Adding Captions in Ensemble

Automatic Captions

The automatic captions feature in Ensemble is available upon request (helpdesk@mcdaniel.edu or 410-871-3390) and can be used for any user-created video. Once enabled, you can select automatic captions as part of the publishing process. You can also add captions to user-created videos that have already been uploaded to your media library.
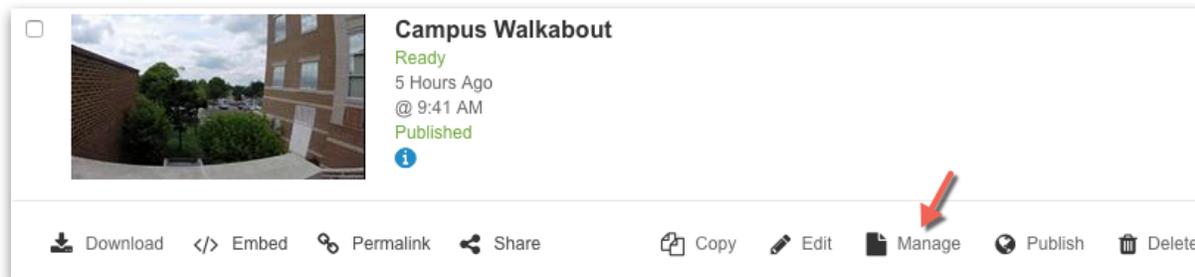
Add captions while uploading

- Log in to your media library and click the **Add** button to upload your video.
- Type in the **title** of your video and any other information you want to associate with the video (ex: description and/or keywords). Click **Continue** to proceed to the *Manage Content* tab.
- Drag your video file into the upload area and click the box next to **Auto-Caption**.
- Click the **Start Upload** button (remember to click the Auto-Caption box *first*). Once the upload is complete, click **Continue** to move on to the *Publish* tab. Choose a playlist for your video (optional) and click **Publish**. Once processing is completed, use the Amara caption editor (see pg. 3) to make any necessary corrections.
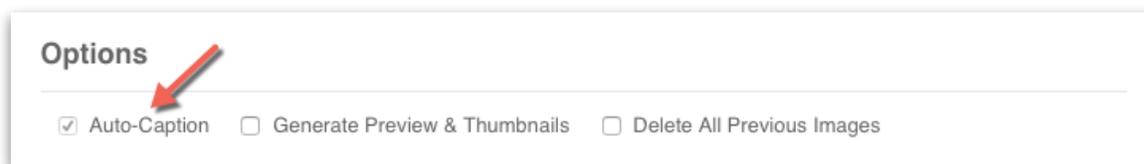
Add captions to a video already in your library

- Go to the video you want to caption and click **Manage** to go to the *Manage Content* tab.

- Click the box next to **Auto-Caption** and then click **Continue** to go to the *Publish* tab.

- Change or add a playlist (optional) and click **Publish**.

Tips for using automatic captions

While the Ensemble automatic captions feature generally has a high accuracy rate, no machine-based captioning is perfect. You can increase the accuracy rate by following a few simple guidelines.

- Use a microphone when you record.
- Avoid background noise during recording (i.e. other people speaking in the background or loud mechanical noises).
- Speak up and speak clearly.

I followed the guidelines but my captions still have errors and there's no punctuation. What should I do?

Using automatic captions can save you lots of time but, as mentioned, no machine-based captioning is perfect. It also doesn't understand grammar. You can use the Amara caption editor, also built into Ensemble, to make corrections and add punctuation where needed. See page 3 of this handout for how-tos on using the Amara caption editor.

Can I add captions in other languages besides English?

The automatic captions feature currently just works for English. If you need to have your video captioned in another language, you have the option to upload it to a 3rd party service, such as AutomaticSync or Rev. There is a fee, however, for using these services. Fees can vary from approximately $1–$3 per minute of video. Contact the helpdesk for more information about uploading 3rd party caption files to Ensemble. You could also type in the captions yourself using the Amara caption editor.

Do I have to pay a fee for using automatic captions or the Amara caption editor in Ensemble?
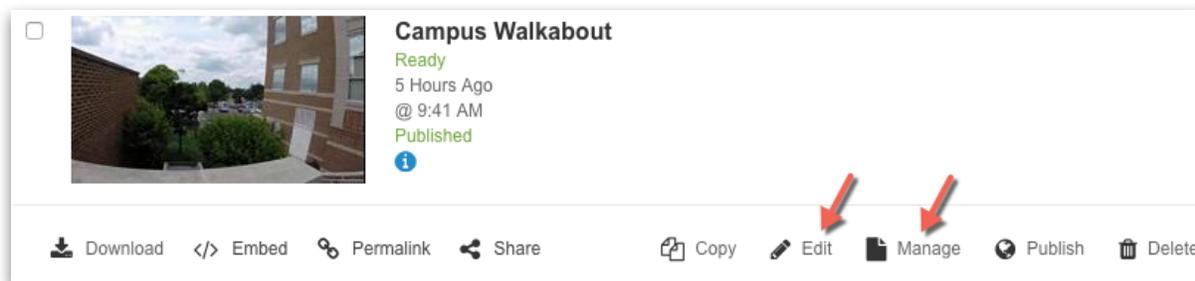
No. The IT office covers the costs of these services as part of the Ensemble licensing fee.
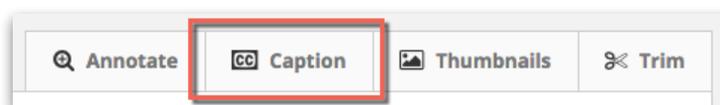
Amara Caption Editor

Ensemble's built-in caption editor is based on the Amara service (amara.org), which is a project from the Participatory Culture Foundation (pculture.org). The Amara editor is accessible from within your Ensemble library. Use it to type in your own captions or to edit captions created by Ensemble's automatic captions feature or captions from another service.

