

1. HOW TO INSTALL OTTER.AI ON YOUR PHONE?

- a. Today I'm going to show you how to install Otter AI on your phone.
- b. You can download the Otter.AI app from your Play Store (Android) or the App Store (iPhone).
- c. First, you are going to open the App Store/Play Store on your phone.
- d. In the search bar, you are going to type the name of the app, in this case, "Otter AI" (O-t-t-e-r A-I).
- e. And you are going to tap in search.
- f. After the search is done, you should select the first option in the list of apps.
- g. Once you select it, you will select to install the app on your phone. If you have an iPhone it will take you to a series of options to verify your credentials before installing the app on your phone.
- h. When the installation is done, the app should appear on the home screen or you can tap **Open**.

2. HOW TO RECORD USING OTTER.AI?

- a. In today's video, I'm going to show you how to record your notes using Otter Ai.
- b. First, you are going to open the Otter AI app on your phone.
- c. Once the app is open, you are going to tap the blue button that has the image of a microphone.
- d. Once you tap it, you are going to see a transcription showing up.
- e. If you wish to pause the recording momentarily, select the pause button on the left side. To resume, select the blue microphone button again.
- f. If you wish to finish recording, select the stop button in the middle. And you are going to see that Your new created conversation will save to the **My Conversations** tab by default, and also it will show in the main screen of the app.

3. HOW TO DOWNLOAD NOTES AND AUDIO FROM OTTER.AI?

- a. In today's video, I'm going to show you how you can download your notes and audio from the Otter Ai app.
- b. First, you will select the recording that you want to download from **My Conversations**.
- c. **My Conversations** can be found by tapping into three lines on the top left corner, it will be the second option in the drop menu.
- d. Once the recording is open, select the three dots at the top-right corner of the screen.
- e. On the drop-down menu will show, you will select the "**Export**" button.
- f. Select the type of file that you want to export. If you want to export an audio tap in **audio**; if you want to export text tap in **TXT**.
- g. In the **TXT** you can select how you want your notes to look like. If you want to change the name of the speakers, the timestamps, or if you want to merge the same-speaker. All you can change in here.
- h. After you have reviewed the notes, select "**Confirm**."
- i. Once you confirm, then you will select where the download note or audio is going to be save on your phone. Or you can also save it on your **google drive** or any type of drive that you are using. In this case I'm going to save it to **my drive**.

4. HOW TO EDIT NOTES FROM OTTER.AI?

- a. In today's video I'm going to show you how you can edit your notes from the Otter Ai app.
- b. First, you will select the recording that you want to review from **My Conversations** tab.
- c. Then, select the "**Edit**" option that going to be the pencil shape icon on the right corner of your screen to get in the edit mode of the app.
- d. Once you are in, you will be able to make any changes in the text of the recording, to make it more suitable for your needs. In this case, I'm going to change this sentence to: "if you wish", to fit the recording, so it will make more senses at the time of the reading.
- e. Once you are done making all the changes to your text, you can finish and save it by hitting **Done**, is going to the arrow that is on top left corner of the screen.
- f. And that its, now is save and I can review it any moment that I want.