

How to Edit Transcripts

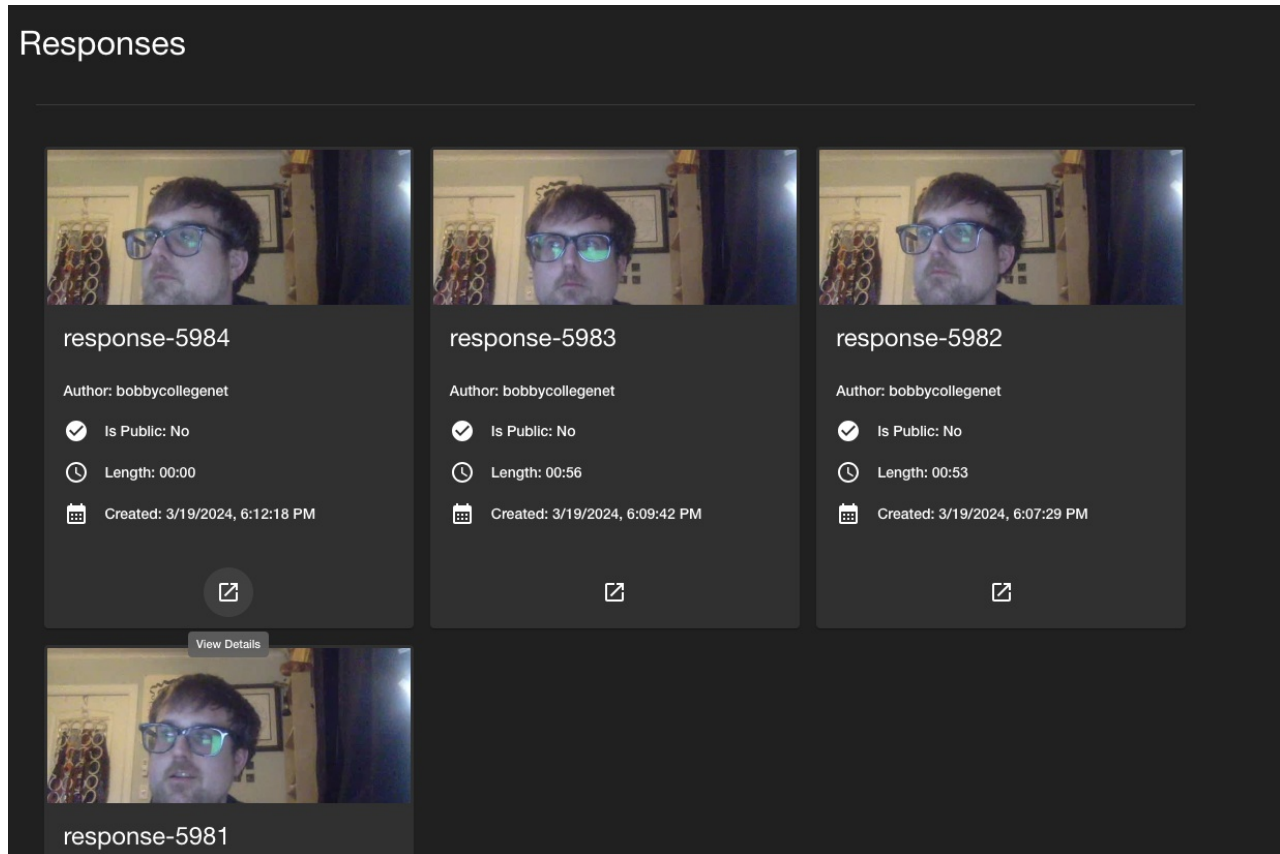
Last Modified on 06/13/2024 7:42 am PDT

How to Edit Transcripts

1. If you would like to edit your transcripts, please either click the following link or copy/paste the url into your browser to go to your Responses page:

