**How To format Data for Transcript Explorer**

Transcript Explorer supports two primary data formats: **plain text files** and **CSV files**. The choice of format depends on the level of detail you want to include in a transcript and the types of interactions that will be made available in the tool

**1. Simple Text File Format**

The simplest accepted format is a **plain text file (.txt)**, where:

* Each line represents a **single turn of talk**.
* The **first word** in each line is interpreted as the **speaker’s name**.

**Example (.txt format):**

Alice: Hello, how are you?

Bob: I'm doing well, thanks!

Alice: Great to hear.

📌 *This format is quick and easy but lacks timing data, limiting interactions with video.*

**2. CSV File Format (Recommended for Full Transcripts)**

For richer transcripts and enhanced visualization options, use CSV files (.csv). A valid CSV file **must include at least these two labeled columns**:

✅ speaker – The name of the speaker for each turn.  
✅ content – The transcript text for that speaker’s turn.

Additionally, you can also include either or both:   
✅ start – The start time of the utterance (a number in seconds or HH:MM:SS format).  
✅ end – The end time of the utterance (a number in seconds or HH:MM:SS format).

|  |  |  |  |
| --- | --- | --- | --- |
| speaker | content | start | end |
| Alice | Hello, how are you? | 0 | 2 |
| Bob | I'm doing well, thanks! | 3 | 5 |
| Alice | Great to hear. | 7 | 9 |

📌 Including at least the **“start”** column is necessary to interact with video, which can be loaded as MP4 files in Transcript Explorer. <https://www.transcriptexplorer.org>