

Calculating transcription volume

There are two ways to do this:

1. Estimate by converting voice minutes to lines:

- 1 minute of dictation averages about 10 lines
- 30 minutes of dictation per day = about 300 lines per day

1. Estimate by using average-size reports :

- 65 characters and spaces = 1 line
- Use Microsoft Word, or another word processing program, to count the number of characters and spaces in a document
 - Under "Review"
 - Click "Word Count"
 - Characters (with spaces)
 - Divide the number of characters with spaces by 65 to find out the number of lines
 - Multiply the number of lines in each document by the number of documents produced in a day, week or month to calculate your transcription volume.

Note: Characters that are part of a document template are not included in the line count since they are not typed by the transcriptionist.