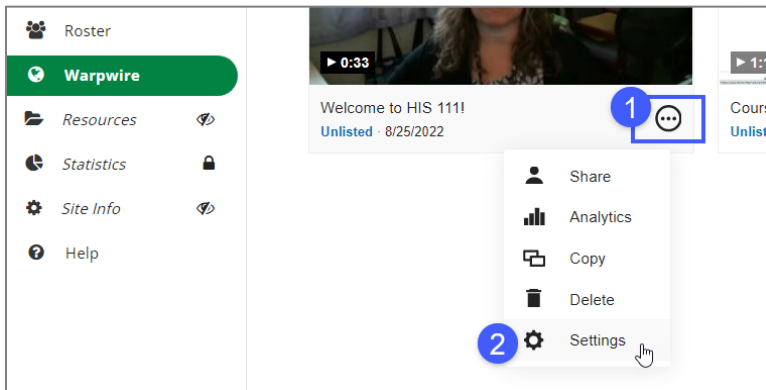# Using Warpwire to Caption Videos

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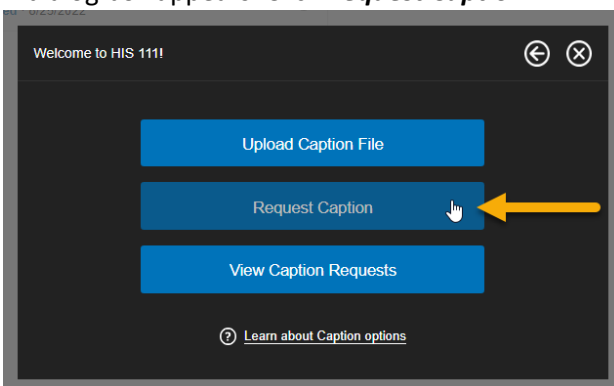
1. In your course site's Media Library, click the video's **Media Options** icon.
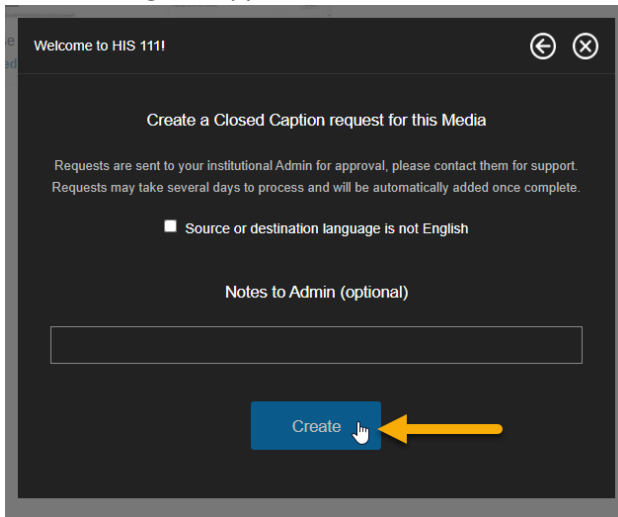2. Select **Settings**.

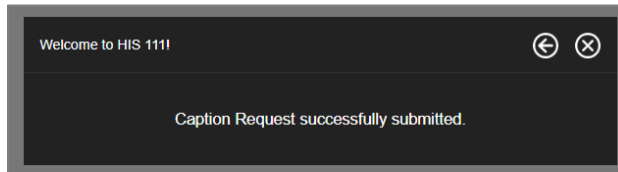3. The video's settings appear. Next to Captions, click the **Add** button.
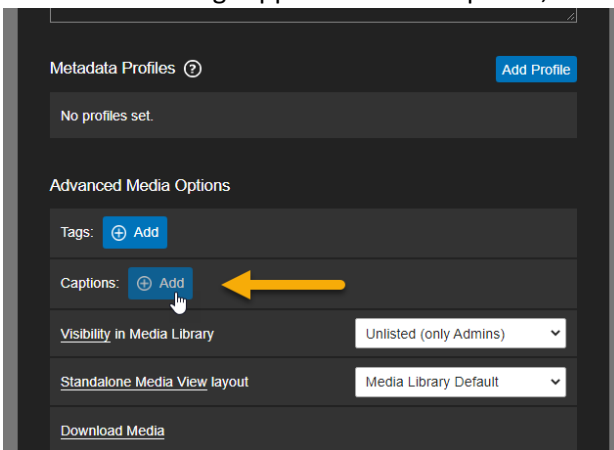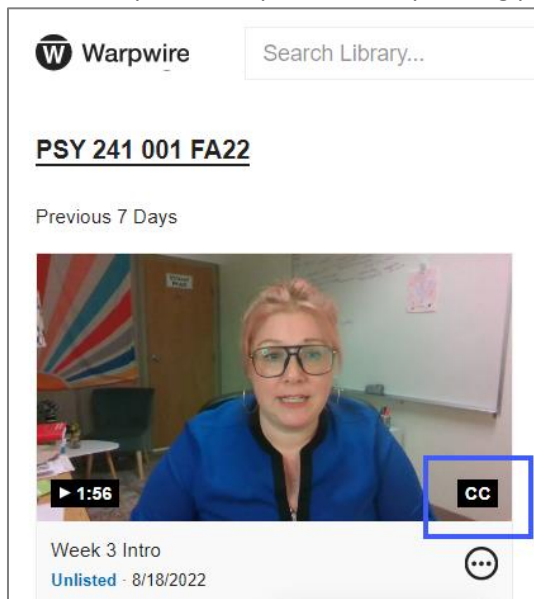

