
Audio-Video Production & Transcription Guide

Acknowledgements:

This guide will rely heavily on the existing documentation respective to the software you will use. Post-production is not a standardized process—each program will have its own requirements, user interface, and capabilities. Refer to your software’s user guide for detailed instructions. Links will be provided below. In its current state, this guide only uses images from Windows 10’s operating system. Most information, however, is applicable to macOS users.

Resources to Get Started:

The list below is an aggregation of many potentially useful software, but do not download everything listed here. If your interview is exclusively audio, then select a software from *Audio Editing Software*. *Audio-Video Editing Software* has the ability to edit both audio-only and audio-video media. Thus, you may only need to download from that section and not from the audio section. This is up to the user’s preference. *Transcription Software* is necessary from an accessibility standpoint, so as to ensure ease-of-use for other users. You only need to download **ONE** application from either the Audio or Audio-Video list **AND ONE** from the Transcription list.

Audio Editing Software

[Audacity \(all systems\)](#) – [user guide](#)

[GarageBand \(macOS\)](#) – [user guide](#); *this software is pre-installed on Apple PCs*

Audio-Video Editing Software

[Video Editor \(Windows\)](#) – [user guide](#); *this software is pre-installed on Windows PCs*

[iMovie \(macOS\)](#) – [user guide](#); *this software is pre-installed on Apple PCs*

[Shortcut \(all systems\)](#) – [user guide](#)

Transcription Software

[Otter.ai \(all systems\)](#) – [user guide](#)

Producing a Final Product:

* *Video editors may benefit from reviewing the audio section, as well.*

Audio Editing

See the “user guide” for your software, from the Audio Editing Software section.

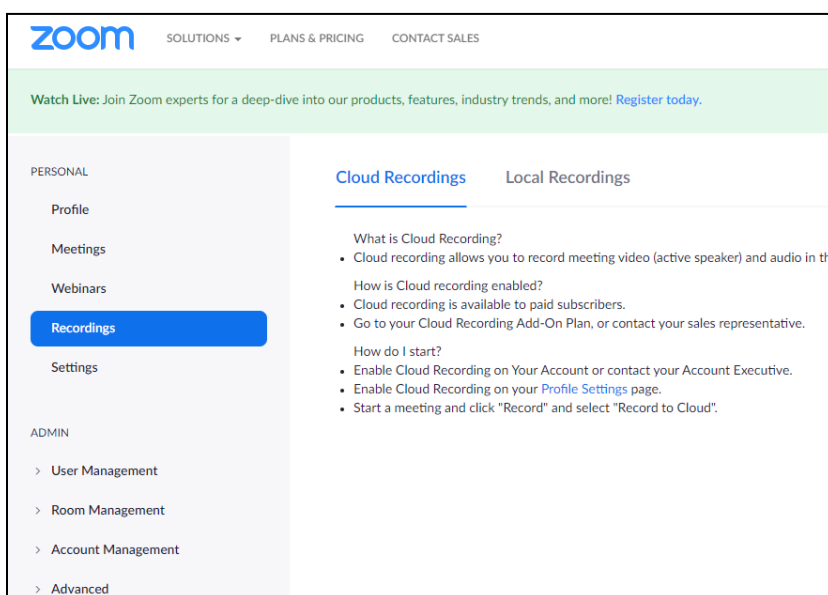
Video Editing

See the “user guide” for your software, from the Audio-Video Editing Software section.

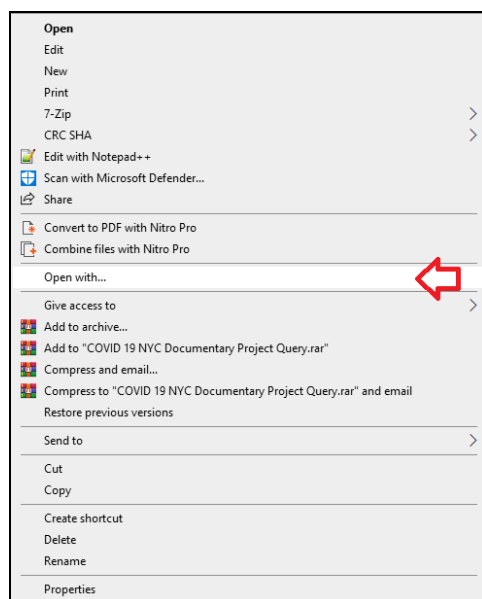
Transcribing Your Document

Transcription entails the conversion of your interview's audio into text as a companion to the audio-video elements or as a standalone work. This is for users who either prefer or require a textual component. We encourage the use of transcription software to ease the burden of manually transcribing everything.

If you are using Zoom as your conferencing software, then you should have access to their free [transcription service](#) (review this guide). After you are finished recording through Zoom, your transcripts can be found as a .VTT file on <https://us05web.zoom.us/recording>:



.VTT files can be opened with Microsoft's Notepad application. To access the text information, download the file, right-click it, and select "Open With" from the pop-up menu:



You will then see a list of relevant applications. Notepad should be one of the results. You can then copy that text to a word document or email us the .VTT file directly and we extract it.

