# Creating a Transcript

How to create a transcript from Panopto captions.

To create an accessible transcript, first, install **Notepad++**, a necessary tool for processing text efficiently. Next, download the raw caption file from **Panopto**, which contains the automatically generated subtitles. Using **Notepad++**, clean up the file by removing timestamps, empty lines, and unnecessary formatting to ensure a clear and readable transcript. This process enhances accessibility and ensures the transcript is properly structured for users who rely on text-based content.

Install Notepad++ from UniSA Software Center

Notepad++ is an essential tool for completing the transcript process efficiently, as it allows for precise text manipulation, removal of timestamps, and formatting adjustments required to create accessible transcripts from Panopto captions.

1. Search software center from the start menu
2. Select Notepad++ from the catalogue
3. Click Install
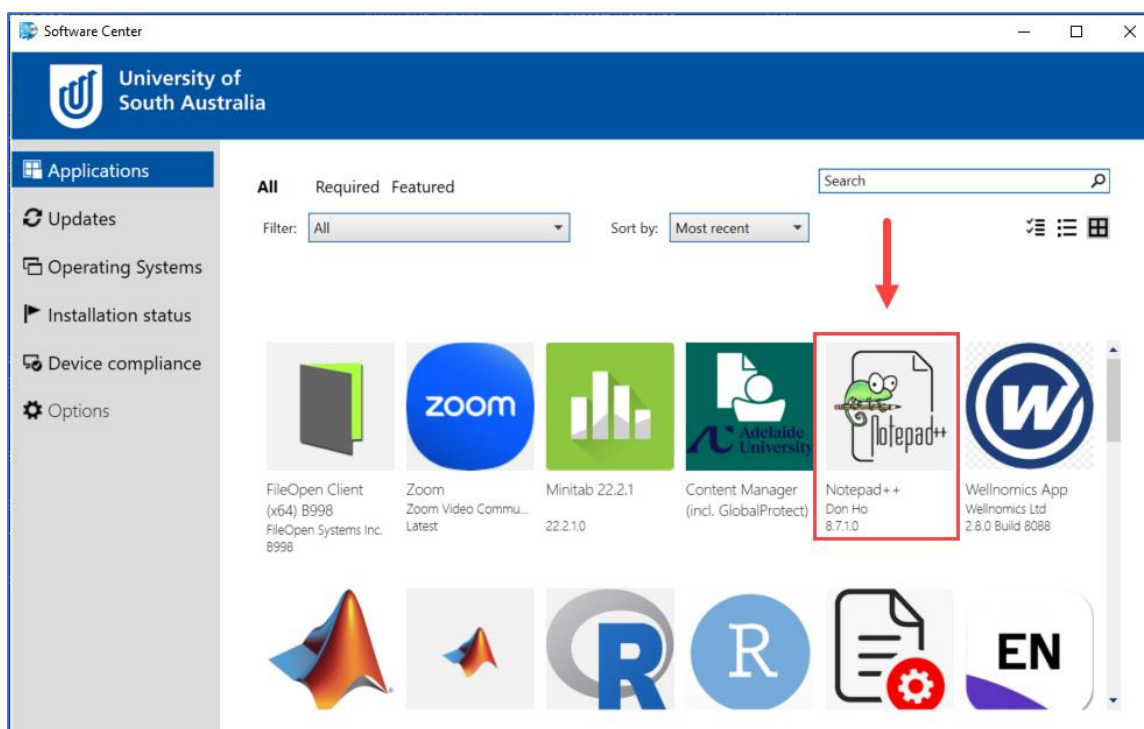
Panopto: Download Closed Captions

Captions can be downloaded for back-up, to provide a transcript to students or for editing Captions in third party software. There are tools available to edit closed captions in Panopto. To use theses see: Panopto: Creating and Edit Closed Captions. and Panopto: Video Sharing Settings. Perquisites to using these tools are that the editor has a UniSA staff account, is the creator of the video or has been added with an editor role.

