



# Captions & Transcripts

## What is it for?

Captions and transcripts textually represent audio content to make media accessible.

Captions are synced with video, making them vital for users who are deaf, hard of hearing, or have cognitive difficulties.

Transcripts provide an untimed text alternative, which helps people who learn best by reading.

## How to support it

Many standard platforms make it easy to generate and display these text alternatives.

YouTube and Zoom feature built-in settings to enable captions. Zoom will even let you save the text as a transcript after you've finished recording.

Some platforms like Slack can auto-generate a transcript when you upload a video directly. Simply copy the text, fix any odd punctuation, and share the final document.

## Useful Links

[YouTube: Add subtitles and captions](#)

[How to Create a Transcript: A Step-by-Step Guide \(2025\)](#)

[Transcripts](#)

[What are Captions?](#)