# Editing automatic captions

Videos recorded or uploaded to Media Hopper Replay will have transcripts automatically generated and applied to Closed Captions. You can review and edit these using the Transcript Editor.

Accessing the transcript editor

1. Navigate to the library or course in Media Hopper Replay which contains the content you require;
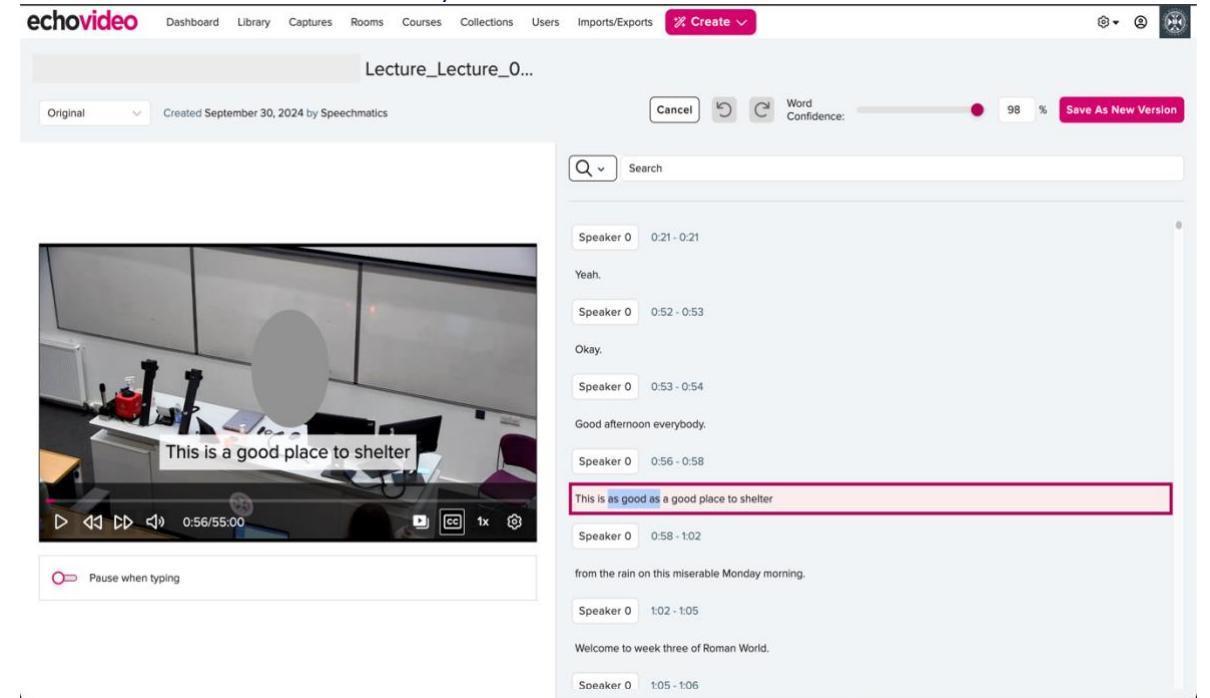2. Click on the **media** icon;
3. Click on **Edit Transcript**;
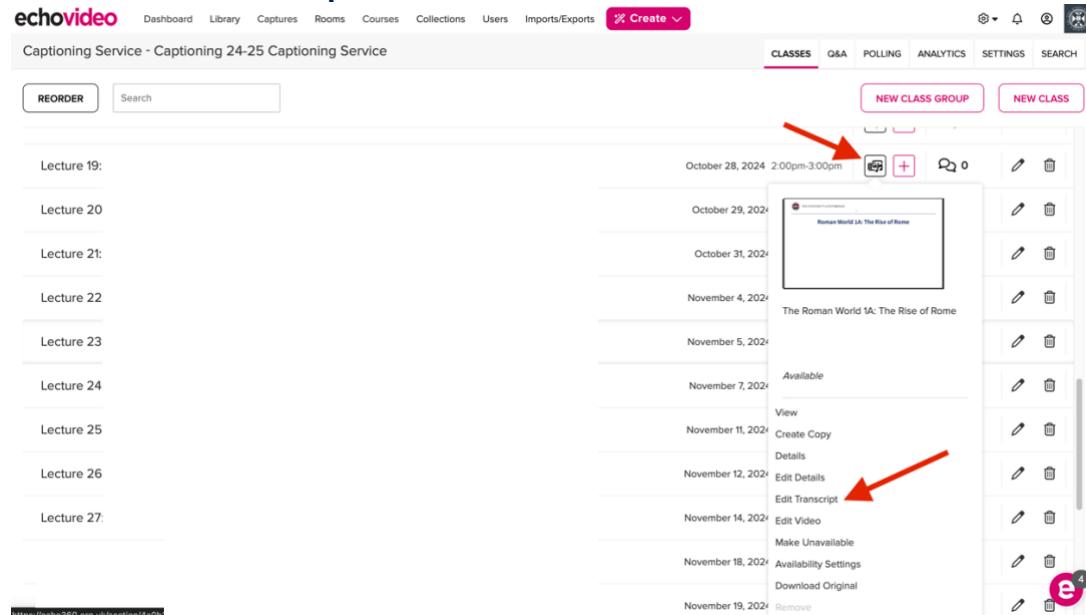
4. The **Transcript Editor** opens to the side of the video.
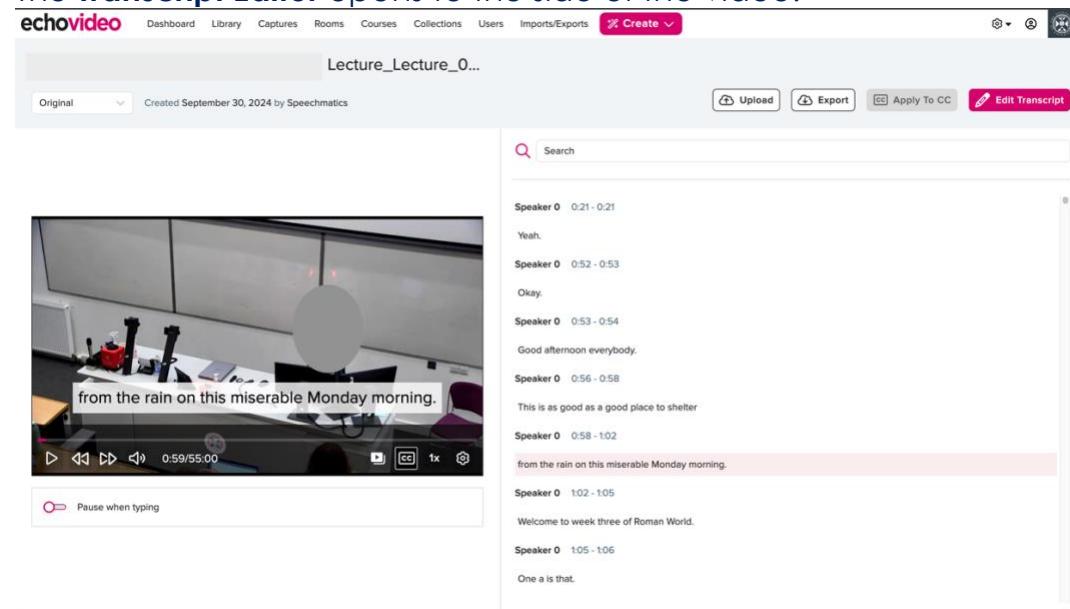
Using the Transcript Editor - the basics

