

BUYING GUIDE Digital Dictation

DIGITAL VOICE RECORDERS OR PERSONAL NOTETAKING DEVICES

offer portable, hand-held, on-the-go versatility.

PROFESSIONAL DIGITAL DICTATION PRODUCTS allow for multiple users and combine with transcription hardware and software for a full workflow solution.

GUIDE TO DIGITAL AUDIO RECORDING FORMATS

MP3—compresses audio files so they are easier to transmit over the Internet and store.

WMA—compressed audio format allows faster Internet transmission of small files. Optional copyright protection.

DSS—uses high compression. Preferred for professional speech files and complex workflow processes.

WAV—mainly for storing audio data on a PC. Its large file sizes do not transmit well over the Internet.