4. A dialog box appears. Click *Request Caption.*

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

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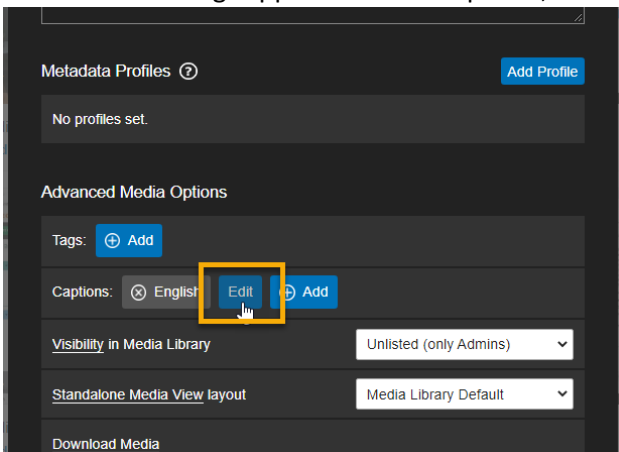
- misspellings (especially misspellings of academic terminology)
- capitalization errors
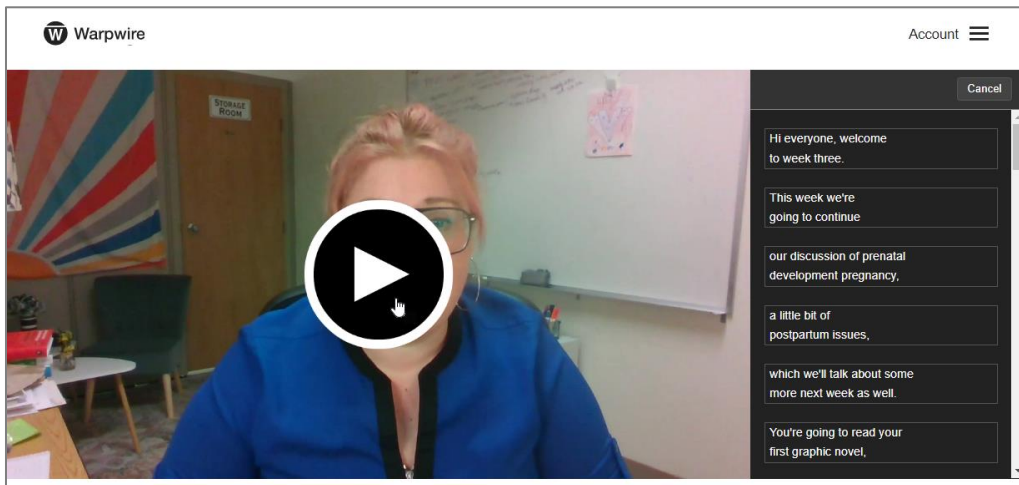- punctuation errors

