

# How to Add ASR (Automatic Speech Recognition) Captions into a Video Overview

You have the ability to add ASR (automatic speech recognition) generated captions to your Panopto sessions.

ASR captions are not available in the editor immediately after a video has been uploaded and processed. Below, please find the target completion times for the captions.

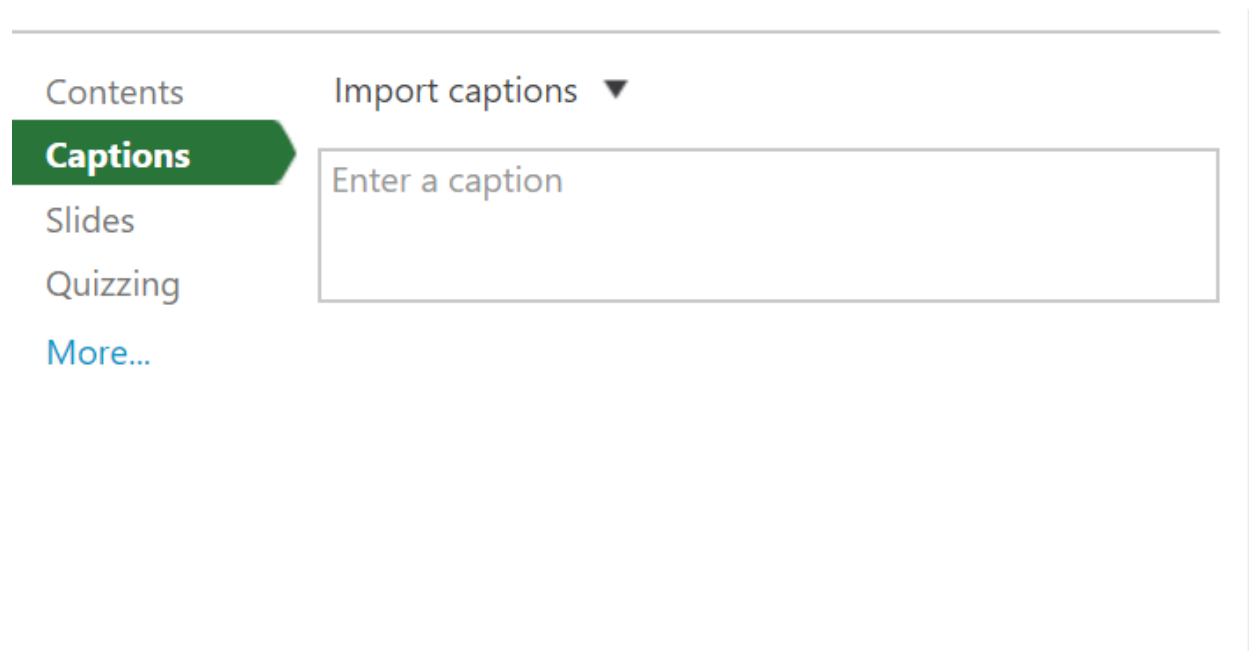
Target completion time for videos:

- one hour or shorter: 8 hours
- videos over an hour: 24 hours

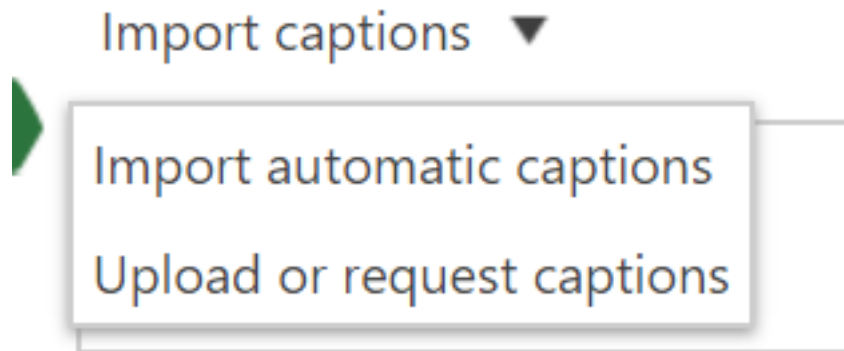
*Note that machine-generated captions clearly aren't the same as human transcription so they need to be revised and edited to ensure they are 100% accurate. This document outlines the process of importing the ASR captions into a video using the editor, so you can edit them.*

## 1. Getting Started

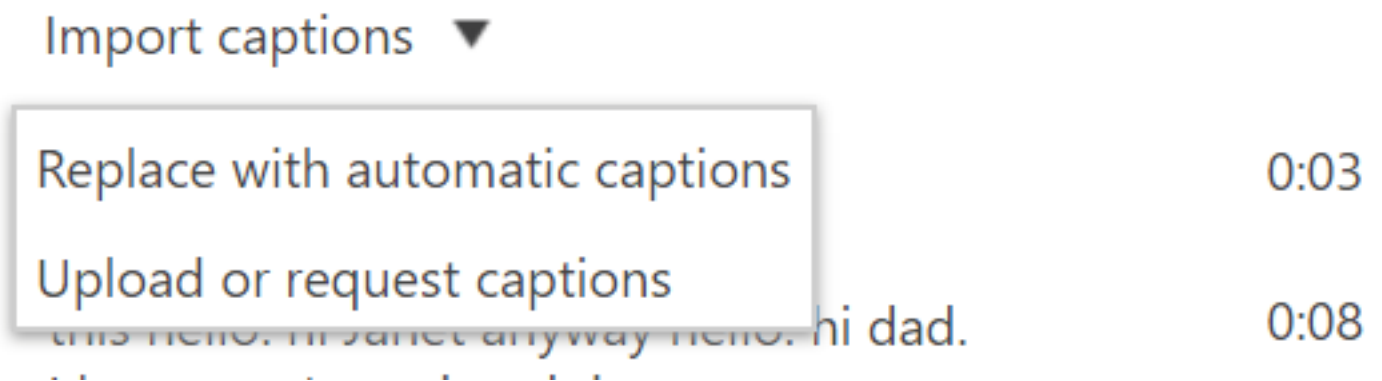
- Find and open the session where you wish to manage the captions in the Panopto Editor
- Select Captions from the left side of the editor, and then click the Import captions drop-down.



- If no captions currently exist for this session, import the machine-generated captions by clicking Import automatic captions

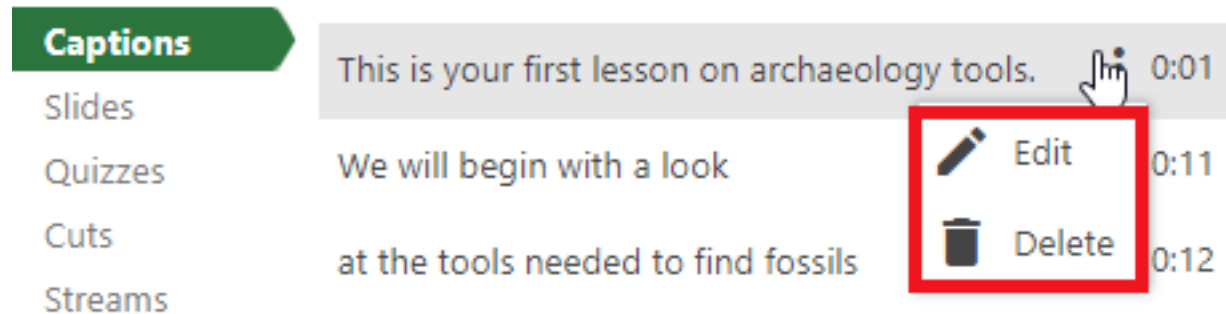


- This is what the drop-down will look like if captions do exist for the session



## 2. Editing the Captions

- If your captions do exist and have been processed successfully, you will then be able to edit each individual caption by clicking the three dots next to the caption and choosing Edit



The screenshot shows a sidebar on the left with a green header labeled "Captions" and a list of content types: Slides, Quizzes, Cuts, and Streams. The main area displays a list of captions. The first caption is "This is your first lesson on archaeology tools." with a duration of 0:01. A hand cursor is hovering over the three dots menu icon next to it. The second caption is "We will begin with a look" with a duration of 0:11. The third caption is "at the tools needed to find fossils" with a duration of 0:12. A red box highlights the "Edit" (pencil icon) and "Delete" (trash can icon) options for the second caption.

- You can completely delete the caption by clicking the trash can icon.

**Note:** At any time while making these edits, you can press **Shift+Space** to play/pause the session playback, while editing captions.

## 3. Publish your changes

- Once you've imported/edited your captions, commit the changes by pressing the Apply button on the top right of the Editor

