User Guide: Otter.ai

Introduction:

Otter Voice Meeting Notes is an application that will record and automatically transcribe oral content with a 90% accuracy. Otter is also intuitive, meaning it will learn to recognize your voice and tag you in the transcript automatically. This guide will introduce the basic functions of Otter.ai and detail instructions on how to use the program from a computer (the mobile app has some but not all of the features).

Disclaimer: Otter.ai has a basic version and an upgraded version. The basic version is free and has limited features. The upgraded version is subscription based, but school employees do get 50% off the price. This guide will only cover the features included in the basic package.

Getting Started:

1. Sign up: *Go* to **Otter.ai** on your web browser or download the app in the Apple Store or Google Play and create your account.
2. *Add* your voiceprint: recording
   a. On a computer, *click* the drop-down menu in the upper left-hand corner (this is where you can personalize your profile)
   b. *Click* **Account Settings** and *click* **My Voiceprint**. *Follow* the on-screen instructions and **Otter** will now start to pick up on your voice during recordings.

Conversations:

Recording, Uploading, and Tagging Conversations

1. Once you have signed in, there are two buttons in the upper right-hand corner.
   a. *Click* **Record** to start a live conversation
      i. You can change the name of the file during the conversation by clicking *Note*
   b. *Click* **Import audio/video** to upload an existing video or audio file.
      i. The file will have the same name as it does on your computer
2. Once you have a conversation, it will appear in **My Conversations** and **Recent Activity**
   a. *Click* the conversation to open it.
   b. You can rename the file by *clicking* the file name at the top.
3. *Click* the circle next to the text to tag known speakers
   a. This circle may say *Speaker 1,* or it may be a grey human figure.
      i. Tagging speakers like this teachers Otter to recognize these voices later.

Playback and Editing

1. *Click* the text to play the recorded audio from that point.
   a. Keyboard shortcuts for audio playing:
      i. Ctrl-space or ESC = play/pause
      ii. Ctrl-R = rewind 5 seconds
      iii. Ctrl-3 or F3 = slow down
      iv. Ctrl-4 or F4 = speed up
2. *Click* **Edit** to open the transcript for editing.

    a. This is where you can make the necessary changes to the text, so your transcript is as accurate as possible.

    b. Keyboard shortcuts for editing
   i. Enter/Return = insert paragraph break
   ii. Backspace/delete = delete paragraph break and merge with previous paragraph
   iii. Ctrl-Z = undo
   iv. Ctrl-Y = redo

    c. Click *Done* when finished

Export Audio and Transcript:

1. *Click* on the three dots in the upper right-hand corner. This will create a dropdown menu where you can select **Export Text** or **Export Audio**.
   a. The free version only allows you to Export to your clipboard or as TXT file.
   b. Exporting the audio file will automatically download it to your computer.
2. Once you have your exported files, you can put your transcript in an obvious location where it can be easily accessed by students.