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Introduction
This booklet will show users how to order and edit captions for files in MediaSpace.

Learning Objectives
After completing the instructions in this booklet, you will be able to:

- Order captions through MediaSpace
- Caption a single or multiple media files
- Edit captions using the Cielo 24 Editor
Ordering Captions

1. In your browser, go to https://mediaspace.kennesaw.edu.
2. Click the Login button in the top right corner (See Figure 1).
3. Click Login (See Figure 1).

4. Enter your KSU NetID and password. (See Figure 2).
5. Click the Sign In button (See Figure 2).

6. Click My Media.
7. All of your media will appear. Click the **name** of a video to open it.

![Figure 4 - Select Video](image)

8. Click the **Actions** button (See Figure 5).
9. Click **+Order Captions** (See Figure 5).

![Figure 5 - +Order Captions](image)
10. Click **Order Captions**.

![Order Captions](image)

**Figure 6 - Order Captions**

**Editing Captions**

Once captions are complete they can be edited in MediaSpace by the media owner. The following explains how to edit the ordered captions:

1. In your browser, go to [https://mediaspace.kennesaw.edu](https://mediaspace.kennesaw.edu).
2. Click the **Login** button in the top right corner (See Figure 7).
3. Click **Login** (See Figure 7).

![MediaSpace Login](image)

**Figure 7 - MediaSpace Login**

4. Enter your **KSU NetID** and **password**. (See Figure 2).
5. Click the **Sign In** button (See Figure 2).

![Sign In](image)

**Figure 8 - Sign In**
6. Click **My Media**.

![Image of My Media section in MediaSpace](image)

**Figure 9 - My Media**

7. All of your media will appear. Click the **name** of a video to open it.

![Image of video thumbnail with name highlighted](image)

**Figure 10 - Select Video**

8. Underneath the video thumbnail, click the **Actions** menu (See Figure 11).

9. From the **Actions** drop-down select **+Caption Requests** (See Figure 11).

![Image of Actions menu with +Caption Requests highlighted](image)

**Figure 11 - Edit Captions**
10. The caption request details will appear. When the request is complete, an *Edit* button will appear below the completed status. Click the *Edit* button.

11. The *Customer Edit* window will appear to allow you to edit caption text and display timing.
Customer Edit Interface

Figure 14 - Customer Edit Interface

a. **Sentence List** - An ordered list of each captioned sentence (See Figure 14).
b. **Video Preview** - A preview of the video corresponding to each sentence (See Figure 14).
c. **Transport** - Video player and sentence controls for Start of Last Sentence, Beginning of This Sentence, Play, and Beginning of Next Sentence (from left to right) (See Figure 14).
d. **Sentence Editor** - Captioned sentence text will appear here, make any necessary corrections (See Figure 14).
e. **Save/Approve** - After making any changes in the Sentence Editor click Save. Once all corrections have been made click Approve (See Figure 14).
f. **Hotkeys** - A list of hotkeys for Play/Pause/Next Sentence, etc. (See Figure 14).
g. **Sound Tag Shortcuts** - A list of shortcuts for sounds in the video that may need representation in the captions (e.g., [LAUGHTER] [MUSIC] [APPLAUSE]) (See Figure 14).
h. **Job ID** - If captions are ever edited and approved and a user wishes to revert to a previous version, please include this job number in a ticket to the UITS Service Desk (See Figure 14).
Editing Text
The following explains how to edit the text of your captions:

1. From the Customer Edit window, select a sentence in the left-hand column (see Figure 15).

![Figure 15 - Select a Sentence](image)

2. The video player will skip to the selected sentence’s starting point. Click the play button to verify whether the sentence is correct.

Note: The text will display below the video.

![Figure 16 - Play Video](image)
3. Make any necessary **text corrections** using the textbox below the video preview (See Figure 17).

**Note:** A preview of the text contained in the nextcaption textbox text will appear below the current text being edited.

4. Click **Save** (See Figure 17).

![Figure 17 - Make Corrections & Save]

5. Repeat steps 1-3 for all sentences that text require corrections. Once your edits are complete, click **Approve** to save and exit the editor.

![Figure 18 - Approve]
Edit Timing
The following explains how to edit caption timing display using the sentence text:

1. To change the timing for a specific sentence, click the applicable **sentence** in the list on the left.

![Figure 19 - Select a Sentence](image19.png)

2. From the sentence editor, change the Start or End time as needed.

![Figure 20 - Edit Start/End Time](image20.png)

3. Once finished, click **Save**.
4. Repeat steps 1 and 2 until all timing has been edited to your satisfaction.
5. When you have completed all timing edits, click **Approve** to apply all changes and exit the editor.
Edit Timing Using Timestamps
The following explains how to edit caption timing display for multiple sentences using the Timestamps filter:

1. Click the **menu icon** in the top-left corner of the window (See Figure 21).
2. In the resulting drop-down menu, select ** Timestamps ** (See Figure 21).

![Figure 21 - Timestamps](image)

3. From the sentence list on the left, you can now change the **start** and **end time** sentence by sentence.

![Figure 22 - Edit Times](image)

4. Any changes that are made will highlight the Start/End time boxes that are affected.

![Figure 23 - Green Highlight](image)
5. When you have completed all timing edits, click the **menu icon** (See Figure 24).
6. Click **Timestamps** again to close the timestamps display (See Figure 24).

![Figure 24 - Timestamps](image)

7. To save all timestamp changes, click **Save**.
8. Click **Approve** to close the editor window.

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**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu