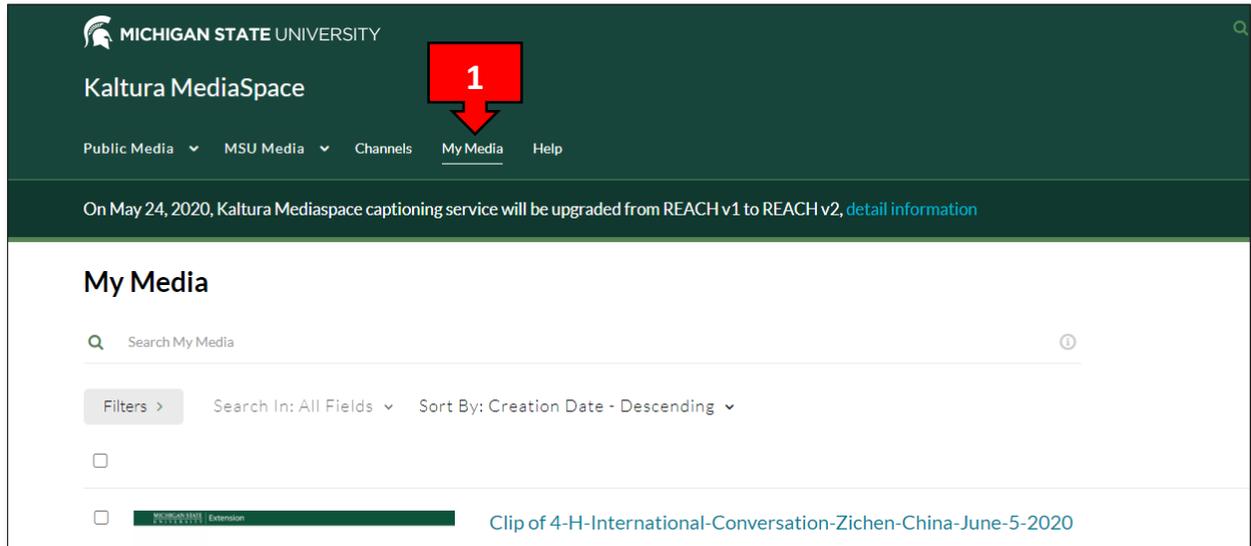


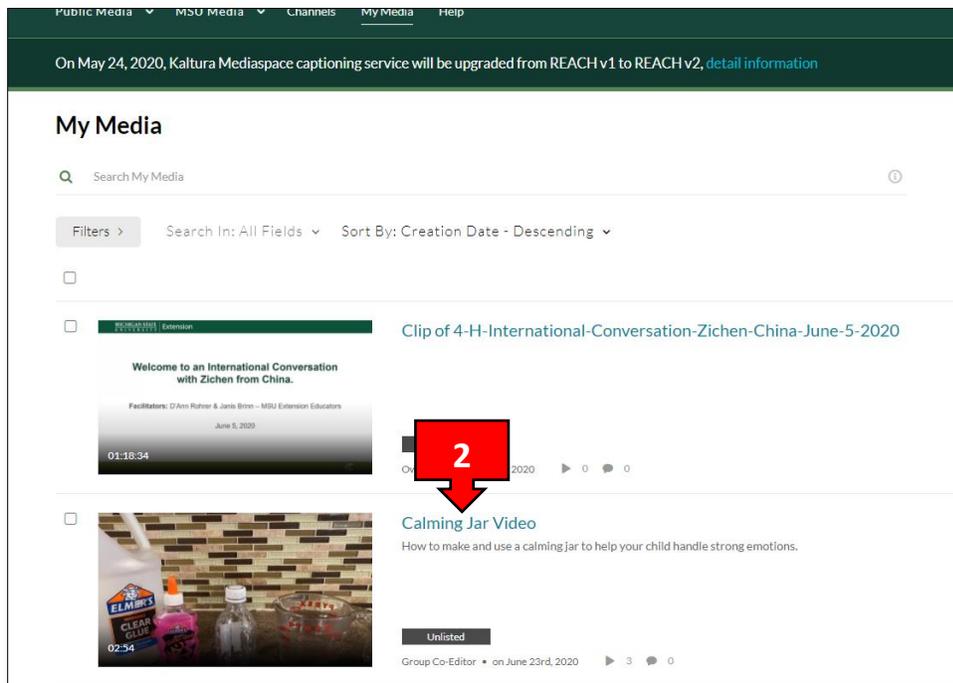
Ordering Machine Captions Through MSU MediaSpace

