

# Transcripts with Timestamps

**Timestamps** provide start and end times for text in your transcripts. Transcripts with timestamps let your viewers:

- read the transcript progressively as the media plays
- get subtitles for the media
- click lines on the transcript to skip around the media

Mandala Audio-Video accepts transcripts in the WebVTT format, which we describe below. You can also reference the official [WebVTT specification](#).

If you just want the static transcript next to the media, you don't need timestamps. In this case, you're reading the wrong guide! Go to [Transcripts without Timecodes](#) instead.

Once you've created your file, you'll upload the transcript in the Mandala Audio-Video editor. Check out the detailed steps at the bottom of the page.

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## WebVTT Format

You can create WebVTT files in any text editor, as long as you save with the extension .srt. Here's an example of a WebVTT transcript.

```
WebVTT

00:00:01.00 --> 00:00:03.01
Hello, welcome to Audio-Video.

00:00:04.00 --> 00:00:05.02
You can create dynamic transcripts with Audio-Video.

00:00:05.15 --> 00:00:07.00
We can help you get started quickly
```

Each file will consist of the following:

1. This text at the top of the document: WEBVTT
2. The [lines of the transcript](#)

## Transcript Lines

Each transcript "line" or "unit" consists of...

1. A [timestamp](#) with start and end times

2. The transcript for the timestamp
3. A blank line

## Timestamps

Timestamps let you add a start and end time for the transcript. This helps Mandala associate a moment in the video with the text. Timestamps consist of the following, all on the same line:

1. The start time for the transcript in a hh:mm:ss.ms format
  - For media assets shorter than one hour, hours (hh:) are optional
2. Two hyphens followed by a greater-than sign: -->
  - Make sure these don't reformat into arrows (>) automatically. Your transcript will not work otherwise.
3. The end time for your transcript in a hh:mm:ss.ms format
  - For media assets shorter than one hour, hours (hh:) are optional

## Multilingual Transcripts

Mandala recognizes multilingual transcripts. This lets you include multiple languages and translations in one transcript file. You can use these transcripts to make multilingual captions.

Separating languages is more flexible in Mandala than in the official WebVTT standard. You can separate languages by:

1. Putting each language on a new line, OR
2. Using a sequence of characters to separate languages
  - You can use any set of characters, as long as the set is consistent

Here's an example using / to separate out languages.

```
WebVTT

00:00:01.00 --> 00:00:03.01
Hello, welcome to Audio-Video./
Hola, bienvenido a Audio-Video.

00:00:04.00 --> 00:00:05.02
You can create dynamic transcripts with Audio-Video./
Usted puede crear transcripciones con Audio-Video.

00:00:05.15 --> 00:00:07.00
We can help you get started quickly./
Nosotros podemos ayudarle a empezar rápidamente.
```



### Keep language order consistent!

Make sure each language always appears in the same order. In the case above, the English transcript always comes before the Spanish transcript.

If you don't keep language order consistent, Mandala won't split up your languages properly.

## Adding Speakers

If you want to add speakers, the VTT format makes it possible. Use **<v Name>** at the beginning of the transcript text.

Here's an example:

```
WebVTT

00:00:01.00 --> 00:00:03.01
<v Batman>Hello, welcome to Audio-Video.

00:00:04.00 --> 00:00:05.02
<v Superman>You can create dynamic transcripts with Audio-Video.

00:00:05.15 --> 00:00:07.00
<v Batman>We can help you get started quickly
```

You can also use a translated speaker's name if you like. In this case, repeat <v Name> at the beginning of the transcript text for each language.

```
WebVTT

00:00:01.00 --> 00:00:03.01
<v Employee>Hello, welcome to Audio-Video./
<v Empleado>Hola, bienvenido a Audio-Video.

00:00:04.00 --> 00:00:05.02
<v Employee>You can create dynamic transcripts with Audio-Video./
<v Empleado>Usted puede crear transcripciones con Audio-Video.

00:00:05.15 --> 00:00:07.00
<v Employee>We can help you get started quickly./
<v Empleado>Nosotros podemos ayudarle a empezar rápidamente.
```

## Upload Your Transcript

You can add your transcript in the Audio-Video media editor. Once you've uploaded your file, you'll enter some information about the formatting. This helps Mandala process your transcript.

After saving your edits, you'll see your transcript on the media's page. It may take a couple of hours for the transcript to process.

1. Edit or create a media asset at [audio-video.shanti.virginia.edu](http://audio-video.shanti.virginia.edu)
  - Learn more at [Upload an Audio File](#), [Upload a Video File](#), and [Edit Your Media](#)
2. Click **Transcript**
  - The transcript area will open
3. Click **Choose file**
  - The file browser for your operating system will open
4. Open your transcript
  - Make sure your file follows the formatting requirements above
  - The file browser will close
5. Click **Upload**
  - You'll see a confirmation message, and the transcript wizard open
6. Under "Languages," choose whether your transcript has one or multiple languages
7. If your transcript has more than one language:
  - a. Enter the "Language Delimiter"
    - This is the character you used to separate out languages

- If you used the example above, choose **Custom:** /
- b. Select your languages in the order in which they appear
- Remember, you should keep the language order consistent in your transcript
  - In the formatting example on this page, "Language 1" is **English**, "Language 2" is **Spanish**.
8. Check your processed transcript at the bottom of the section
- Click each language tab to make sure Mandala assigned the correct language
  - Make sure the text is separated into shorter units
9. Click **Save** at the bottom of the editor
- The media asset with your transcript will appear
  - Transcript processing may take a few minutes