

Manual on Importing Captions into Videos Through Panopto

Notes:

1. To generate captions through Panopto, you will need to upload your videos to a third-party platform. Please be reminded about the security and copyright issues before proceed.
2. This user guide only concerns importing manually edited caption files (.srt) into videos. To request for Panopto Caption Service, please contact personnel related.

A. Create Caption Files (.srt)

1. a. For Windows users, please use Notepad. (Start button -> **Windows Accessories** -> **Notepad**)

b. For Mac users, please use **TextEdit**. (**Finder** -> **Applications** -> **TextEdit**)

2. Write caption lines. A line of caption in **.srt** files follow a specific syntax:

- ✓ The line number **(a)**
- ✓ The time range **(b)**, when the line appears in the video
 - The time range include a starting and an ending timestamp, both follow the syntax:
Hours:Minutes:Seconds,Milliseconds
 - The time range is formatted as below:
[Starting Timestamp] --> [Ending Timestamp]
- ✓ The text of the line **(c)**

```
ss23_caption.srt - Notepad
File Edit Format View Help
5
00:00:24,500 --> 00:00:28,000
The second round of abstract submission is now closed,

6
00:00:28,000 --> 00:00:33,000
and we are working on the delivery of e-SS23.

7
00:00:33,000 --> 00:00:36,000
Despite the limitation of a virtual conference,

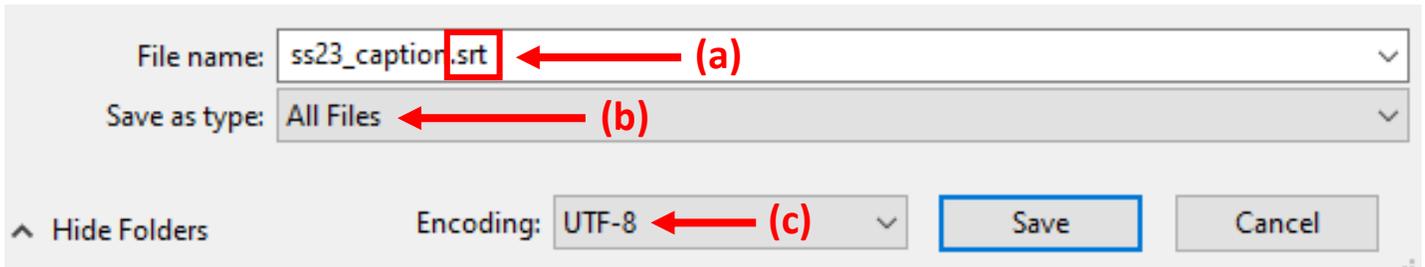
8 ← (a)
00:00:36,000 --> 00:00:39,500 ← (b)
our aim is to ensure for all attendees, ← (c)

9
00:00:39,500 --> 00:00:43,500
an academically productive and a socially enjoyable conference.
```

