



THE UNIVERSITY
of EDINBURGH

Edinburgh Medical School

Medical Digital Education Unit

CMVM

Editing captions with a text editor

Version: v1.1

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Overview

Platforms such as MS Stream and Media Hopper Create provide an interface that allows users to edit captions. If you prefer to edit the caption source file instead, you can download the VTT file (MS Stream) or SRT file (Media Hopper Create) and edit these files directly using a text editor such as 'notepad' or another text editor.

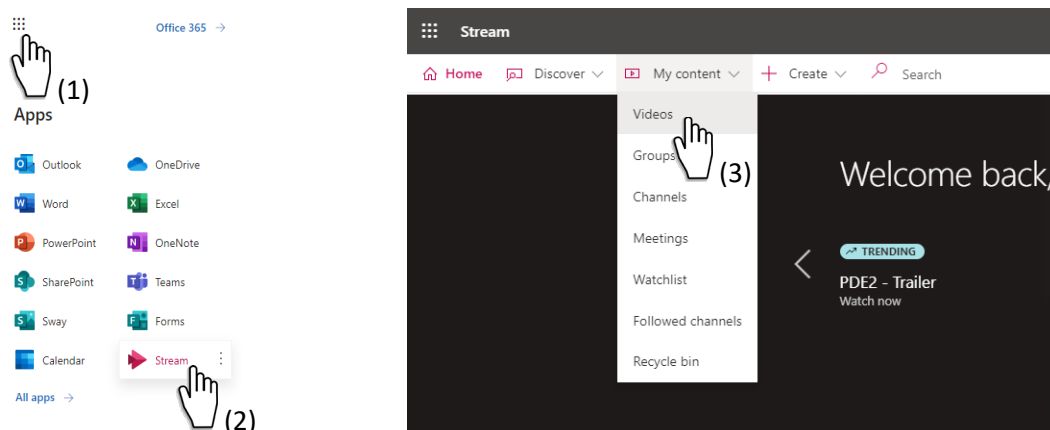
This short guide provides instructions on how to review and edit captions using 'notepad' and 'MS-Word'.

VTT, SRT and DFXP are text files that contain subtitle and caption information. The terms subtitles and captions are often used interchangeably, but there are differences. Video subtitles are often used to display text in a language that is different from the presentation audio. Captions are intended for viewers who are deaf or have hearing impairments. Captions may include other information (such as background sounds and who is speaking) in addition to the audio text.

