



Transcribing Audio Using Google Docs Voice Typing

Google Docs has a powerful feature: voice typing. You can use this feature to take notes on your own or to transcribe recorded audio, like lectures from your audio recorder or smartpen and audio from a Ted Talk or YouTube video. This guide will walk you through all the steps needed to turn your recorded lectures and/or audio into written notes. If you need help with the process or don't have the required items listed below, visit us in the CAR Tech Lab in Building 19 Room 263B. Let's get started!

You will need:

<p>3.5mm male to male audio cord</p>  Two 3.5mm male audio connectors are shown side-by-side. They have a silver metal body with a gold-colored tip and a black plastic base. The connectors are shown from a top-down perspective.	<p>Computer with audio input jack</p>  A close-up photograph of a computer's audio input jack. The jack is a circular port with a black plastic cover. A grey audio cable is plugged into the jack. The computer's case is dark grey or black.
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Method 1: Transcribing From an Audio Recorder or Smartpen

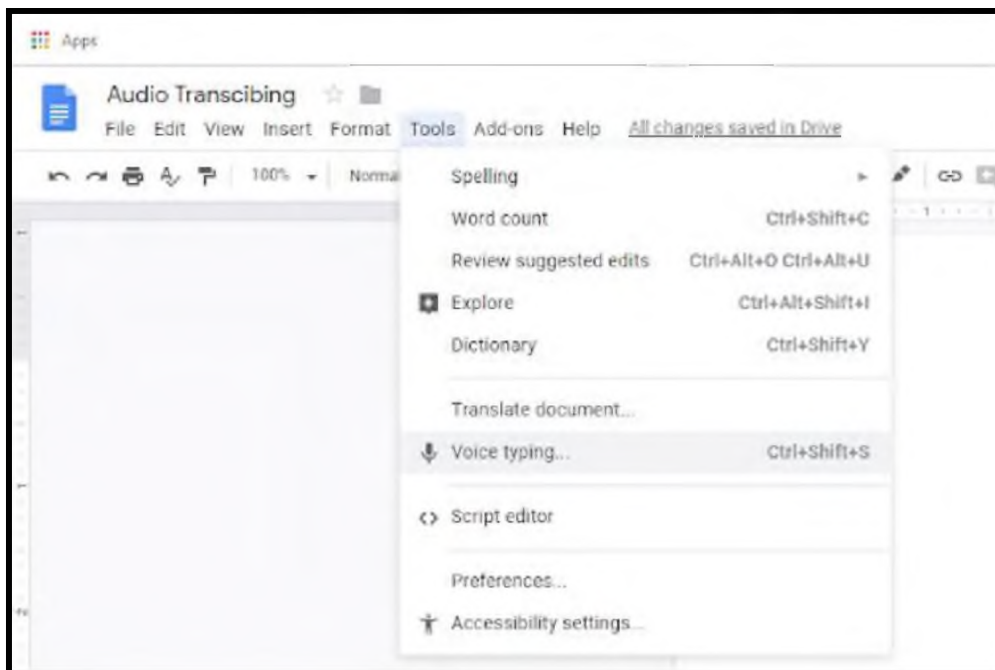
1. Take one side of your audio cord and place it in the audio out (headphone) jack of your audio recorder or smartpen.



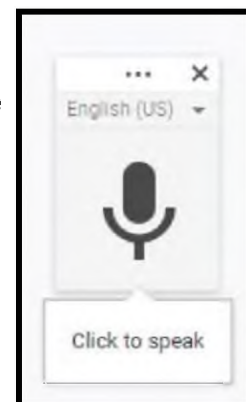
2. Put the other end of the audio cord into the audio in (microphone) jack of your computer.



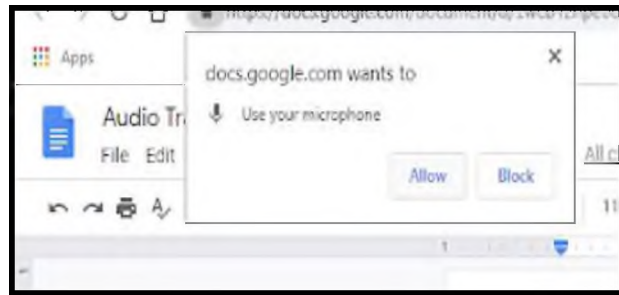
3. Open up a new Google Doc in the Google Chrome browser.
4. With new Google Doc open, navigate to the "Tools" tab and scroll down to "Voice Typing" and click on it.