1. Locate the video in unisa.Panopto.com and click the **edit** cog icon.
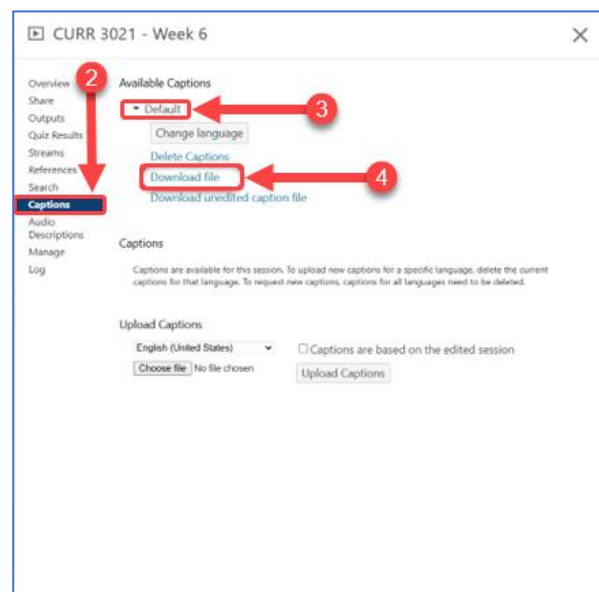
From Folder Navigation:
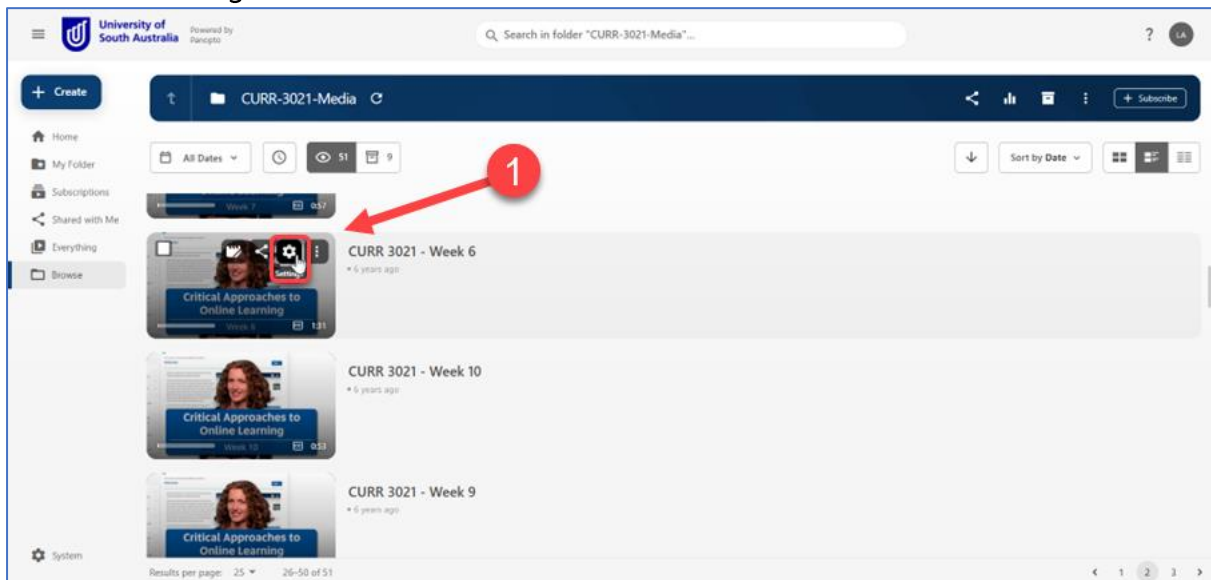
From the Video player:
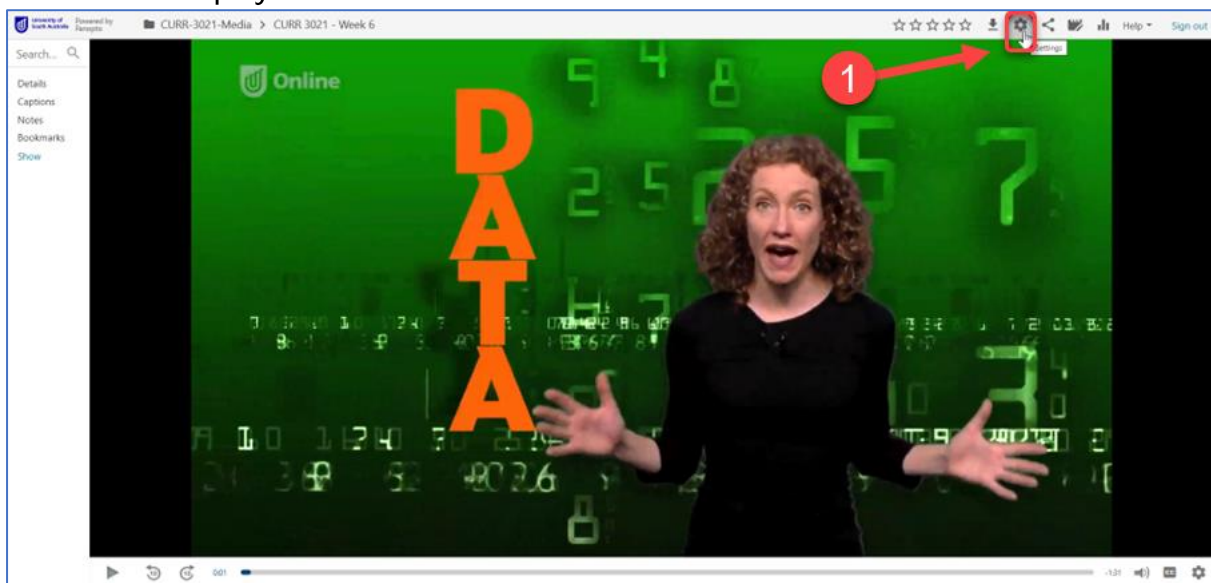
1. Select **Captions** from the menu on the left.