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

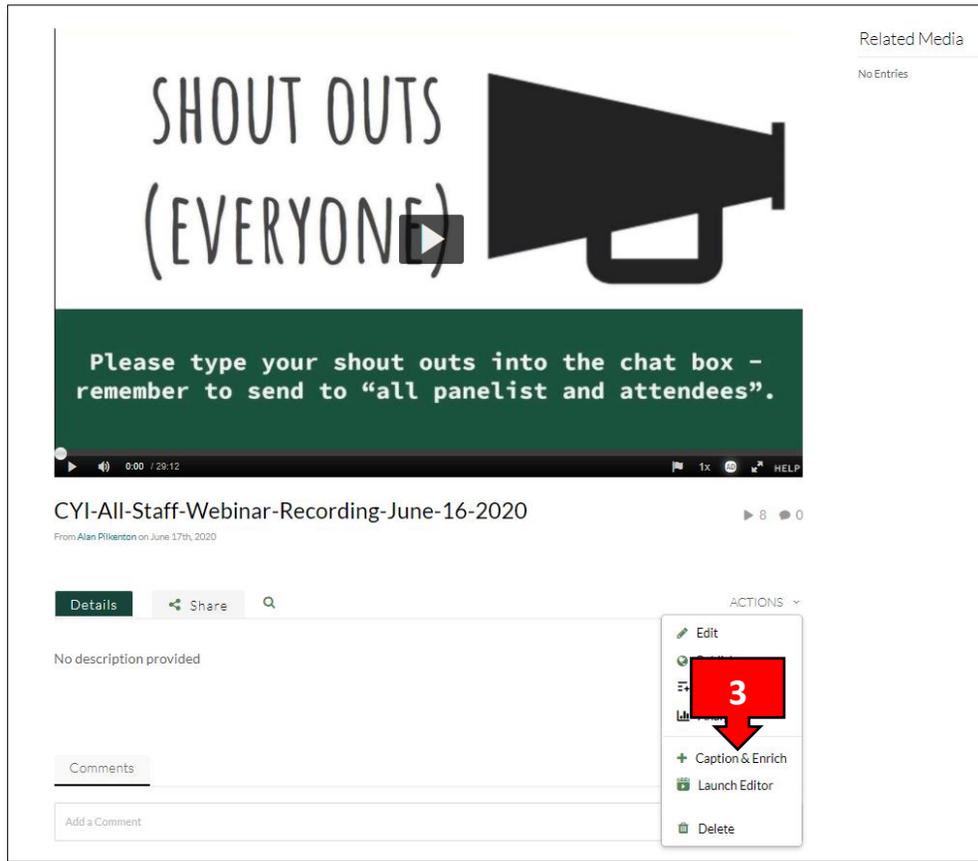
1. Login to mediaspace.msu.edu, then navigate to My Media.