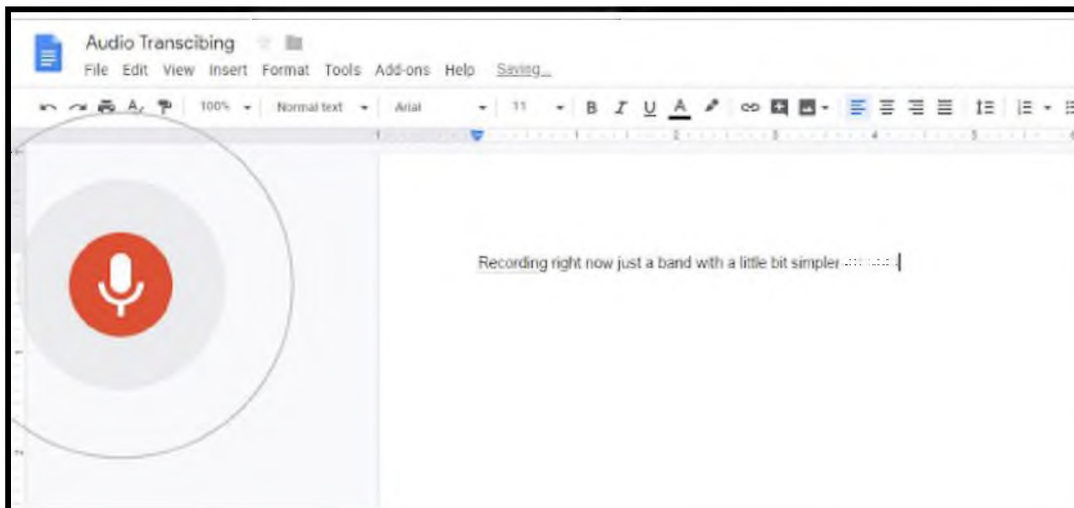
5. Once voice typing is enabled, you will see a microphone icon appear on the left hand side of the doc. This is what we will press when we want to start transcribing the audio.



6. Get the audio file you would like to transcribe ready to play on your audio recorder or smartpen. Click the microphone icon on your Google Doc. You will see an alert like the one to the right. Click on the “Allow” button.



7. You are now ready to play your audio file to Google Docs. Press play on your audio recorder / smartpen and you will see Google Docs begin to transcribe the audio. The microphone icon will turn red when recording.



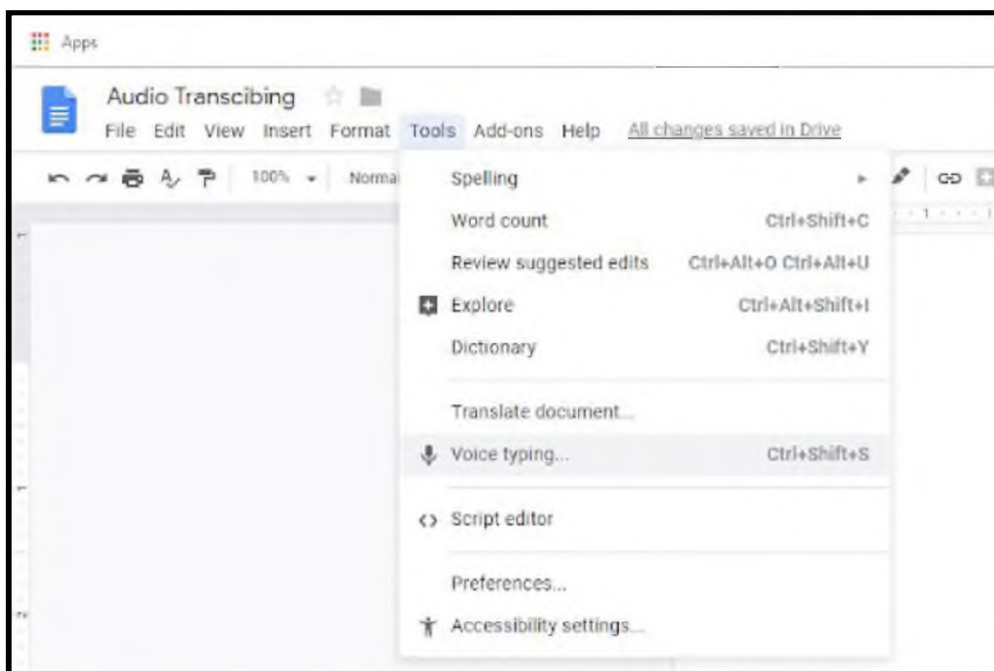
8. Let the recording play until it is finished. That's it!

