Caption Creator Tool Options Explained

The various caption options available are explained below:

1. **Playback options:**
   - Pause/Playback: Pauses and plays back the media.
   - Replay: Restarts the media playback.
   - Replay from the set start time: If the start time of the segment is set then this option replays the media from the set start time.

2. **Caption text editor options:**
   - The caption text editor lets users provide the text input to the content spoken in the caption segment.
   - Users have the option to use formatting tools such as 'Bold', 'Italic' and 'Underline'.
   - Users can also provide any special characters, if needed, into the text-box by opening the special character dialog box and selecting the appropriate character from there.

3. **Start time/End time options for the caption segment:**
   - Lets users provide the start and end time to the caption segment.
   - Set Current: Users can click on this option to set the time from the media scrubber location.
Once the fields are entered the user can click on **Submit** or **Submit and Add** to add the caption segment.

- **Submit**: Submits the caption segment but leaves the text and timing values intact for further edits.
- **Submit & Add new**: Submits the caption segment. Clears the text-box and timing values in the Start/End time text boxes.
- **Revert**: Reverts the caption segment to the last Submitted state, undoing any updates made. Not applicable for caption segments that are **Submit & Added**

4. Options available for created caption segments:
- **Select all segments**: Can be used to select all caption segments with one click.
- **Un-select all segments**: Can be used to de-select all selected caption segments.
- **Add caption**: Click on this option to add a new caption segment.
- **Split caption segments**: Selecting a caption segment and clicking this option splits the caption segment into two separate captions. Can be applied where the caption text is very long.
- **Merge caption segments**: Use this option to merge two consecutive caption segments into one segment.
- **Delete captions**: This option deletes all selected caption segments.
- **Insert before**: This option lets the user insert a caption segment before the one selected, if applicable. It automatically loads the end time for the user.
- **Insert after**: This option lets the user insert a caption segment after the one selected, if applicable. It automatically loads start time and the end time for the user. The end time that is loaded automatically is the media end time. The user can modify this value and provide a custom end time according to the caption segment.
- **Add Delay**: This option lets the user add a fixed time delay to the caption start and end times if needed.
5. **Individual caption segments:**
   - These are the individual caption segments created by the user. Each caption segment has its own start/end time and associated text.
   - Users can click on an individual caption segment to edit its properties with the options listed above.
   - Click on the playback button next to a caption segment to play the media object starting from that segment.
   - Note: If a user selects more than one caption segment the text editor along with the start/end time filed will not be displayed.

**Creating a Closed Caption for a Media Object:**

1) Login to NJVid via [montclair.njvid.net](http://montclair.njvid.net)
   - If you don’t have an NJVid account please contact either Pam Fallivene (fallivenep@mail.montclair.edu) or Patrick Scioscia (sciosciap@mail.montclair.edu) to request an account.
2) Click on **Admin Dashboard** from the drop-down menu under your email ID
3) Click on **Media** under Dashboard
4) Click on the media title that you are creating a closed caption for
5) Click on **Create and Edit Caption**

6) Click **Create a new draft**

7) Click **Set Current** to set the **Start Time** for when the speaking begins

8) Click **Play**, listen to the first segment, click **Stop**
9) Click **Set Current** for the **End Time** for the first segment

![Set Current for End Time](image)

10) Click in the **Add Caption** text box and type the required text for the first segment. You can also paste text from other programs.

*Note: It is recommended that a caption segment be a maximum of 2 lines. This is equivalent to approximately 75 characters, including spaces. See example below:*

![Add Caption Example](image)

11) Click **Submit and Add new**. This automatically loads and sets the next start time into the tool for the next segment.

![Submit and Add new](image)

12) Click **Play**, listen to the second segment, click **Stop**

13) Click **Set Current** for the **End Time** for the second segment

14) Click in the **Add Caption** text box and type the required text for the second segment

15) Click **Submit and Add new**

16) Repeat steps until all segments are done
Publishing Captions
Once done adding all caption segments for the media title, the caption can be published so that it’s added to the media object and made available to users watching the media file.

1) Click Publish under Menu

![Caption Creator](image)

2) Select Label for Create new caption

![Publish Captions](image)

3) Type a label name. This is displayed to users as a choice when selecting captions during media playback
4) Select a Language
5) Click Publish

Previewing Media Title with Captioning
1) Click on Media under Dashboard
2) Click on the media title with the closed captioning added
3) Click Preview
To turn off closed captioning, click CC on the status bar and click on Captions Off.

**Caption Draft File**
When a user closes the Caption Creation Tool the users work is saved as a draft automatically. This option lets users save the caption file as a draft that can be modified at a later time.

**Open Draft:**
1) Click on Media under Dashboard
2) Click on the media title
3) Click on Create and Edit Caption
4) Click Continue working on existing draft

**Delete Draft:**
1) Click on Create a new draft to delete the existing draft and create a new one
Creating Captions Using Keyboard Shortcuts
Users can use the keyboard shortcuts to quickly create and add caption segments.

**Keyboard Shortcuts**

<table>
<thead>
<tr>
<th>Press this key</th>
<th>To do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Pause/Play the media</td>
</tr>
<tr>
<td>1</td>
<td>Sets the start time to the caption segment</td>
</tr>
<tr>
<td>2</td>
<td>Sets the end time to caption segment</td>
</tr>
<tr>
<td>Enter/Return</td>
<td>Save the caption segment</td>
</tr>
<tr>
<td>Shift+Enter</td>
<td>New line for caption text</td>
</tr>
<tr>
<td>U</td>
<td>Rewind video for 5 seconds</td>
</tr>
<tr>
<td>I</td>
<td>Rewind video for 2 seconds</td>
</tr>
<tr>
<td>O</td>
<td>Forward video for 2 seconds</td>
</tr>
<tr>
<td>P</td>
<td>Forward video for 5 seconds</td>
</tr>
<tr>
<td>Esc</td>
<td>Take focus out of text-box</td>
</tr>
</tbody>
</table>