



Hi! This is Steve from Morton.Tech.

In this video, I'm going to show you how to use Descript to transcribe audio into text.

First, open Voice Memos on the iPhone.

The recording is automatically named after the recording location, so we don't have to make any changes.

Tap the red circle to start the recording.  
(AI Voice) "Look at that moss over there, Susan. Isn't it..."

Tap the *Stop* button to stop recording. Voice Memos will sync the recording to iCloud automatically.

Back on the Mac, open Descript.

I'll use Spotlight by pressing Command and Space on the keyboard.

You can also click the magnifying glass in the Menu Bar.

Type Descript and press **Return**.

Once Descript opens, click **File > New > Project**.

Since this is a discussion about moss in the forest, I will name this project Moss Discussion.

Use Spotlight to open the Voice Memos app.

There's the recording from the forest.

Click on the recording to highlight it.

In the **Menu Bar** on the top left, click **Voice Memos**, and then hover over **Services**.

Depending on the software installed, there will be different options here.



We are looking for **Show in Finder**. Click on **Show in Finder**.

A Finder window will open, revealing the recording.

Drag that file into Descript, then close the Finder window and the Voice Memos app.

There will be a prompt about the number of people speaking in the file.

Click the drop-down and click **Unsure**. Descript will figure it out.

Once *Identify Speakers* has shown up, click **Get Started**.

A clip of the first person will start playing.

(AI Voice): "Look at that moss over there, Susan."

This is Bill. So type in Bill's name, click **Add Bill as a speaker**, then a clip of the second person will start playing.

(AI Voice): "Absolutely."

That's Susan. Type "Susan," click **Add Susan as a speaker**.

Once all the people in the recording are named, we can click **Close**.

As with anything man-made, Descript isn't perfect. Notice "fern moss" was transcribed as "Vern MAs".

Double click *Vern*, click **Correct**. Change that to fern, click **Correct**.

We'll repeat that with *MAs*.

Double click *MAs*, **Correct**. Type moss, click **Correct**.

Once ready to take the transcription out of Descript and into a word processor, click **File > Export**.



The **Export** panel will open on the right side.

Click the **Transcript** tab in the Format Options.

There are several file formats. In this example, we'll pick Microsoft Word.

Accept the defaults for the remaining options and click the Export button.

By default, macOS will provide a minimal Save dialog and the exported document will have the name of the project.

To the right of where the file would be saved, click the disclosure triangle and reveal a full Finder window.

Under Favorites, click on the Home folder, click on the Docs folder, click Save.

The transcript is now a Microsoft Word document in the folder specified.