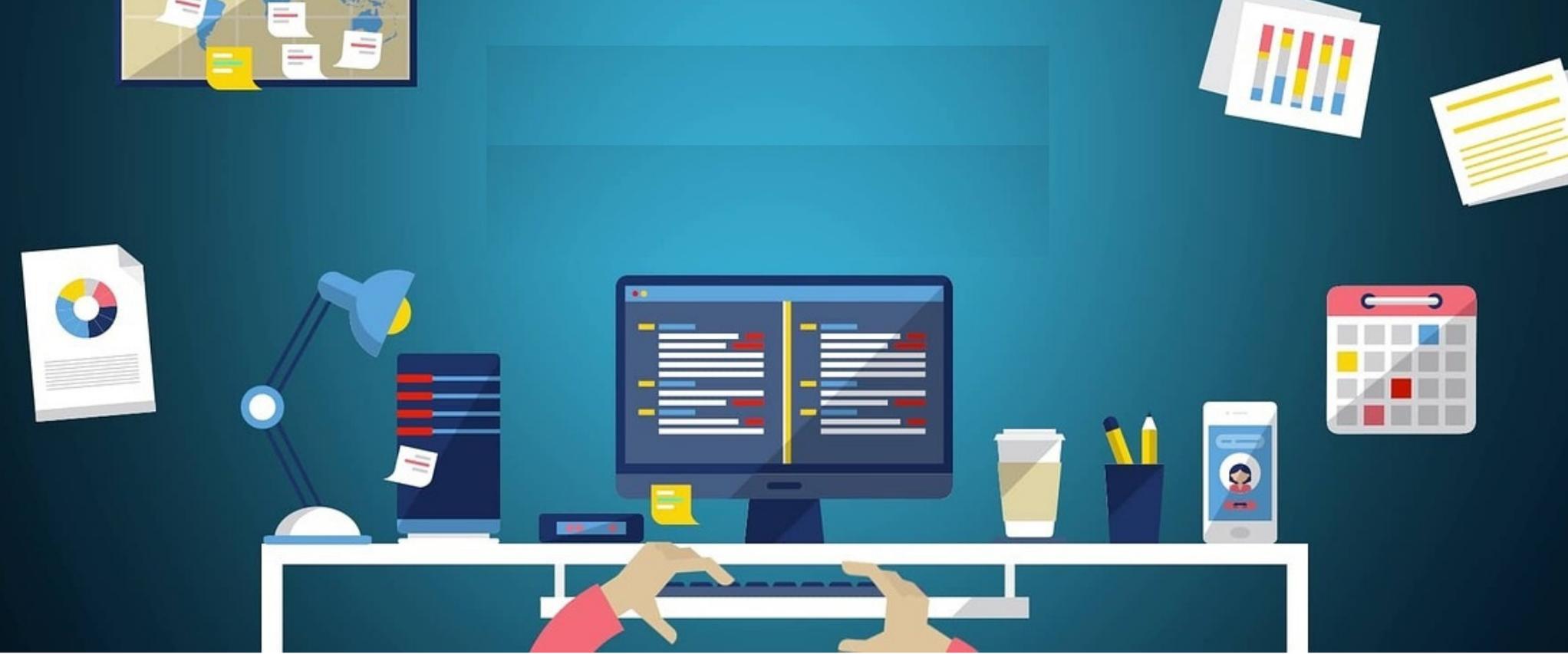




5 TOOLS
That Make
Transcriptionists'
— Job Easier —

Being a pro at transcription means understanding the three underlying key principles relating to the art and science of transcribing; typing as much as possible, making use of relevant software, and setting up your computer properly. Doubling, or even tripling, productivity is entirely feasible if you learn the importance of speed. When you make speed your main priority, unlocking your true income potential will become a breeze.





You ought to adopt a number of essential tools because the role a transcriptionist plays in the transcription industry is very important. It is also essential that a dictation is converted into a detailed and accurate written report. Accents, sound quality, and the type of client or project are a few variables that may affect your productivity as a transcriptionist.



Aside from making sure ergonomics are on point and understanding exactly what the client wants, the job can be made simpler with the following tools:

1

Noise - Cancellation Headphones

It is possible that dictators are working in hectic environments and this means that there is always the possibility of noise disruption. With high-quality noise-cancellation headphones, you can listen intently to the dictation.



A black ergonomic office chair with a wooden desk, a laptop, a potted plant, and an orange mug.