3. To save to a `.srt` file, select **File**, choose **Save As**.

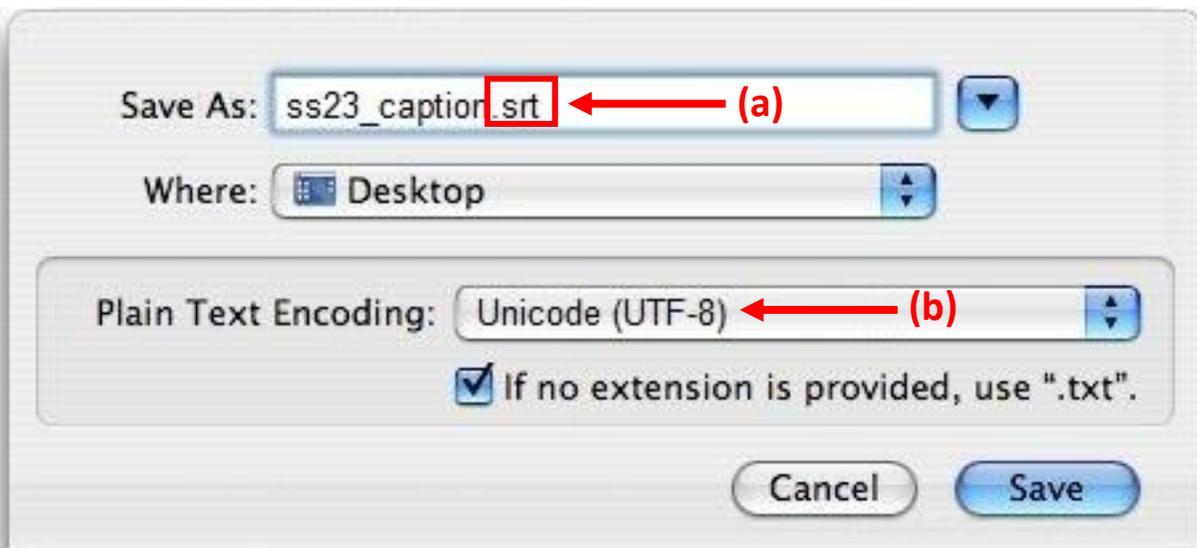
a. For Windows users:

- ✓ For **File name**, type in `.srt` at the end of the file's name. **(a)**
- ✓ For **Save as type**, select **All Files**. **(b)**
- ✓ For **Encoding**, select **UTF-8**. **(c)**



b. For Mac users:

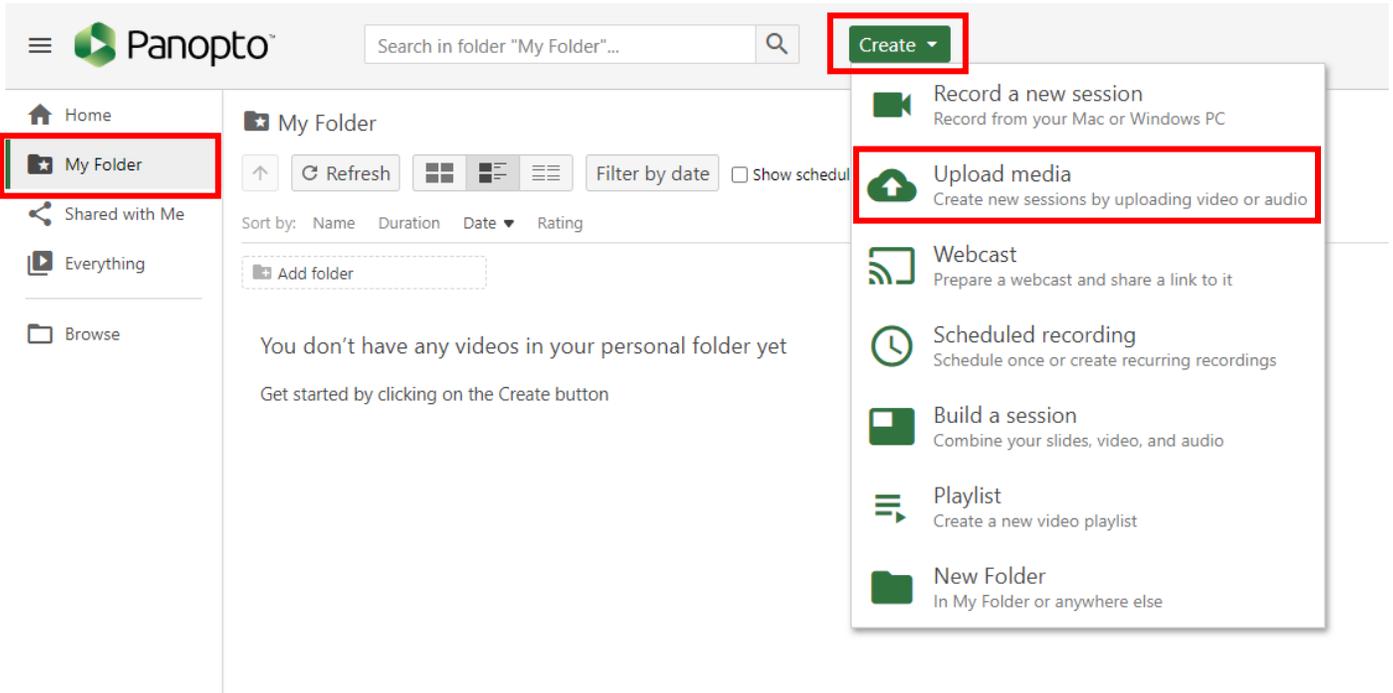
- ✓ For **Save As**, type in `.srt` at the end of the file's name. **(a)**
- ✓ For **Plain Text Encoding**, select **Unicode (UTF-8)**. **(b)**



