

Panopto: Manual Captioning Guide

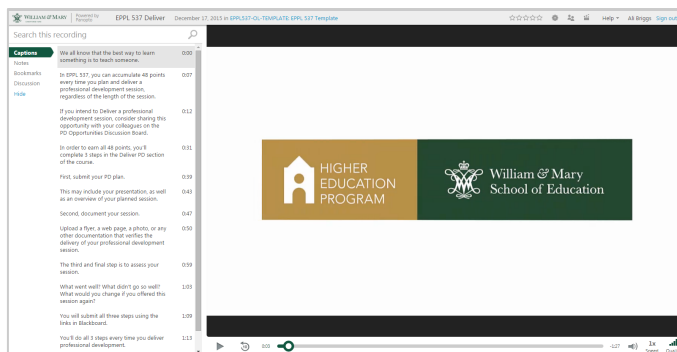
Overview

Faculty and staff who create instructional videos should ensure their digital content is accessible to all students. [Panopto](#), the campus-wide solution for lecture-capture and instructor-created video presentations, allows faculty and staff to caption media.

There are three ways to caption videos in Panopto:

1. Pay to have the media captioned for you using Panopto's captioning services. The fee is \$2/media minute with a 3-5 day turn-around. Contact elarning@wm.edu if you wish to learn more about this option.
2. Use a second piece of software like Camtasia or YouTube to create an SRT file (a time-stamped caption file) that can be uploaded to Panopto.
3. Caption videos manually using the instructions provided in this guide.

Captions appear beside a video in the Panopto player and on top of a video when it is embedded into a web page. For optimal viewing, there should be no more than two lines of text per caption. This is equivalent to about one sentence per caption.



Captions in Panopto player



Embedded Panopto video with captions

Tips for manual captioning in Panopto:

- Create a text script for the video (**PC:** use Microsoft Word or a Google Document; **Macs:** use Microsoft Word saved as a .txt file).
- Use dual monitors so the text script is on one monitor and the Panopto video editor is on the second monitor.

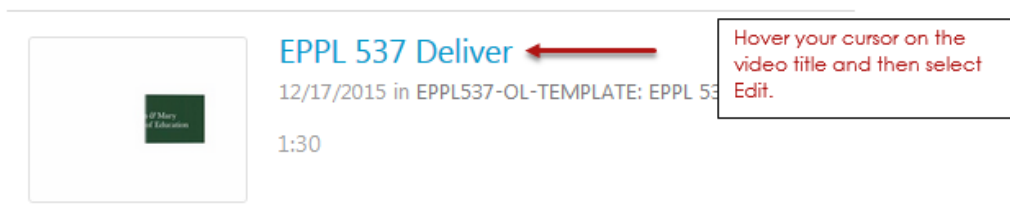
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- Copy and paste the text script **one sentence at a time** into the Panopto video editor, making sure that the time-stamps are synched. Sentences longer than two lines of text should be broken at the modifier and made into two captions.

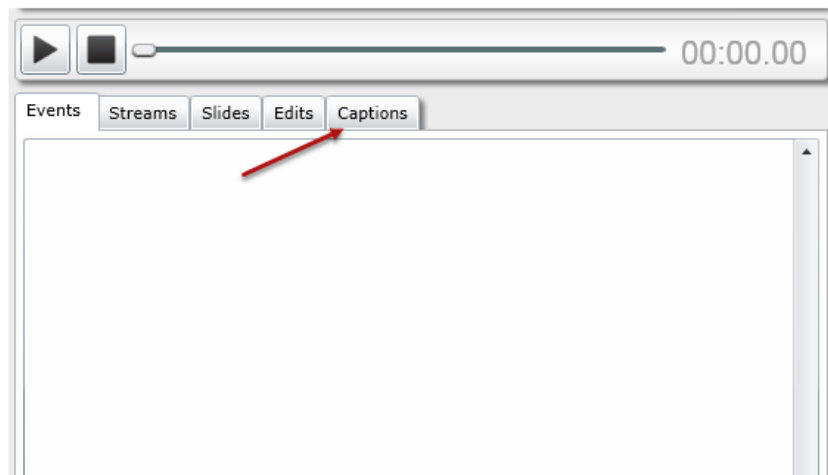
Using this method, you should expect to spend 5 minutes captioning 1 minute of video. So, a 12 minute video will take approximately 1 hour to caption.

Instructions for Manual Captioning

1. Using a browser *other than Chrome* (ex. Firefox, Internet Explorer, or Safari), **log in to [Panopto](#)** and **locate the video file** you want to caption.
2. Click to **Edit** your video.

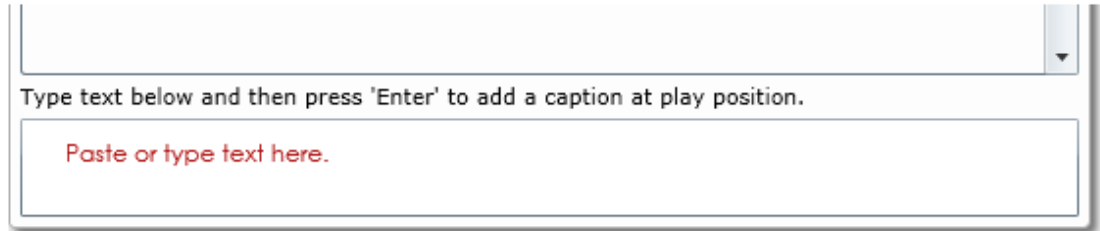


3. In editing mode, select the **Captions** tab.



4. **Copy** the first sentence from your script and **paste** into the captions text box. **Push enter or return** on your keyboard. This will time stamp your sentence.

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Note for Mac users: Only plain text will copy-paste into the Panopto editor. Save a Word Document as a plain text document (.txt) or use Text Editor or Notes.

5. **Play** your video to hear the sentence. When you hear the last word in your pasted sentence, **pause** the recording.



6. **Copy and paste** your second sentence. **Push enter or return** on your keyboard. Following this method will ensure that your captions are synced in time to your video. When you have finished pasting in your script line by line, click **Save**. (If you click **Save As**, you will save an additional copy of your video). We recommend just clicking **Save**.



7. You can check the accuracy of your captions when viewing your video. Select the **Captions** tab to view the highlighted captions. Note that these captions will appear as closed (embedded) captions if you choose to embed your video into a webpage. If you need to edit your captions, you can always go back into edit mode and save your changes.