


# Editing Automatic Captions in Kaltura

Enable **My Media** in your Canvas course and upload a video. If you do not know how to do so, review the [Getting Started with Kaltura Quick Start Guide](#).

**Note:** Remember to click **Save** every 5-10 minutes as you are editing. The tool does not automatically save your work.

1. In **My Media**, click the edit icon next to the specific video. (  )
2. Scroll down past the video and transcript to select the **Captions** tab.

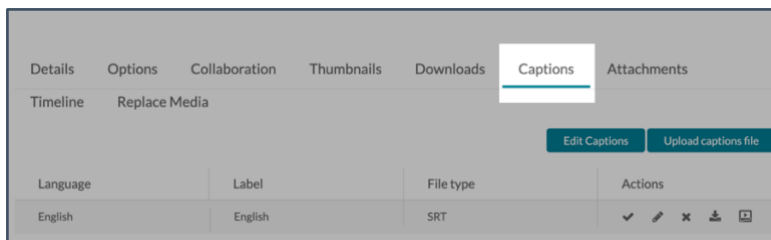


Figure 1: Captions tab

3. Click **Edit Captions**. You may not see this option right away if this is a newly uploaded video. It might take up to 24 hours for the automatic captions to generate.

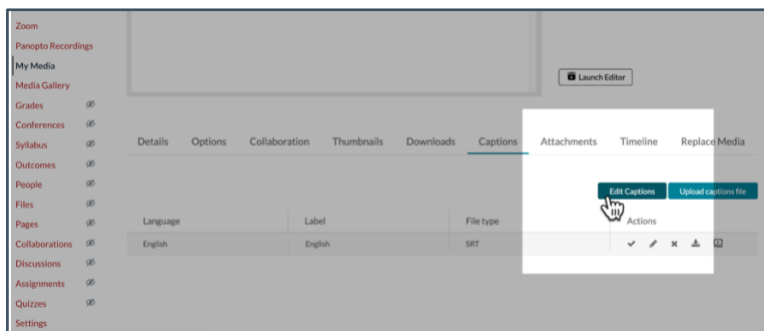


Figure 2: Edit Captions button

4. Review the video by clicking the play button in the Video Preview Player.

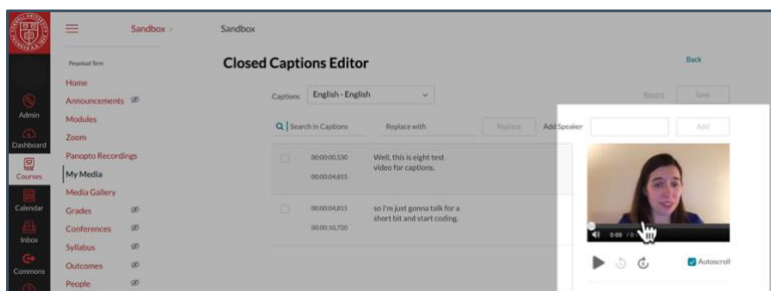


Figure 3: Video Preview Player

5. When you see an error in the text or if the text is not synchronized with the video, pause, and do the following:
  - a. The text is broken up into blocks with the timestamp for when they appear/disappear in the video to the left. Click and type in the surrounding box to edit a line of text.

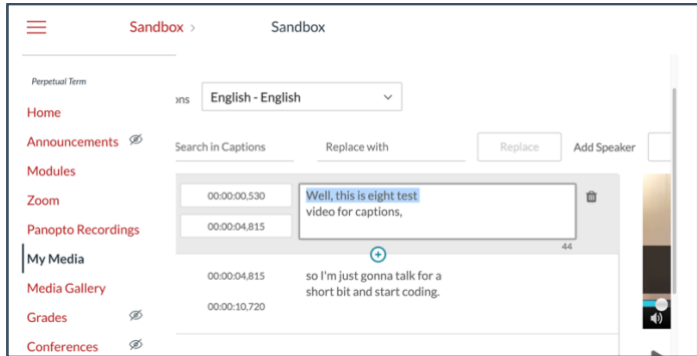



Figure 4: Editing the text

- b. To delete a block, hover over it and click the trashcan icon that appears. (  ) Select **Yes** when asked, "Are you sure you want to delete the captions?"
    - c. To add a new block between two existing blocks, hover over the bottom of the block and click the **Add Row** or + icon that appears. This should create a new block with a copy of the previous text and timestamps.

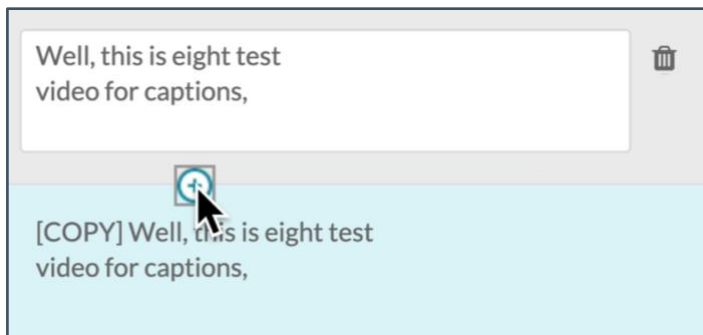


Figure 5: Add Row icon

**Note:** Do not remove [COPY] or the duplicated text until you have changed the timestamps (step d).

- d. If you need to change the timing, click the surrounding timestamp block and type in the new time using the same format 00:00:00,000 (hours:minutes:seconds,frames). Rewatch that part of the video and write down the hour, minute, and second of when the line of text appears/disappears.