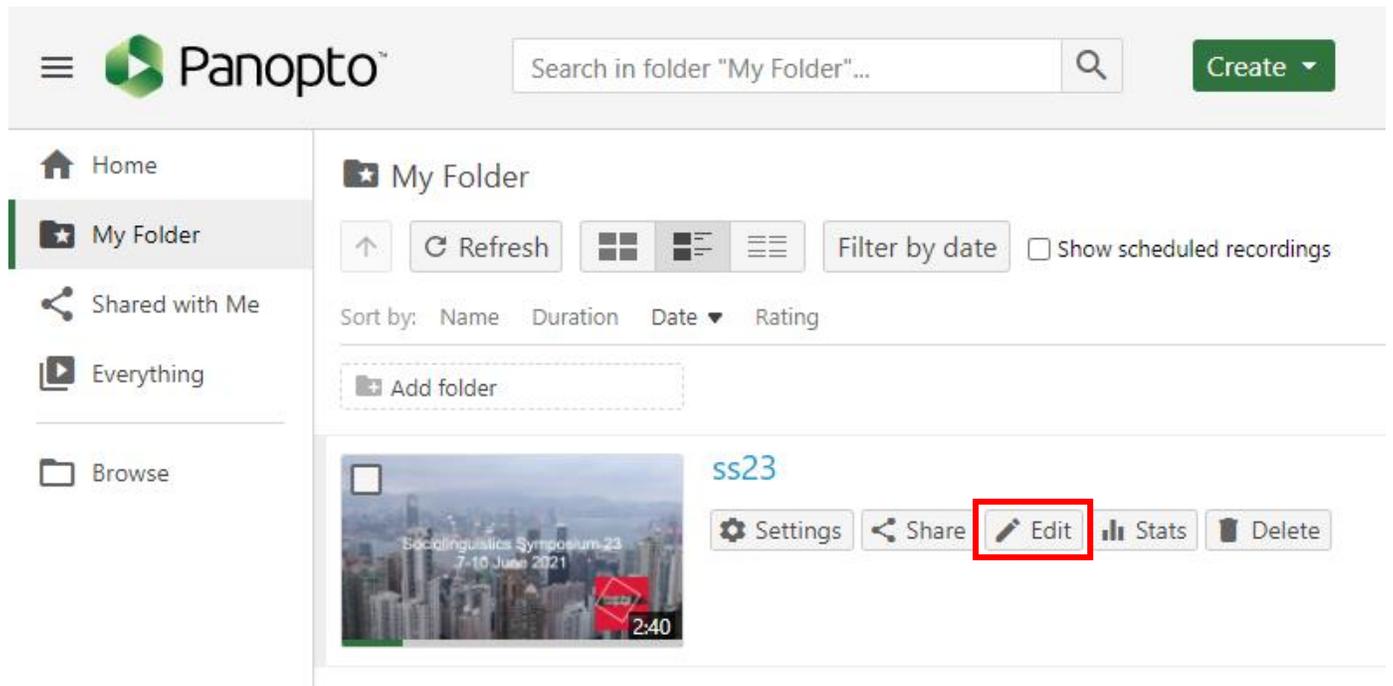
4. Click **Save**. The caption file is then ready to be imported.