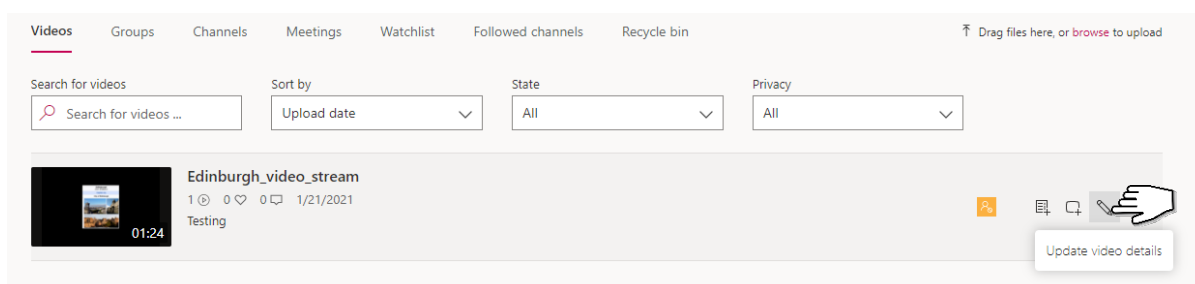
1. File download

1.1 MS Stream

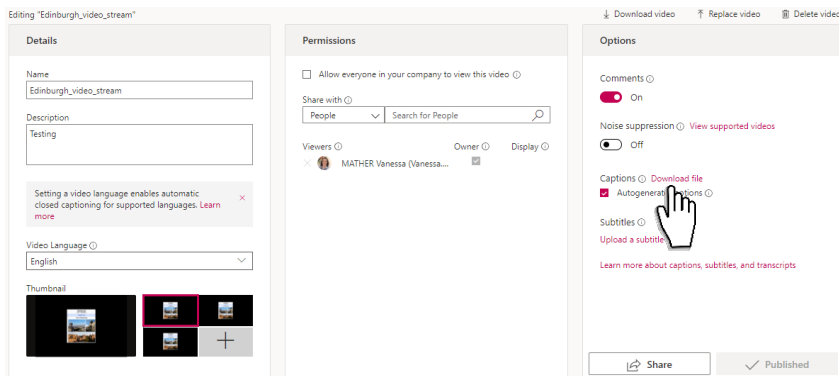
1.1.1 Sign in to (1) <https://www.office365.ed.ac.uk/> (2) open the Stream App and (3) select "My content > Videos".



1.1.2 Click on the button 'Update video details' on the right side of your media.

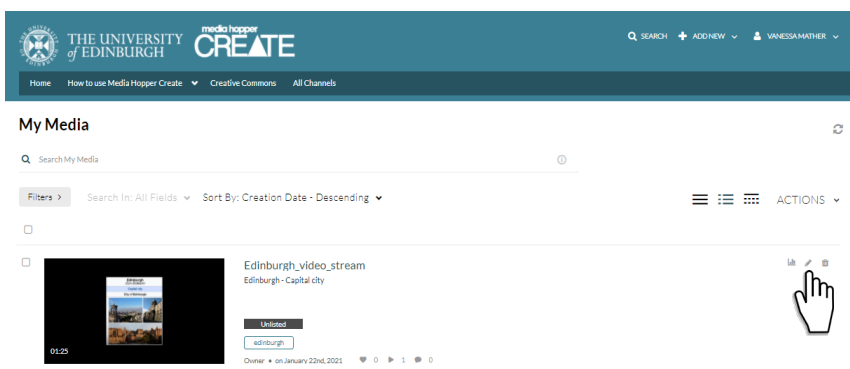


1.1.3 Click on the link 'Download file'. Your VTT file should be automatically saved in the Downloads folder.

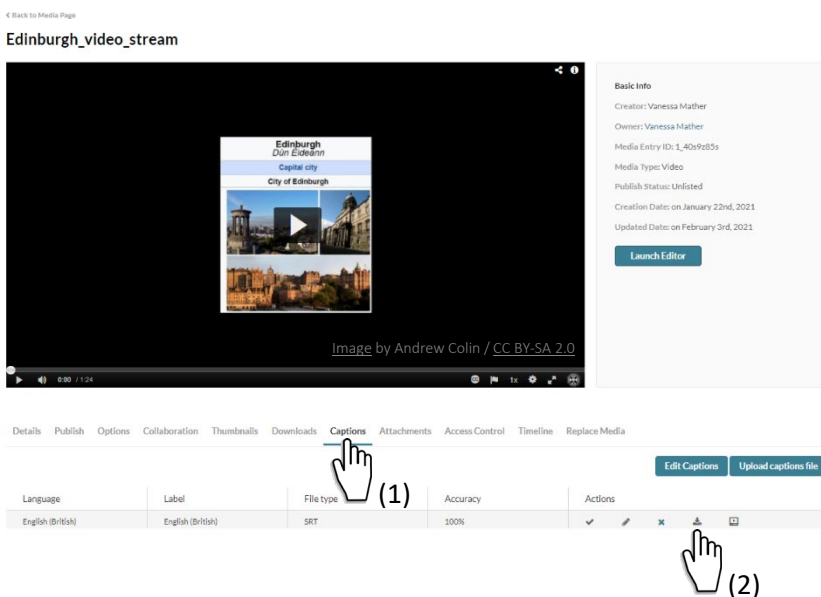


1.2 Media Hopper Create

1.2.1 Sign in to <https://media.ed.ac.uk/>, locate your media under 'My media' then click on the button 'edit'.



1.2.2 Select (1) captions then (2) click on the button 'Downloads'. Your SRT file should be automatically saved in the Downloads folder.

