Pre-Submission Audio Checklist

Complete these five quick verification steps before uploading your recordings to ensure fast turnaround times, lower revision effort, and maximum transcript accuracy.

DONE	PREPARATION STEP	VERIFICATION CRITERIA
☐	STEP 01 **Format & Bitrate**	**Export in a standard, high-clarity audio or video format.** • Save as high-quality **MP3, WAV, or M4A** (at least 44.1 kHz and 128 kbps). • Video recordings (**MP4 / MOV**) are accepted directly or with audio extracted.
☐	STEP 02 **Audio Spot-Check**	**Listen to the beginning, middle, and end of each file.** • Trim extended silence or virtual meeting lobby waiting time at the start and end. • Confirm voices are audible; avoid heavy automated noise-removal filters that distort speech.
☐	STEP 03 **Clear File Naming**	**Rename generic device files with clear tracking identifiers.** • Include recording date, project title, or speaker initials (e.g., `2026-11-13_Interview_JD.mp3`). • Replace generic defaults such as `Recording_01.m4a` or `Audio_Final_v2.mp3`.
☐	STEP 04 **Speaker & Term Notes**	**Attach a brief context sheet for specialized or multi-speaker files.** • List full speaker names, roles, and vocal cues if multiple voices sound similar. • Note uncommon proper nouns, acronyms, verbatim style (clean vs. strict), and timestamp needs.
☐	STEP 05 **Secure Upload**	**Transfer confidential recordings through an encrypted channel.** • Upload directly via the encrypted **Atomic Scribe Client Portal** rather than standard email. • Include any quiet-speaker notes or special instructions in your portal submission comments.

RECOMMENDED TECHNICAL BENCHMARKS

Specification	Target Setting	Specification	Target Setting
Preferred Audio	MP3, WAV, M4A (128+ kbps)	**Sample Rate**	44.1 kHz or higher
Accepted Video	MP4, MOV (clear vocal track)	**Noise Reduction**	Off (submit raw vocal audio)

> **Ready to Submit?** Upload your prepared recordings and reference notes directly through the encrypted client portal at **atomicscribe.com**.