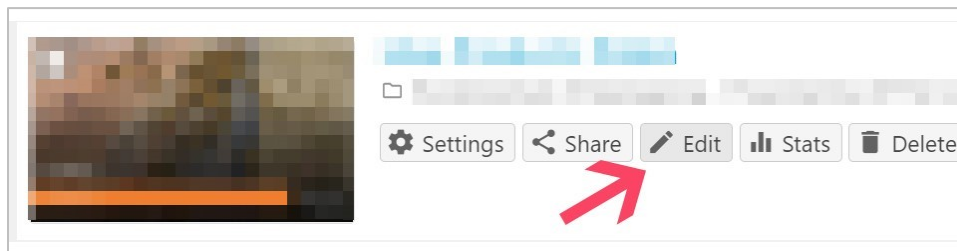# Panopto Captioning

In addition to making video content more accessible to viewers with impaired hearing, captioning can improve the effectiveness of video. Captions can:

- improve comprehension by native and foreign language speakers;
- help compensate for poor audio quality or background noise within a video;
- make video useful when a person is watching with the sound off or viewing in a noisy environment that obscures the sound; and,
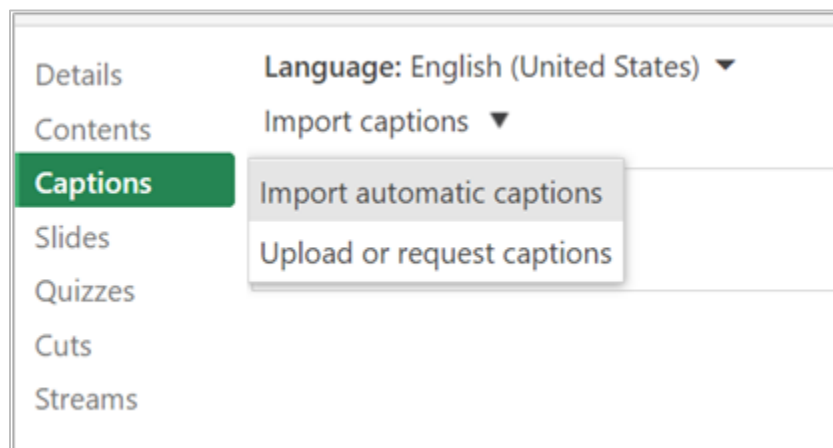- provide viewers with one way to search inside of videos.

Panopto has the ability to listen to your lecture videos and add ASR (automatic speech recognition) generated captions to your video. However, it is not foolproof, and it does not always do a great job in articulating scientific words. Because of these inconsistences, it is important to know how to edit the captions for accuracy. Here are step by step instructions for editing video captions on Panopto:

Getting Started

1. Open the Panopto Recordings folder to see all videos in the course. Hover over the video you would like to add captions to and click "Edit"

2. Once on the editing page, chose Captions from the choices on the left.
3. Open the Import Captions drop down menu and choose "Import automatic captions". Once the captions have loaded you can begin to edit
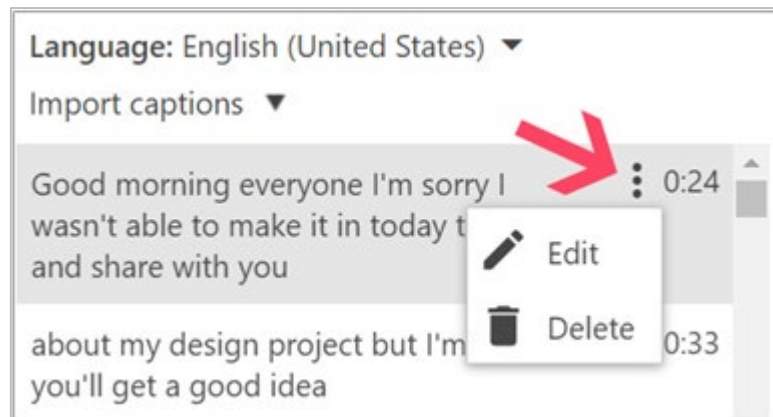
Editing the Captions

It is important to have the captions line up with what is being said in the video. While editing, it is recommended to listen to the lecture and read the automatic captions along with the video to ensure they are consistent.
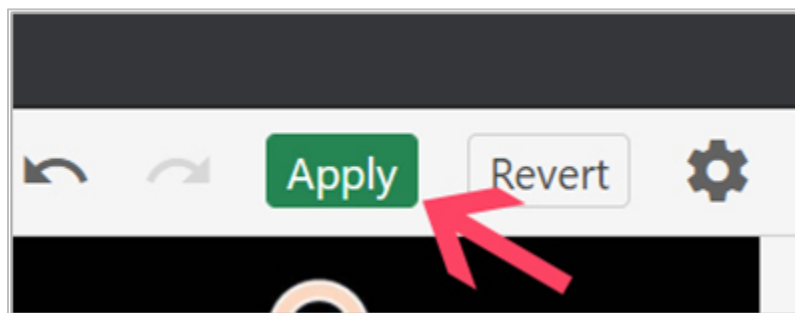
To edit captions:

1. Play the video in the Panopto Editor, leaving the captions tab open.
2. If you come to a mistake, click on the caption that requires modifications and complete the required edits to the text. You can also click on the "more" icon to access the delete function or to open the edit captions window.
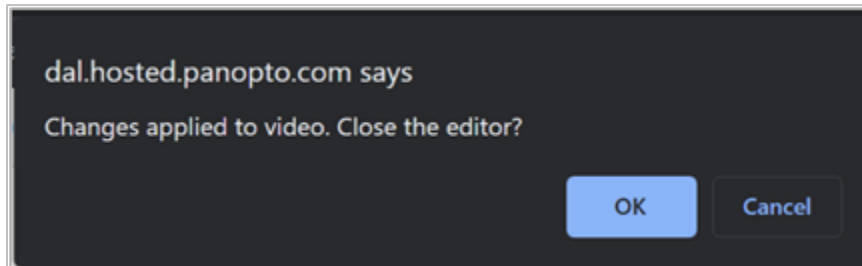

Note: At any time while making these edits, you can press Shift+Space to play/pause the session playback, while editing captions.

3. After you make a change to the captions Panopto automatically saves each time, so no need to worry about losing progress if the page is accidentally closed. However, until changes have been applied, they will not be visible to viewers.
4. After all the captions are added and any required changes are made, click the green "apply" button on the top right side to formalize changes.

5. Upon clicking "Apply", a pop-up will appear that says "Changes applied to video. Close the editor?". You can click "OK".

dal.hosted.panopto.com says

Changes applied to video. Close the editor?

OK   Cancel

6. Panopto will then start to embed the captions to the video and will take you out of the editing page.
7. Viewers can choose to view captions as an overlay on the video by clicking on the CC button in the right corner below the video. Settings such as caption position, colour, and size can be edited by clicking the "more" icon.

Caption Settings

Position

Color

A   A   A

Size

Aa   Aa

CC   1x   Quality
Speed

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