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**.
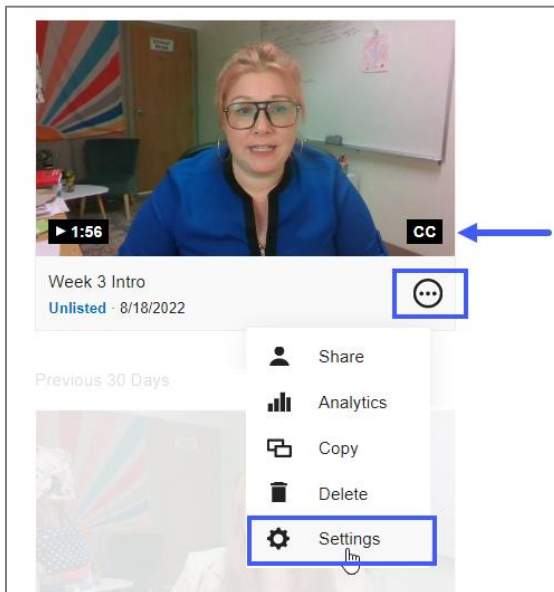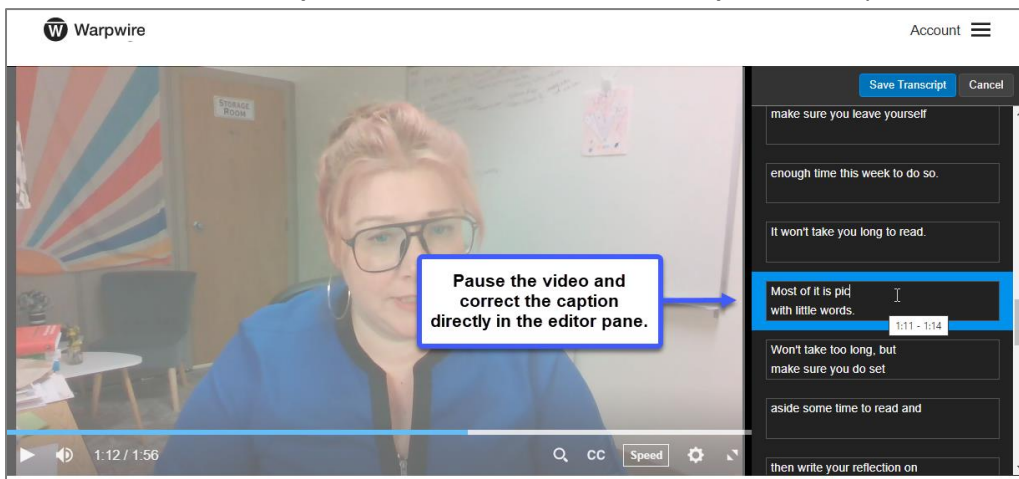

2. The video's settings appear. Next to Captions, click the **Edit** button.
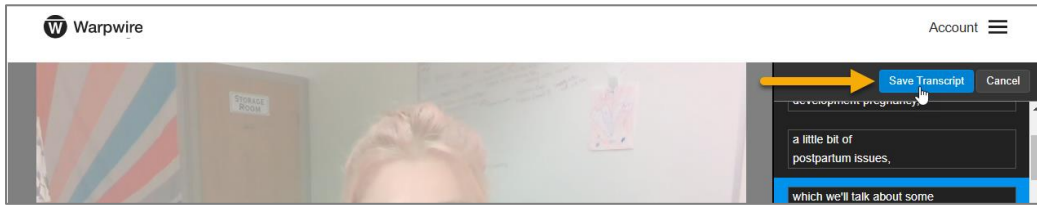
3. A preview of your video and Warpwire's captioning editor appears. Play the video and follow along, reading the captions.
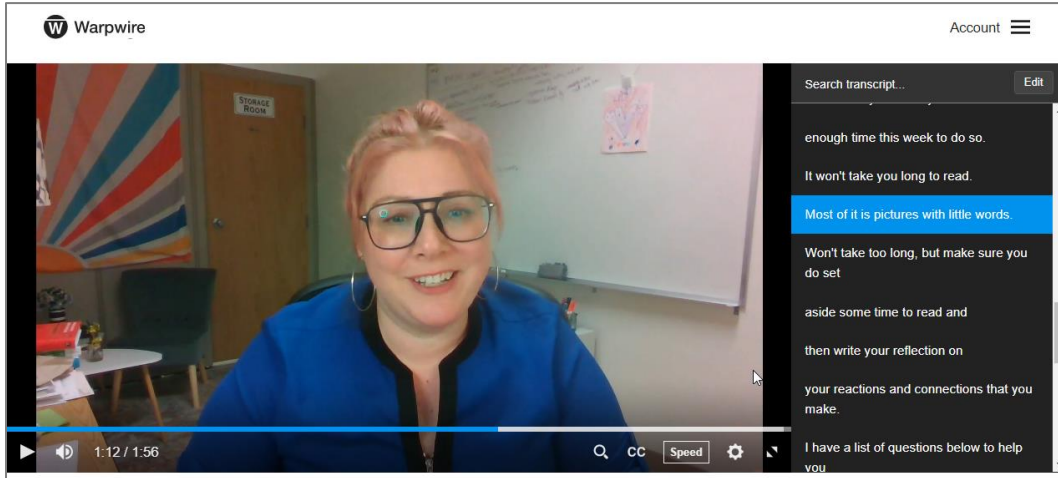

4. When an edit is needed, **pause** the video and **correct the caption** directly in the **editor pane**.

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).