<https://www.focusing.com/live/sci-ui/responses>

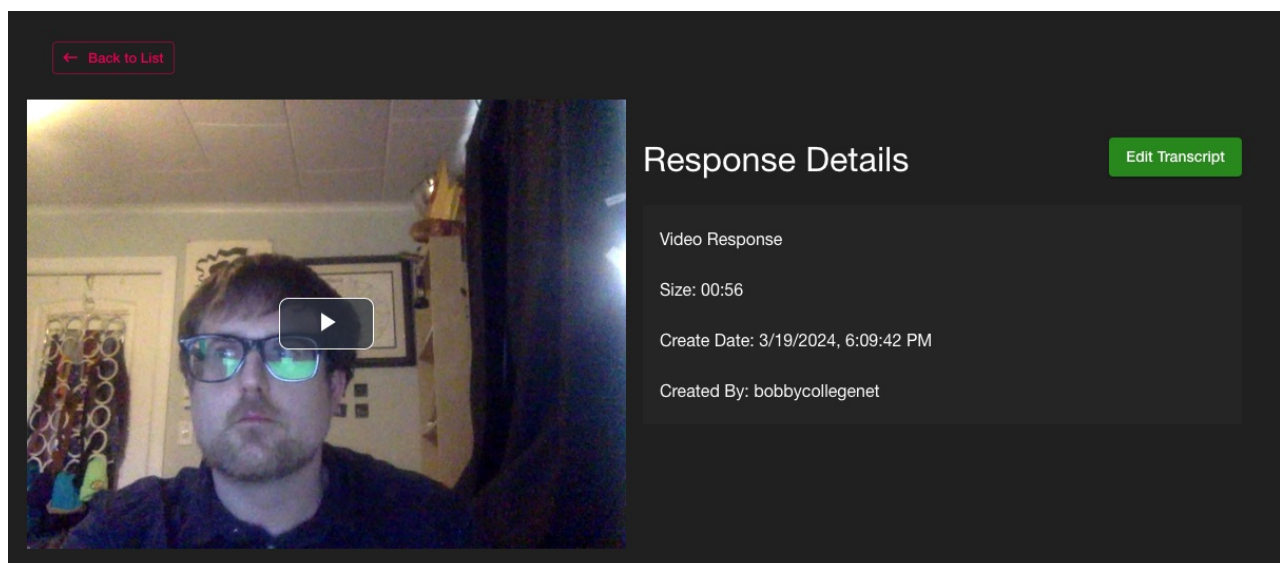
2. On the Responses page, click the View Details button on the Response with the transcript you are editing.



The screenshot shows a dark-themed interface with the heading "Responses". Below the heading is a grid of response cards. Each card features a video thumbnail of a man with glasses, the response ID, the author's name "bobbycollegenet", a status "Is Public: No" with a checkmark, a length, and a creation date. Each card also has a "View Details" button at the bottom.

- response-5984**
Author: bobbycollegenet
Is Public: No
Length: 00:00
Created: 3/19/2024, 6:12:18 PM
- response-5983**
Author: bobbycollegenet
Is Public: No
Length: 00:56
Created: 3/19/2024, 6:09:42 PM
- response-5982**
Author: bobbycollegenet
Is Public: No
Length: 00:53
Created: 3/19/2024, 6:07:29 PM
- response-5981**
Author: bobbycollegenet
Is Public: No
Length: 00:56
Created: 3/19/2024, 6:09:42 PM

3. On the Response details page, you can watch your Response using the play button.



The screenshot shows the "Response Details" page for response-5983. On the left is a large video player with a play button. On the right, the response ID "response-5983" is displayed. Below it, the text "Video Response" is shown, followed by "Size: 00:56", "Create Date: 3/19/2024, 6:09:42 PM", and "Created By: bobbycollegenet". A green "Edit Transcript" button is located in the top right corner. A "Back to List" button is in the top left corner.

