

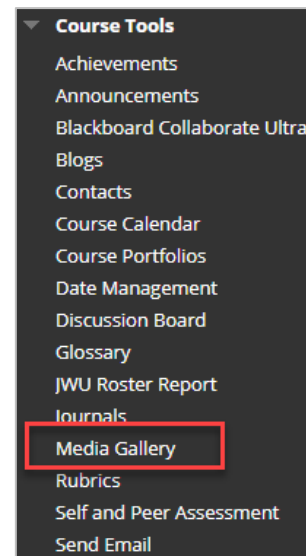
Edit the captions on any videos or audio files you make or import with Kaltura Capture. Kaltura's auto captions are a great start, but may have errors that need to be checked and fixed.

Instructions

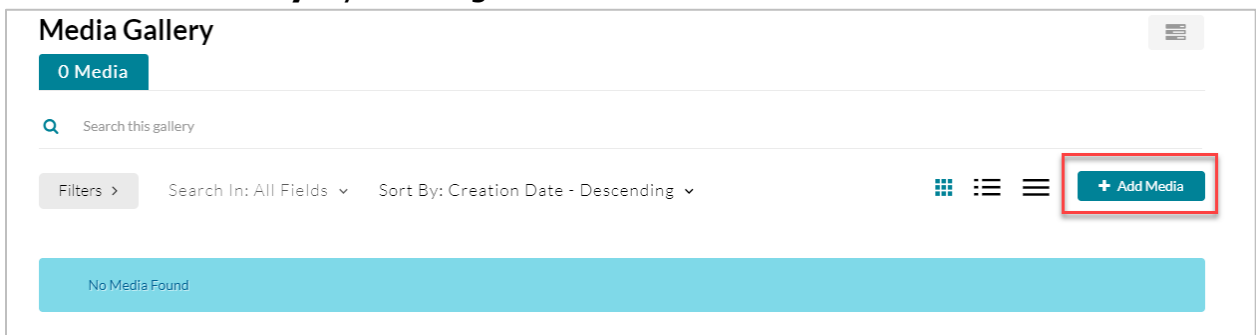
After your video is created or uploaded in Kaltura, you will have to wait for the captions to be created before you can edit them (it takes approximately 2 hours). You check the caption status by going to the Caption & Enrich area (steps 1-5).

To Edit Captions

1. Navigate to the **Media Gallery** tool, housed under the **Course Tools** folder on the left hand menu.



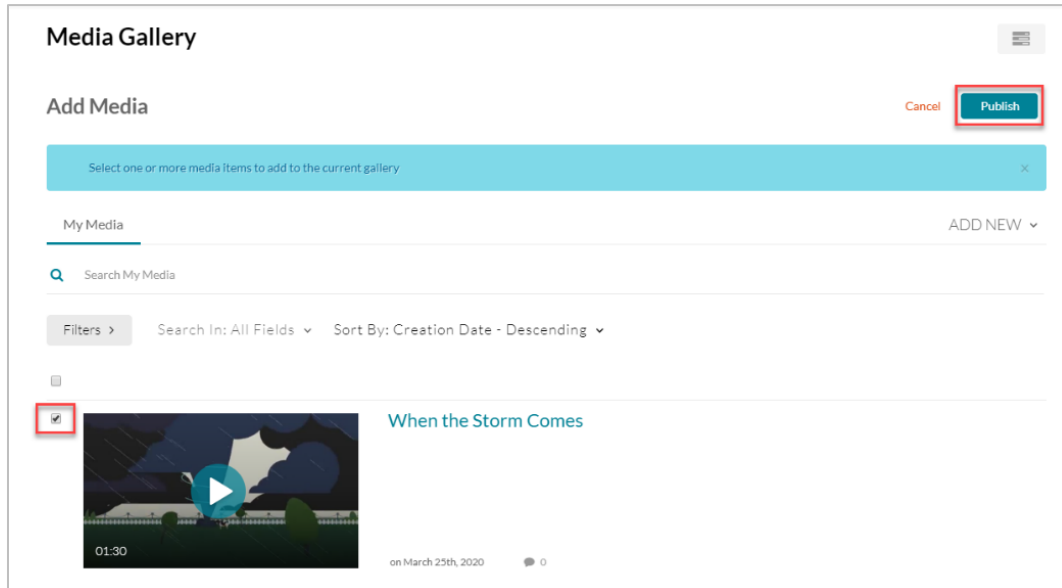
2. If your chosen video or audio file is not already listed, add it to the **Media Gallery** by clicking the **Add Media** button.



