

## Audio Transcripts for Zoom Meetings

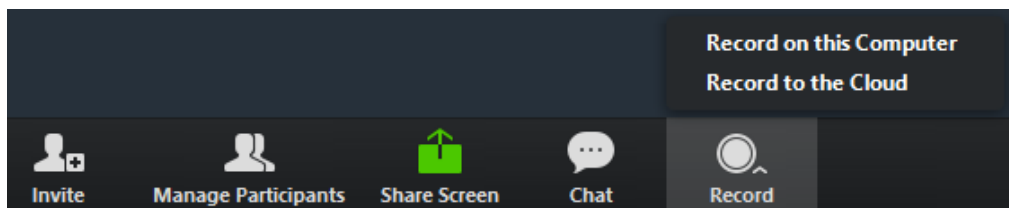
melissa kane - 2020-03-16 - Comments (0) - Zoom Recording & Transcription

Brown has enabled Zoom's audio transcript option to automatically transcribe the audio of a meeting or class that you record to the cloud.

- The transcript is divided into sections, each with a timestamp that shows when that portion of the text was recorded.
- You can edit the text to more accurately capture the words, or to add capitalization and punctuation, which are not captured by the transcript.
- You can search for text within the transcription and you can search for transcribed recordings that include the text you are searching for.

### Generating a Transcript

1. Start a meeting or webinar
2. Click the **Record** button and choose **Record to the Cloud**



3. After the meeting ends, you will receive an email that lets you know that your cloud recording is available. A short time later, you also receive a separate email letting you know that the audio transcript for the recording is available. These emails include links to view your recordings and transcript.

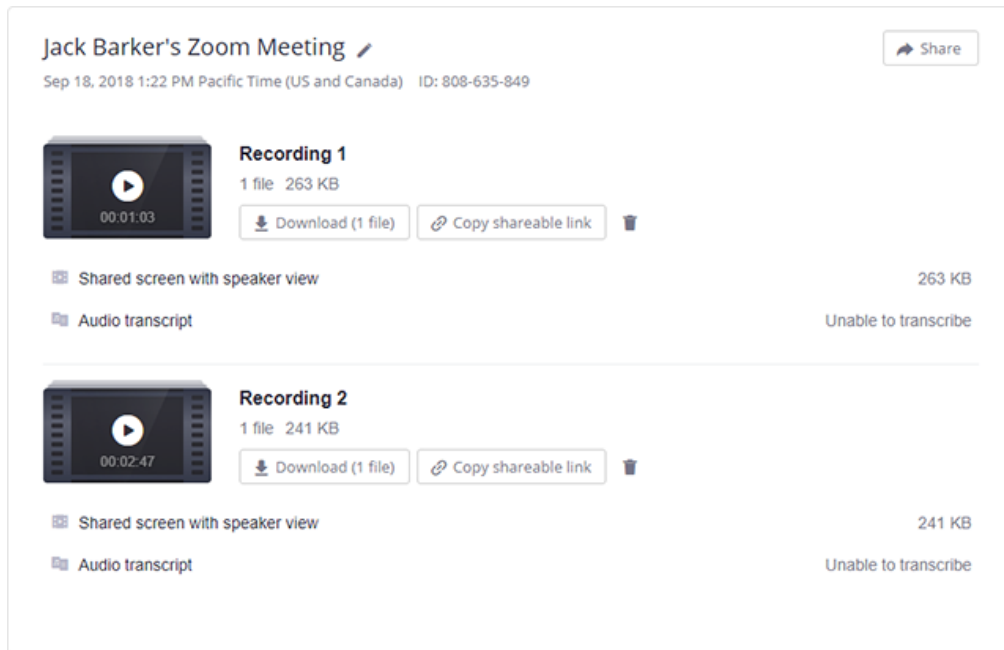
### Viewing and Editing the Transcript

1. Click the link in the email **OR** navigate to the **My Recordings** page on the Zoom web portal and click the name of the recorded meeting.

