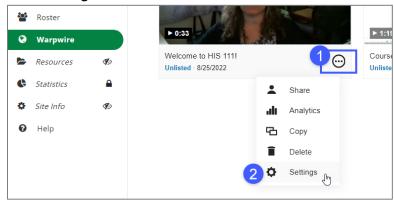
Using Warpwire to Caption Videos

Step 1: Submitting Your Captioning Request in Warpwire

Please allow Warpwire up to **24 hours** to caption your video. If you do not see the captions after that time, please contact <u>sakaihelp@durhamtech.edu</u>.

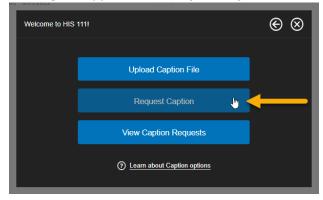
- 1. In your course site's Media Library, click the video's **Media Options** icon.
- 2. Select Settings.



3. The video's settings appear. Next to Captions, click the **Add** button.

Metadata Profiles (?)	Add Profile
No profiles set.	
Advanced Media Options	
Tags: 🕂 Add	
Captions: 🕀 Add	
Visibility in Media Library	Unlisted (only Admins)
Standalone Media View layout	Media Library Default
Download Media	

4. A dialog box appears. Click *Request Caption*.



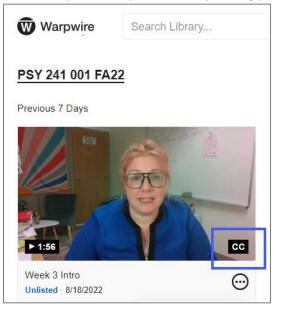
5. A new dialog box appears. Click the *Create* button.

Welcome to HIS 1111	\odot	
Create a Closed Caption request for this Media		
Requests are sent to your institutional Admin for approval, please contact them for support. Requests may take several days to process and will be automatically added once complete.		
Source or destination language is not English		
Notes to Admin (optional)		
Create 💵	-	

6. Warpwire confirms your captioning request.



7. When Warpwire completes the captioning process, a **CC** appears on the video's thumbnail.



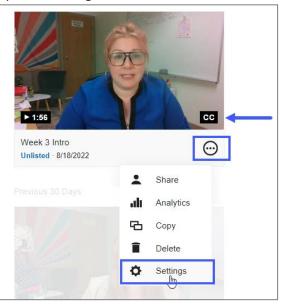
Step 2: Reviewing and Editing Your Warpwire Captions

When reviewing your video's captions, it's important to watch for and correct:

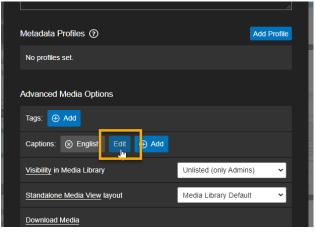
- misspellings (especially misspellings of academic terminology)
- capitalization errors
- punctuation errors

To review and edit captions:

1. Locate the video in your site's Media Library. Confirm that the video has the CC icon and then open its **Settings**.



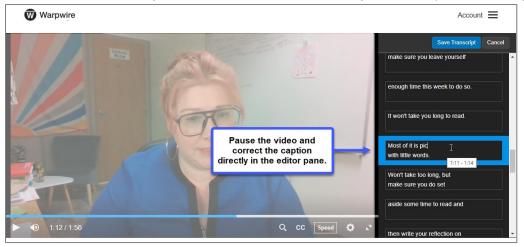
2. The video's settings appear. Next to Captions, click the **Edit** button.



3. A preview of your video and Warpwire's captioning editor appears. Play the video and follow along, reading the captions.



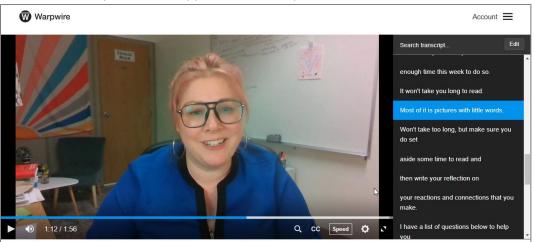
4. When an edit is needed, pause the video and correct the caption directly in the editor pane.



5. Make sure to save frequently to avoid losing your edits. To save, click the **Save Transcript** button (located at the top of the editing pane).



6. The Save Transcript button disappears and the captions are saved.



7. If you need to make further edits to the captions, return to the captioning pane and click the **Edit** button (located at the top of the editing pane).

