



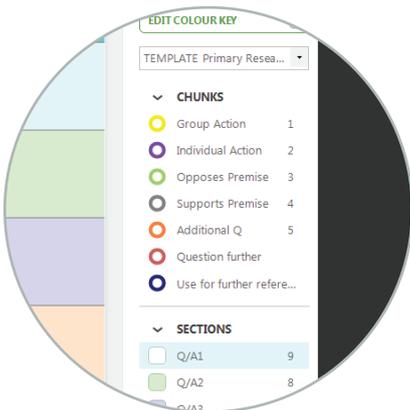
# Capturing primary research interviews



## 1- Create a template

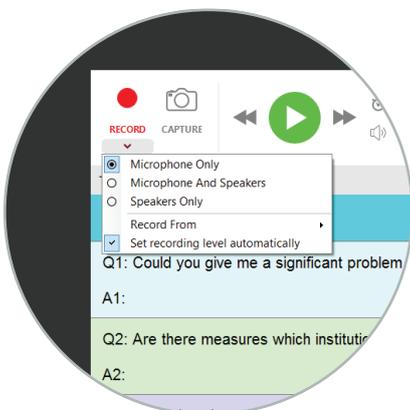
Audio Notetaker is a great tool for capturing primary research interviews, allowing you to highlight, transcribe and organise your recordings and findings. To begin, you need to create an interview notes **file template**. Use the first section for an introduction and interviewee information. There should then be a section break for each question & answer pair, and a final section for a conclusion.

Fill in your interview questions in the corresponding sections and enter any appropriate metadata.



## 2- Create a Colour Key

Create a Colour Key. Audio colour should be used for pinpointing information within an answer. Sections should include a colour for your **intro/conclusion**, and different colours for each of the **question & answer pairs** (Q/A1, Q/A2 etc.), in that order, on the Colour Key.



## 3- Record your interviews

Record your interviews using the template, saving each interview as a new notes file. Set the right recording option for your interview method:

If you are conducting a face-to-face interview, make sure **Microphone Only** is selected from the Record dropdown list to record using your laptop or a microphone. For Skype interviews select **Microphone and Speakers**.

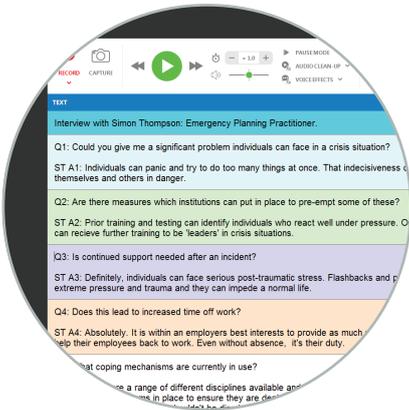
Hit Record then press Enter to move down through the sections so the audio corresponds with the correct question and answer.



## 4- Transcribe your interviews

Following the interview, transcribe the answers in to the Text Pane. Use the **Pause Mode** playback option to hear your audio a phrase at a time.

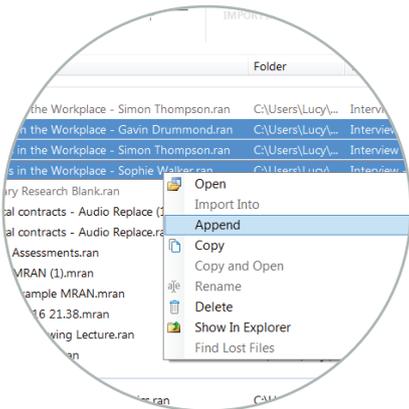
If you have Dragon Naturally Speaking you could use Audio Notetaker's Scribe tool to dictate back and transcribe audio.



## 5- Create a single project file containing all of your interviews

Once your interviews are complete you should then create a new project containing all of the interview notes files. This will enable you to compare and contrast the answers of the interviewees.

To do this go to the Audio Notetaker Home Tab and click **Open Project > View All Projects**. Now hold down Ctrl and select all your interview notes files, right-click and select **Append**. A new, untitled document consisting of every interview will then be created.



## 6- Reorder using section colour

With all your interviews in one project you can group answers together to aid your research. Click **Extract > Extract Sections** and tick the checkbox **Reorder Using Section Colour**.

This will create a new project which enables you to compare and contrast the responses for each question. Use your **Colour Key** to annotate audio, for example to identify common themes in responses.