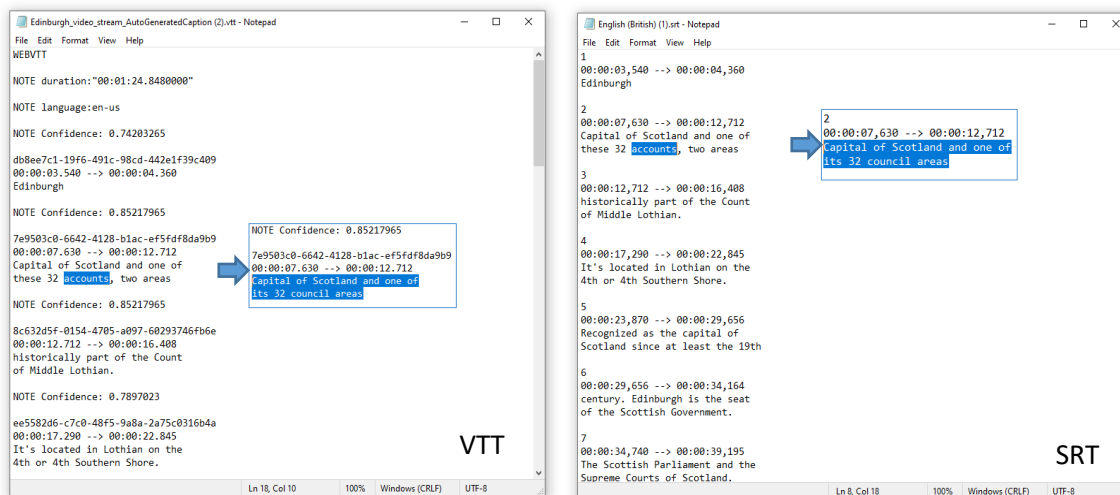


2. File Editing

2.1 Notepad

Open your VTT or SRT file in a basic text editor such as 'notepad'. Edit the text and 'Save'.

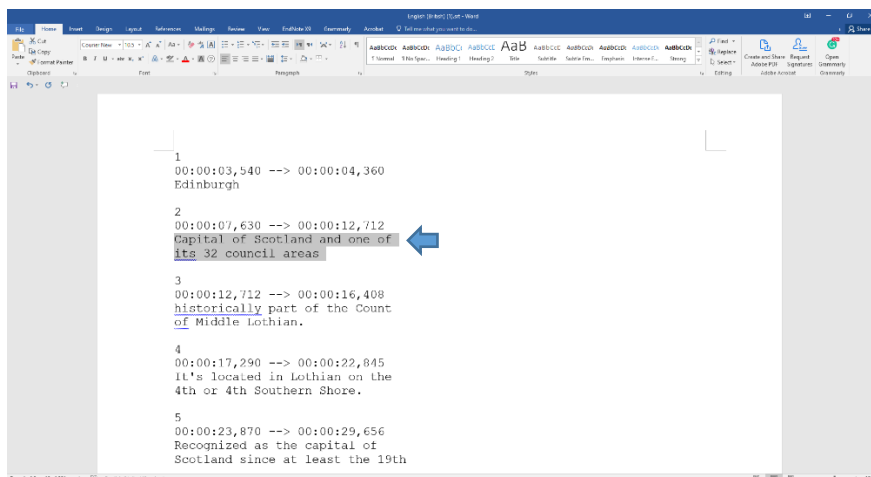
Important! Do not edit timestamps or any other information.



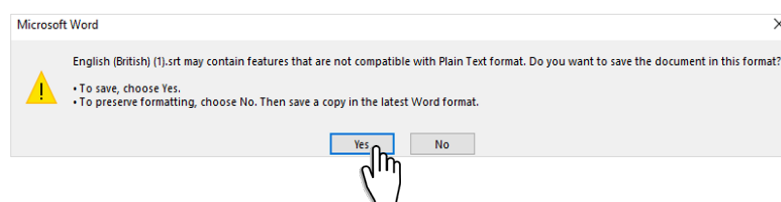
2.2 MS-Word

2.2.1 Open and edit your VTT or SRT file in MS-Word.

Important! Do not edit timestamps or any other information.



