

QuickStart Guide

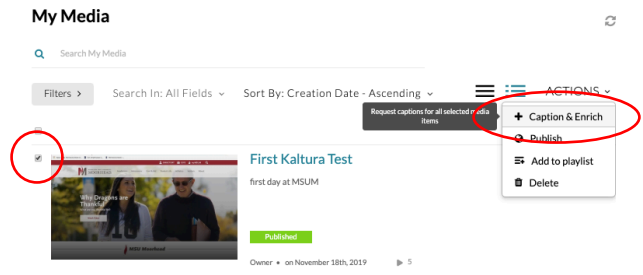
Add and Edit Captions for Your Video (page 1 of 2)



KALTURA

To request machine generated captions:

- Go to your My Media area and select the videos you like captioned by marking the checkbox to the left of the video.
- From the “Actions” dropdown menu, select “Caption & Enrich”



- Check your settings on the “Order Captions & Enrichment Services” page. The click “Submit”.

My Media

Order Captions & Enrichment Services - 1 Selected Media

There is no cost associated with ordering Machine captions.

Service: Machine Source Media Language: English

Feature: Captions

Cancel Submit

- Requests will appear as “pending” until they have been processed. Processing time will vary depending on the duration of your video.

Existing Requests

+ Order

REQUEST	SERVICE	FEATURE	LANGUAG	STATUS
11/12/19	Machine	Captions	English	Pending

Order Captions & Enrichment Services

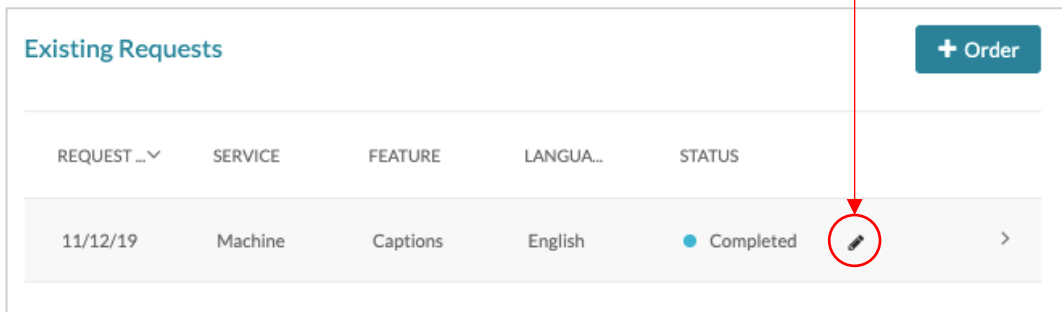
Your request has been received. Your video will automatically updated upon completion.

- Please note that machine generated captions will require review and editing. Accuracy will depend on several factors including the speakers voice, articulation, audio quality, and complexity of language (jargon). Instructions for editing captions are on the following page.

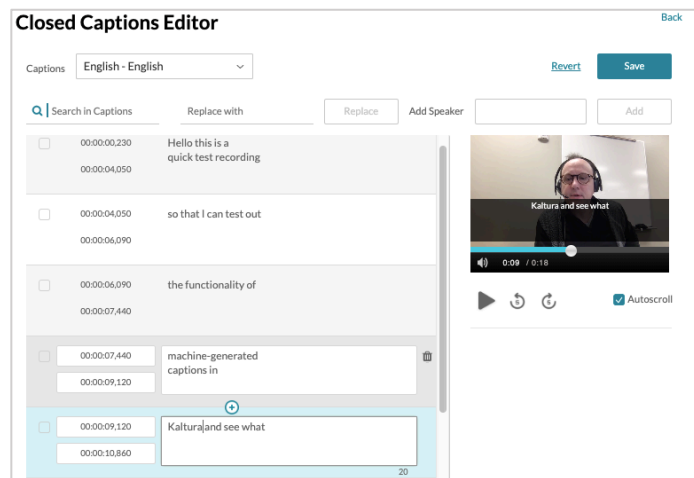


Editing your captions:

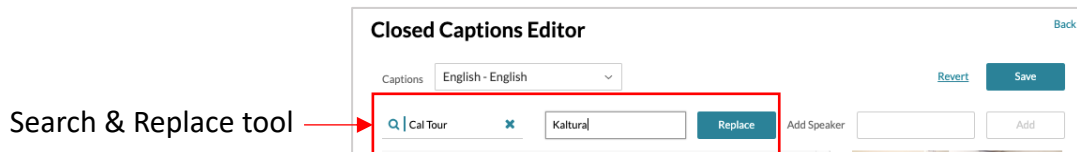
- Once your caption request status changes to "Complete", you can access the captions for editing by clicking on the edit "pencil" icon.



- In the Closed Captions Editor, place your cursor within the script or timecodes to type in your changes. When you are finished with your edits, click "Save".



- For recurring errors, like misunderstood terminology, you can use the "find and replace" feature in the Captions Editor to correct all instances of the error. Enter the error to search for, enter the correction, and click "Replace".



Note: If machine generated captions do not work for you, contact the helpdesk for other options.