



## Audio and video

You can import audio and video in a wide range of formats—refer to the [NVivo Help](#) for a detailed list. You can play and analyze an audio or video source in Detail View:

Code directly on the timeline

Add 'see also' links and annotations to the timeline or to the transcript

A transcript is optional—you can transcribe in NVivo, import a transcript from Word or purchase a transcript from within NVivo

Work with imported videos or videos from YouTube

Select content and code it at a node

When recording audio or video it's a good idea to reduce background noise, have one person speak at a time and place the microphone in a good position.

Before you import audio or video material, consider any editing requirements. For example, if you have hours of video footage, you may want to edit it down to a manageable size—you cannot do this editing in NVivo. When you import media files you can choose to store them inside or outside your project—if you have many large videos, we recommend you store them outside the project so that software performance is not compromised.

## Create your own transcripts

You can transcribe your media files in NVivo. In 'transcribe mode', you can play and pause the media—transcribing as you listen and NVivo will automatically add new rows and timestamps. To support this process, you can also use a foot pedal and keyboard shortcuts.

If you have already transcribed the material in a Word document or text file (with correctly formatted timestamps) you can import the transcript into the audio or video source.

When it's time to code the material, you can code the media directly (on the timeline) or you can code the transcript.

Refer to the [NVivo Help](#) for more information about creating transcripts.