1. Click **Edit Transcript** to enable the editing features;
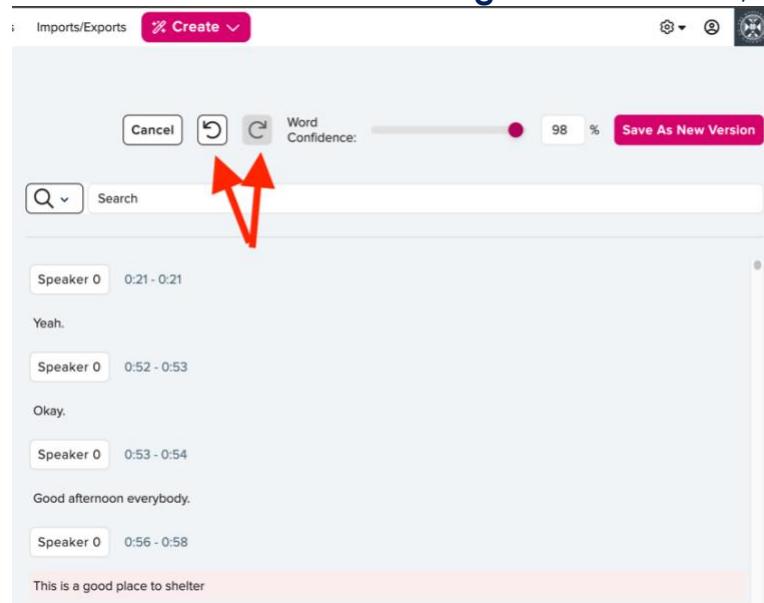2. Click on the line of text you wish to edit;

