

## Transcript

This is a very quick one to show you how to transcribe a podcast or any audio using word. So first of all go to office.com and open up word, your online version of it, and then you want to come along on the home bar to dictate, and we're going to click the little button next to it and we're gonna click transcribe. We're then going to upload the audio.

Once you've clicked it, it'll start transcribing it and it does say this may take awhile. Leave this window open and check back in a bit. It's now been a little bit and it has processed and given us our transcription. So as you can see, it's already identified that there are two different speakers, so I know that speaker one is myself and that speaker two is my good friend Dave Thackeray. And there we go. I also know that I can click on any of these parts and it'll start the playback from that point so we can find out what it is. So obviously it's picked up very well with some of these things, but some 'am days in'? What's that possibly going to be? So I'm going to click on there and listen to it, and it's meant to be amazing so I can click on there and change that to say amazing, with a tick and I can get rid of that bit where it says days in. So obviously you can go through it all and you can look for things that looked like big spelling mistakes in there.

And when you're happy with it, you can then add it to your document, and you have various different ways you can do it. You can set it just to text; you can have text with speakers; with time stamps or with speakers and time stamps. Now my advice is if you're doing this as a proper transcript, you want speakers and time stamps on there, and that's it. That's how you make a transcript from a piece of audio or from a podcast very very quickly.