KALTURA – EDITING CLOSED CAPTIONS

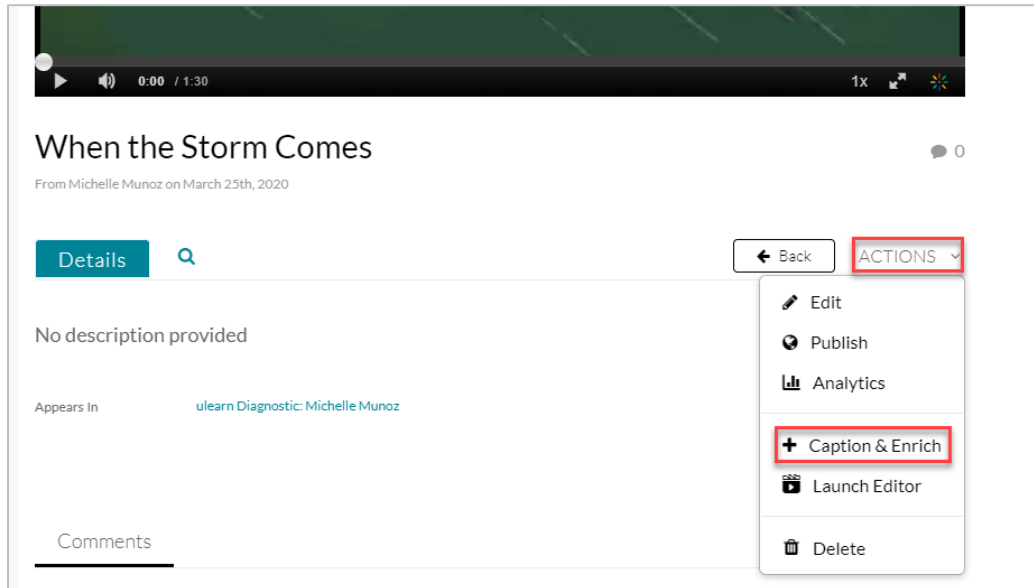


3. Select the **check box** to the left of the video or file you want to caption and click **Publish**.



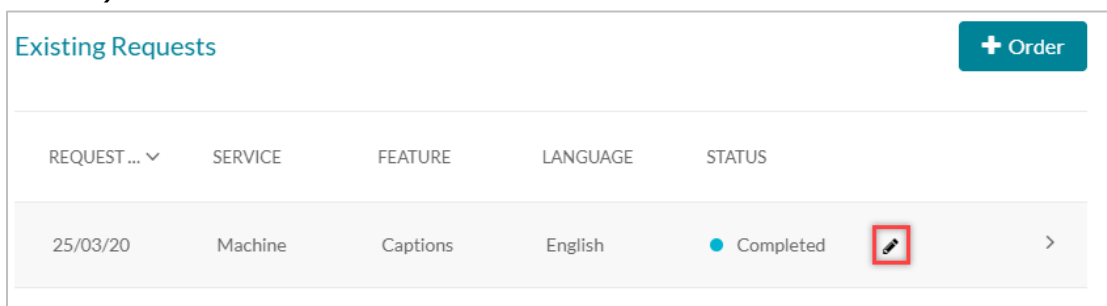
After publishing, you may need to refresh the screen to see your video in the media gallery.

4. Once you can see your video, click on it. Scroll down to see the **Actions** dropdown menu on the right. Choose **Caption & Enrich** from that menu.



5. If the caption status says "Completed", they are ready to be edited. Select the **pencil** icon.

If the status is "pending" or "processing", the captions are not yet complete. You will need to wait for them to be finished before editing them. (Expected time is around 2 hours, depending on the size of your video.)



The screenshot shows a table titled "Existing Requests" with a "+ Order" button in the top right corner. The table has five columns: REQUEST..., SERVICE, FEATURE, LANGUAGE, and STATUS. The first row of data shows a request from 25/03/20, for a Machine service, Captions feature, in English, with a status of "Completed" (indicated by a blue dot). A pencil icon is highlighted with a red box in the row, indicating it is ready for editing.

REQUEST...	SERVICE	FEATURE	LANGUAGE	STATUS
25/03/20	Machine	Captions	English	Completed

6. Edit any inaccurate captions and click **Save**. The new captions will appear automatically in video.

KALTURA – EDITING CLOSED CAPTIONS

Closed Captions Editor

Captions: English - English Revert Save

Search in Captions Replace with Replace Add Speaker Add

<input type="checkbox"/>	00:00:24,810 00:00:27,880	where to go, and how to stay in touch.
<input type="checkbox"/>	00:00:28,489 00:00:30,915	>> Just declared a tornado
<input type="checkbox"/>	00:00:30,915 00:00:32,250	might bring on its way.
<input type="checkbox"/>	00:00:32,250 00:00:34,409	getting ready to blow things away.
<input type="checkbox"/>	00:00:34,409 00:00:37,275	>> Stay informed wafer updates,

