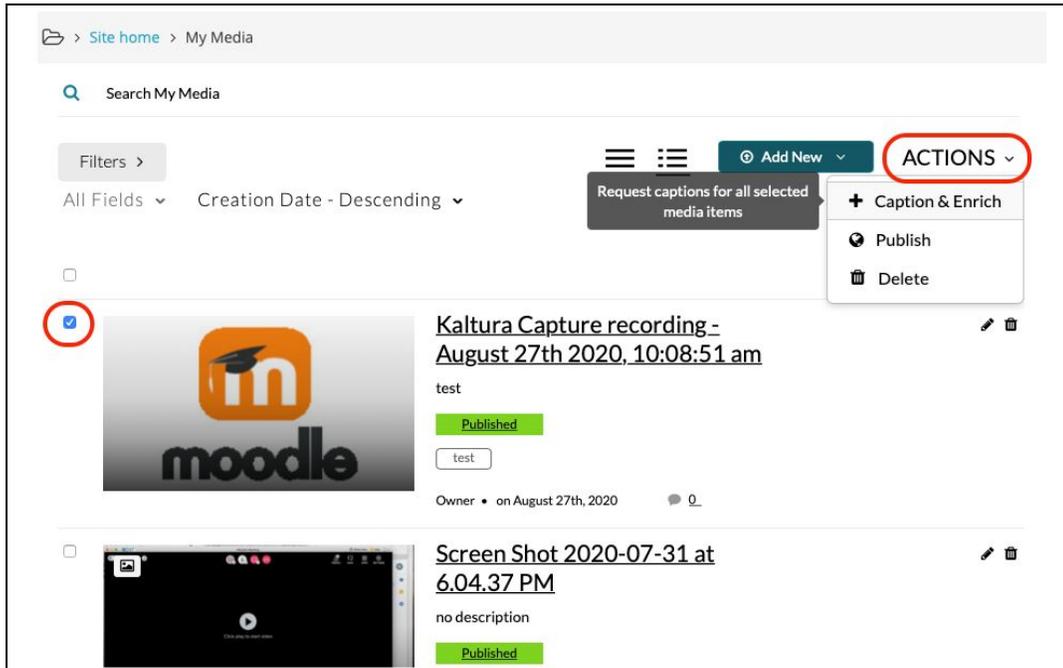
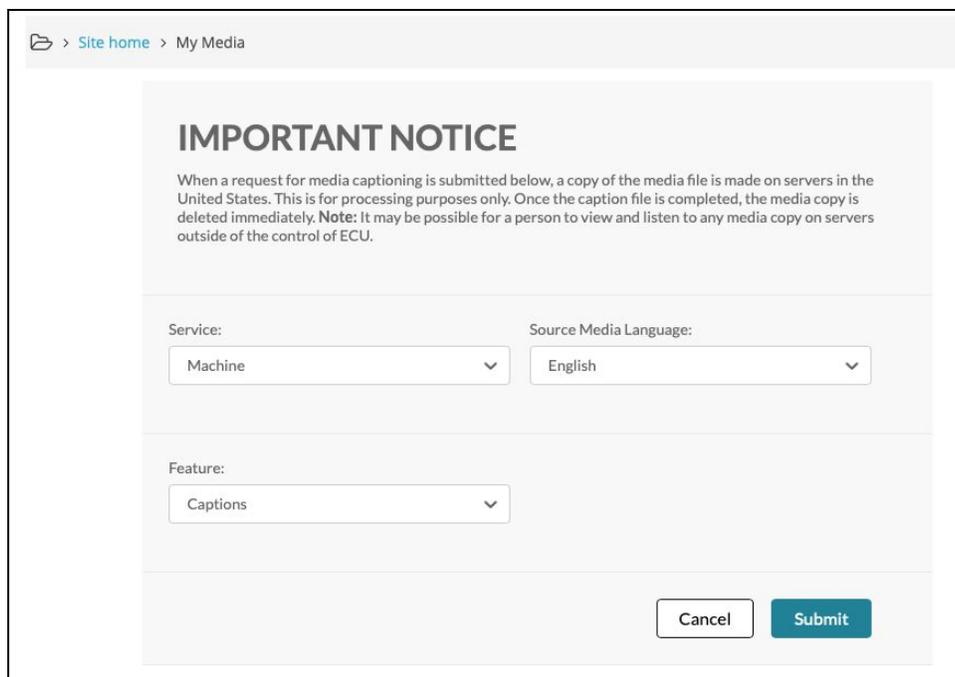


# Ordering Captions in My Media

1. To add machine made captions (English to English, 80-99% accuracy) to videos with an audio track, go to My Media and select the file(s) you want to add captions to by checking the box to the left of the videos.
2. Once you have made one or more selection, click Actions and choose Caption & Enrich:



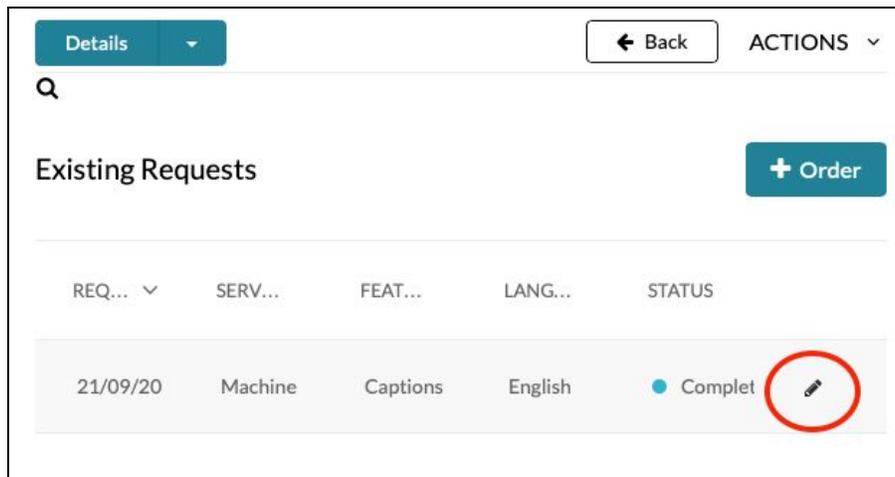
3. From the captions ordering page you will not have any selection choices, and you can conclude the order by clicking the Submit button:



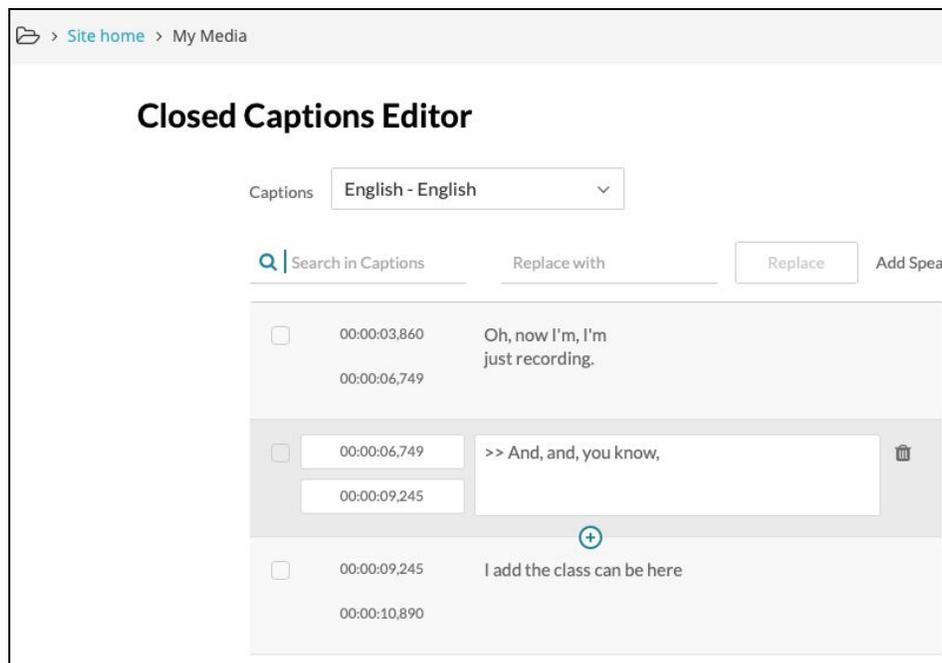
# Editing Captions

Once the captions you have ordered have been processed you can go over the transcript and edit the text.

1. From My Media, select the video you want to edit. Hit Actions and choose Caption & Enrich.
2. From this page you will see the order status of your captions. If it has finished processing you can click the pencil to enter the captions editor:



3. The captions editor allows you to correct any mistakes as well as adjusting the timecode for when the captions appear:



- Once you are finished editing hit Save in the top right corner to save your edits:

The screenshot shows the 'Closed Captions Editor' interface. At the top left, there is a breadcrumb trail: 'Site home > My Media'. The main title is 'Closed Captions Editor'. Below the title, there is a 'Captions' dropdown menu set to 'English - English'. To the right of the dropdown are 'Revert' and 'Save' buttons. The 'Save' button is circled in red. Below the dropdown, there is a search bar labeled 'Search in Captions' and a 'Replace with' field. To the right of these are 'Replace' and 'Add Speaker' buttons. Below the search bar, there is a list of captions with checkboxes and time ranges. The second caption, 'this is an edit', is highlighted in light blue. To the right of the list is a video player showing a video with a caption 'this is an edit' overlaid. Below the video player are playback controls and an 'Autoscroll' checkbox which is checked.

Site home > My Media

## Closed Captions Editor

Captions English - English

Revert Save

Search in Captions Replace with Replace Add Speaker Add

<input type="checkbox"/>	00:00:03,860	Oh, now I'm, I'm TEST TEST TEST	00:00:06,749
<input type="checkbox"/>	00:00:06,749	this is an edit	00:00:09,245
<input type="checkbox"/>	00:00:09,245	I add the class can be here	00:00:10,890
<input type="checkbox"/>	00:00:10,890	right now and I can show	00:00:12,825

00:06 / 1:36

Autoscroll