3. Once you have completed your edit, click outside of the currently selected text, or another line of text to edit it;
4. Your progress is automatically saved. Clicking **Save As New Version** will create incrementally numbered versions of the transcript.
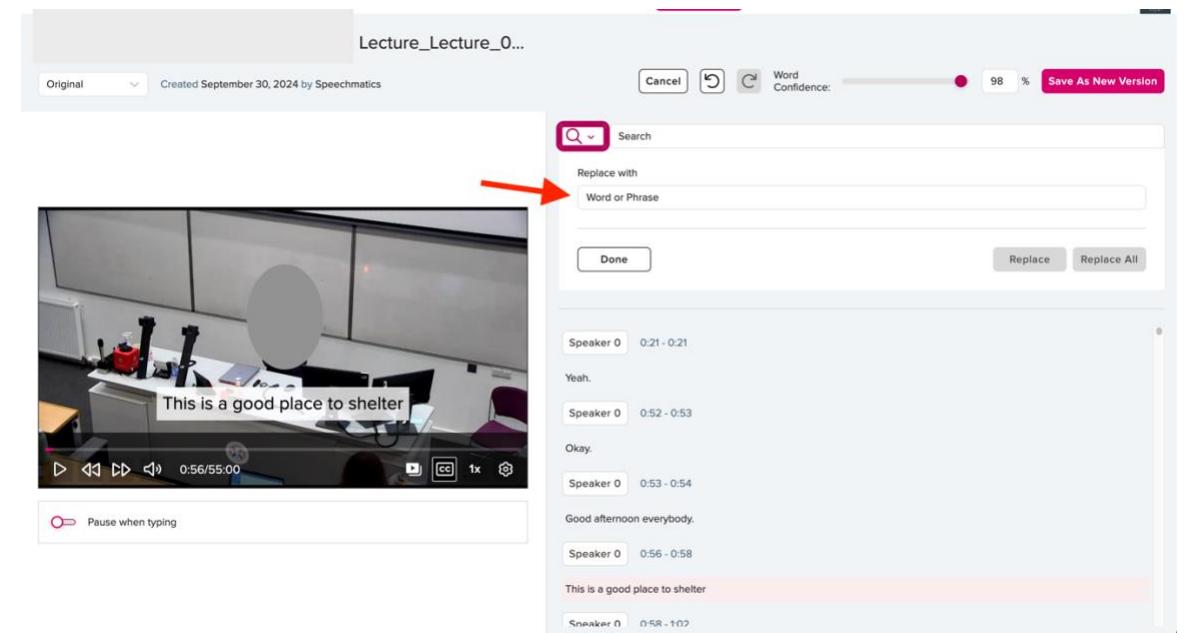

