icons for Home, Calendar, Lists, Apps, and Profile. The main content area has a title 'Account Settings' and a navigation bar with tabs for 'General', 'Share Notes', 'Plan', 'Apps', and 'Notifications'. Below the tabs, there is a descriptive paragraph about notifications. A section titled 'My Conversations' shows a notification for a processed conversation. Underneath, a section titled 'Where you receive these notifications' lists 'Push' and 'Email' notification methods, both of which are currently turned 'On' as indicated by blue toggle switches.

Account Settings

General Share Notes Plan Apps **Notifications**

Get notifications to find out what's going on when you're not on Otter. You can turn on/off each type of notifications anytime. For push notifications, you also need to allow notifications from Otter in the settings of each device and browser running Otter.

 My Conversations
Conversation processed and ready 

Where you receive these notifications

 Push On

 Email On

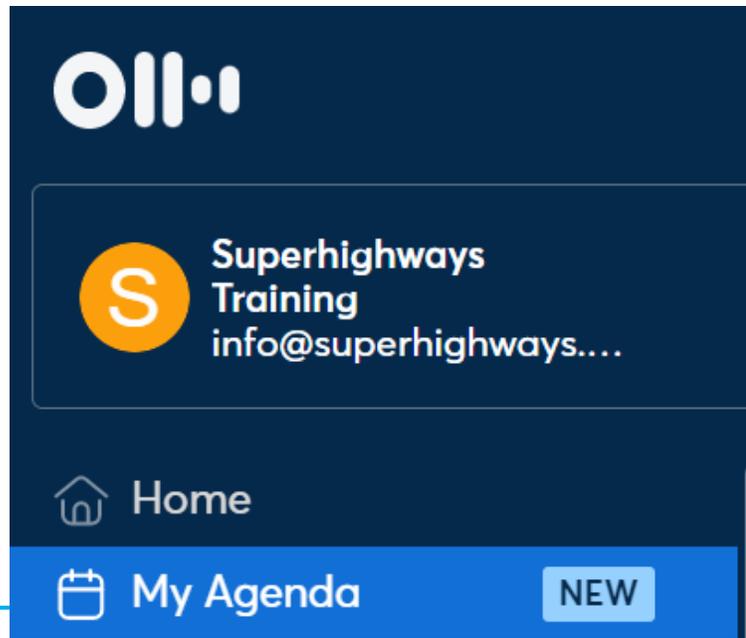
Go to Apps, then Notifications.

It can take a while for long conversations to process!



Connect your calendar

Go to My Agenda and choose a calendar to sync. You'll need to give Otter permission



Share meeting notes & collaborate live

Otter can save you time when recording a calendar event by automatically sharing the notes with everyone invited to the meeting.

Choose a sharing preference below

- All calendar events ⓘ
- Only calendar events where I'm the host ⓘ
- Ask me later ⓘ

Next

You can change your preference at any time in Account Settings.

Share your live notes with guests

My Agenda

Share with calendar event guests

Permission level

0 guests: Go to the calendar app & add guests for this event

Share to group

Select a group name Editor

Save Cancel

Live transcription is only available for free with Google Meet (and you must be the host).

For Zoom you need a business account. Min \$20 USD /user/month when paying annually