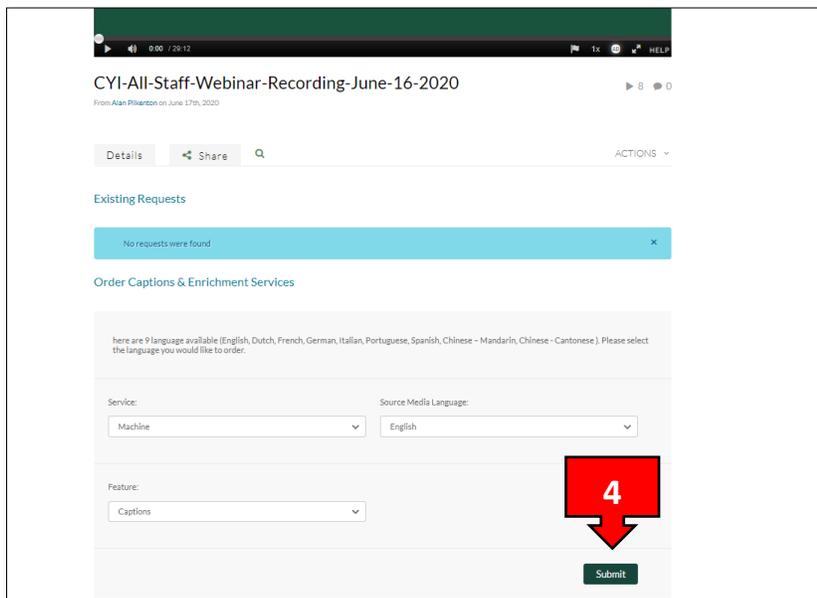
2. Click on the title of the video you wish to order captions for.



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



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.



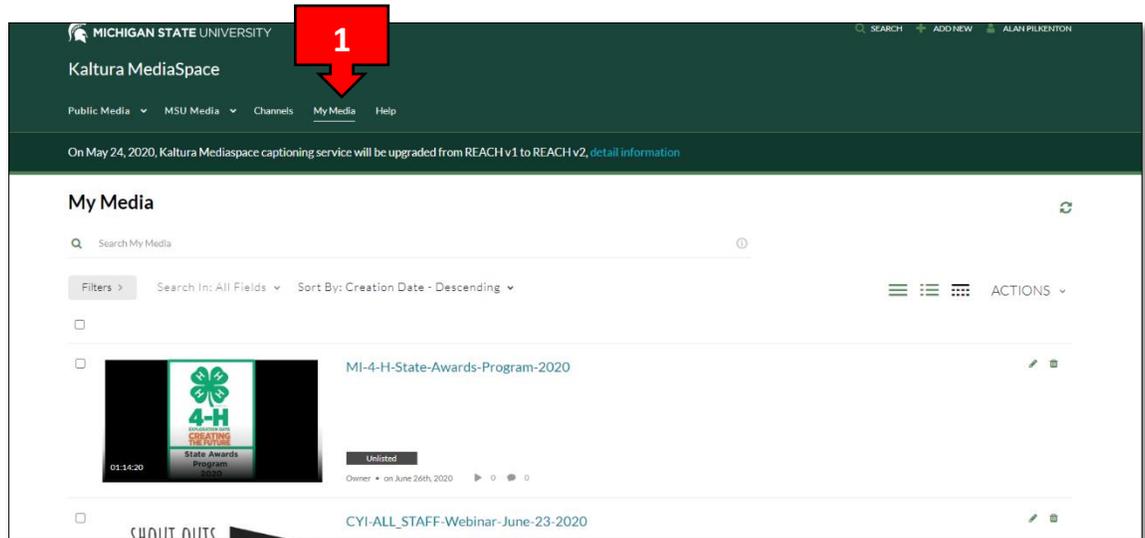
5. After captions are ordered, you will be able to see their status in the Existing Requests section. You will receive a notification email when your captions are done processing.

