

# Download a computer-generated transcript

---

You can download a copy of the event transcript as a .TXT file. Generated transcripts are available within 24 hours of a Live event ending (and being archived) or a recorded event being published.

**Note:** You can only download the most recently published version of the transcript. You can't download previous versions.

## To download a copy of an event transcript:

1. Sign in to the Webcast Admin portal and edit the event.
2. On the Event Summary tab, in the Event Details section under Transcription, click **Download Transcript**.

Download Transcript button

---

Revision #1

Created 27 June 2023 20:03:05 by Matt Engel

Updated 27 June 2023 20:03:16 by Matt Engel