Editing automatic captions - *Quick Reference Card*

Editing automatic captions

media hopper REPLAY
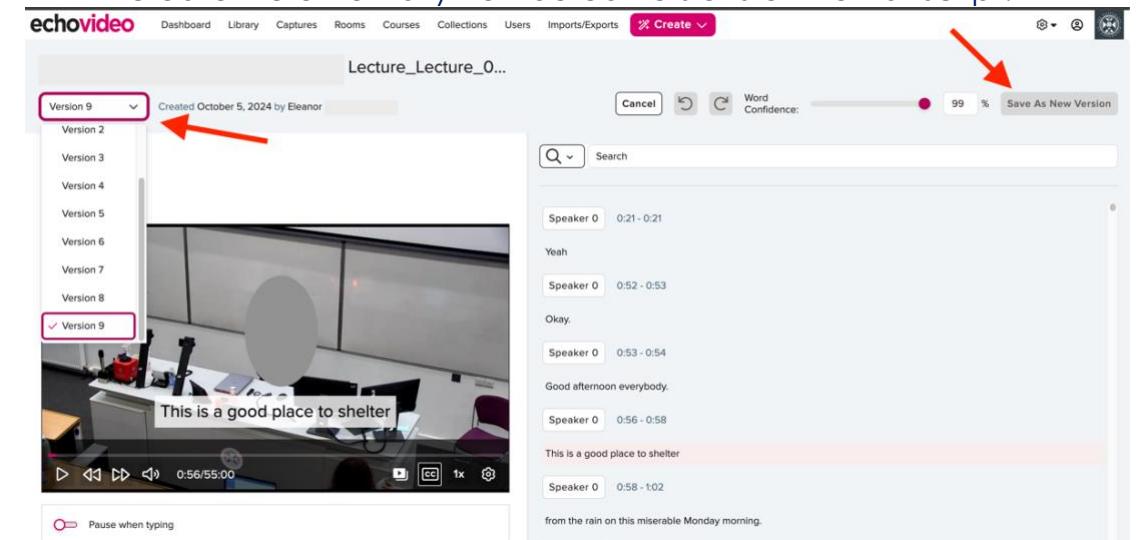
If you wish to undo your current edits, you can use the **Undo/Redo** buttons in the editor before **Saving As New Version**;

Use the **Search** box to find all text that matches your search term(s):

1. You can use the **up and down arrows** to navigate between results;
2. To edit any line of text, click it as previously shown;
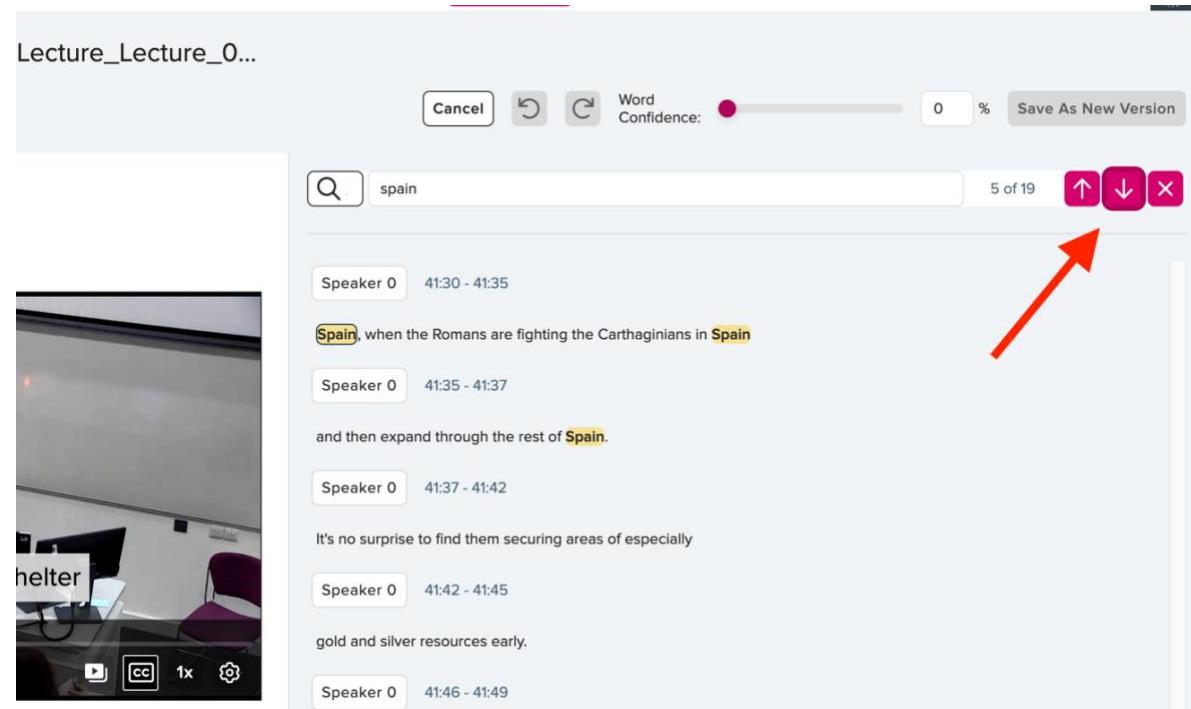3. Click on **X** to clear the search results.

