

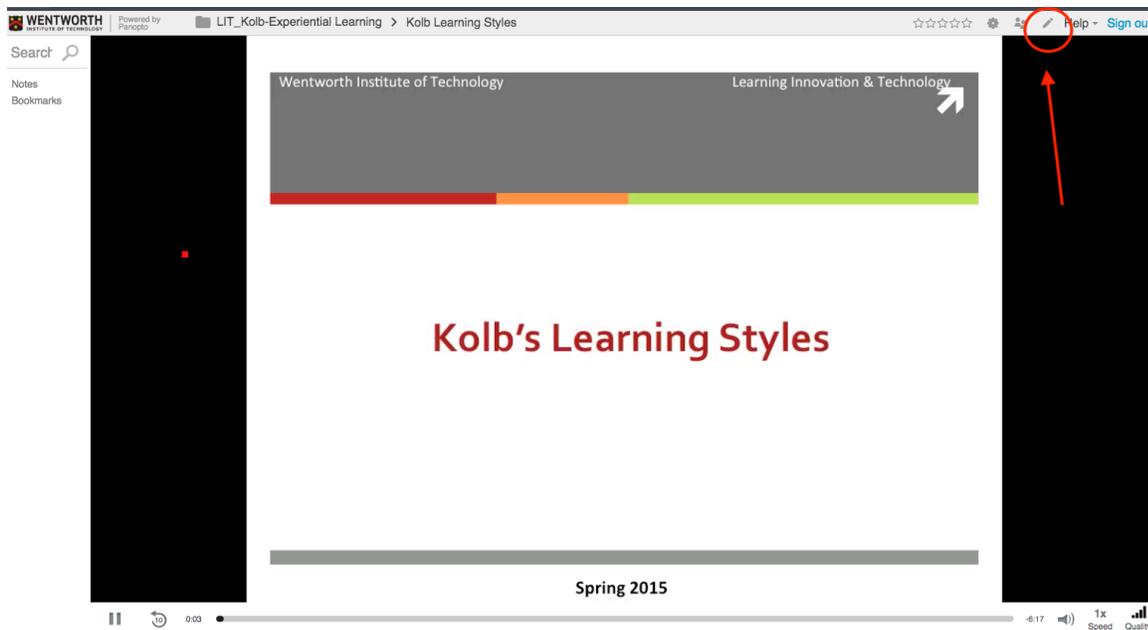
## Creating Automatic Captions in Panopto

In Panopto, there is a way to get captions on your videos with Automatic Captions. The option will be available up to 24 hours after initially creating the video. This option is taking speech-to-txt automatic transcriptions, so the captions may not be entirely accurate. However, they can be modified after the process by the creator.

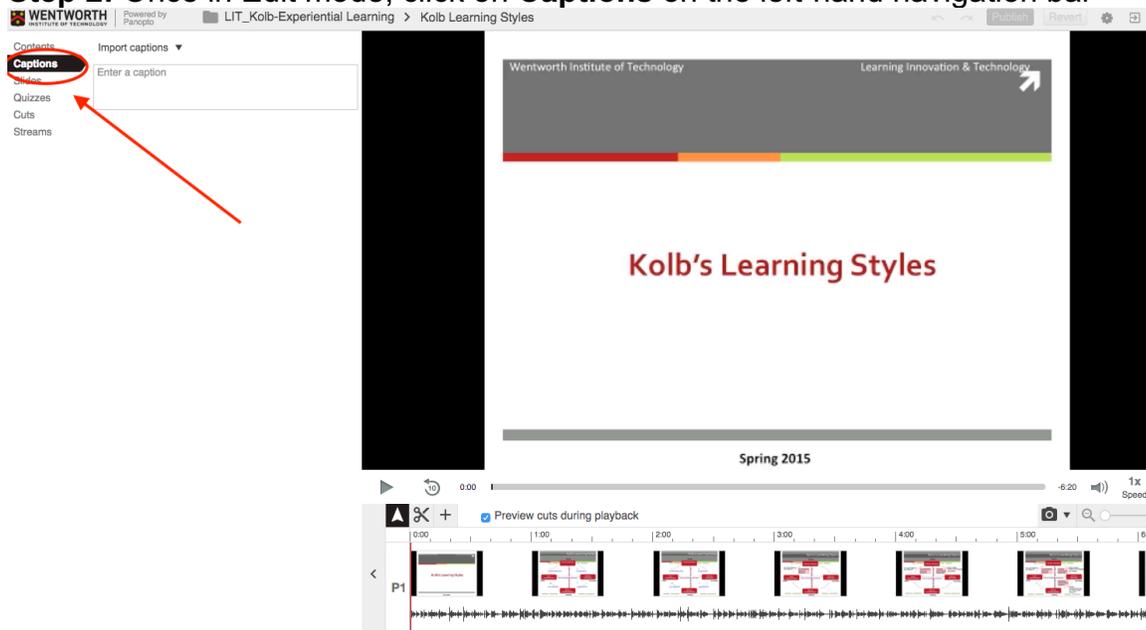
In this document, we will demonstrate...