If Zoom is still unable to transcribe your material, then use **Otter.ai**. It is a specialized transcription software. You can find a link to its website and user guide in our [Resources to Get Started](#) section. The site can also transcribe Zoom recordings after you pair Zoom with Otter.ai. Use of this service is free, so long as you record fewer than 600 minutes per month. Once you have your transcription and your audio/video, proceed to our [Submit Your File...](#) section.

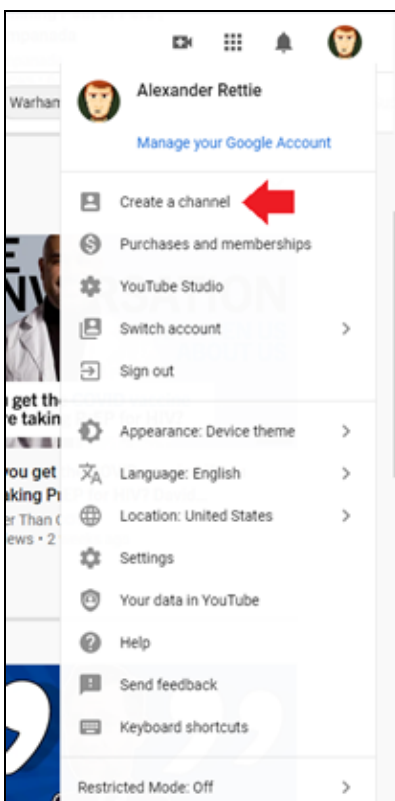
Sharing Your Work with Us:

You made it! Your interview has been recorded, trimmed, and cleaned – and you are ready to archive it for posterity. There are several methods for uploading, each of which are easier than your prior work. Disclaimer: **do not upload your file via our “Share Your Story” page.**

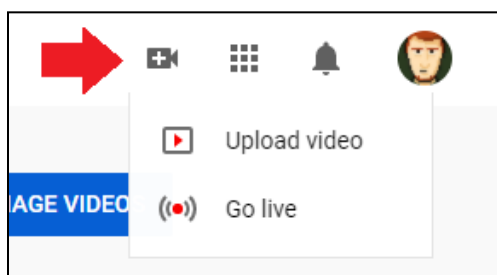
Upload It to YouTube.com

** YouTube only accepts audio-video content. Try a platform like Soundcloud or skip to **Upload It to Dropbox.com.***

You must first create a YouTube account. If you have already done so, navigate to the homepage. At the top-right of the screen you will see your account’s profile picture. Click it and then click “Create a channel”, as shown below:



Follow YouTube's prompts by clicking their "Get Started" button. Once you are finished you will be brought to your empty channel page. To upload your first visit, click the "Upload Video" button in the center of your screen. Going forward, you are able to upload videos by clicking the camcorder icon anyone on the site:



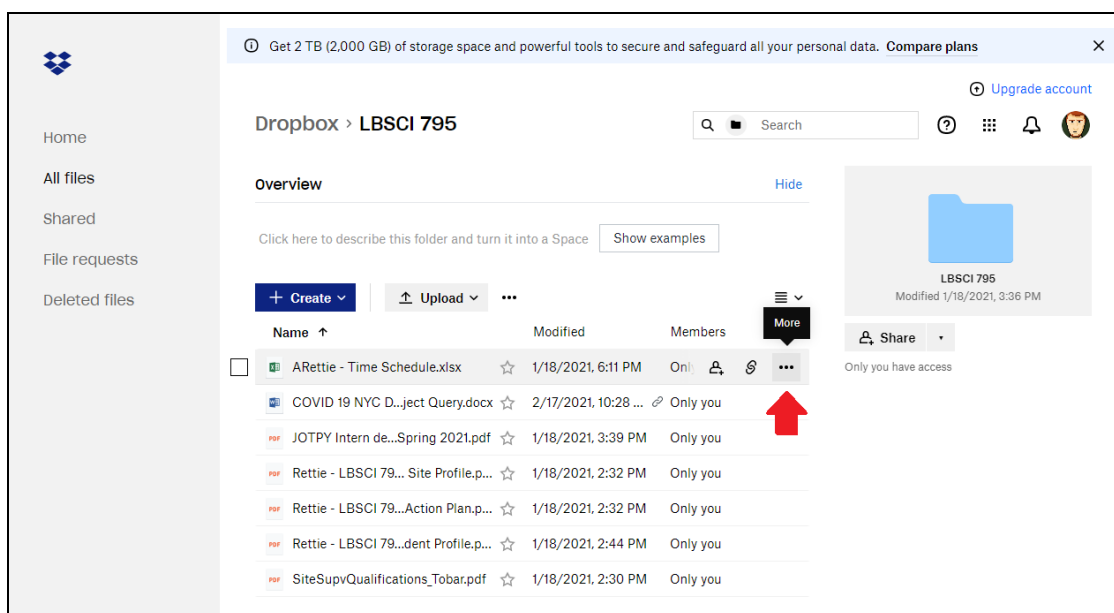
From the "Upload videos" pop-up, select your files and upload them. Name and describe your video however you like. When you reach the third tab, make sure you select either "Public" or "Unlisted". Either option will make the video's hyperlink visible to us. Then, press "Save".

