Manually Caption Videos in Panopto

1. Open the video in the Panopto editor.
2. On the left-hand side of the screen, click on the **Captions** tab (See Figure 1).

![Figure 1](image1.png)

3. Click inside the box that says **Enter a caption** and you will be able to begin typing along with the video (Fig. 2).

![Figure 2](image2.png)

4. To edit or delete the caption, hover over the appropriate caption and click the three dots where the **Edit** and **Delete** buttons will appear (Fig. 3).

![Figure 3](image3.png)
5. If you choose to edit the caption, the following screen will appear. You can edit the time and caption from this screen (Fig. 4).

![Edit Caption Screen](image)

This is your first lesson on archaeology tools.

![Save and Cancel Buttons](image)

Figure 4.

6. Once you have added all the caption you want, click the **Apply** button in the top right-hand corner to show them to your viewers (Fig. 5).

![Apply and Revert Buttons](image)

Figure 5.

7. This is how the captions will appear to your viewers by default (Fig. 6)

![Caption Display](image)

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Figure 6.