Mediasite
captioning

mediasite by sonicfoundry

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Version: 6.1.x, April 2013

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USING MEDIASITE CAPTIONING

Use Mediasite Captioning to submit and monitor captioning requests through Automatic Sync Technologies® (AST) using the credentials for an existing account.

There is a two-step process for setting up and using automated captioning:

Step 1: Add a captioning provider profile encoding setting (captioning provider profile).

When you add a captioning provider profile, you will select a captioning provider template and provide additional details. Mediasite has a pre-defined captioning provider template for Automatic Sync Technologies. The settings for this template cannot be changed.

A captioning provider profile defines the commercial aspects of your relationship with your captioning provider in that it contains the credentials and other information used to access your account. Mediasite encrypts this information in the database and never shares it. Information in the provider profile is used only for submitting captioning jobs for billing purposes and querying the status of captioning items.

When items are submitted for captioning, the captioning provider profile is used. The media files along with a manifest describing the captioning job is submitted to Automatic Sync. Automatic Sync then captions the media and posts a DFXP file back to Mediasite.

If you were previously using SAMI files with Mediasite 5.x and are now upgrading, do the following: log into your Automatic Sync CaptionSync account, go to **Advanced Settings** > **Chosen Outputs**, add **DFXP Timed Text with begin/end tags**, and select **Save Above Settings as Default**.

Step 2: Enable automated captioning on folder, presentation, template, or schedule.
When you enable automated captioning on a folder, presentation, schedule, or template, you must select an existing caption provider profile or add a new one.

You can enable automated captioning on templates and schedules so the feature will be enabled on all presentations created using them. You can also add a captioning provider profile dynamically when you enable automated captioning on a folder or a presentation. However, for simplicity, only enabling automated captioning on a folder or presentation using an existing captioning provider profile is described below.

For more information on enabling features on templates and schedules, see the *Mediasite Server Guide*.

Add captioning provider profile encoding settings

Captioning provider profile encoding settings determine which captioning provider is used as well as the credentials used for automated captioning.

To add a captioning provider profile encoding setting:

1. Right-click the folder to which you want to add the encoding setting, click **Add** > **Encoding Setting** and specify the settings:

   Name: Enter a name for the provider profile that will help you to identify it easily.

   Description: Enter a description.

   Content Type: Caption Provider Profile

   Template: Select **Automatic Sync Technologies** from the drop-down list.

   Username: Enter the username needed to connect to the provider service.

   Encryption key: You can generate a new key or use an existing key:

   - **Generate Key:** Click to create a new key. You must then register the key with AST. Once you save this encoding setting, you will click **Show Encryption Key** on its summary page to view the generated key. You must then copy the key ad register it on AST's website.
   - **Import Key:** Click to locate and select the file containing your encryption key. If not already registered, you will have to register this key on AST's website.

2. Click **Save**.

Add new captioning provider profile encoding setting

Captioning provider profile encoding setting summary page

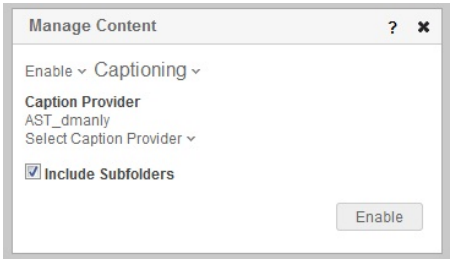
Enable automated captioning on folder

When new presentations are added to a folder with automated captioning enabled, Mediasite automatically uploads their media files to the captioning service. Once the captioning is completed, the service downloads the closed caption file to the Mediasite Server.

To enable automated captioning on a folder:

1. Right-click the folder to which you want to add the content, click **Manage Content**.

2. In the **Manage Content** dialog select **Enable** and then select **Captioning** from the **Select Content Type** drop-down list.
3. Click **Select Caption Provider** > **Find Existing** to search for and select the caption provider you created in "Step #1: Add a captioning provider profile encoding setting."
4. Click **Save**.