### Creating Automatic Captions

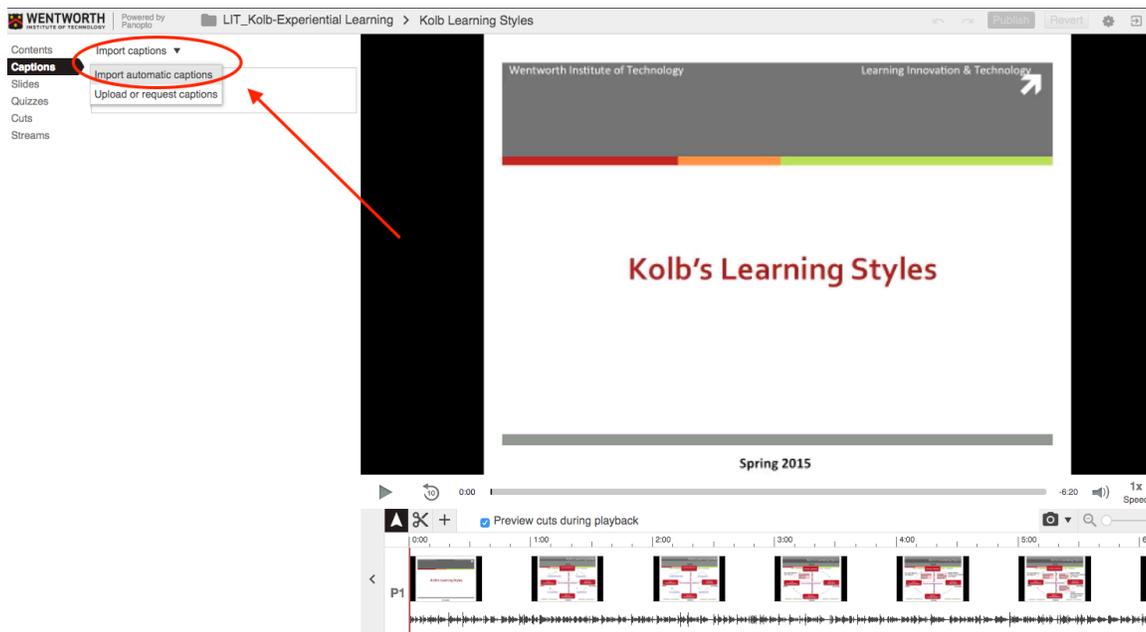
**Step 1:** After creating a video and after a 24 hour waiting window, go into your video and click the **Edit** tool or the “*Pencil*” icon in the upper right.