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

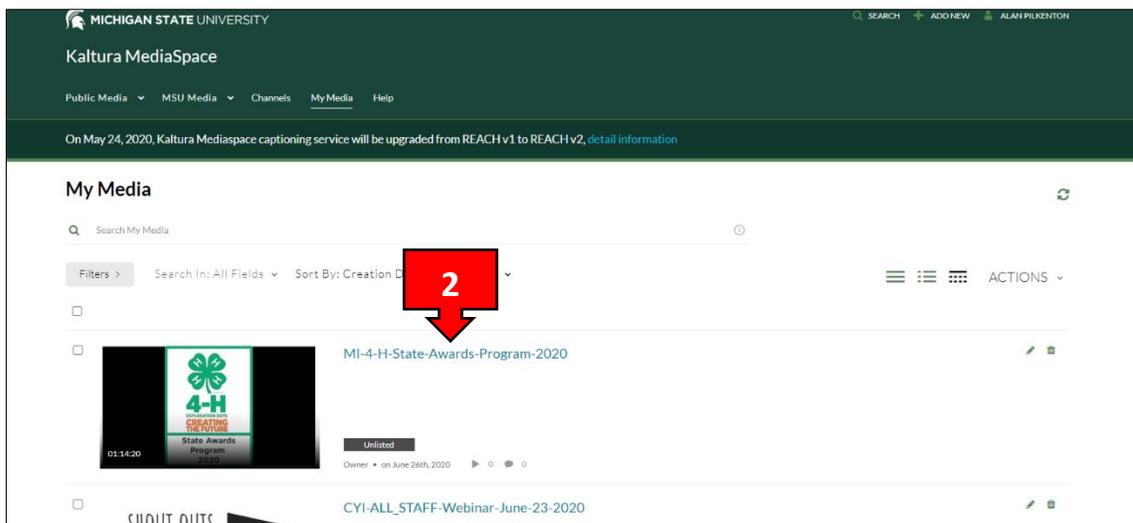
Editing Machine Captions in MediaSpace

To edit your captions...

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



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



3. Click on the “Actions” dropdown menu and choose “Caption & Enrich”.

The screenshot shows a document titled "MI-4-H-State-Awards-Program-2020" with a description and a table of actions. The "Actions" dropdown menu is open, and the "Caption & Enrich" option is highlighted with a red arrow and the number 3.

MI-4-H-State-Awards-Program-2020

From Alan Pilkenton on June 26th, 2020

Details Attachments Share

No description provided

Comments

Add a Comment

ACTIONS

- Edit
- Publish
- Add to
- Analytics
- 3** Caption & Enrich
- Launch Editor
- Delete

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

The screenshot shows the "Existing Requests" section of the document. A table lists caption requests, and a red arrow with the number 4 points to the pencil icon next to a completed request.