B. Import Caption Files into Videos Through Panopto

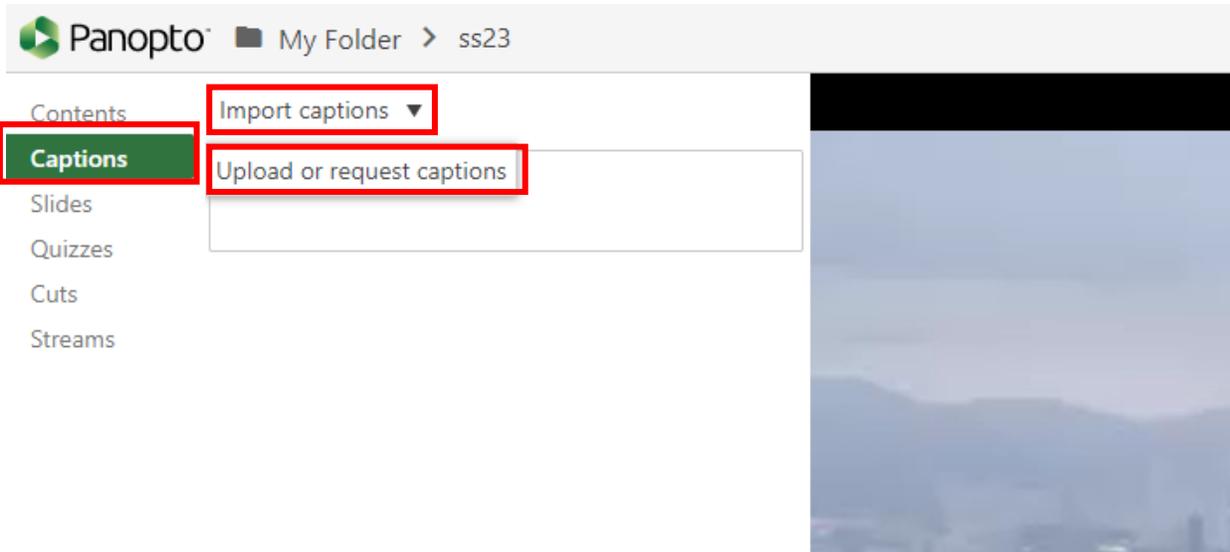
1. In **My Folder**, click **Create**, select **Upload media**.



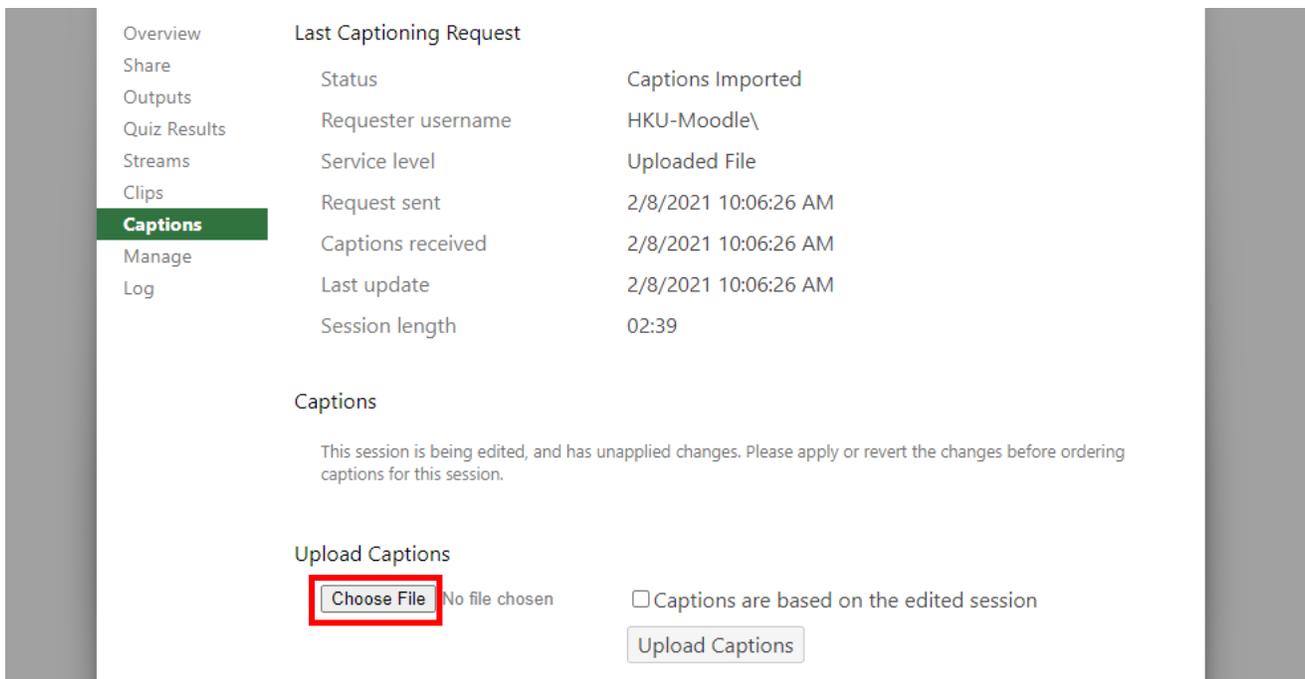
2. With your video uploaded, click **Edit**.



