

TAPING TIP SHEET ¹

1. Always use fresh batteries (alkaline NOT rechargeable) and tapes for each interview. Once batteries have been used for an interview, you can keep them for your walkmans, etc.
2. Always take extra fresh batteries to each interview.
3. Always take more tapes than you think you will need to each interview.
4. Always put batteries and a tape into the recorder and check the recorder before heading to an interview.
5. Be sure to set the tape speed to 2.4 setting. This provides 30 minutes per side and allows for a higher quality recording than if set at 1.2 (which gives 60 min/side).
6. Set counter to zero (0).
7. Be sure to check volume setting before starting an interview. To ensure sound quality the volume control should be set 2/3 of the way to maximum.
8. Never use the voice-activation setting on the tape recorder.
9. Most tape recorders do not notify you when the tape runs out. You therefore need to find a way to keep track of this. One suggestion is to check your watch when starting the recorder and place your watch so that the face is visible to you. You should also warn the interviewee that you might have to check your watch every now and again to make sure the tape doesn't run out.
10. When the interview is finished be sure to label each tape. Include your name, the interview number, and the number of tapes (e.g., 1 of 2).

¹ Excerpt from Shaver, Frances M. *et al.* (2002) **Sex Trade Advocacy and Research (STAR) Workbook: Materials for a Two-day Training Workshop with Community Partners**. Submitted to the National Network on Environments and Women's Health (available in French and English).