Method 2: Transcribing From a Computer Using a Downloaded Audio File or YouTube

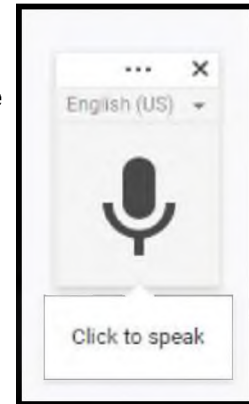
1. For this method you will need audio downloaded from a source (smartpen, audio recorder) or streaming audio from the web (YouTube, Ted Talk).
2. Plug one end of your audio cable into the audio out (headphone) jack and one end into the audio in (microphone) jack on your computer.



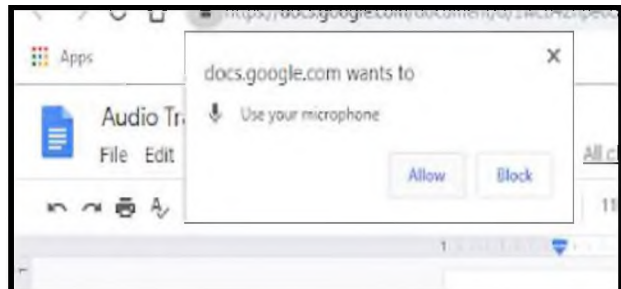
3. Open up a new Google Doc in the Google Chrome browser.
4. With new Google Doc open, navigate to the “Tools” tab and scroll down to “Voice Typing” and click on it.



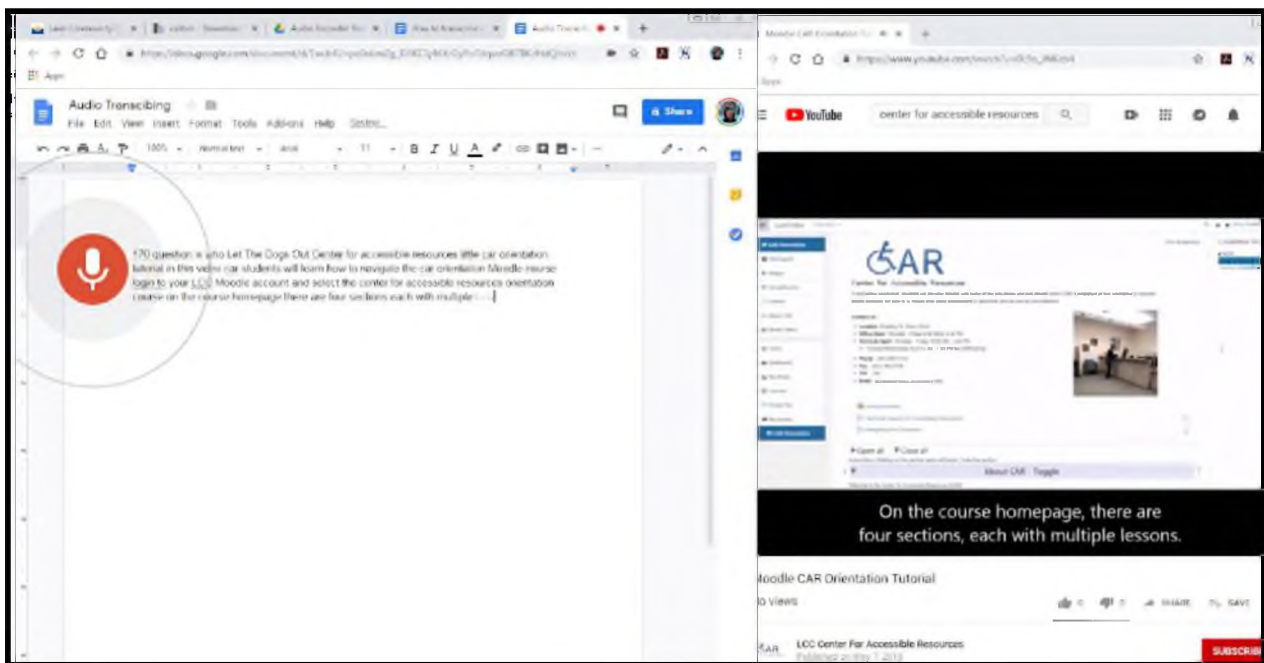
- Once voice typing is enabled, you will see a microphone icon appear on the left hand side of the doc. This is what we will press when we want to start transcribing the media.

