

## **Transcription, scanning, checking and completing**

I have the recordings professionally transcribed and then send the transcript to the person who is recording their memoirs so that they can check and amend them; this also helps prompt their memory if there are other events they have left out and want to include. Additionally, I send a copy to the person who commissions memoir so that they can let me know anything else they would like to hear more about. We will often conduct another day of interviewing to complete the life story.

We also scan and annotate the photographs you want included in the book.