Click the **down arrow** next to the magnifier icon to access the **Replace** tool.

1. Search for your frequently incorrect word;
2. Navigate through instances using the arrows and **Replace**, or **Replace all**;
3. Click **Done** to finish.

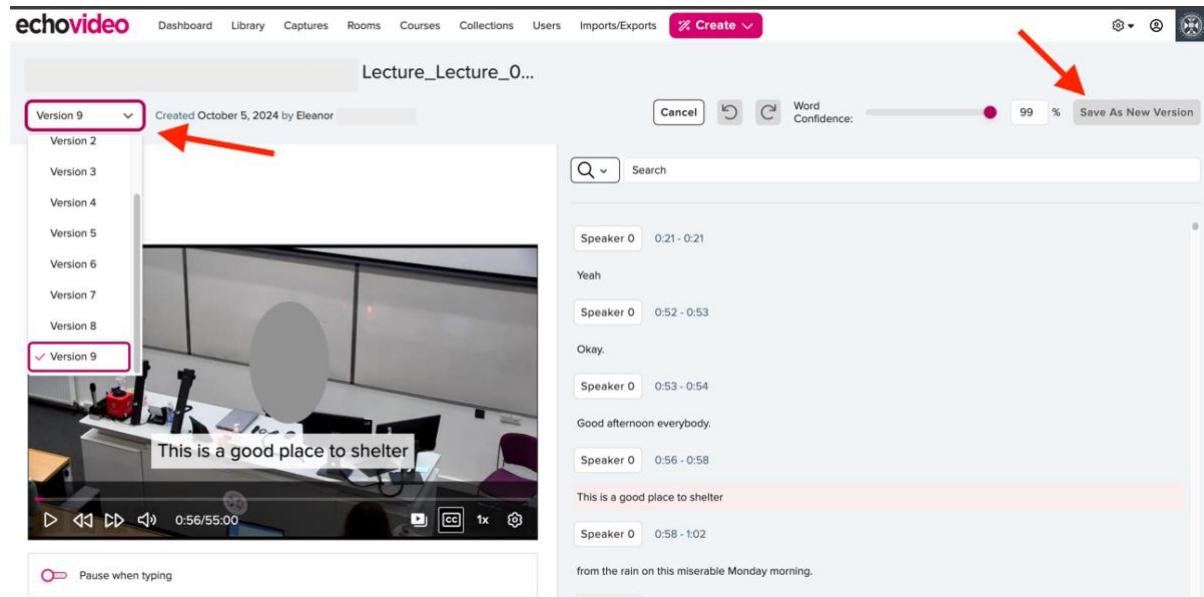
4. Your progress is automatically saved. Clicking **Save As New Version** will create incremental numbered versions of the transcript each time.

Editing automatic captions

Transcript Versioning and Applying Previous Versions

Every time a transcript is manually saved, it receives a Version Number. The Original version is the machine generated one. All other versions are human interventions, with the highest number being the latest saved edit.

To revert to a previous version,

1. **Click on the dropdown** in the upper left corner to **select the version you want to use**. You will notice that the currently selected version has the detail of when it was created and by whom;

2. Click on the version you would like to use and **confirm** (**Switch**) in the pop-up message.

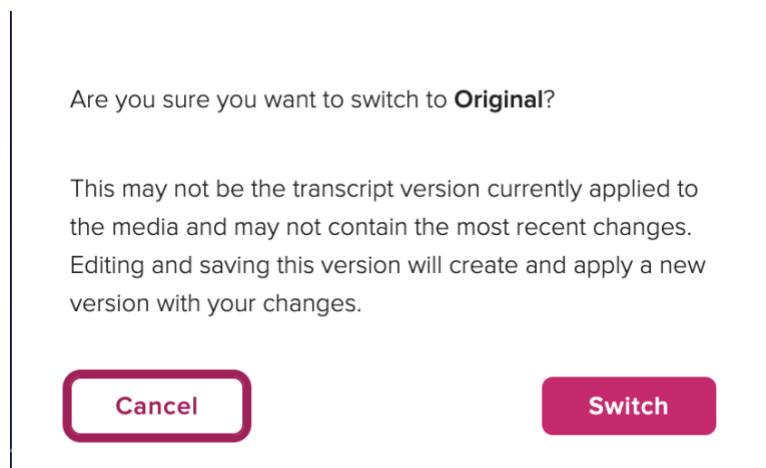3. To make any changes, click **Edit Transcript** as previously shown.