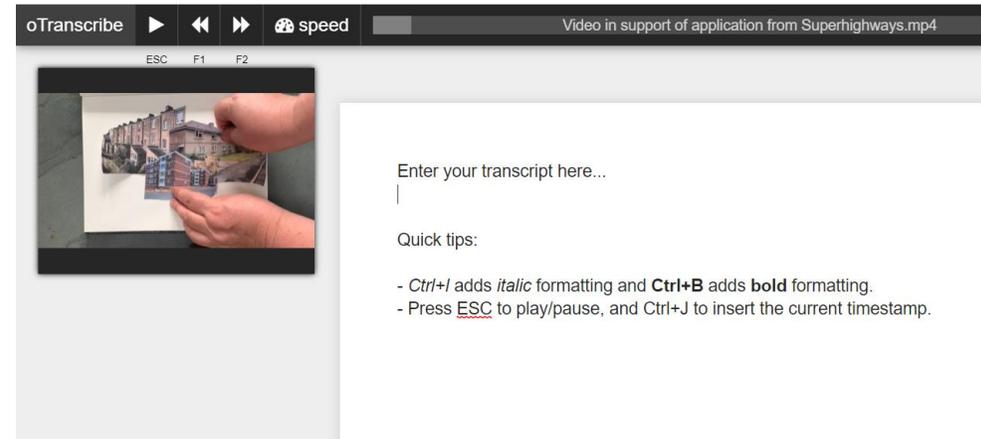




Not just Otter.ai

Other useful
tools

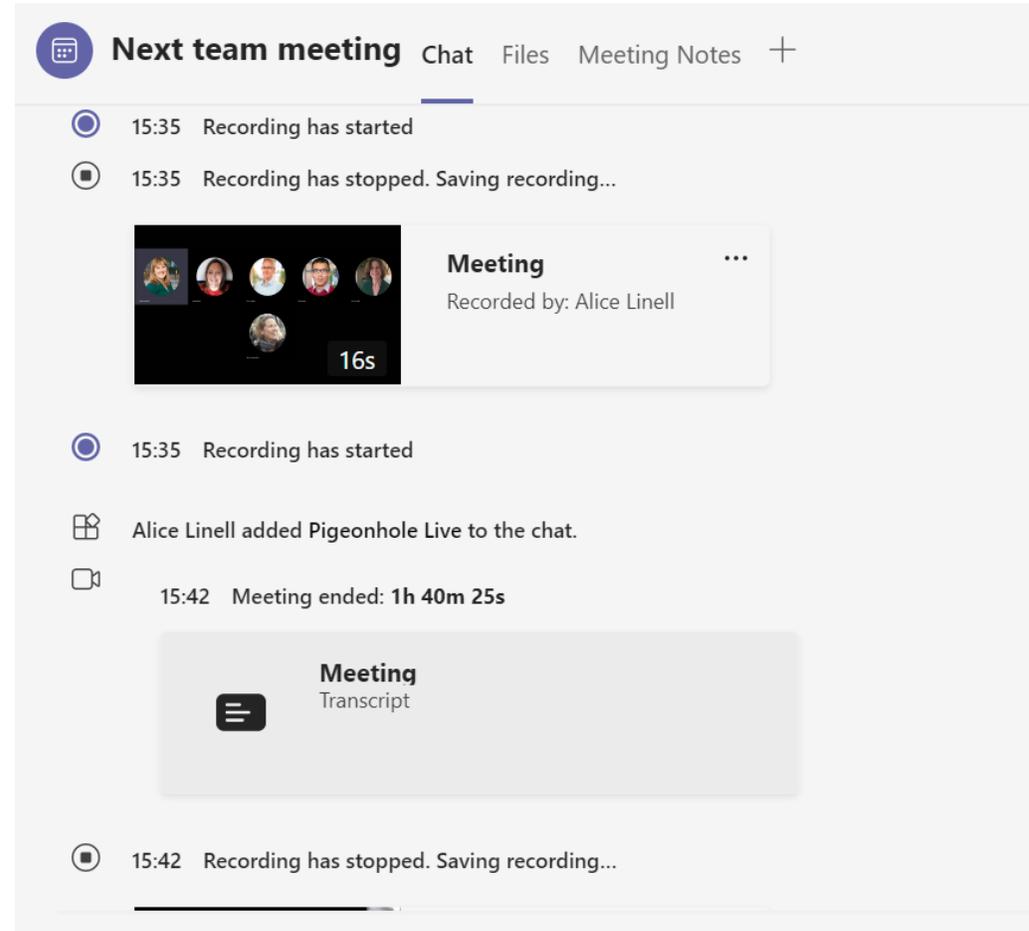
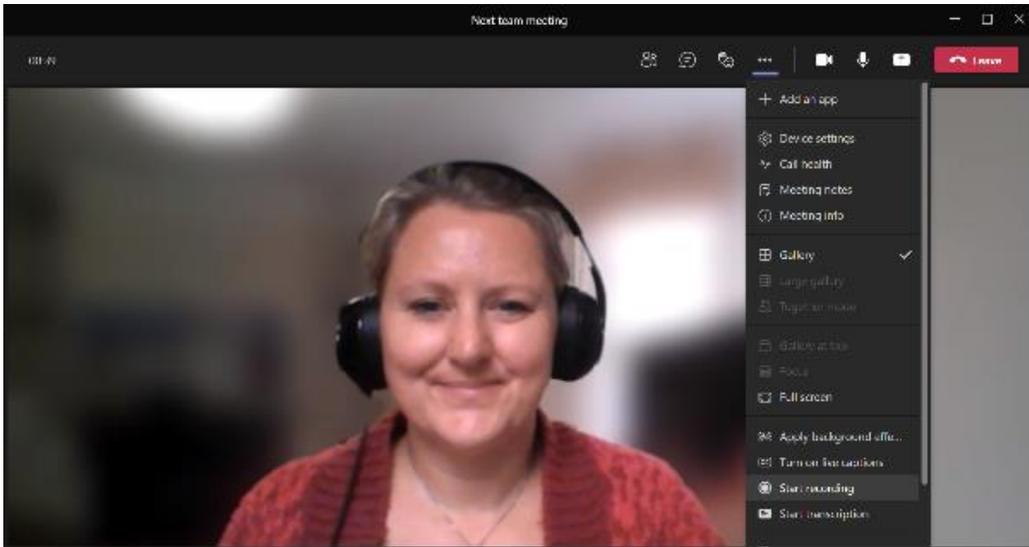
DIY transcribe – O-transcribe