← Back to List

Response Details


Edit Transcript

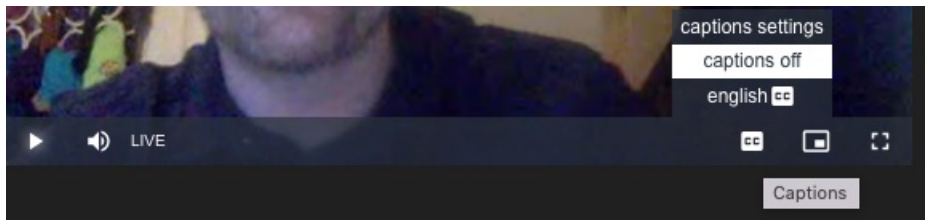
Video Response

Size: 00:56

Create Date: 3/19/2024, 6:09:42 PM

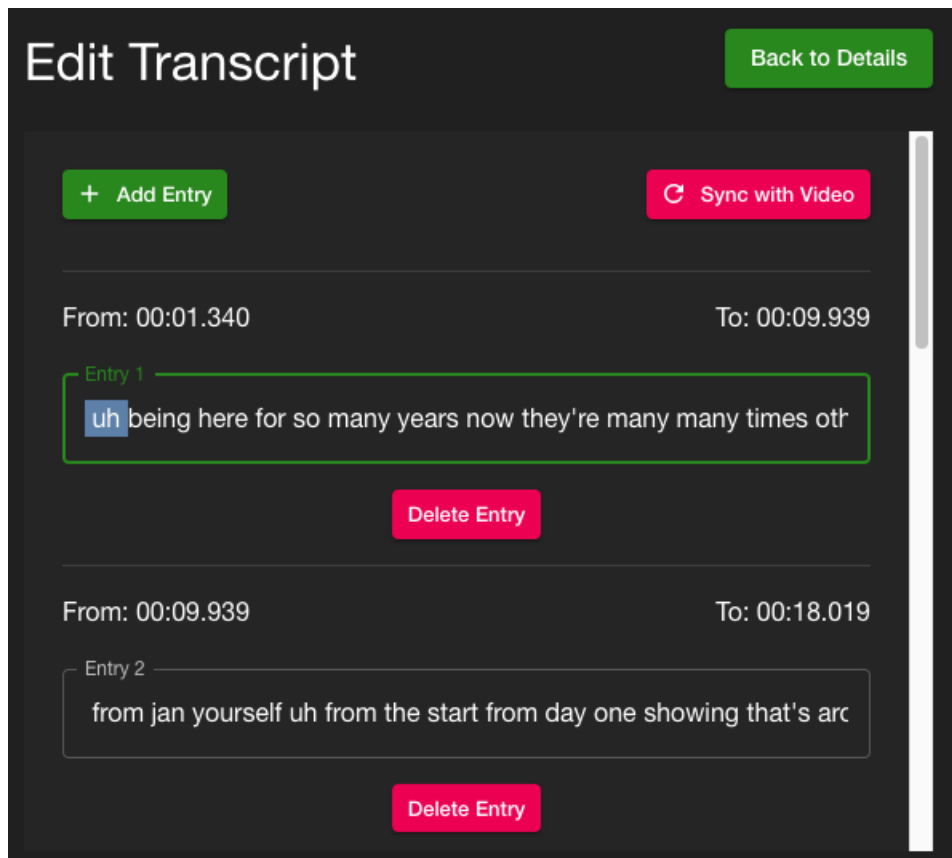
Created By: bobbycollegenet

You can review the current transcript by pressing the Closed Captioning icon () when the Response video plays.



4. If you are satisfied with the Closed Captioning, move on to the next Response you would like to review. If you would like to edit the Closed Captioning for this response, click the Edit Transcript button.

5. The Edit Transcript section allows you to a) add an additional entry to your transcript b) sync your transcript with your Response video, c) manually edit your response transcript, and d) delete different entries throughout your Response.



Entries are short snippets of Closed Captioning which coordinate with your Response. Add, Delete, and Edit your entries as you see fit.

6. Once you have edited your transcript, click the Sync with Video button and review your changes.

7. If you are satisfied with your transcript, click the Back to Details button to review your Response as described in step 3, or click the Back to List button.

8. Complete steps 2-7 for all Response transcripts you would like to edit.

Congratulations you have reviewed and edited your transcript(s)!