

Add a computer-generated transcript to an event

For English events only.

You can add an automated transcript to any type of event - Live, On-Demand, and Simulated Live. The system generates a written transcript of the event audio that can be included with the event recording for viewers and downloaded.

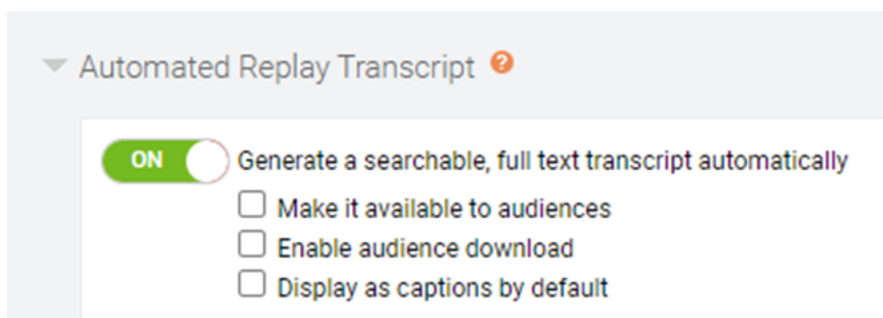
To learn more about automated transcripts, see [About generated transcripts](#).

The transcript is available within 24 hours after the event is published. Once the transcript has finished processing, you can [review and edit it in the editing studio](#).

Note: If you plan to make the transcript available to attendees, review the transcript and make any corrections.

To generate a transcript for your event:

1. Sign in to the Webcast Admin portal and edit the event.
2. On the left panel, click the **Event Content** tab.
3. Under Optional Content, expand the **Add Automated Replay Transcript** section and set the Generate a searchable, full text transcript to **ON**.



4. Optional. Select:
 - **Make it available to audiences** to allow attendees to view a searchable transcript in a separate window

- **Enable audience download** to allow attendees to download the transcript
- **Display as open captions** to show the transcript as rolling captions under the video player

5. Click **Save and Continue** to save changes to the event content.

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