Creating and editing captions within Ensemble

- Log into your Ensemble library and go to the video you want to caption.
- Click either **Edit** *or* **Manage**.

- Click the **Caption** tab at the top of the window.

- Click the **Launch Amara Editor** button.

The editor will open with a tutorial overlay designed to assist you with getting started.
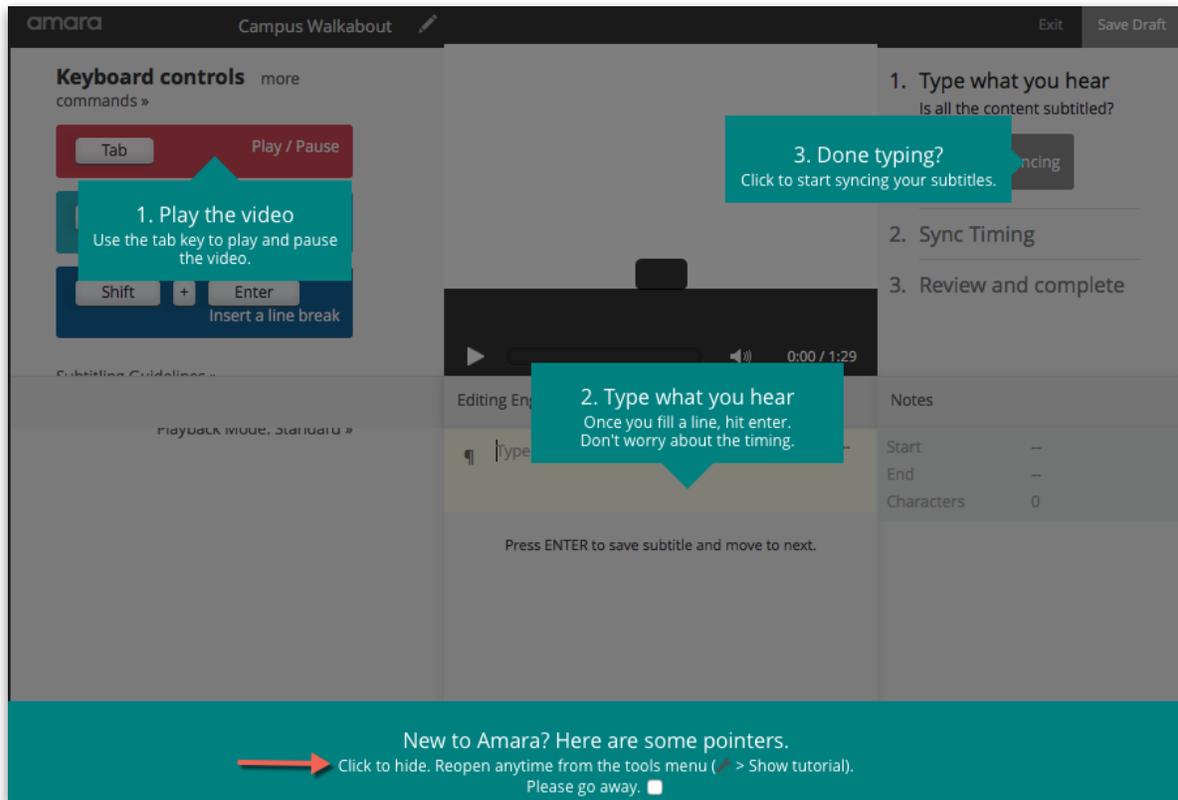
Step 1—Start and stop your video using the **tab key**.

Step 2—Type your captions in the center section. Press *Enter* (Windows) or *Return* (Mac) to go to the next line.
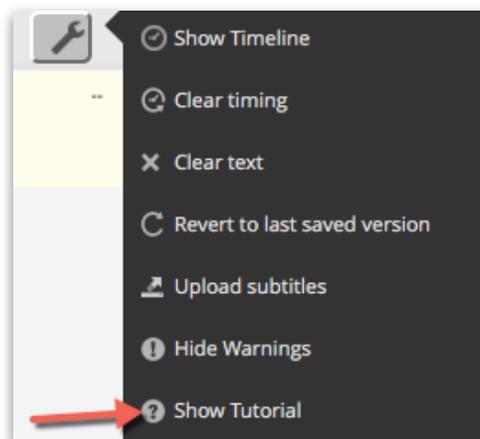
Step 3—Sync your captions (also referred to as subtitles).

- Click anywhere on the tutorial overlay to hide it.

See screenshot on next page.

- Click the wrench icon and choose **Show Tutorial** from the drop-down menu to bring the overlay back. You can also access other options from this menu, such as *Clear timing* or *Revert to last save version*.

Recommended! The Amara website has a series of three short videos, each less than a minute, that demonstrate the steps for captioning your video. The third video titled "Review step" will be the most useful if you are editing automatic captions.

https://support.amara.org/support/solutions/articles/193571-how-to-transcribe-a-video-video-guide-

Questions about captioning or using the Ensemble media server?
Contact the McDaniel HelpDesk (helpdesk@mcdaniel.edu or 410-871-3390).