3. Select **Captions** and **Import captions**. Click **Upload or request captions**.



4. Click **Choose File**. Then, select your caption file from your computer to upload.



- The name of your caption file should be shown next to the **Choose File** box. Then, click **Upload Captions**.

Captions

This session is being edited, and has unapplied changes. Please apply or revert the changes before ordering captions for this session.

Upload Captions

ss23_caption.srt Captions are based on the edited session

- Embedding captions needs time. You will see the icon  once the captions are available.

★ My Folder

Show scheduled recordings

Sort by: Name Duration Date ▼ Rating



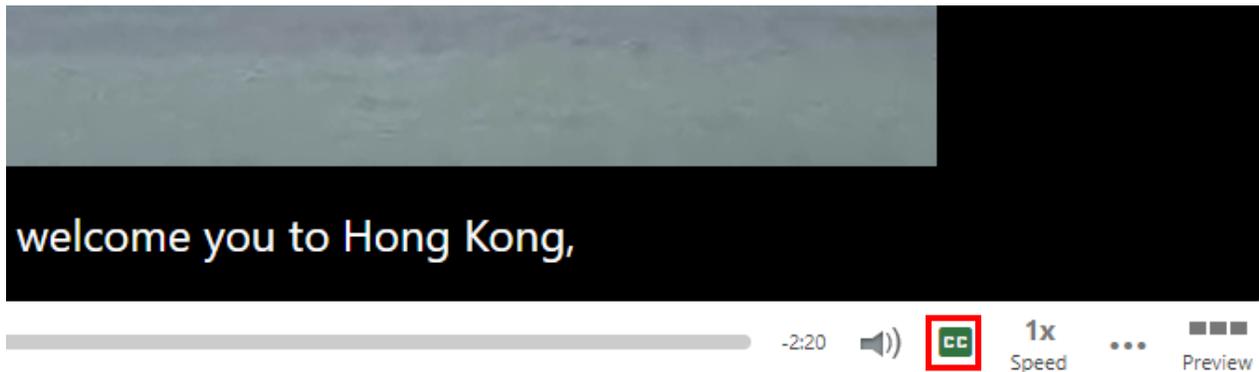
ss23



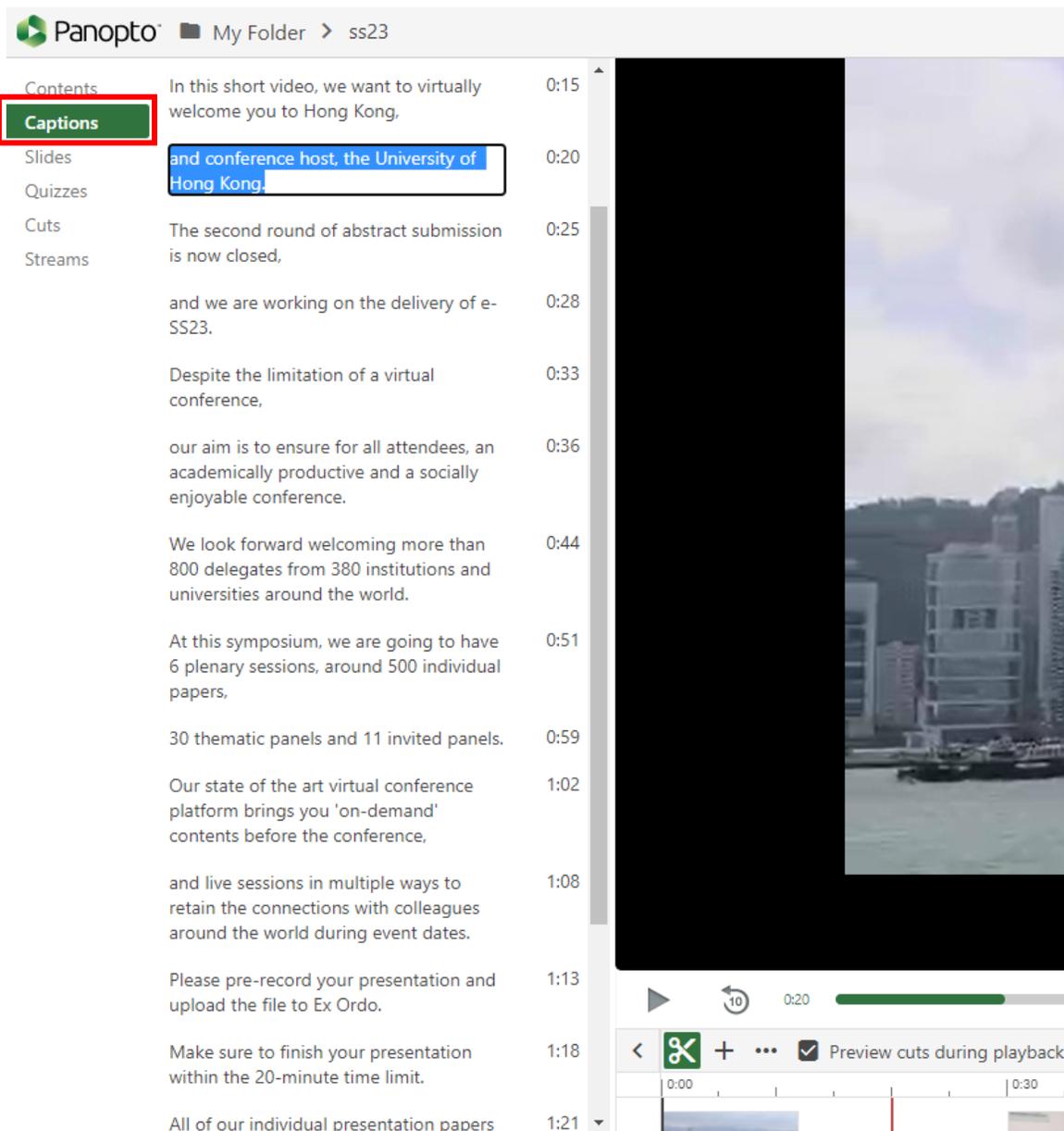
Embedding captions

7. Click **Edit** again to view and adjust the captions.

a. To view, click  to enable if the captions are off.



b. To adjust, select **Captions**. You may edit each line and its starting time directly on the platform.

A screenshot of the Panopto platform interface. The top navigation bar shows "Panopto" and "My Folder > ss23". On the left, a sidebar menu has "Captions" highlighted with a green box. The main content area is a table of captions with a time column on the right. The first caption, "In this short video, we want to virtually welcome you to Hong Kong," is highlighted with a blue box. The video player on the right shows a cityscape. The bottom control bar includes a play button, a 10-second rewind button, a progress bar at 0:20, a scissors icon, a plus sign, a three-dot menu, a checked "Preview cuts during playback" checkbox, and a timeline from 0:00 to 0:30.