

Video Transcription Starter Guide

Welcome, Grace! This guide will help you learn video transcription for free and get started with earning online.

WHAT IS TRANSCRIPTION?

Transcription is the process of listening to video or audio files and typing what you hear into written text.

TOOLS YOU NEED:

- A laptop or smartphone (computer is better)
- Headphones (for clear listening)
- Good typing speed and accuracy
- Quiet environment

FREE PLACES TO LEARN TRANSCRIPTION:

1. YouTube Channels:

- GoTranscript (search: "How to transcribe for GoTranscript")
- TranscribeMe Training
- Janet Shaughnessy

2. Free Courses:

- Alison.com - Search "General Transcription: Theory & Practice"
- Coursera.org - Search for transcription (audit for free)

FREE PRACTICE TOOLS:

- oTranscribe.com - Free tool to practice transcribing audio/video
- transcribe.wreally.com - Free trial editor

COMMON AUDIO/VIDEO FORMATS FOR TRANSCRIPTION:

- MP3: Common audio format used for most transcriptions.
- WAV: High-quality audio file.
- MP4: Common video file format.
- M4A: Used by iPhones or voice recorders.
- WebM or OGG: Used online (convert to MP3 if needed).

TIPS FOR STARTING:

- Practice with short YouTube clips
- Slow down audio to improve accuracy
- Use Grammarly to check your grammar

WHERE TO FIND JOBS (Later on):

- GoTranscript.com
- TranscribeMe.com
- Rev.com
- Facebook groups: "Transcription Jobs for Beginners", "Online Jobs Kenya"

Stay focused and practice daily - consistency is the key!

Wishing you success,

ChatGPT for Grace