4. **Save as New Version** to save your changes. This will create a new, highest numbered version.
5. **Apply** when prompted to display this version as Closed Captions.
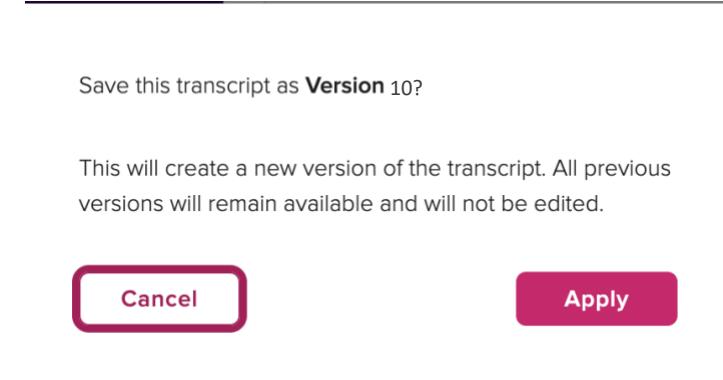
If no edits are made to the text, you can simply select the desired numbered version and click **Apply to CC** in the upper right corner.

media hopper
REPLAY

Deleting Closed Captions or Transcript from Media

There might be specific cases when CC or Transcripts should not be displayed, such as for non-English language courses, or for assessments where English listening is being tested.

1. Back in the Class list, click on the **media** icon next to the desired recording and select **Details** from the menu that appears;
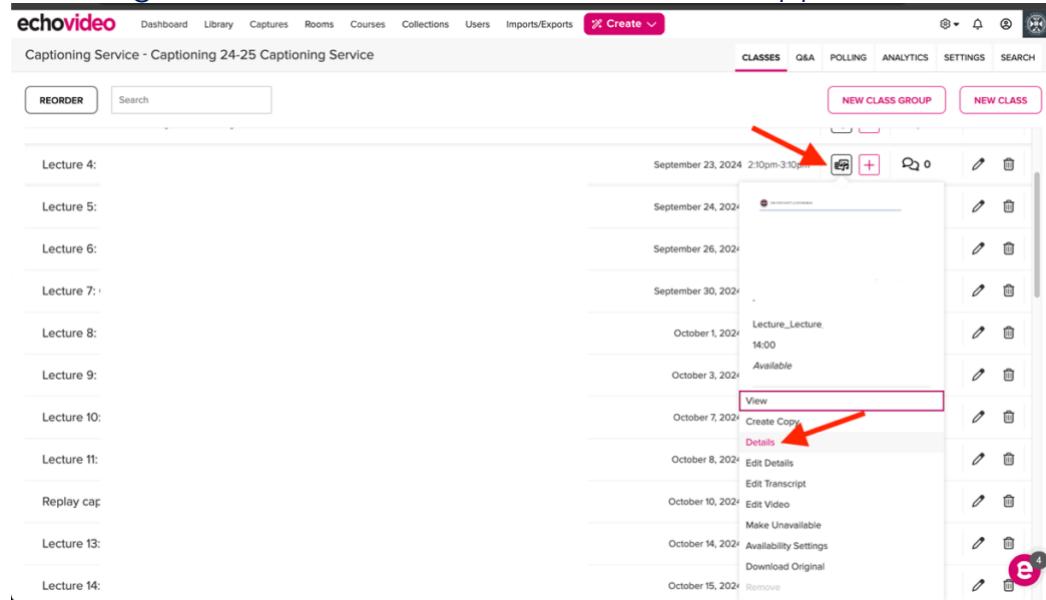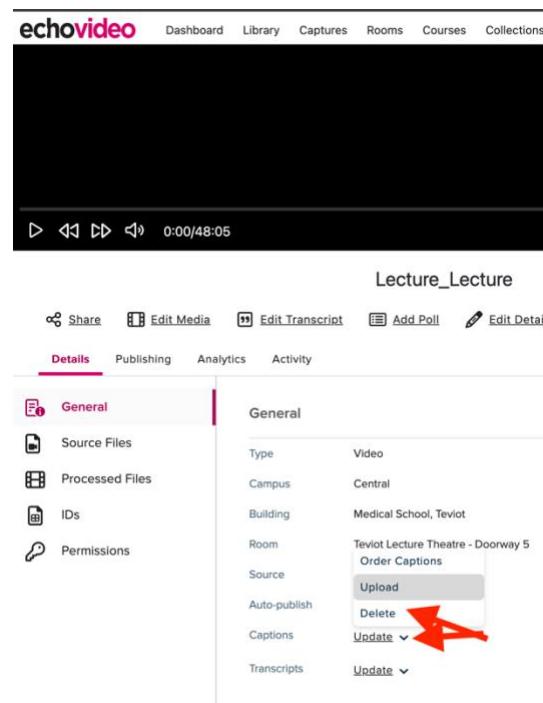

