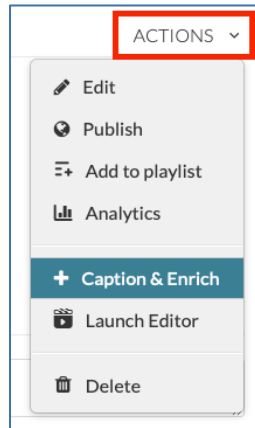


Requesting and editing automatic subtitles

You can request automatic 'machine transcribed' subtitles, which will appear on your Media Hopper Create videos. As these are fully automated, you will likely have to adjust them once completed to fix any incorrect matches or timing issues through a web interface.

Requesting automatic subtitles

1. Go to the playback page for a video you are the owner of, or are listed as a co-editor for
2. Click **Actions** under the player, and click **Caption & Enrich**
3. Ensure that the language that the video has been recorded in is selected in the **Source Media Language** field and click **Submit**
4. The subtitles will take up to an hour to appear on the video, but may be ready faster than that. You can tell once they have been returned as they will be shown on the player, and the *Caption & Enrich* page will update when refreshed

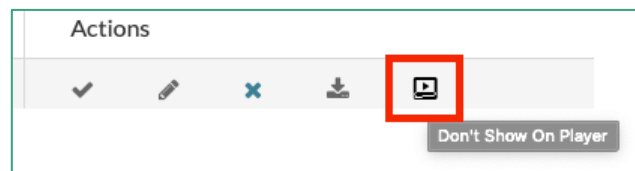


REQUEST D...	SERVICE	FEATURE	LANGUAGE	STATUS
July 22nd, 2020	Machine	Captions	English	Completed

Hiding subtitles on the player

As soon as the requested subtitles are ready they will be visible to people watching your video, so you may wish to hide them until you have had a chance to edit them. To do this:

1. Click **Actions** under the player, and then click **Edit**
2. Navigate to the **Captions** tab
3. Click the icon at the right under *Actions* heading. When you hover over it, the tooltip will say *Don't Show On Player*
4. When you are ready to release/show your subtitles, click on this icon again



Editing your subtitles

1. Once the automatic subtitles have been returned, you should edit them to correct any incorrect matches or timing issues.

REQUEST D...	SERVICE	FEATURE	LANGUAGE	STATUS
July 22nd, 2020	Machine	Captions	English	Completed

2. To launch the editor, click **Actions** under the player, then click **Caption & Enrich**
3. Check that it says *Completed* in the *Status* column to ensure the subtitles are ready
4. Click on the pencil icon to launch the editor
5. Segment by segment, listen to the audio and check against subtitle text
6. You can change the text in the corresponding text box in the timeline-sorted list. To correct a word, or add a label, either pause the video and make the change or click in the text and video will auto-pause
7. Use the start and end timing fields to the left of the subtitle to adjust timing. It is important that captions should appear on screen exactly when the speaker begins speaking and end exactly when they stop speaking
8. Any of your subtitles that have overlapping timings will be highlighted in yellow and should be adjusted so they are not conflicting
9. You can use the **Search in Captions** box to jump to a certain point in your subtitles, and search for and replace any repeated mistakes using the **Replace** option
10. When you are ready, click the **Save** button at the top of the screen