2. Expand the **Default** dropdown menu.

3. Click **Download File.**

Modify Caption File to Create the Transcript

Follow these steps to clean up and format the caption file into a readable transcript:

1. Open **Notepad++** and open the caption file you need to modify.

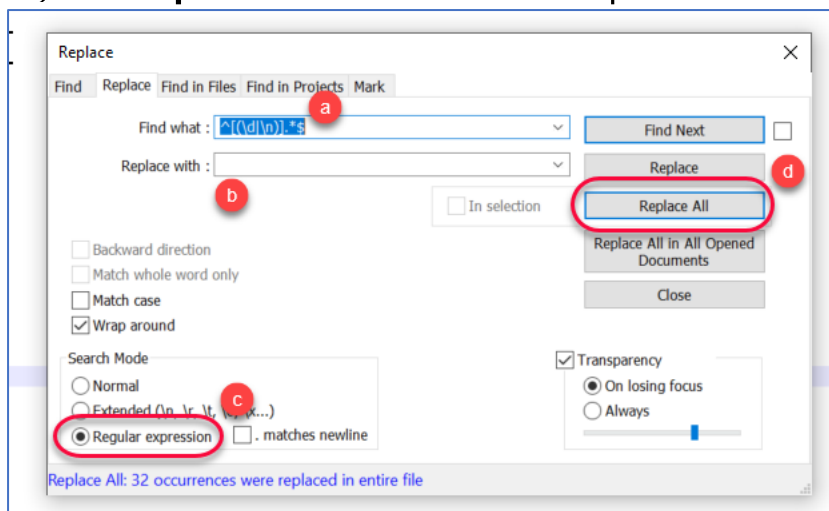2. Remove timestamps and formatting codes by navigating to **Search > Replace**.
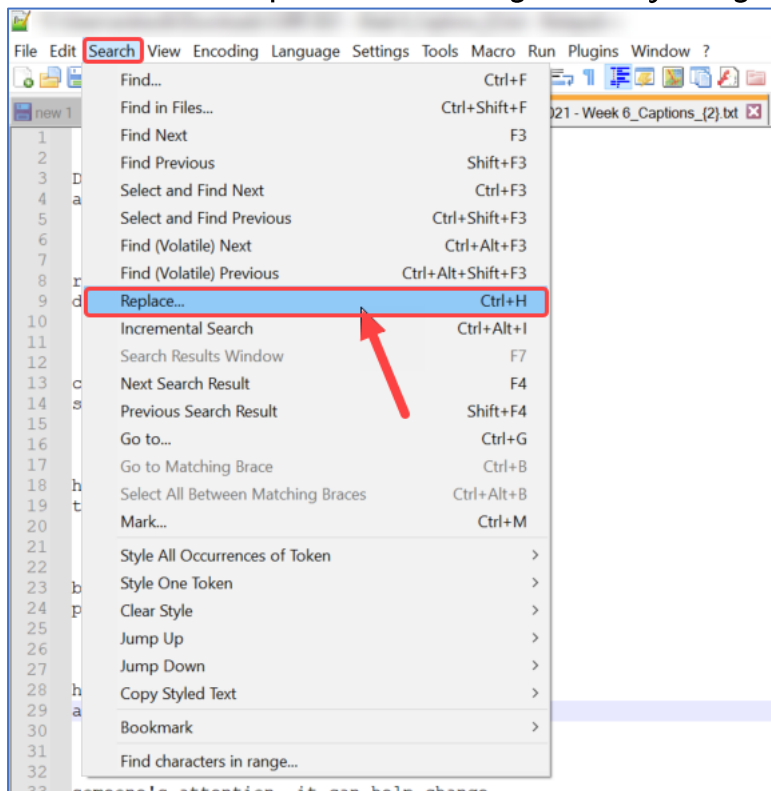
2a) In the **Find** box, enter: ^[(\d|\n)].*$
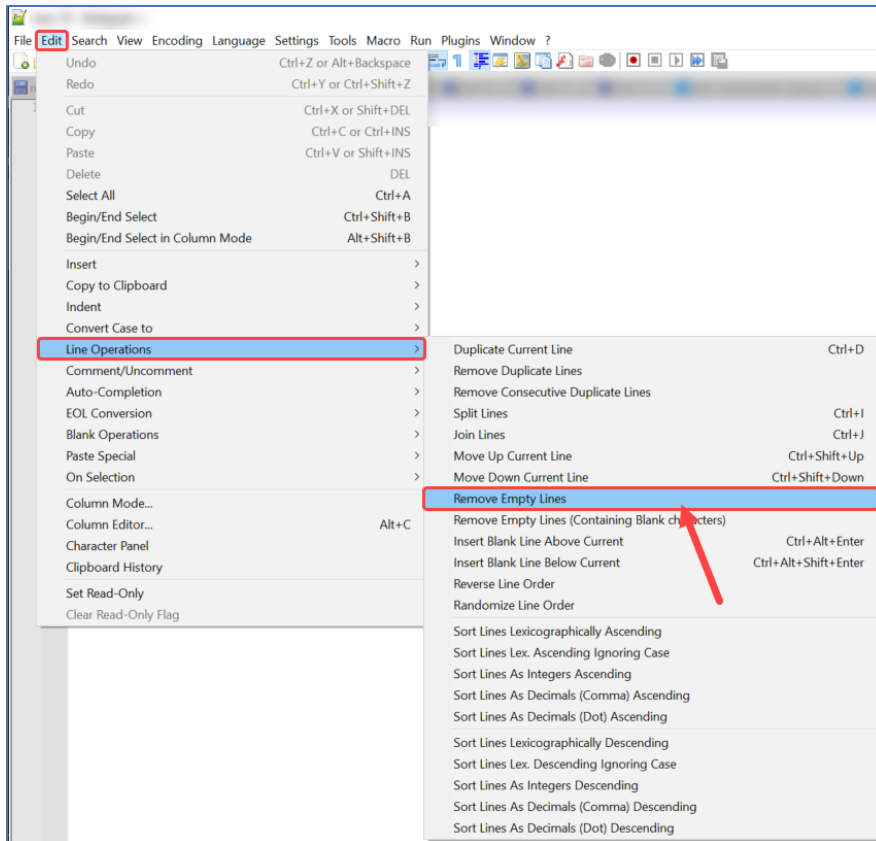
2b) Leave the **Replace** box empty.
2c) Set **Search Mode** to **Regular Expression**.
2d) Click **Replace All** to remove timestamps and other unwanted formatting.