2. The Details > General tab opens;
3. Next to **Captions**, click the **down arrow** to the right of **Update**;
4. Click **Delete**. Then click **OK** to confirm.

This deletes CC from the video, but the transcripts are still available to edit and apply as new captions tracks.

To delete **Transcripts**,
1. Click the **down arrow** to the right of **Update**;
2. Click **Delete**. Then click **OK** to confirm.

(Re)Ordering Transcripts and foreign languages

From your Class list, click on the **media** icon next to the recording you want to re-transcribe using Automated Speech Recognition, as shown in previous steps.

1. In the Details > General tab, notice the **Add** buttons next to Captions and Transcript. Click **Add** next to Transcripts.
2. **Ignore** the warning, as **no extra charge** will be incurred for re-transcribing media.
3. **Select the desired language** from the drop-down menu. **English (United Kingdom)** is the default recommended style for English language recordings. You may choose another language if your recording is non-English.

4. Click **Order Transcript.**
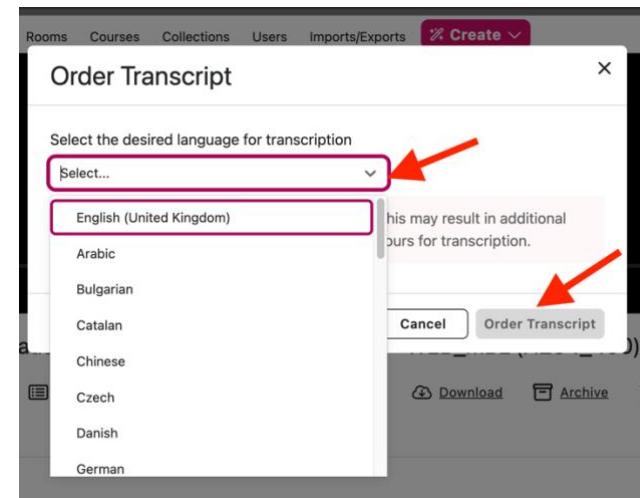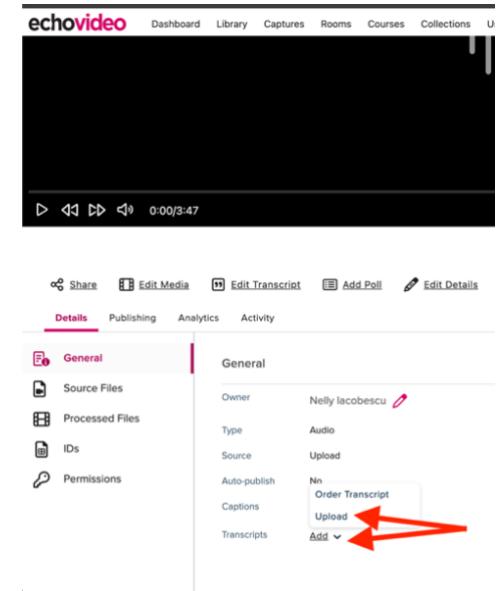
Processing time varies but may be similar to the length of time of your media.
5. You may log out of EchoVideo and **check back later** for the new ASR Transcript and CC.