The screenshot shows the YouTube upload interface with three tabs: Details, Video elements, and Visibility. The Visibility tab is active. It contains a section titled 'Save or publish' with four radio button options: 'Public, unlisted, or private' (selected), 'Private', 'Unlisted', and 'Public'. A red arrow points to the 'Unlisted' option. Below these is a 'Schedule' option. To the right, a video player shows 'Processing video...' and a 'Test Video' with a link to 'https://youtu.be/LaP-OLPMkkA'. At the bottom, there is a 'Before you publish, check the following:' section with a question about kids appearing in the video. The bottom status bar shows 'Processing 95%' and 'BACK' and 'SAVE' buttons.

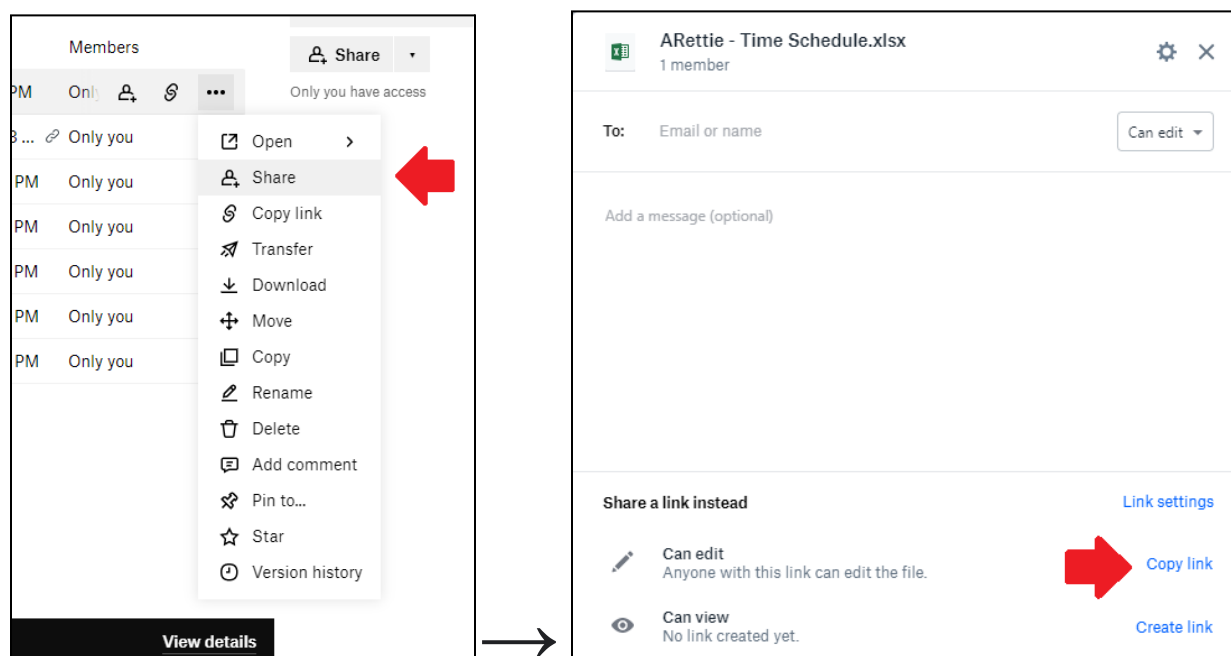
You can access the video’s share link through your channel page or by visiting your video’s YouTube page. Copy the domain address starting with “<https://www.youtube.com/watch?v=>” and continue to our [Submit Your File...](#) section.

Upload It to Dropbox.com

You must first create a Dropbox account. If you have already done so, then navigate to the homepage. To upload your documents, you can either click the blue “+ Create” button or simply drag your files into the Dropbox interface. Click “Upload” and the files should appear as the first result in your “Recent” list. Next, you must provide us with the share link. See the below image:



From the dropdown list, select “Share” and then “Copy link” as shown below:



You now have your shareable link copied to your computer’s clipboard.

Submit Your File...:

... to the Archives Directly

Ensure your document opens and is viewable before contacting archives@bcc.cuny.edu. If you uploaded your document to the internet (YouTube, Dropbox, etc.), post your share link into your web browser before sending it to us. Does it display your file? Did you delete the file or share a broken link? Also, check if the file type cannot be opened by your computer's media player/ photo viewer. Universal file types include:

- Audio – MP3; MP4; WAV
- Video – MP4; MOV; WMV; AVI
- Text (Transcription) – TXT; RTF; DOCX; PDF

When sending your media to archives@bcc.cuny.edu, be sure to provide a concise Subject—including the words “Digital Submission”—and a detailed description of its contents in the body of your email.

Please be patient for BCC curators to respond to your email. We may respond before your document is officially archived to inquire about additional information. You can get ahead of these queries by filling out our [Standard Metadata Entry Sheet](#). Otherwise, you have completed your submission.

Congratulations and thank you for your contribution to the Bronx Community College Archives!