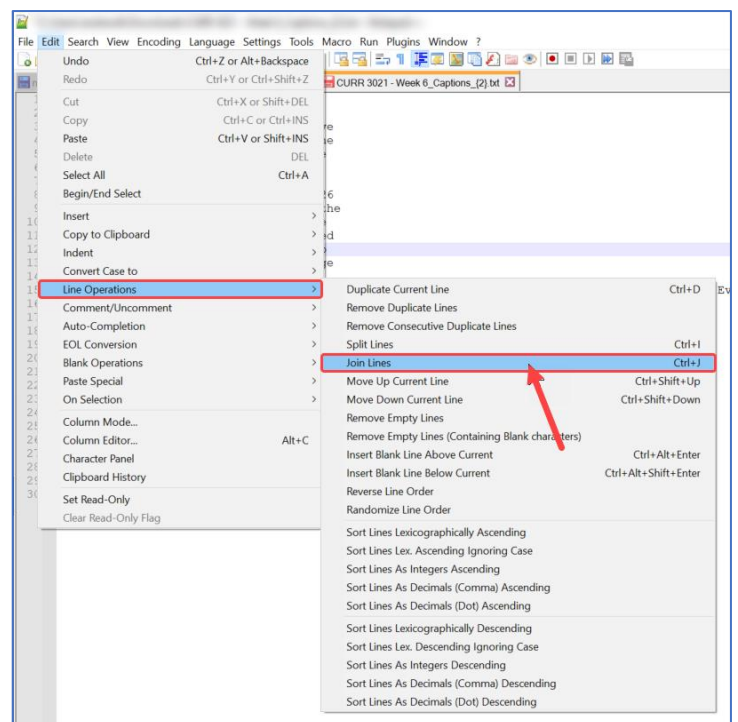
3. Remove empty lines to clean up the text.
   3a) Go to **Edit > Line Operations > Remove Empty Lines.**

4. To merge the dialogue into a readable format, without unnecessary breaks, convert the remaining text into a continuous transcript.

   4a) First select all text using **Ctrl + A**.

   4b) Go to **Edit > Line Operations > Join Lines**.

5. Save the transcript in the correct format.

   5a) Either save the file directly, or copy it into a **Word document** for better formatting.
   5b) Ensure the document is saved as a **.docx** file rather than a PDF for easier access and editing.