# Extracting a Transcript for a YouTube Video

Extracting the transcript from a captioned YouTube video is an efficient method for creating a video transcript. You will need to copy the transcript provided by YouTube and paste it into a word processor.

## To Locate a YouTube Video’s Transcript:

1. Locate a YouTube video. To review the video’s captions, click the **CC icon**.


Note: YouTube’s automatically generated captions (auto-captions) may appear by default. Auto-captions should be considered only a draft of the captions because they are usually inaccurate and need corrections by the video’s creator. If the video’s creator has corrected the auto-captions, the corrected version will be available. To select the corrected captions, click the **Gear** icon, and select **Subtitles/CC** and then English (or the desired language).


1. To open the YouTube transcript, locate and click the **three dots** (below the video). Select **Open transcript**.

2. The YouTube transcript appears in a pane on the right-side of the screen. By default, an automatically generated transcript appears. Auto-transcription should be considered only a draft as it is usually inaccurate and will likely need corrections from the video’s creator. If the video’s creator has corrected the auto-captions, the corrected version will be available. To select the corrected version (if available), click **English (auto-generated)**.

3. Select **English** (or the desired language). (Note: If the desired language is not available, you will likely need to make significant revisions and edits to the transcript in step 8.)

4. The transcript will update. To remove the timestamps (for easier reading), locate and click the three dots (above the transcript). Select **Toggle timestamps**.

5. The timestamps will disappear. **Highlight** the transcript text, and then right-click and select **Copy**.

6. Open a word processor, such as Microsoft Word, and type a **title for the transcript** and then **paste** the copied transcript text. You may **edit the text and apply formatting** as needed.

7. Upload the transcript document to Sakai, and create a link to it under the video.