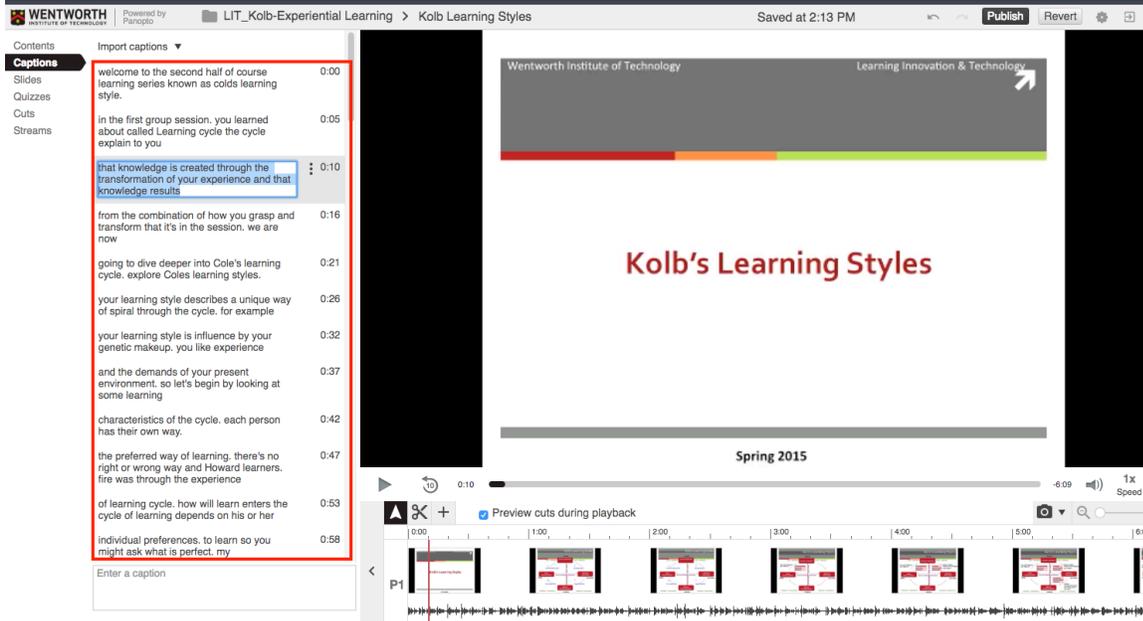
**Step 2:** Once in Edit mode, click on **Captions** on the left-hand navigation bar



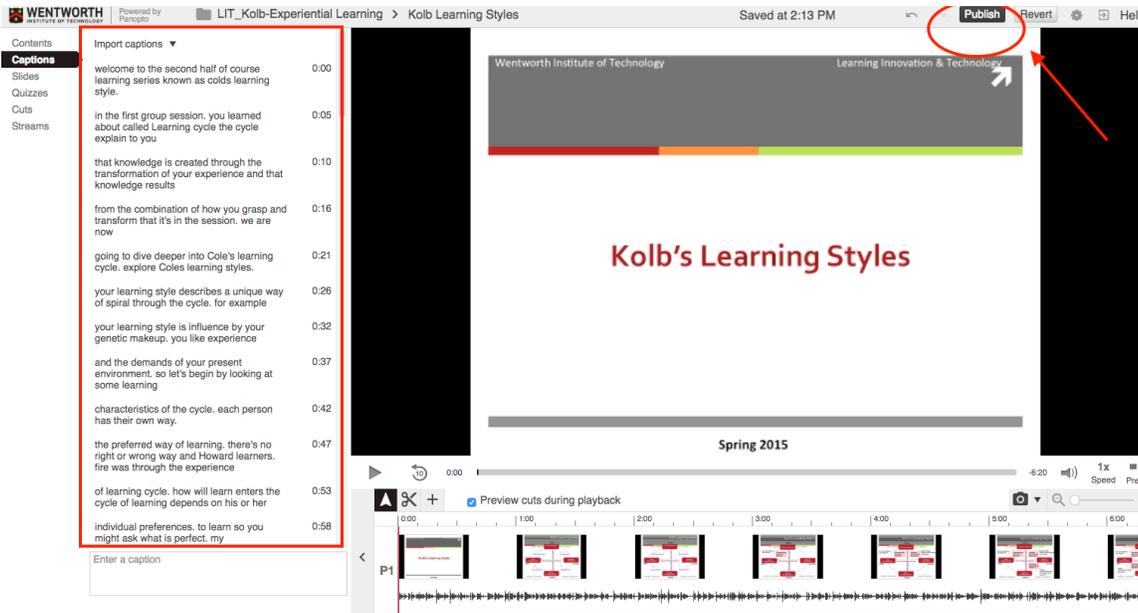
**Step 3:** From here, click on **Import Captions** and choose *Import automatic captions* to generate immediate Closed Captions for the video



**Step 4:** From here, you can manually change anything that may not be accurate by clicking on any captions and editing them



**Step 5:** Once captions have been edited to your liking, you can click **Publish** to save your video. Remember, you can **Revert** to the original video before any editing changes to undo anything you may have done.



Once the video has been saved, the “CC” button will display Closed Captions on playback.

