

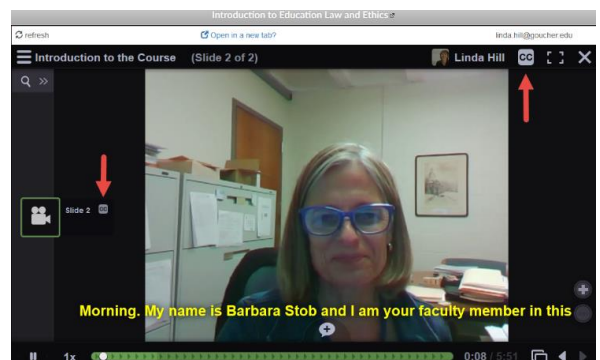
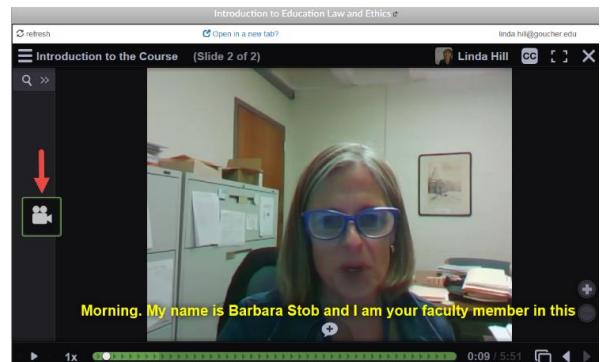
## Automatic VoiceThread Captioning and Editing

Goucher College has the Platinum Service Tier, which allows every audio or video recording we create in VoiceThread to be captioned automatically. We don't need to do anything at all to initiate the process. As soon as a user saves a recording, the captioning process will begin. Captions should appear in 5 to 10 minutes, depending on the length of the recording.

Users must select the CC button in the VoiceThread window in order to see the captions.

Once an automatic caption has been added to an audio or video comment in VoiceThread, it must be checked and edited to correct any mistakes.

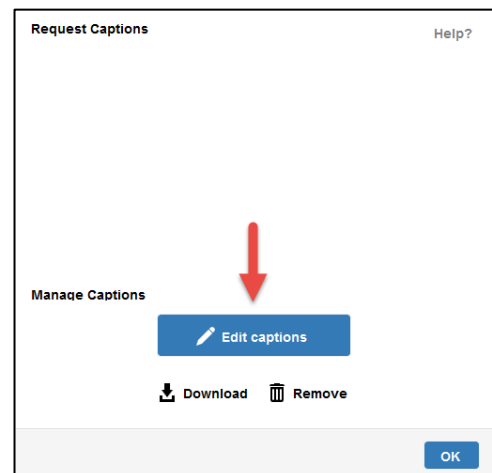
- **Overall procedure for editing:** Hover over the comment icon on the far left. Then click on CC, then click on "Edit Captions" at the bottom of the pop-up window. This will open the caption editor where you can make manual changes to the text. Make sure you Save Captions before closing the editor. **Changes will be instantly visible in the VoiceThread.**
- **Short video demo:** InstantCaptions - <https://voicethread.com/howto/closed-captioning/?#automatic>



### Editing Captions

You can edit the captions on audio and video comments recorded in VoiceThread.

1. Go to the Modules page in a course, where the voicethread should be listed.
2. Click on the listing, e.g., [Introduction to Week 2](#).
3. CRITICAL: Click on CC in the upper right and make sure captioning is turned on.
4. Select the audio or video comment you want to edit. Watch a bit of the video and observe the captions. If the captions have not yet been edited, you'll quickly see that they need to be edited. 😊
5. Hover over the comment icon in the left comment panel, then click on CC.
6. Click on the [Edit captions](#) button.

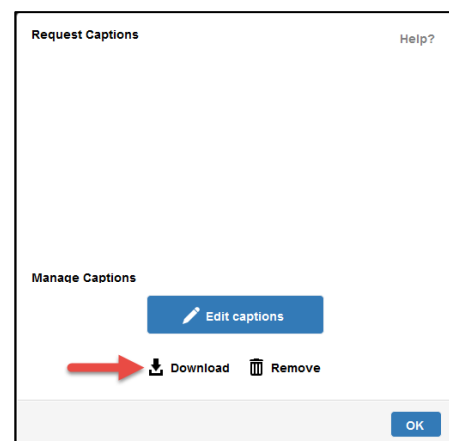
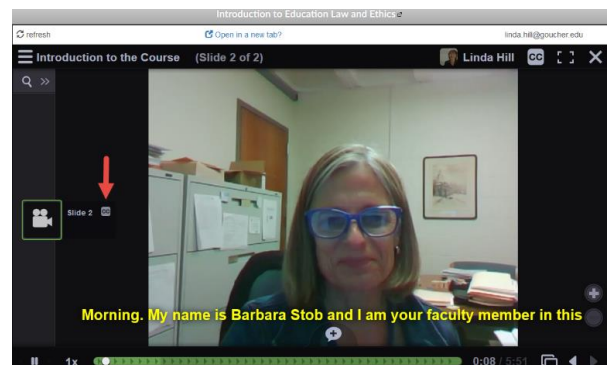


7. Focus first on the entire set of captioned text in the editing column.
  - Make all text changes that are obviously needed, like capitalizing the letter “I” when needed, correcting misspellings, etc.
  - Avoid making punctuation changes unless necessary, as even tiny characters like commas can adversely alter the text display in the captions.
  - Keep text to two lines when possible. Have no more than 7-10 characters in a third line.
  - Periodically click on Save Captions.
8. When you are done with the bulk editing, now play the video and make additional changes in the editor as needed to match the audio. The video stops automatically when you make changes in the editor, but you have to click the play button to resume the video.
9. Click Save Captions when done.
10. Do a final review, paying close attention how the captions display in the video window. You may need to restack some text if the text gets cut off at the end of a line.
11. Click Save Captions when done.

## Creating a Transcription

Transcriptions are valuable if you have captioned a lecture, a demo, a presentation, etc.

1. On the Modules page, click on the voicethread listing.
2. Click on the comment icon (movie camera in Barbara’s case) to the left of the video segment.
3. Click on CC => Click on Download underneath the Edit Captions button.
4. Open the resulting file in Word.
5. The captions will appear as plain text with no paragraph spacing, etc. So the following reformatting steps are recommended
  - Select all text and change the font to Calibri 11 pt
  - Insert a heading using this example format (Calibri 14 point bold): **HEA602 – Module 2 Introduction – Transcription**
  - Add a page header to second page top right using this example format (Calibri 10 point): **HEA602 – Module 2 Introduction – Transcription**. If the page header appears on page 1 you can remove it by selecting Page Setup => Layout => Different first page.



- Add page numbering, bottom right.
  - Create separate paragraphs in the transcription by adding returns where appropriate
6. Save the file with this example filename format: **HEA602 - Module 1 Introduction - Transcription (Stob).docx**
  7. Upload the file to the appropriate location on the course Modules page.