Notes:

1. This opens the Recording Details page, which includes at least two files:
  1. Audio Only (m4a)
  2. Transcript Recording (vtt)
2. If you selected other files for the cloud recording, these will also be included:
  1. Recording (mp4)
  2. Gallery view (mp4)
2. Click the **Audio Only m4a file**, or the **Recording** or **Gallery View** mp4 file, if

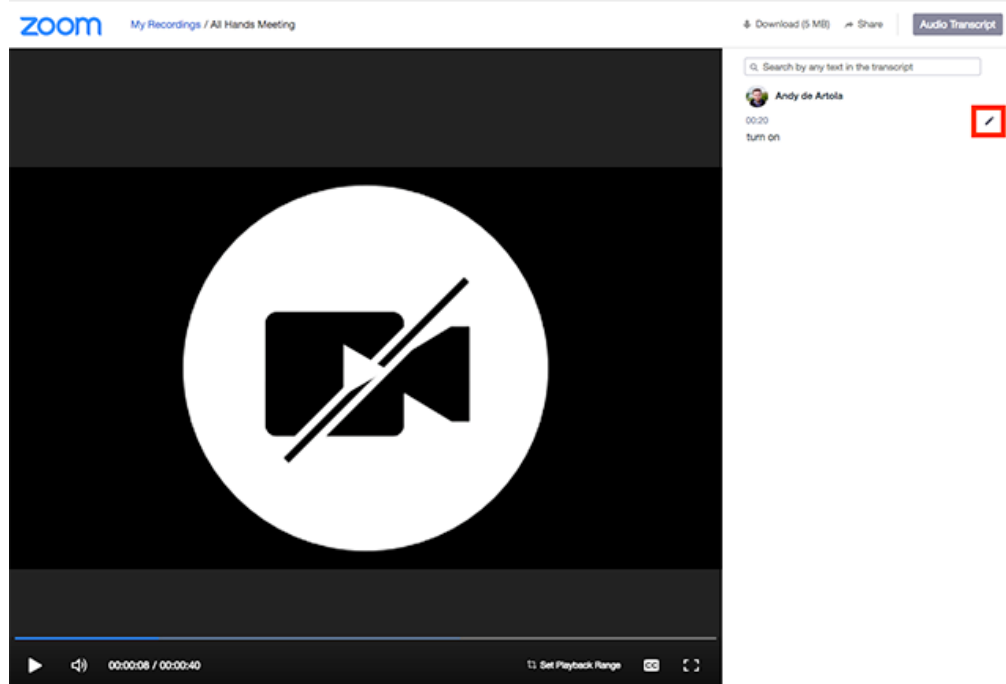
available. The text of the transcript displays on the right-hand side of the file.



The screenshot shows a Zoom meeting recording page for "Jack Barker's Zoom Meeting". It lists two recordings:

- Recording 1**: 1 file, 263 KB. Includes a play button icon with a 00:01:03 timer. Below it are buttons for "Download (1 file)", "Copy shareable link", and a trash icon. To the right, it lists "Shared screen with speaker view" (263 KB) and "Audio transcript" (Unable to transcribe).
- Recording 2**: 1 file, 241 KB. Includes a play button icon with a 00:02:47 timer. Below it are buttons for "Download (1 file)", "Copy shareable link", and a trash icon. To the right, it lists "Shared screen with speaker view" (241 KB) and "Audio transcript" (Unable to transcribe).

3. Navigate to the **Audio Transcript** panel on the right and **click the pencil icon** next to the phrase you want to edit.



The screenshot shows the Zoom interface for editing a transcript. On the left is a video player with a large white circle containing a black video camera icon with a diagonal slash through it, indicating no video is available. The player shows a progress bar at 00:00:08 / 00:00:40. On the right is the "Audio Transcript" panel, which includes a search bar, a list of transcript entries, and a pencil icon for editing. The first entry is "00:20 turn on" by "Andy de Artola".

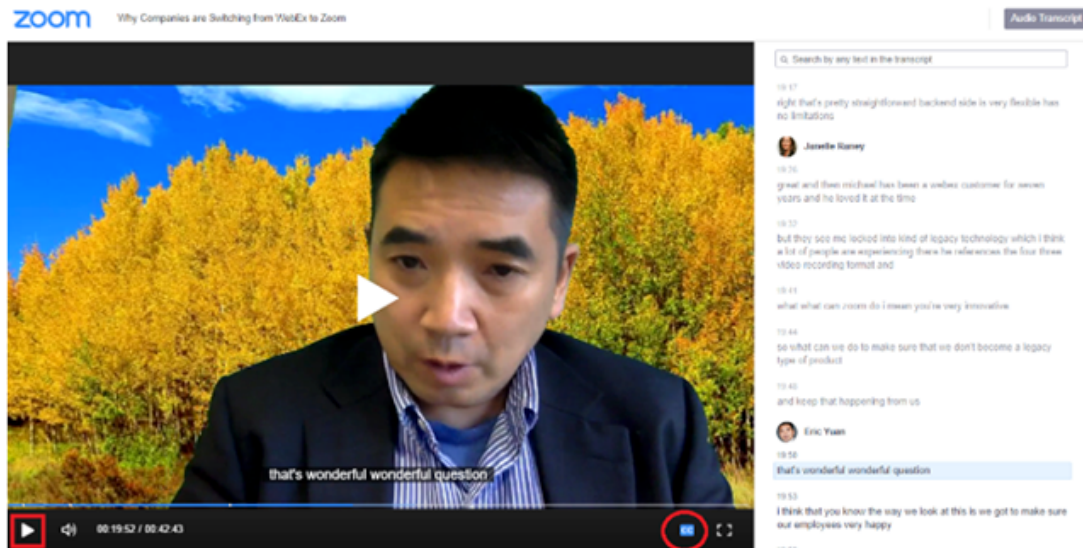
4. Make any changes to the text, then click **Save**. The updated version of the text is displayed when you play the audio or video file.

## Embedding your Transcript

The transcript is automatically embedded within the audio and video file. To see the transcript embedded in the audio or video file:

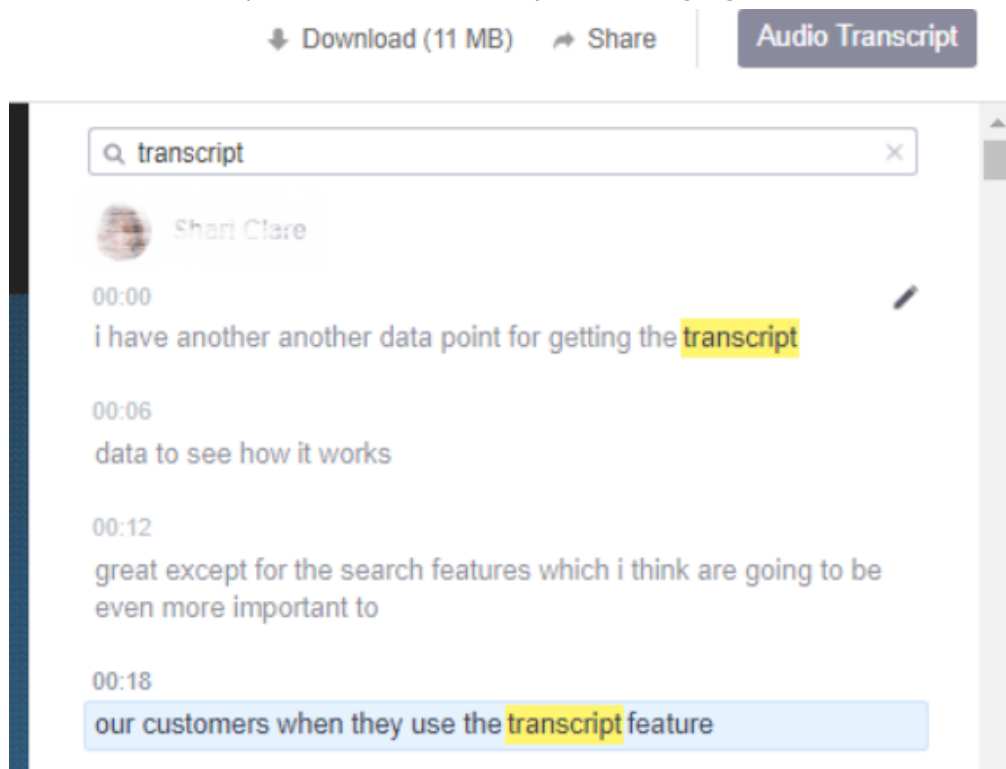
- Open the audio or video file from [My Recordings](#).
- Click the Play button.
- Click the CC icon at the bottom right of the screen.

The text displays on top of the video, similar to closed captioning.



## Searching within the Transcript

1. Go to [My Recordings](#).
2. In the **Search by** list, choose **Keyword**.
3. Type a word or phrase in the text entry box, then click **Search**.  
Note: This shows the list of meetings that includes the keyword in the transcript.
4. Click the applicable meeting to view the transcript.
5. Click the **Audio Only m4a file**, or the **Recording** or **Gallery View** mp4 file, if available. The text of the transcript displays on the right-hand side of the file.
6. Navigate to the **Audio Transcript** panel on the right and type the keyword into the search box at the top. All instances of the keyword are highlighted.



**Please note that since transcripts are machine-generated, they will not be 100% accurate.**

- If you need captioned content for accessibility reasons, please contact [SEAS](#) (Student Accessibility Services.)
- Questions about captioning? Contact [captioning@brown.edu](mailto:captioning@brown.edu)