STREAM CAPTIONING

Stream is equipped with captioning services to easily create accessible videos. When uploading a video to your Stream library, make sure that **English** is the selected language for the video, and that "Autogenerate a caption file" is checked in the **Options** menu.

Processing: VIC Tutorial 2016 Part 1.mov 0%	Processing: VIC Tutorial 2016 Part 1.mov 0%
~ Details	> Details
Name	> Permissions
VIC Tutorial 2016 Part 1	~ Options
Description Create a description for your video, including #hashtags	Comments ① On Captions ① Z Autogenerate a caption file ①
Setting a video language enables automatic closed $$\times$$ captioning (currently only available for English and Spanish).	Subtitles ① No files have been added Upload a subtitle file
Video Language ① English Thumbnail	

Once you've published your video and it is fully processed, a caption file with be automatically created. <u>This file created will have predicted incorrect words, so these captions will need to be corrected before</u> <u>the video can be considered accessible.</u>

Find your video in your video library by going to **My Content** in the top navigation bar and clicking **Videos**. Click on the video title in this list.

슈 Home 되 Discover ~ [My content ~ + Create ~	𝒫 Search			$\overline{\uparrow}$	₽,	\odot
Videos Groups Channels	Watchlist Followed channels			↑ Drag files h	nere, or <mark>bro</mark> n	wse to	upload
Search for videos	Sort by Upload date V	State All	~	Privacy All			~
NAME		STATS	UPLOADED	VIEW	ACTI	ONS	
Test Video Watch this video		2 🕑 0 🌣	1/8/2019	RR	Ξ.	Ģ	

On the video's page, you will see the automatic transcription on the right. Click the **Edit Pencil Icon** at the top right of the transcript and begin by clicking on the section of text with an error.

		Transcript	Interactivity		
	O Search	h transcript	0		
		00:02	Welcome in this video. We're going to cover how to enable the	^	
		00:06	Accessibility checking panel both in Microsoft Office so that		
Enabling the Accessibility Panel in Microsoft Office and Adobe Acrobat Brought to you by the Office of Electronic and Continuing Education			includes Word, PowerPoint, any Office program, and also in		
			Adobe Acrobat so that you can check your documents and		
Play		00:18	evaluate them for Accessibility using this tool.	5	
▶ dv) 0:01 / 3:16	¤ © ⊡ /	00:22	Let's start with Word.	-	
Transcript	Interactivity				
Ø Search transcript ✓					
-					
00:02	Welcome in this video. We're going to cover how to enable the				
	Discard Save	\odot]		
00:06	Accessibility checking papel both in				

When editing the transcript, the loop icon next to the text box allows you to hear that section of audio again to ensure accuracy. Click **Save** when you are done with that section. When you are finished correcting the transcript, click the **Check Icon** at the top right of the window to close the editing options.

Now your video has accurate subtitles! It can now be shared via link or embed code to your courses or pages. If you have any questions about this process, feel free to contact us at <u>ECE@nsula.edu</u>.