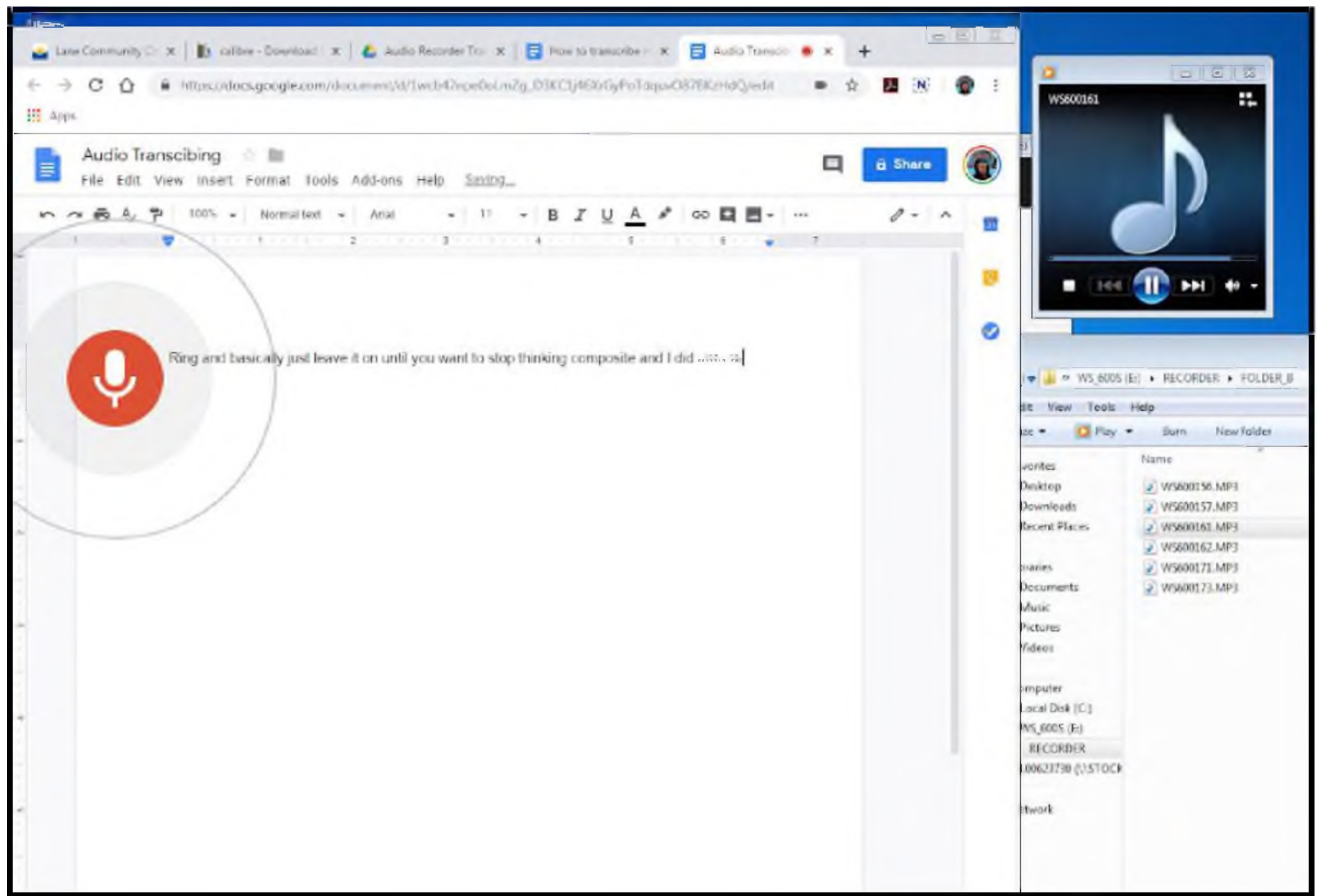


- Get the media you would like to transcribe ready to play on your computer. Click the microphone icon on your Google Doc. You will see an alert like the one to the right. Click on the "Allow" button.



- You are now ready to play your media file to Google Docs. Press play on your media you will see Google Docs begin to translate the audio. The microphone icon will turn red when recording.





To request this information in an alternate format (Braille, digital, audio or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, 231; or AccessibleResources@lanec.edu.

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