

Read a Transcript

1. Open the video or audio from where you want to read a transcription
2. Play the video
 - You'll see a transcript for each time point on the right
3. Click the **dialog bubble** icon above the transcript
 - This is the first icon on the top toolbar
 - Transcript options will expand
4. Choose your options
 - You can change which languages and speakers appear on the transcripts
 - You can also change the transcript layout
5. Click the **x** above transcript options to close the menu
6. If you want to save the transcript to your computer, see [Download Transcript](#)