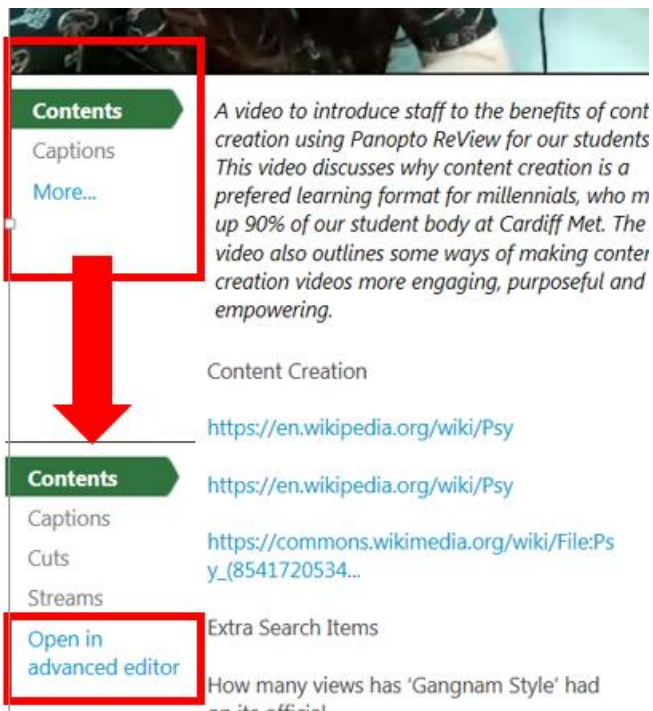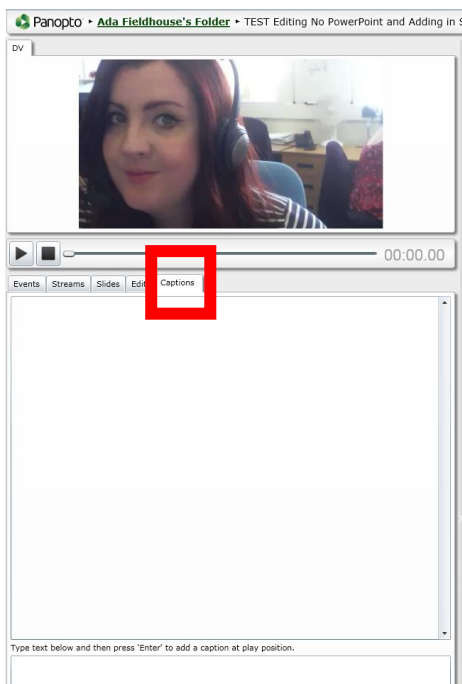# How to add captions to a Panopto ReView video

This guide assumes that you have opened one of your recordings in the Panopto ReView editor, and also have a rudimentary understanding of the tools. Please look at 'Accessing the editor & orientation' under the 'Editing' section of the support site if you require basic orientation.

1) Open up your recording in the Panopto Editor. Then, click 'More' in the left-hand corner. 'Open in advanced editor' will appear: click this and a new window will launch.

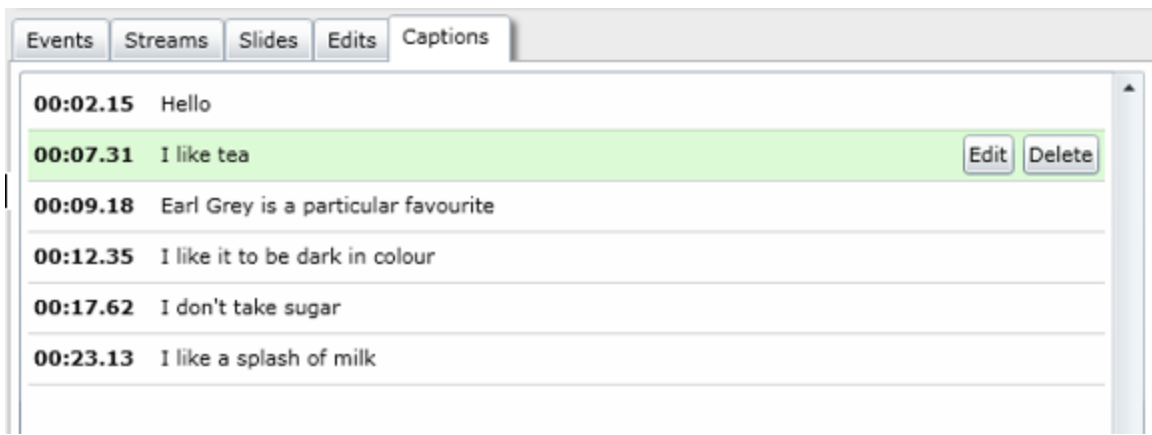2) From the tabs, click the furthest one which is entitled 'Captions'.

3) Play the video and pause after the first element/event that you'd like to caption. Type your caption into the box at the bottom of the captions tab. Press enter when you are happy with it.

TIP: The caption will **begin** at the point where you have paused the recording, so remember to begin captioning at the very beginning of the video to ensure continuity.

Type text below and then press 'Enter' to add a caption at play position.

4) Continue to play and pause the video in order to transcribe, and repeat Step 3 until you are satisfied.

TIP: To edit or delete any captions, hover over the required caption in the 'Captions' tab and click 'Edit' or 'Delete' as necessary.

| Events | Streams | Slides | Edits | Captions |

00:02.15	Hello
00:07.31	I like tea	Edit	Delete
00:09.18	Earl Grey is a particular favourite
00:12.35	I like it to be dark in colour
00:17.62	I don't take sugar
00:23.13	I like a splash of milk

5) When you are happy with your edits, remember to click 'Save' or 'Save As' in the top right-hand corner.

6) To view the updated version, find it in your folder. To see the captions, press the 'CC' closed captioning button above the playback panel.