

## ABSTRACTING AND TRANSCRIBING SOFTWARE RECOMMENDATIONS

Whether you will be doing abstracts only, or both abstracts and transcripts you will need to download some sort of transcribing software.

### **SOUND ORGANIZER 2.0:**

This is a free software that will meet your needs. It is very user friendly. It allows you to transfer the audio from your digital recorder directly to Sound Organizer 2.0. This software serves as your transcriber machine. Rather than use a foot pedal to stop, start, and reverse, you will designate two keys on your keyboard to do these tasks. I use F10 as play and F11 as stop/reverse. When I want to play the recording, I press F10. When I want to stop, I press F11. When I hit stop, it automatically reverses a bit. I can increase the number of seconds it reverses if I want to go back farther.

### **EXTERNAL HARD DRIVE:**

Digital audio files take up a lot of room on a computer. You may want to invest in an external hard drive to keep the project audio, abstracts, and transcripts on.

Rated #8 on PCWorld's 2021 Best Digital External Hard Drive



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#### **WD 5TB My Passport USB 3.2 Gen 1 External Hard Drive (2019, Black)**

B&H # WEBPKJ0050BB MFR # WDBPKJ0050BBK-WESN

★★★★★ 583 Reviews

##### **Key Features**

- 5TB Capacity
- USB 3.2 Gen 1
- 256-Bit AES Hardware Encryption
- Bus-Powered, No External Power Required

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\$149 at Best Buy



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#### **Seagate 5TB Expansion Portable USB 3.0 External Hard Drive**

B&H # SESTKM500040 MFR # STKM5000400

★★★★★ 363 Reviews

##### **Key Features**

- 5TB Storage Capacity
- Micro-USB 3.0 Interface
- Bus Powered
- Rescue Data Recovery Services

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\$109 at Best Buy

#### AUDIO CDs:

Audio files are very large and require a lot of space on a computer.

Archive quality CDs like Verbatim Ultralife Gold Archive Quality (CD-Recordable and CD-Re-Writable), which are ideal for digital audio files, have a maximum limit of 70-80 minutes of recording. You would need to split a four-hour interview into several sections which would produce multiple CDs for each interview.

Verbatim CDs and the Memorex equivalent will cost about \$100.00 for 50.

Most archives do not make CDs of interview recordings. The audio files are instead saved to several external hard drives, which are then stored at multiple sites for safety. The New Mexico Farm and Ranch Heritage Museum keeps an external hard drive of audio files on site, with a second copy stored at NMSU Archives and Special Collections.

Note that External Hard Drives are not worry free. They are not a “good for 100 years” solution. You will need to transfer those files to a new External Hard Drive every few years to preserve the quality and integrity of the audio files. External Hard Drives will go bad just like your desktop computer Hard Drive will.