Useful if you decide not to go ahead with Otter or have occasional recordings in other languages



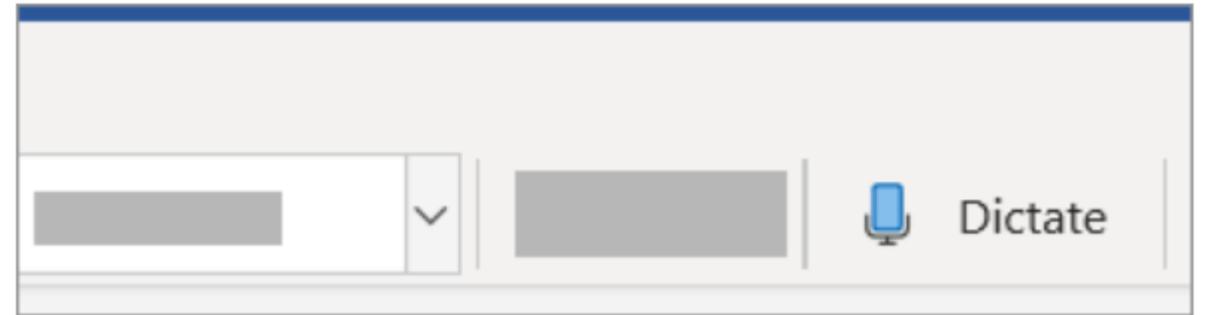
Auto-transcribe with Microsoft Teams



1. Record your meeting
2. You can access your recording and transcript in the calendar invite
3. And saves to either One Drive or SharePoint



Auto transcribe – Office 365 dictate



Need other languages?

Rev

\$0.25/min pay as you go.
31 languages

Sonix

\$10 per hour.
Only 30 free minutes
40+ languages



Storing your data?



GDPR

General Data Protection Regulation (GDPR) is Europe's regulation for data protection and privacy.

We have incorporated GDPR standards into data practices to make sure our customers have confidence in our security.

- ✓ Which account are you signed in with?
- ✓ What's your workflow?
- ✓ Form good habits





NEXT STEPS

**Training and
resources**

Next steps

Ask us for help if you need it

Further training in topics such as Excel, creating charts and graphs and more available – [book now!](#)

[Sign up for e-news](#)

Hands on: Audacity for editing audio stories and publishing with Soundcloud

Thursday 6 July 2023 from 10:00 - 11:15

Audacity is free software that you can download to your laptop, PC or Mac that helps you edit recordings of conversations and interviews. You can...

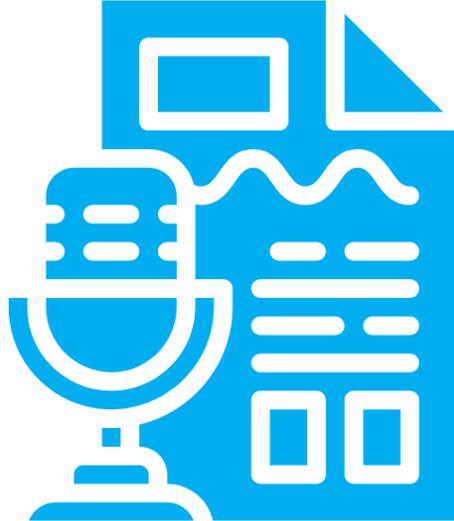
[Find out more](#)



Final thought



Thank you for taking part



SORREL PARSONS

info@superhighways.org.uk

www.datawise.london

www.superhighways.org.uk



Trust for London

Tackling poverty and inequality





See you soon!