VoiceThread

Using closed captioning

You can add closed captioning to any video or audio slide, or to any video or audio comment.

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- [How to add a caption to a slide or comment](#)
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Viewing captions in VoiceThread

Captions will always be displayed when you are viewing a VoiceThread slide at VT Universal. If you're viewing the slide from the standard VoiceThread site, turn on closed captioning by clicking on the "CC" button in the top-right corner of the VoiceThread, and selecting "On". Any slide or comment that has been captioned will display those captions as long as this option is on.
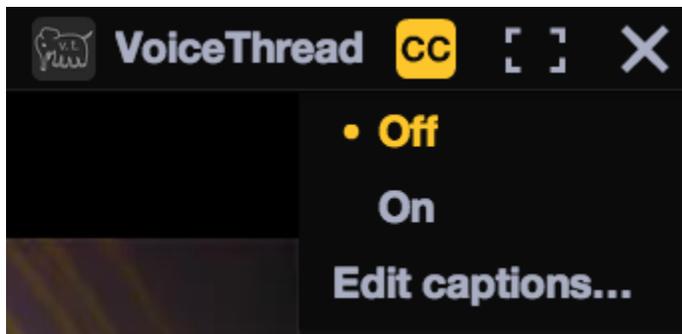
How to add a caption to VoiceThread

https://www.youtube.com/watch?v=_kXBrZ_LpoU

Only the person who created a VoiceThread or someone who has editing rights for that VoiceThread may add captions. Get started by accessing the caption dialog for your slide or comment.

For central media slides:

1. Navigate to the slide that contains the video.
2. Hover your mouse over the video icon on the left side of the page.

3. Click on the CC button in the top-right corner of the VoiceThread.
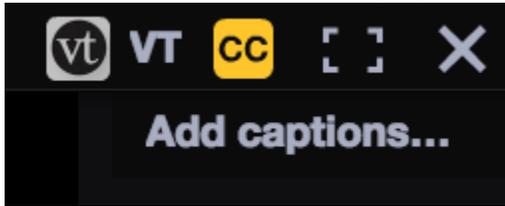
4. Click "Add captions".
5. Select your caption file.
6. Click "OK".

For comments:

1. Start playing the comment.
2. Click on the CC button at the bottom of the comment.
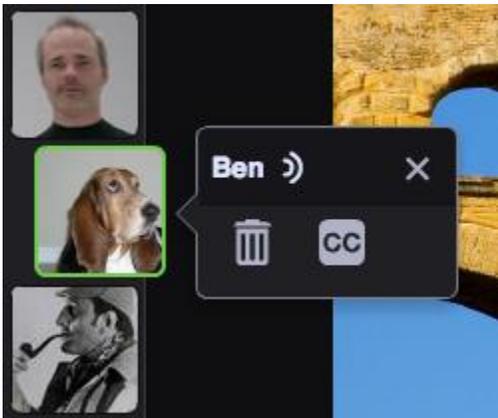
3. Select your caption file.
4. Click "OK".

This will open the caption dialog box, where you can upload or request your caption. If you are uploading a file manually, just click on "Upload Captions" on this dialog and upload your file.

VoiceThread accepts caption files in these formats:

- DFXP
- SRT
- SAMI
- SCC
- SBV

If you would like to request an automatic, machine-generated caption, click on the green "Order" button next to the option for "Machine Captions from VoiceThread" near the top of the window. There is a 4-day turnaround time, and you will receive an email notification as soon as the caption is ready to be viewed.

Machine captions from VoiceThread **Order**

* Captions ready in about 4 days.
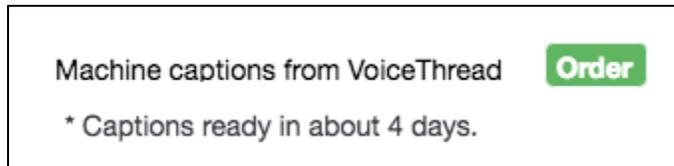
Editing captions

Once a caption has been added to a slide or comment in VoiceThread, you can always edit it to make changes or correct any mistakes. To begin, follow the steps above to open the Closed Caption window, and then click on "Edit Captions" near the bottom.

Request Captions   Help?

Manage Captions

✏ **Edit captions**

⬇ Download   🗑 Remove

OK
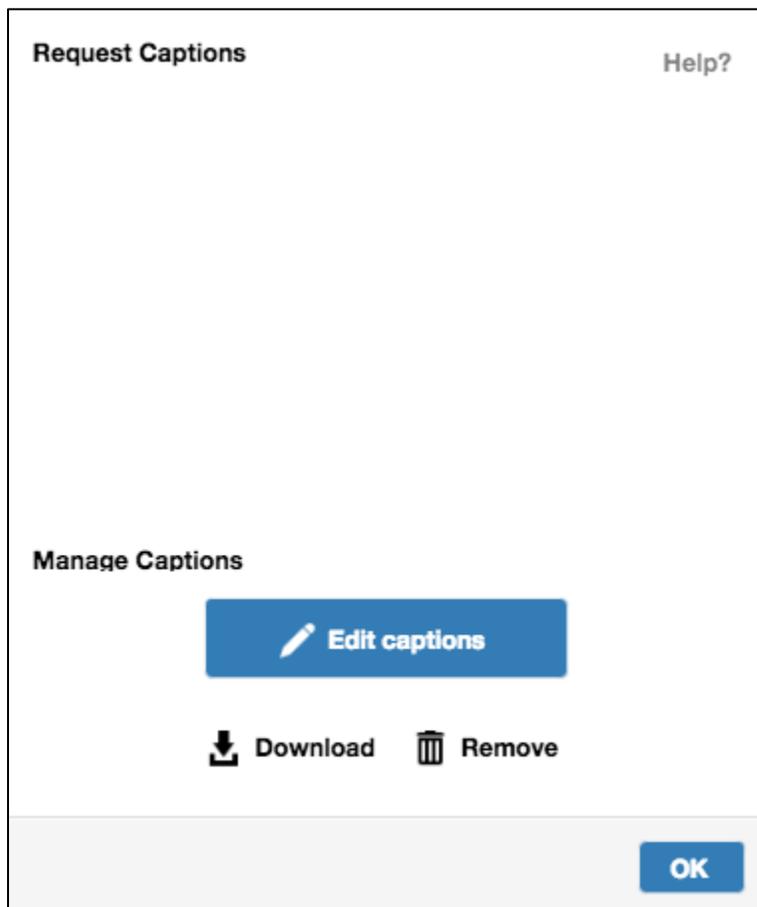
This will open the caption editor, where you can make manual changes to the text. Make sure you save before closing the editor, and those changes will be visible in the VoiceThread instantly.