MULTIMEDIA ASSIGNMENT
FEATURE 4

How to Create a Transcript

STEP 1:

Type the text of what was said in your video and save it as a plain text file (.txt). You can convert other formats (like Microsoft Word, HTML, PDF) into a plain text file or you can use native programs on your computer like TextEdit or Notepad.

TIPS:

- In order to get the best results, use these formatting tips:

- Use a blank line to force the start of a new caption.
- Use square brackets to designate background sounds. For example, [music] or [laughter].
- Add >> to identify speakers or change of speaker.

YouTube Help. (n.d.). Retrieved from https://support.google.com/youtube