MI-4-H-State-Awards-Program-2020

From Alan Pilkenton on June 26th, 2020

Details Attachments Share

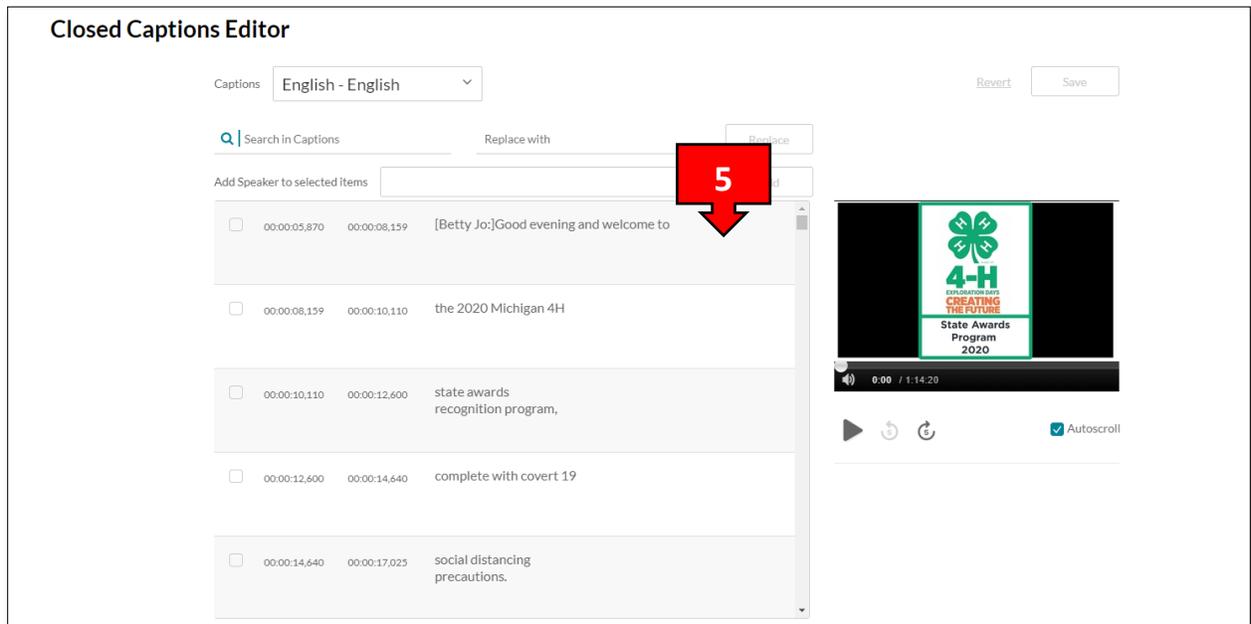
ACTIONS

Existing Requests [+ Order](#)

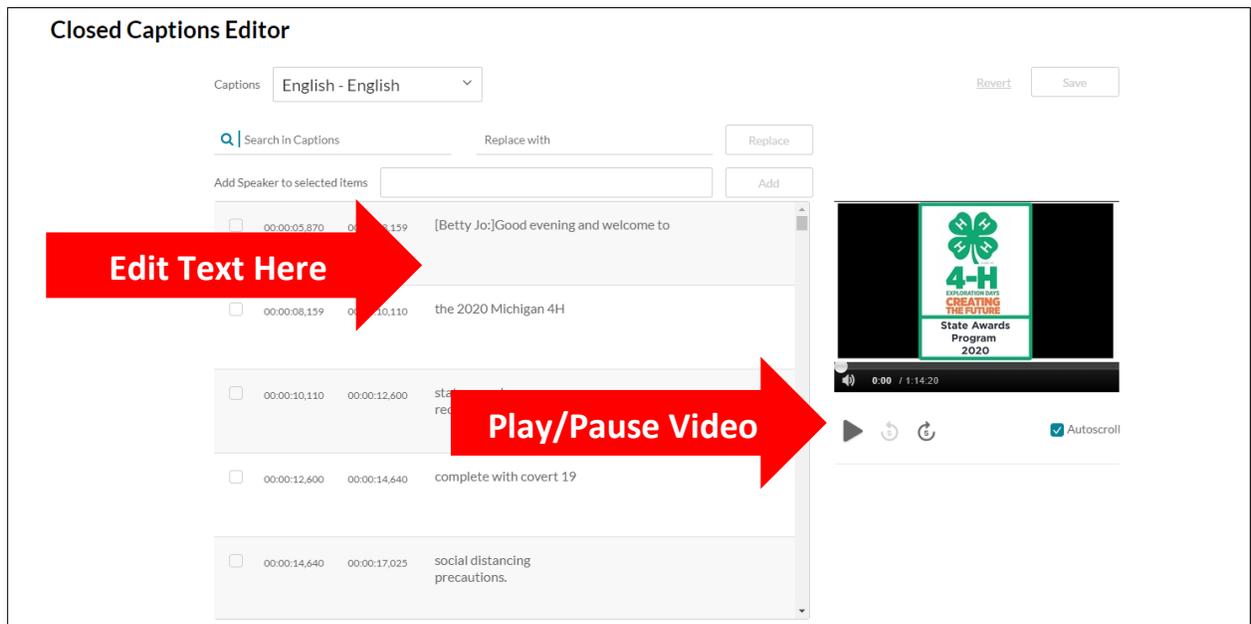
REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS	
June 26th, 2020	Machine	Captions	English	Completed	4

[Order Captions & Enrichment Services](#)

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 text. Click the play button to watch and listen to the video, click pause if you need to edit the text.



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](#).