

Creating transcripts for videos

If you are using video with learners, you need to provide a transcript to accompany the video for users with visual or auditory impairments. It can be time-consuming to type out everything presented in a video, but this trick can shorten that workload.

What is a transcript?

A transcript is a text equivalent to a video. It helps people who have hearing impairments because it converts any auditory components into visual components, which can be read by the user while simultaneously watching the video. Transcripts can also be read by a screen reader in the case of visual impairments, which is why it is important to convey any information presented only visually (such as a chart or a change in who is speaking) with a textual description.

Some considerations

If a video on YouTube has captions, it also has a transcript generated from those captions. However, many times these captions have been auto generated by a computer. This is rarely a perfect rendition of the video's audio, and it is usually missing all punctuation. You will still need to review the transcript's text for incorrect words.

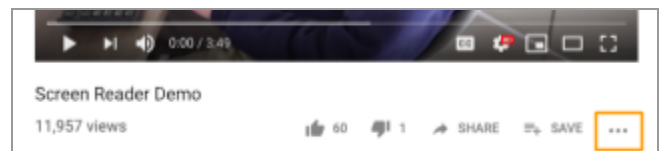
While the transcript generated by the captions is lined up with time stamps, this still often requires some adjustments. It may split the time up strangely, ignoring when a new speaker begins to talk. You may also want to combine short sentence fragments with others. In general, time stamps should be 5-9 seconds apart. In addition to adjusting the time stamps, you also need to include descriptions of content shown visually (such as charts or graphics) and the name of the speaker.

Transcript resources & examples

- [uiAccess' resource on best practices for transcripts](#)
- [Transcript example from Opal Transcription Services](#)
- [Transcript example from SFUSD](#)
- [Another transcript example from SFUSD](#)

Instructions

First, open the video in YouTube. Underneath the video, click on the three dots to open more options, then choose "Transcript". This will open the transcript of the video to the right of or underneath the video. Copy the text and time stamps of the transcript, and paste it in a new Google Doc. Be sure to link to the original video somewhere in your transcript with a meaningful link. Remember to review the transcript, adjust the time stamps, and add the missing visual information that is important to understanding the video.



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