

how to upload and download files

A digital dictation recorder (DDR) is required - Transcribe UK recommend Olympus DS-2300 or DS3300 for its exceptional quality

The author dictates into the DDR and connects it to their PC/Laptop via a USB connection

The author logs onto the secure client area within Transcribe UK's website

The selected files are then uploaded ready for transcription

After transcription and proofreading, an email notification is sent to the author advising the work is ready for upload

The author logs into their secure client area on Transcribe UK's website and saves the word documents to their PC/Laptop



"I use Transcribe UK for peace of mind"



"My business uses Transcribe UK because we need reliability"

TRANSCRIBEUK
transcription
service

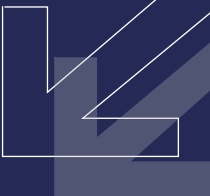
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"We use Transcribe UK because of their personal and professional service"

WEB-BASED TRANSCRIPTION SERVICES

Transcribe UK provide online business and medical transcription services and have combined the latest web based technologies to ensure fast turnaround times along with a first class service.

Anyone can use Transcribe UK and there are no minimum work requirements. If you need documents typed promptly and accurately contact Transcribe UK, "The Voice on Paper Specialists."

There is no requirement to install new software. Anyone can send and receive their transcriptions from anywhere with internet access.

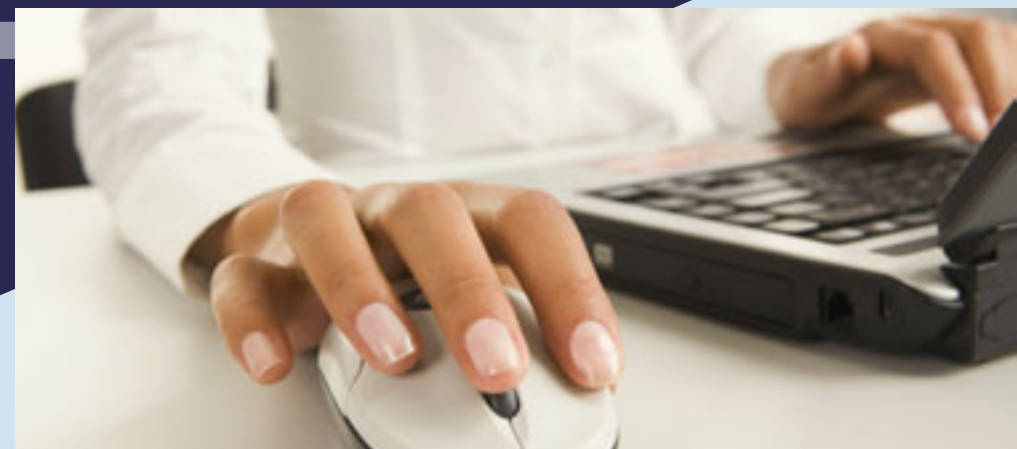
how our service works in 5 steps

1. Dictate into digital recorder (DDR)
2. Connect DDR to computer via USB
3. Log onto Transcribe UK website and upload dictation
4. Dictation transcribed with email notification
5. Log onto Transcribe UK website and download

FOR THE BUSINESS PROFESSIONAL

Transcribe UK provides a secure convenient service for the business professional.

Our web based transcription service provides instant access to your important client information from anywhere with internet access.



BUSINESS MEETINGS AND CONFERENCES

Transcribe UK can provide the facility to help you put your business meetings, conferences, seminars and presentations online.

FOR THE MEDICAL PROFESSIONAL

Transcribe UK provides a secure convenient service where medical professionals can send dictation to Transcribe UK from anywhere in the world with internet access.

GP PRACTICES

Transcribe UK offers a convenient way for practices to outsource their medical dictation. We understand that GP practices require a fast, reliable transcription service. All file transfers use 128 bit SSL encryption ensuring a safe and secure service.

MEDIA TRANSCRIPTION

Transcribe UK offer a transcription service for media companies. Our transcribers are experienced in transcribing interviews for various media companies and offer a professional and accurate service at all times.

WHY YOU SHOULD USE TRANSCRIBE UK

- * Fast turnaround time of dictation
- * Access to highly experienced UK secretaries
- * No recruitment and employment costs
- * No office space required
- * 128 bit SSL encryption ensuring safe file transfer
- * No minimum work requirement
- * Highly competitive rates
- * Confidentiality guaranteed
- * Accuracy and attention to detail
- * A digital system more reliable than audio tapes
- * Increased flexibility – dictate anywhere in the world
- * A user friendly system with no software required