2.2.2 Save your file. When prompted with the question 'Do you want to save the document in this format' hit 'Yes'.



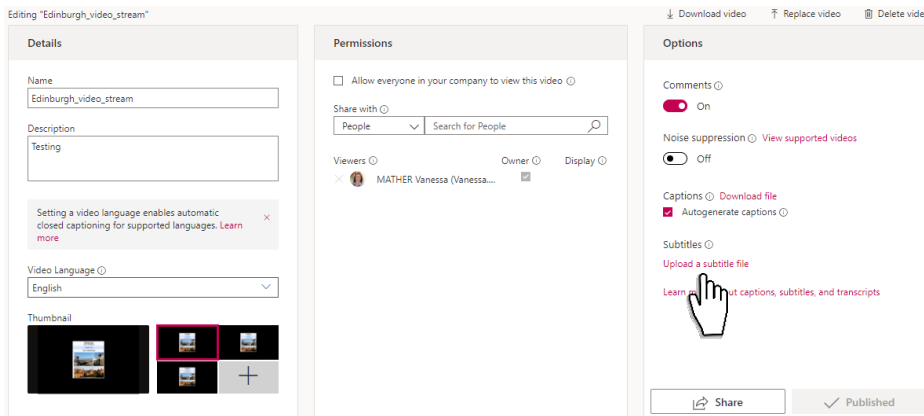
3. File Upload

3.1 MS Stream

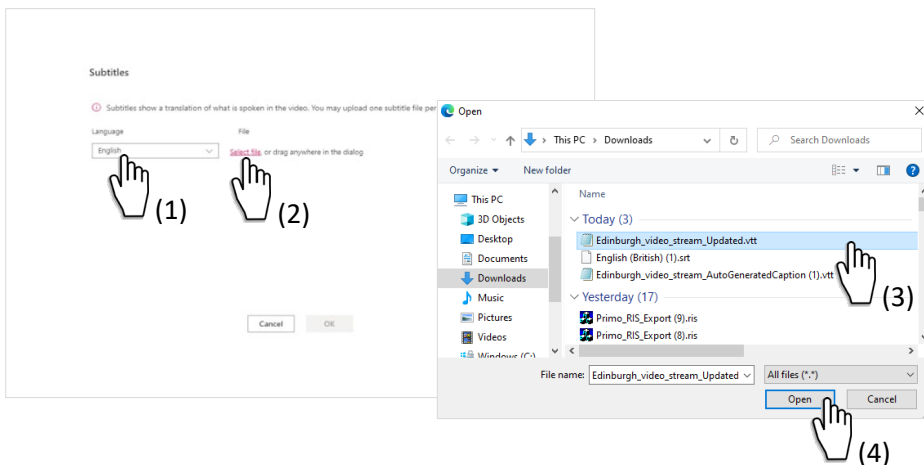
3.1.1 Access and edit your media in Stream (Items 1.1.1 and 1.1.2 above)

3.1.2 Rename your edited VTT file.

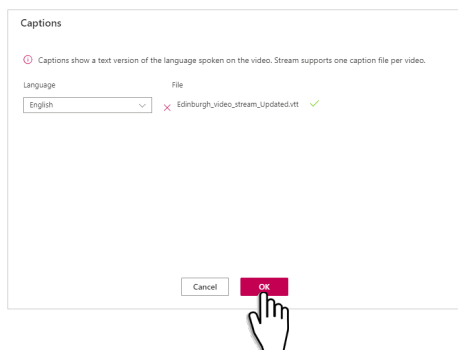
3.1.3 Click on the link 'Upload a subtitle file'.



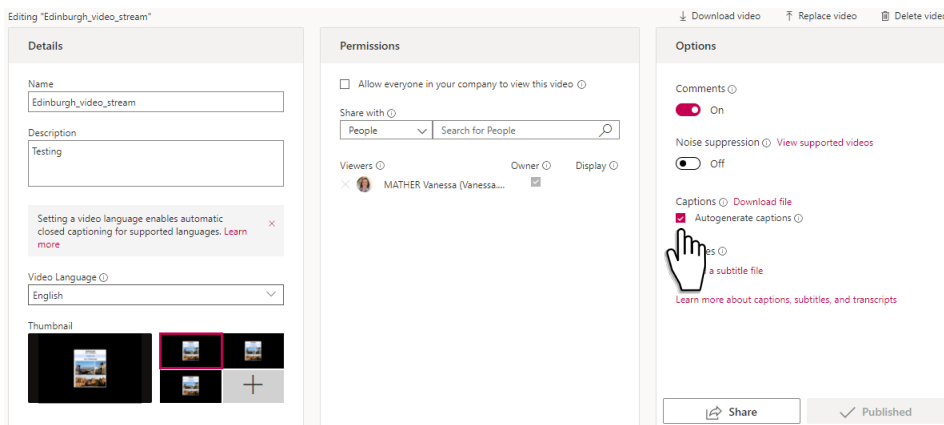
3.1.4 If not already selected choose (1) 'English' in the dropdown menu, (2) click on the link 'Select file', (3) select your edited VTT file and (4) click on the button 'Open'.



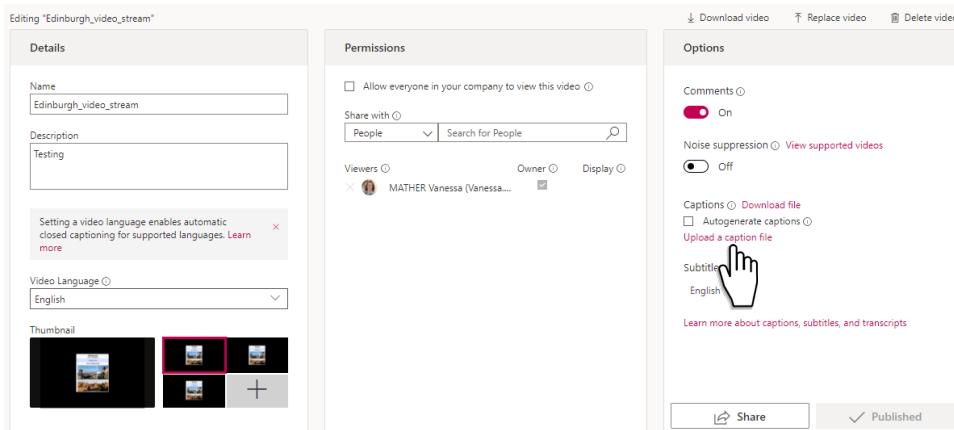
3.1.5 Click on the 'OK' button.



3.1.6 Untick the box 'Autogenerate captions'.



3.1.7 Click on the link 'Upload caption file and repeat step 2.2.3 above.'



Both video captions and transcript will reflect the changes made in the source file.

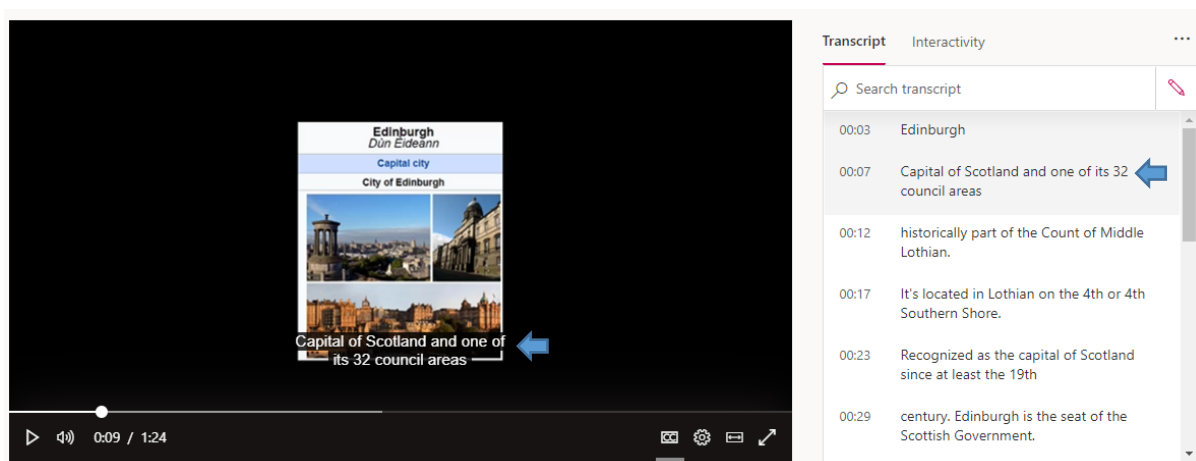


Image by Andrew Colin / CC BY-SA 2.0

3.2 Media Hopper Create

3.2.1 Locate your media under ‘My media’ then click on the button ‘edit’ (Item 1.2.1 above).

3.2.2 Select (1) captions, (2) click on the ‘x’ button then (3) ‘Delete’.

Edinburgh_video_stream

Basic Info
 Creator: Vanessa Mather
 Owner: Vanessa Mather
 Media Entry ID: 1_40s9z85s
 Media Type: Video
 Publish Status: Unlisted

Delete Confirmation
 Are you sure you want to delete this caption file?
 Cancel Delete

Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Access Control Timeline Replace Media

Language	Label	File type	Accuracy	Actions
English (British)	English (British)	SRT	100%	✓ ✎ ✕ 🗑️

Hand (1) points to the 'Captions' tab. Hand (2) points to the 'x' button in the actions column. Hand (3) points to the 'Delete' button in the dialog.

3.2.3 Click on the button ‘Upload caption file’.

Edinburgh_video_stream

Basic Info
 Creator: Vanessa Mather
 Owner: Vanessa Mather
 Media Entry ID: 1_40s9z85s
 Media Type: Video
 Publish Status: Unlisted
 Creation Date: on January 22nd, 2021
 Updated Date: on February 3rd, 2021

Launch Editor

Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Access Control Timeline Replace Media

Language	Label	File type	Accuracy	Actions
English (British)	English (British)	SRT	100%	✓ ✎ ✕ 🗑️

Hand (1) points to the 'Upload captions file' button.

3.2.4 Select (1) ‘English (British)’ from the dropdown menu then (2) click on the button ‘Browse...’ to (3) open your SRT file. Once the upload is complete (4) hit ‘Save’.

Upload a captions file

Select a file: Browse... (1)

Language: English (British) (2)

Accuracy: 100%

Label:

Edinburgh_video_stream_AutoGeneratedCaption (1).srt

Upload Completed!

Language: English (British)

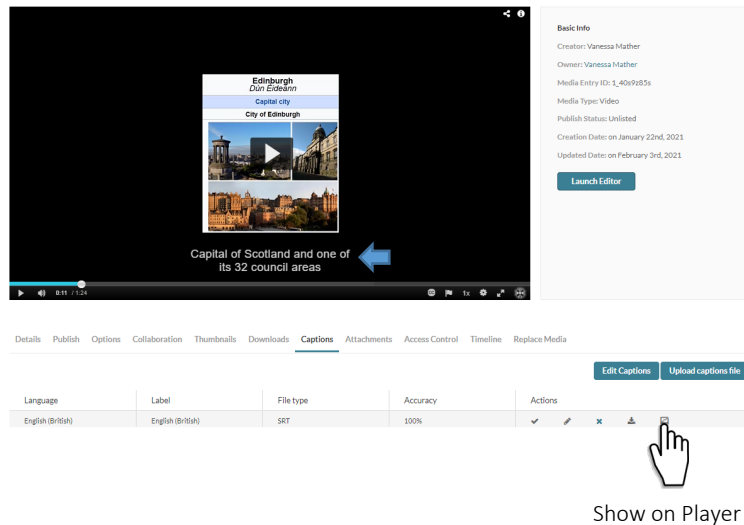
Accuracy: 100%

Label:

Cancel Save (4)

3.2.5 The video captions will reflect the changes made in the source file. Make sure that captions are enabled.

Edinburgh_video_stream



Basic Info

Creator: Vanessa Mather
 Owner: Vanessa Mather
 Media Entry ID: 1_4099856
 Media Type: Video
 Publish Status: Unlisted
 Creation Date: on January 22nd, 2021
 Updated Date: on February 3rd, 2021

Launch Editor

Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Access Control Timeline Replace Media

Edit Captions Upload captions file

Language	Label	File type	Accuracy	Actions
English (British)	English (British)	SRT	100%	✓ ✎ ✕ ⬇

Show on Player

Help and Support

Should you need help with any of the above, contact your local Learning Technology support team at Med.digital.education@ed.ac.uk

Revision History

Date	Description	Sections Affected	Revised by
04.02.2021	Document Release	N/A	Vanessa Mather
27.07.2021	Document Presentation	All	Vanessa Mather
	Items numbering	Session 3	Vanessa Mather