

In the Chamber

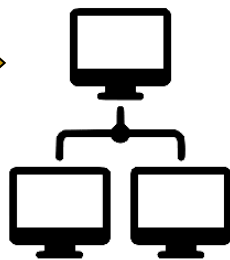
A member wishing to speak must be recognized by the Speaker. The Hansard audio switcher, located in the press gallery, activates the microphone on the desk of the recognized member. A light on the member's desk turns on when the microphone is live.

It has forced staff ...



Recording

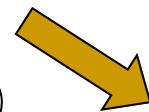
Members' speeches are digitally recorded. The proceedings are recorded on two tracks. The main track carries the speech of the recognized member. The second track carries ambient sound which helps editors to better hear situations like interjections. Another track records the Hansard audio switcher's voice as they identify the member who's speaking.



Transcribing

Input editors, located in the Hansard office in the Walter Scott Building, listen to the digital audio and type what the members say. They edit the text according to the Hansard style manual and verify research items like names, organizations, and quotations.

Hmmm ... "forced staff," "for staff," or "four staff"?



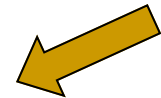
Editing

Read editors then review the recording again and compare it to the written transcript. Editors listen for words that sound alike, ensure headings and titles are added, and complete additional research.

Definitely, it's "forced staff."

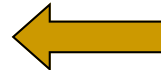


They edit to improve the written quality of the transcript.



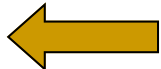
Proofreading

The edited segments are pieced together to make larger documents. The larger documents are proofread for contextual meaning, editorial consistency, and readability. A proofreader listens to the audio only if a word or phrase doesn't seem to fit.



Production

Production staff combine the proofread documents into one document, run several checks, create the table of contents, and arrange the text into the final layout. After careful scrutiny, they publish the finished *Hansard* to the Legislative Assembly's website.



Publishing

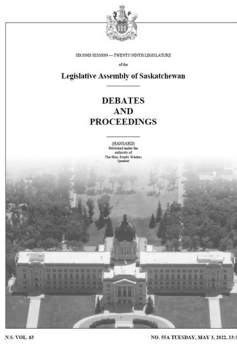
Members and the public can access *Hansard* on the Legislative Assembly's website at www.legassembly.sk.ca.



How is

Hansard

produced?



Preservation

Printed *Hansard* is sent to the Saskatchewan provincial archives for preservation. It is also kept in the collection of the Legislative Library.

