

Transcribing Using Microsoft Word

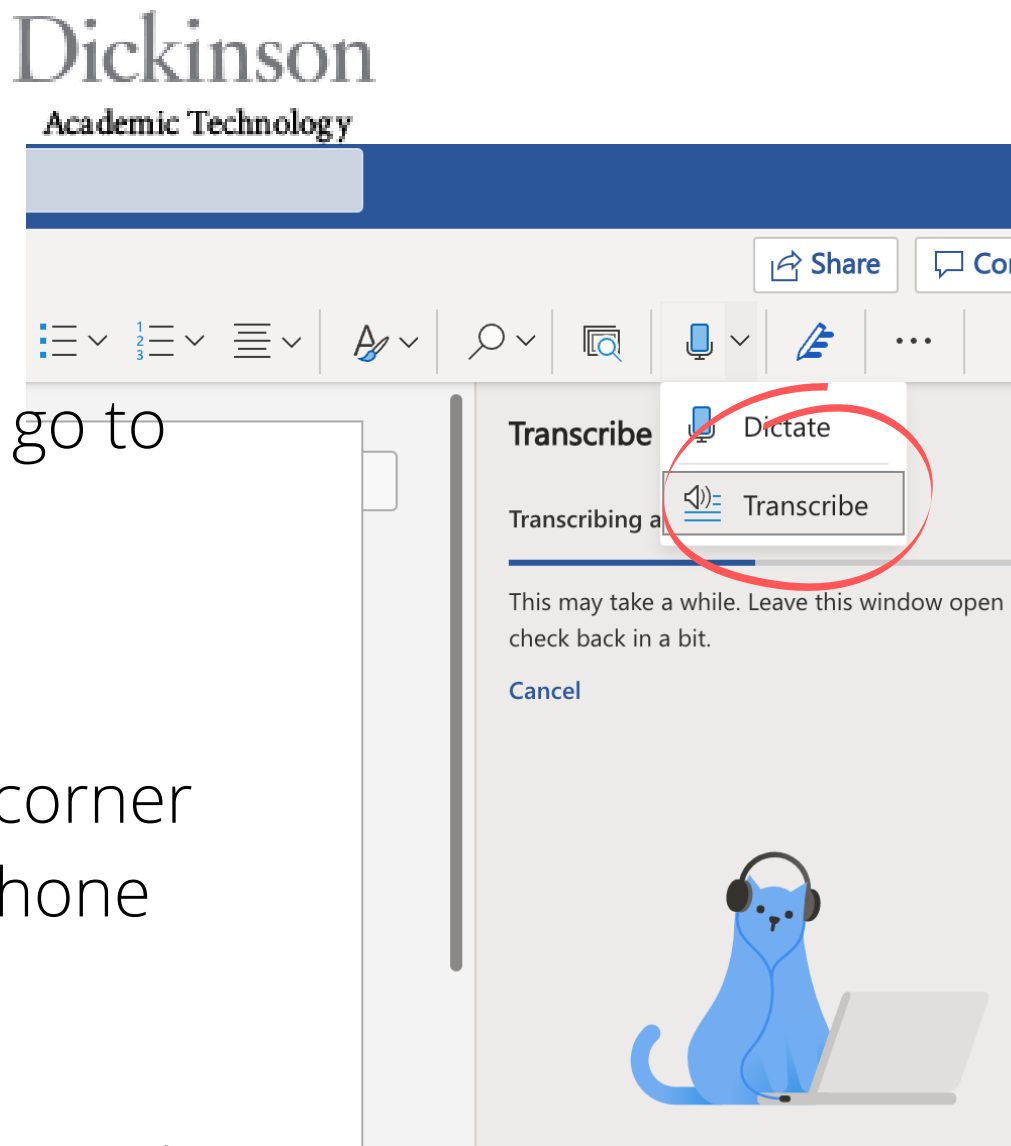
From MP3

On Microsoft 365 go to
Word.

In the upper right corner
there is a microphone
icon.

Click the dropdown and
select Transcribe

It will take a few minutes
to upload



You will see you transcription in a box on the right of the screen

Click *add all to document* and it will transfer to the Word document

You can make changes on the Word document

Only one transcription per Word document is allowed

The screenshot shows a 'Transcribe' window with a video player at the top. The video title is 'How a handful of tech companies control billio...'. The player shows a progress bar from 00:00 to 17:00, a volume icon, and playback controls. Below the player is a list of transcriptions:

- 00:12 Speaker 1: I want you to imagine.
- 00:15 Speaker 1: Walking into a room.
- 00:17 Speaker 1: Control room with a bunch of people. 100 people hunched over, at desks with little dials.
- 00:23 Speaker 1: Is that that control room? (This entry has a pencil icon for editing and a plus icon for adding to document.)
- 00:25 Speaker 1: Will shape the thoughts and feelings.
- 00:29 Speaker 1: (partially visible)

At the bottom of the window, there are two buttons: 'Add all to document' (highlighted with a red circle) and 'New transcription'.