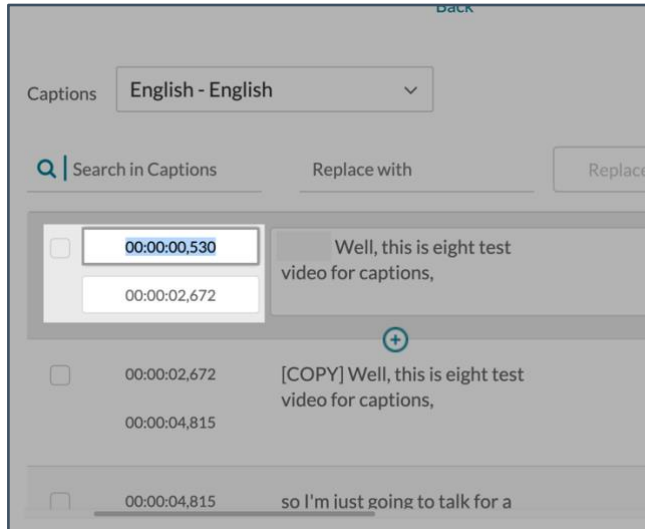


Figure 6: Timestamps

- i. The video player will not display frames; however, you can pick an approximate frame; it will not make a noticeable difference when you play it back.
- ii. In the video, if there is no time gap between the dialogue in the last block and that in the new one (e.g., it is part of the same conversation) you can copy the 'end' timestamp from the previous block and paste it into the 'start' timestamp of the new one.
- iii. Highlighted timestamps indicate there is a timing error; for example, if the second line of captions occurs before the line preceding it.

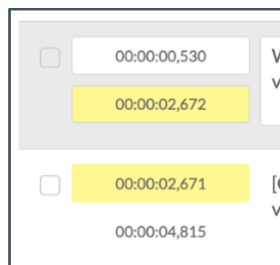


Figure 7: Timing error

- e. Click into a block of text to delete what is there and type in the correct text.

**Note:** A block should have no more than 64 characters spanning two lines. You can find the number of characters just below each block.

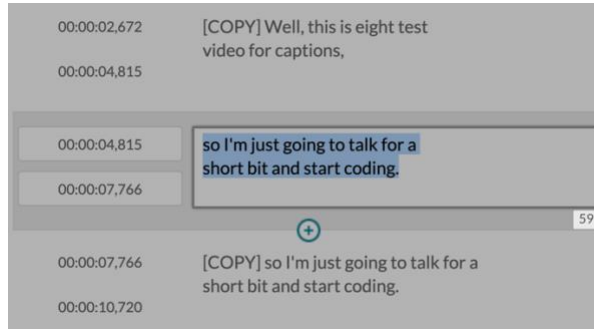


Figure 8: Number of characters

- f. If a word is captured incorrectly more than once in the video, you can fix them all at once by doing the following:
  - i. Type the word into the **Search in Captions** field, and then press Enter.
  - ii. Type the correct version in the **Replace With** field, and then click **Replace**.
- g. If there are multiple speakers in the video, note when a new person is talking:
  - i. Check the box next to the block where the new person begins speaking.
  - ii. In the **Add Speaker** field, type their name and then click **Add**.

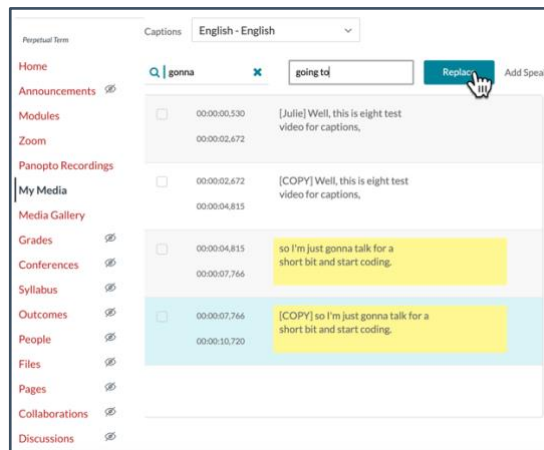


Figure 9: Add Speaker

**Note:** If a single speaker's dialogue spans multiple blocks, you do not need to add their name to each one. Add it to the first block only.

6. Continue watching the video, pausing to fix errors, and saving every 5-10 minutes.
7. Be sure to save your changes again when you are finished.
8. To return to **My Media** in Canvas, click the **Back** link.