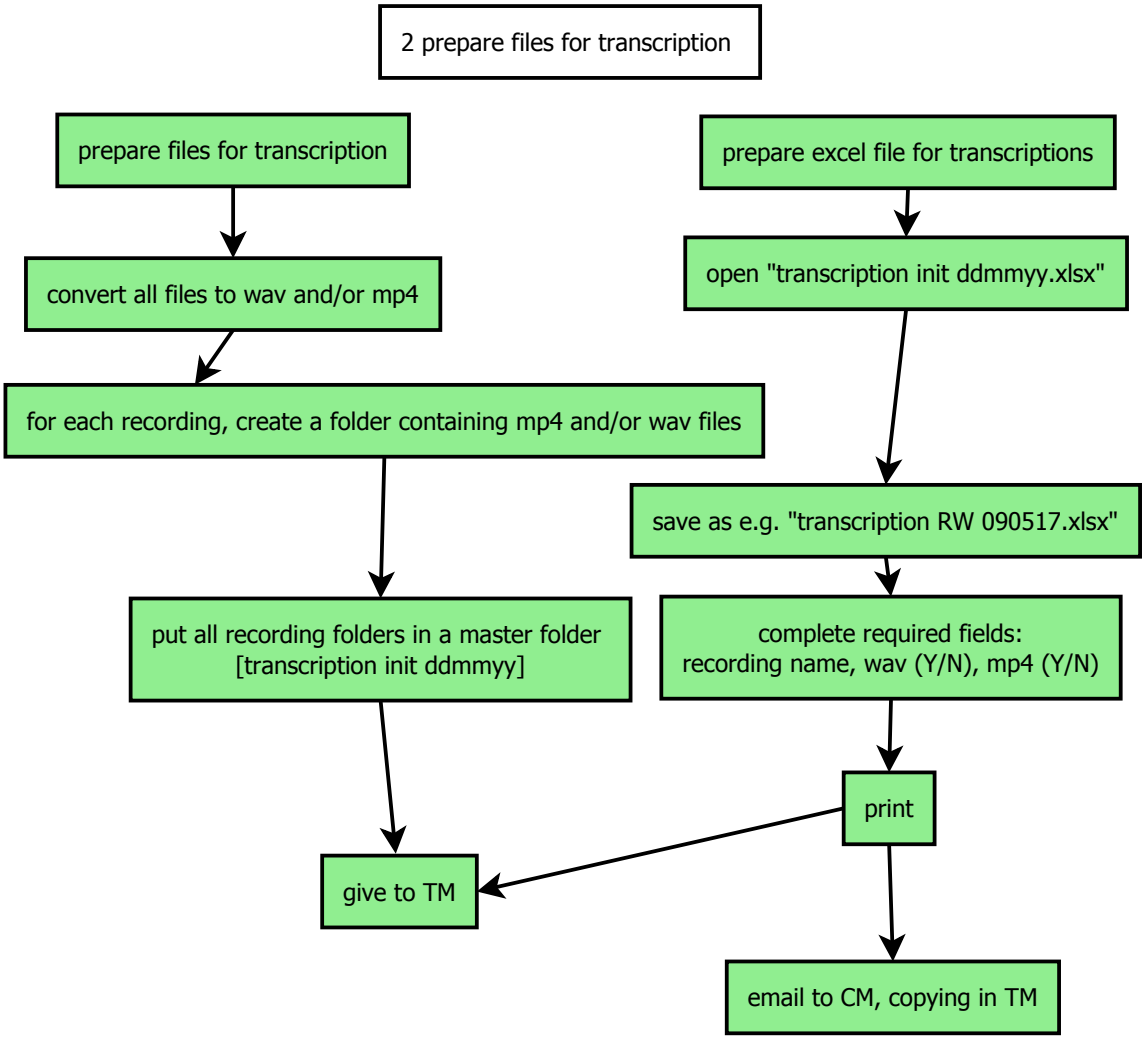
2 prepare files for transcription
prepare files for transcription
convert all files to wav and/or mp4
for each recording, create a folder containing mp4 and/or wav files
put all recording folders in a master folder [transcription init ddmmyy]
give to TM
prepare excel file for transcriptions
open "transcription init ddmmyy.xlsx"
save as e.g. "transcription RW 090517.xlsx"
complete required fields: recording name, wav (Y/N), mp4 (Y/N)
print
email to CM, copying in TM