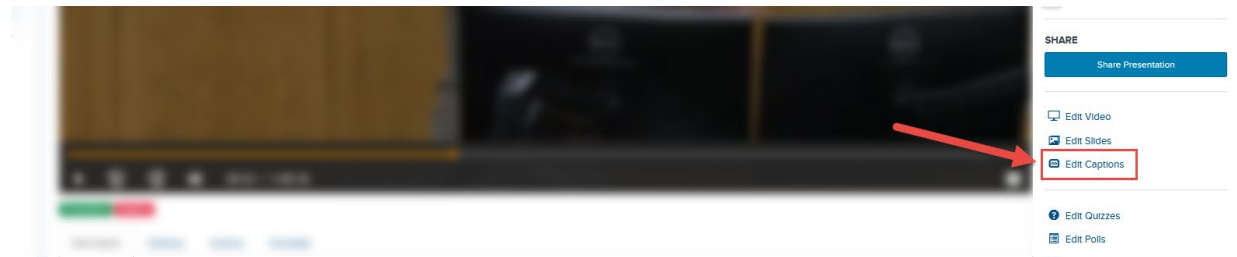


Using the Mediasite Caption Editor

Mediasite includes a built-in tool for editing your presentation's closed captions. This tool is often used to add new captions or update existing ones. You can also remove captions.

Open the caption editor

1. In your [MyMediasite](#), select the name of the presentation for which you wish to edit the closed captions. A summary of the presentation will appear.
2. Select **Edit Captions** in the right column below Share. The caption editor will appear.



Add/remove/change captions using the caption editor

Use the caption editor to add, remove, or modify the caption content. Save your work frequently using the **Save** button at the top right. Common caption editor operations are discussed below.

Edit Caption text and timing

1. Begin playback of the video preview within the caption editor to see the timing of captions along the timeline.
2. Below the video, drag the edges of a caption block to adjust the timing.
3. Select a caption along the timeline to select it in the edit pane.
4. Edit the text as needed in the left column.

Add Captions

1. Enter the caption text.
2. Select **Add transcription at video position**. The caption text will be added to the current video position.

Find and Replace

1. Select the **Find and Replace** tab on the edit column of the caption editor.

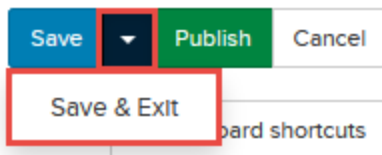
2. Enter a search term in the Find field.
3. Select **Find** to view captions where the term appears.
4. Enter the replacement term in the **Replace** field.
5. Select **Replace all** to change all instances of the Find term with the Replace term.

Enable caption display and save your edits

1. Once all edits are complete within the editor, select **Publish**. This will enable your captions to be displayed in the video player your audience sees.



2. Select the down-arrow adjacent to the Save button and then select **Save & Exit** to apply the edited captions to the video and return to the presentation summary.



More documentation

Mediasite's [caption editor documentation](#) is available for more information on caption editor operations.

Other references to help you create and edit closed captions include:

- [Transcription Guidelines for Captioning by Automatic Sync Technologies](#)
- [Closed Captioning & Subtitling Standards in IP Video Programming](#)
- [3Play Media's Ultimate Guide to Closed Captioning](#)