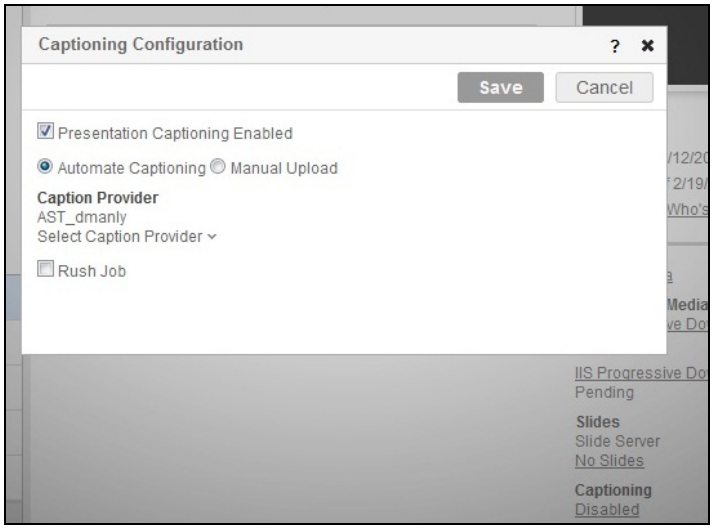
Enable captioning on folder

Enable automated captioning for a presentation

You can enable automated captioning on a presentation directly from its summary page. Once the presentation is recorded and published to the Mediasite Server, Mediasite automatically uploads the media files to the captioning service. Once the captioning is completed, the service downloads the closed caption file to the Mediasite Server.

To enable closed-captioning for a presentation:

1. Navigate to the presentation you want. On the presentation's **Summary** page, if automated captioning is disabled, click **Disabled** under **Captioning**.
2. In the **Captioning Configuration** dialog, select the **Presentation Captioning Enabled** check box. Select the **Automate Captioning** radio button.
3. Click **Select Caption Provider** > **Find Existing** to search for and select the caption provider you created in "Step #1: Add a captioning provider profile encoding setting."
4. Select the **Rush Job** check box use your provider's rush captioning service. Contact your provider for additional information on this service.
5. Click **Save**.



Automate captioning on presentation

Disable automated captioning

You can disable captioning on a folder or on a presentation (with pending status) within a folder that has this feature enabled. Disabling automated captioning on a folder will disable this feature for all presentations in the folder and will delete all pending jobs. However, if media has already been submitted to the captioning provider, billing may still occur. Presentations with captioning files from completed jobs will not be affected when captioning is disabled.

Disable automated captioning on a folder

To enable automated captioning on a folder:

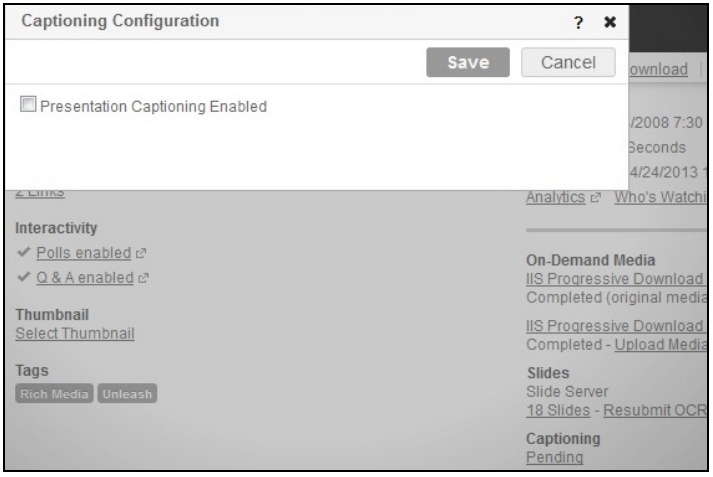
1. Right-click the folder to which you want to add the content, click **Manage Content**.
2. In the **Manage Content** dialog select **> Remove** and then select **Captioning** from the **Select Content Type** drop-down list.
3. Clear the **Include subfolders** check box if you don't want to disable captioning for sub-folders in the selected folder.
4. Click **Remove**.

Disable captioning on folder

Disable automated captioning on a presentation

You will disable captioning on a presentation from its summary page:

1. Navigate to the presentation you want. On the presentation's **Summary** page, click **Pending** under **Captioning**. If the status is completed, the captioning job has already been processed.
2. In the **Captioning Configuration** dialog, clear the **Presentation Captioning Enabled** check box.
3. Click **Save**.



Captioning disabled on folder with pending job