

INSTRUCTION FOR TRANSCRIBING VIDEOS/PODCASTS/WEBINARS

AUDIO / VIDEO TRANSCRIPTION STEPS

1. Create an account on [Rev.com](https://www.rev.com) (You will need to add a credit card for payment)
2. Submit YouTube URL or upload audio/video file
3. Transcription will be delivered to your email box within minutes for the cost of \$1 per minute
 - Transcriptions are available 24/7
 - Files under 30 minutes are delivered in 12 hours or less (usually within 10 minutes)
 - 99% accuracy guaranteed
4. Once you receive your transcription, review and validate to ensure there are no misspellings or content errors
5. Upon finalizing your transcription, submit a marketing request to have the asset branded
6. When you receive the branded transcription, upload it to the Media Library in Sitecore and add a link to download below the video/audio file. [Click here for an example](#)