Appropriate Chairs & Leg Rests

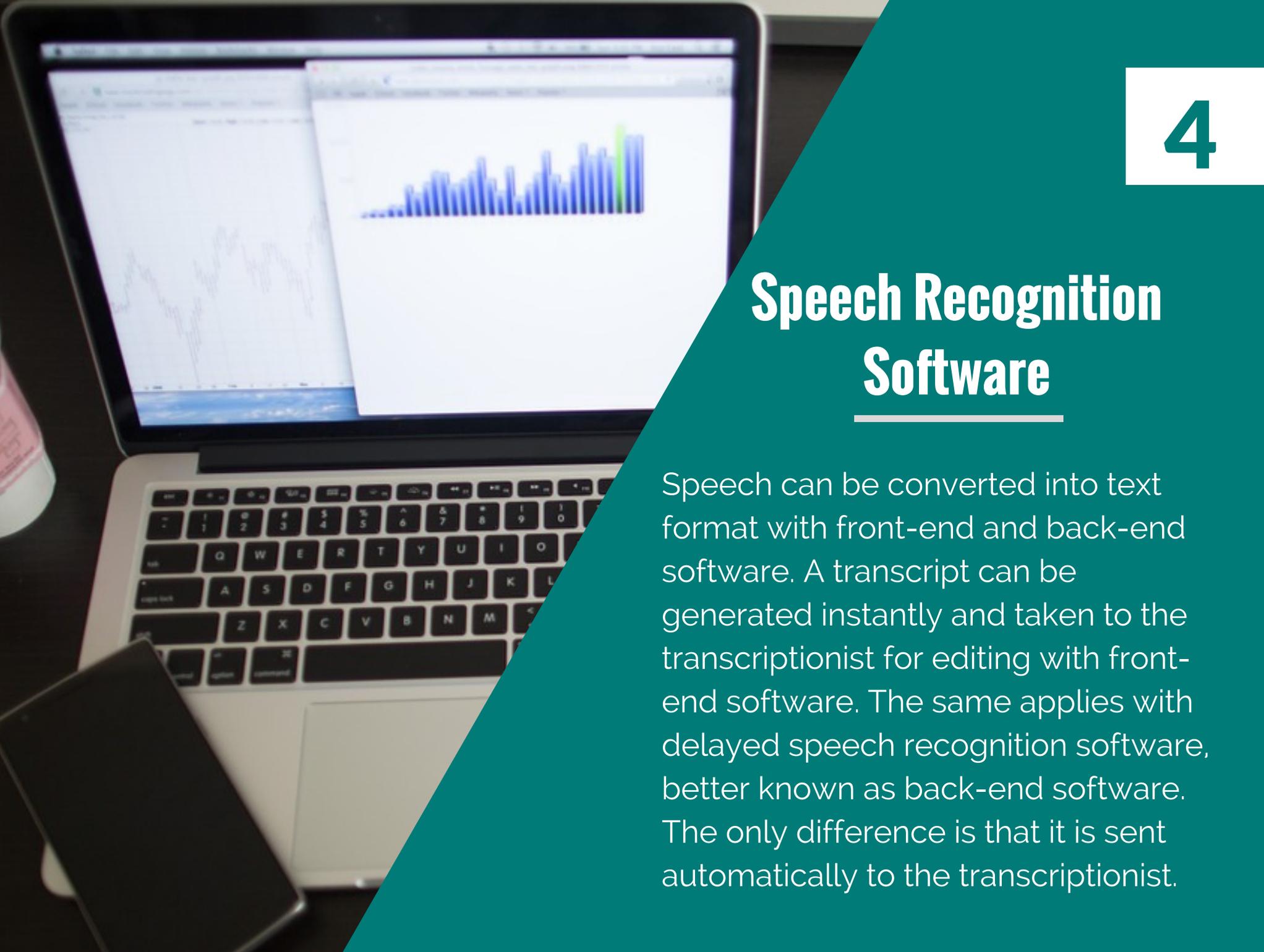
Sitting in front of a computer for long periods of time can take its toll on posture and health. When your feet are raised your abdomen and chest will face less pressure, making ergonomic chairs and leg rests a beneficial option.

3

Foot Pedal

You only have one pair of hands, therefore pressing stop, pause, rewind, and fast-forward buttons can be challenging if you're typing at the same time. A foot pedal like the WAVpedal will enable you to control the recorded dictation.





Speech Recognition Software

Speech can be converted into text format with front-end and back-end software. A transcript can be generated instantly and taken to the transcriptionist for editing with front-end software. The same applies with delayed speech recognition software, better known as back-end software. The only difference is that it is sent automatically to the transcriptionist.

A woman with blonde hair, wearing a blue top, is sitting at a desk in an office. She is looking down at a laptop. There is a coffee cup on the desk next to her. The background is slightly blurred, showing office furniture. The entire image has a blue tint.

**Interested to start your career as a
transcriptionist?**

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THANK YOU!



GMR Transcription is one of the leading **transcription services** providers in the United States, since 2004. We offer affordable transcription, translation, editing, interpreting and proofreading services to all our academic, legal and Spanish clients, with a guaranteed 98% accuracy. Having already recorded several million minutes of audio/video and with thousands of happy clients from an ever-growing list, GMR is one name you can count on for transcription & translation services at quick turnaround times. We only hire U.S.-based transcribers drawn from diverse backgrounds to ensure that your transcript expectations are met.

About GMR Transcription

