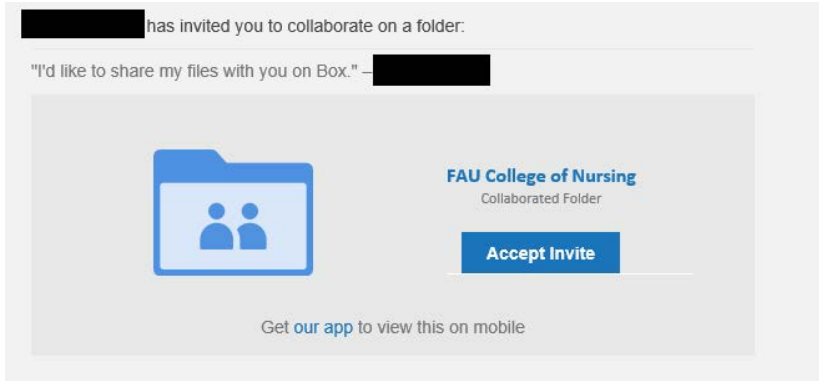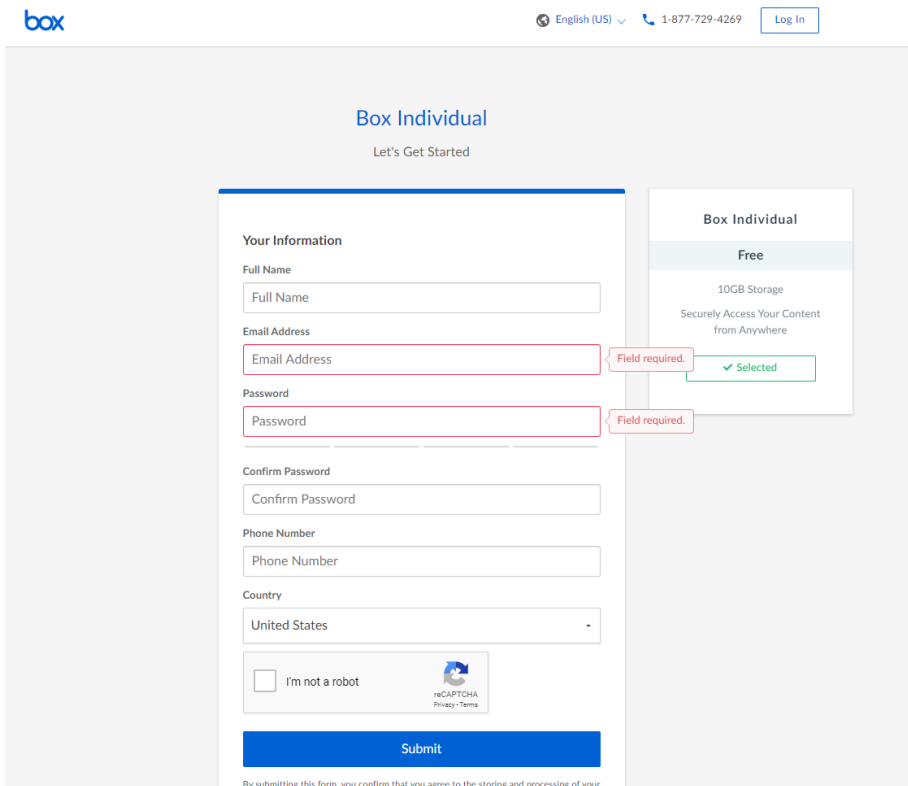# Ditto Transcription Instructions

1. Please send an email to info@dittotranscripts.com and representative from the company will set up your account.
2. You will then receive an email inviting you to the Box platform.

3. Accept the invitation and then fill out the form to sign up for Box

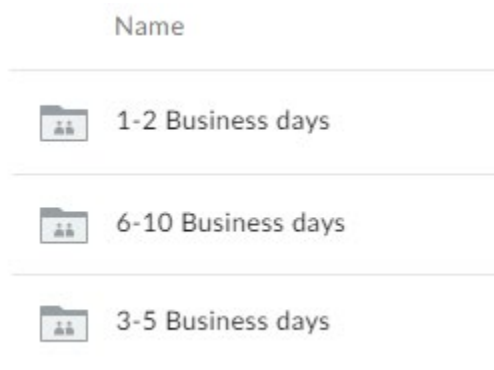4. After you sign up and login, click on your Folder (has your name) in Box.

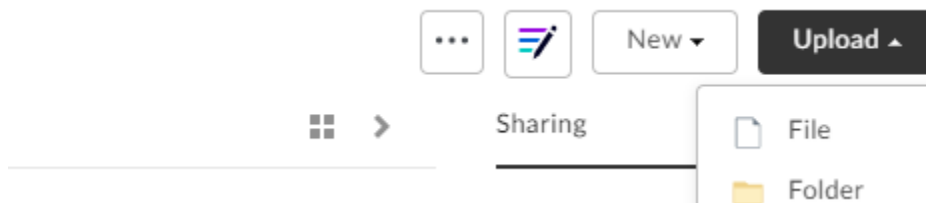5. You will then see 3 boxes as shown below
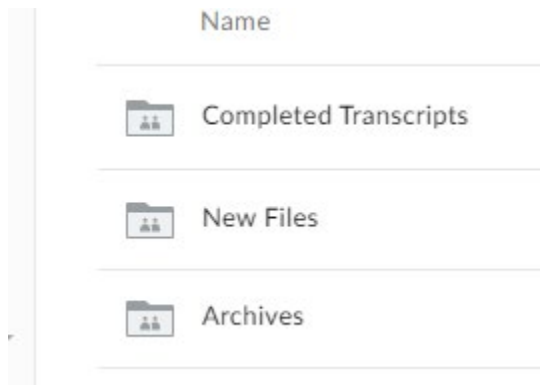
6. To upload your audio file for transcription, click on the New Files Box. Then select the box with the turnaround time you want.

7. To then upload the file, click on the upload button located in the top right corner.

You can choose to upload a single file or a folder containing all the files

8. After the file is uploaded, depending on the turnaround time you selected, the company will inform you that your transcription is ready which you will find in the 'Completed Transcripts' folder

Name

 Completed Transcripts

9. On the completed file on the right-hand side click on the below button

This will give you the following options one of which will allow you to download the file.