



## Panopto

Importing captions with for your videos using Panopto online video library.

### Importing Captions with Panopto

#### Getting Started

1. **Find** and **open** the session where you wish to manage the captions in the **Panopto Editor** ([UTSA Panopto](#)). **Select the Edit Icon**.
2. Select **Captions** from the left side of the editor, and then click the **Import captions** drop-down (See *Figure 1*).

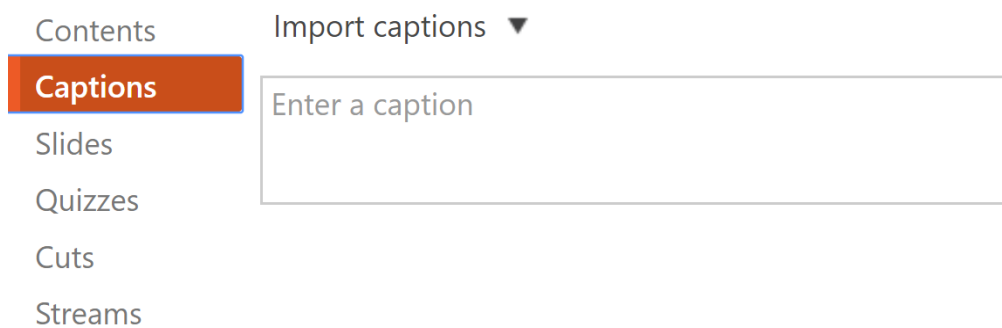


Figure 1

- a. If no captions currently exist for this session, import the machine-generated captions by clicking **Import automatic captions** (*Fig. 2A*).

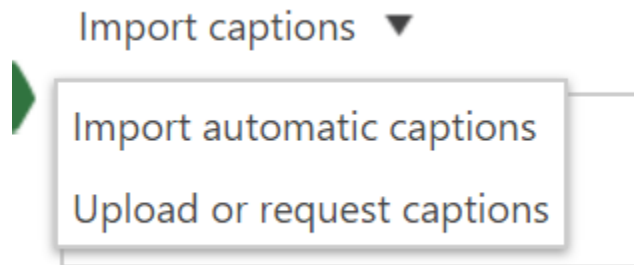


Figure 2A

- b. This is what the drop-down will look like if captions do exist for the session (*Fig. 2B*).

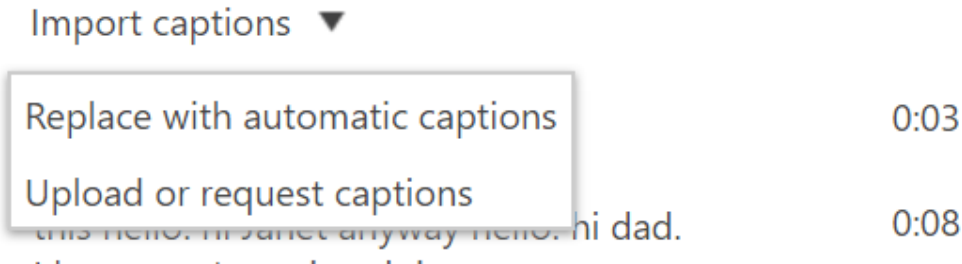


Figure 2B

3. Select **Upload or request captions**.
4. If you have a **script available**, select the option to **Upload your Captions** file (*Fig. 3*).

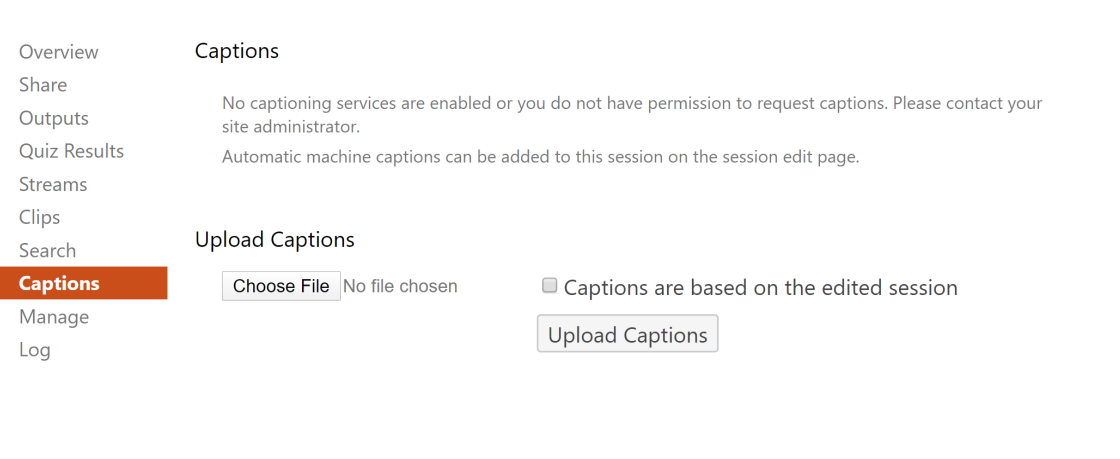


Figure 3

## Editing the Captions

5. If your captions do exist and have been processed successfully, you will then be able to edit each individual caption by clicking the **three dots** next to the caption and choosing **Edit** (*Fig. 4*).

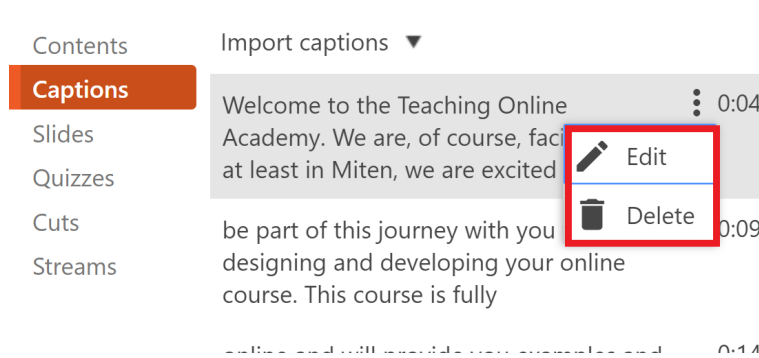
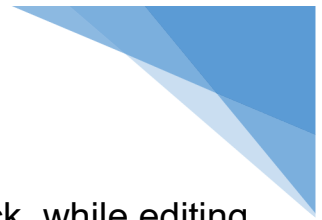


Figure 4

6. You can completely delete the caption by clicking the **trash can** icon.



- a. **Note:** At any time while making these edits, you can press **Shift+Space** to play/pause the session playback, while editing captions.

## Publish your changes

7. Once you've imported/edited your captions, commit the changes by pressing the **Apply** button on the top right of the Editor (*Fig. 5*).

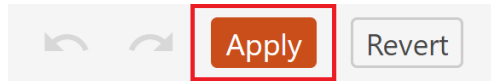


Figure 5

8. You will **receive an email confirmation** when your captions are **done processing** in the [UTSA Panopto Video Library](#).