## **Ordering Machine Captions Through MSU MediaSpace**

First, we will cover how to actually order your machine captions!

1. Login to mediaspace.msu.edu, then navigate to My Media.

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On May 24, 2020, Kaltura Mediaspace captioning service will be upgraded from REACH v1 to REAC	CHv2, detail information
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Filters > Search In: All Fields > Sort By: Creation Date - Descending >	
Clip of 4-H-International-Conversat	tion-Zichen-China-June-5-2020

2. Click on the title of the video you wish to order captions for.



3. Once the video is open, go to the **Actions** drop down menu and click on **+ Captions & Enrich**.

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4. The Existing Requests and Order Captions and Enrichment Services sections will appear. Scroll down to the Order Captions and Enrichment Services section. Ensure that the Source Media Language is correct (English most likely). Select the **Submit** button to order your captions.

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Order Captions & Enrichment Services	
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Feature: Captions	4

5. After captions are ordered, you will be able to see their status in the Existing Requests section. You will receive a notification email when your captions are done processing.

For additional guidance, please refer to Requesting and Ordering Captions and Enrichment Services through the KMS/KAF - REACH v2.

## Editing Machine Captions in MediaSpace

## To edit your captions...

1. Login to mediaspace.msu.edu, then navigate to My Media.

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2. Click on the title of the video you wish to edit captions for to open it.

MICHIGAN STATE UNIVERSITY		🔍 SEARCH 💠 ADD NEW	ALAN PILKENTON
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3. Click on the "Actions" dropdown menu and choose "Caption & Enrich".

accomplishments. Your MC's for this evening. Our two 4-H alumni who have been active in their coust state awards. They will introduce themselves and tell you a little about their experience. [Savannah: eighth year in 4-H, I have participated in the state awards program for the past four years. I was the winner, and 2017, Junior Birds and Poultry Science Award Winner. 4-H and state awards has truly so be the upcoming Michigan FFA region one Vice President, this fail. I am honored to be one of your N	In the and on the state level, including Michigan 4-H ] I'm Savannah Mauk from Eton County. This is my 2016 junior Technology and Engineering Award let me up for success in all aspects of my life as I will AC's this evening. [Nathan:]My name is Nathan county and the state in whith Later
MI-4-H-State-Awards-Program-2020 From Alan Pilkenton on June 26th, 2020	▶ 0 ● 0
Details 🗞 Attachments < Share Q	ACTIONS ~
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Comments	+ Caption & Enrich

4. Scroll down to the "**Existing Caption Requests**" section and select the pencil (edit icon) next to the completed caption request.

state awards. They eighth year in 4-H, winner, and 2017, J be the upcoming M Lawrence and I am	will introduce themselves a I have participated in the st. Iunior Birds and Poultry Sci ichigan FFA region one Vice from both Midland and Gra	nd tell you a little about i ate awards program for t ence Award Winner. 4-H e President, this fall. I am tiot counties. There I con	their experience. [Savann he past four years. I was t and state awards has trul honored to be one of you npeted at the fair with sm	iah:] I'm Savannah Mau the 2016 junior Techno ly set me up for succes ir MC's this evening. [N nall animals and a varie	k from Eton Count logy and Engineeri s in all aspects of m lathan:]My name is ty of still exhibits. I	y. This is my ng Award y life as I will Nathan also
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5. This will open the **Closed Captions Editor** and you can make any necessary changes to your captions.

6. In the **"Closed Cation Editor"** you can click in each caption test box and edit the test. Click the play button to watch and listen to the video, click pause if you need to edit the text.

<b>Closed</b> Caption	Editor
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7. Once you are finished, click the **Save** button located in the top right corner and your captions will be updated.

For additional guidance, please refer to Editing Captions – REACH v2 and REACH v2 Captions FAQ.