

How-To Tutorial: Captioning Powerpoint presentations

Powerpoint has long offered users the ability to embed media files in their presentations, but providing captioning for those videos has always been a problem. For most types of media, there was no way to provide captions other than open captioning the video prior to embedding it.

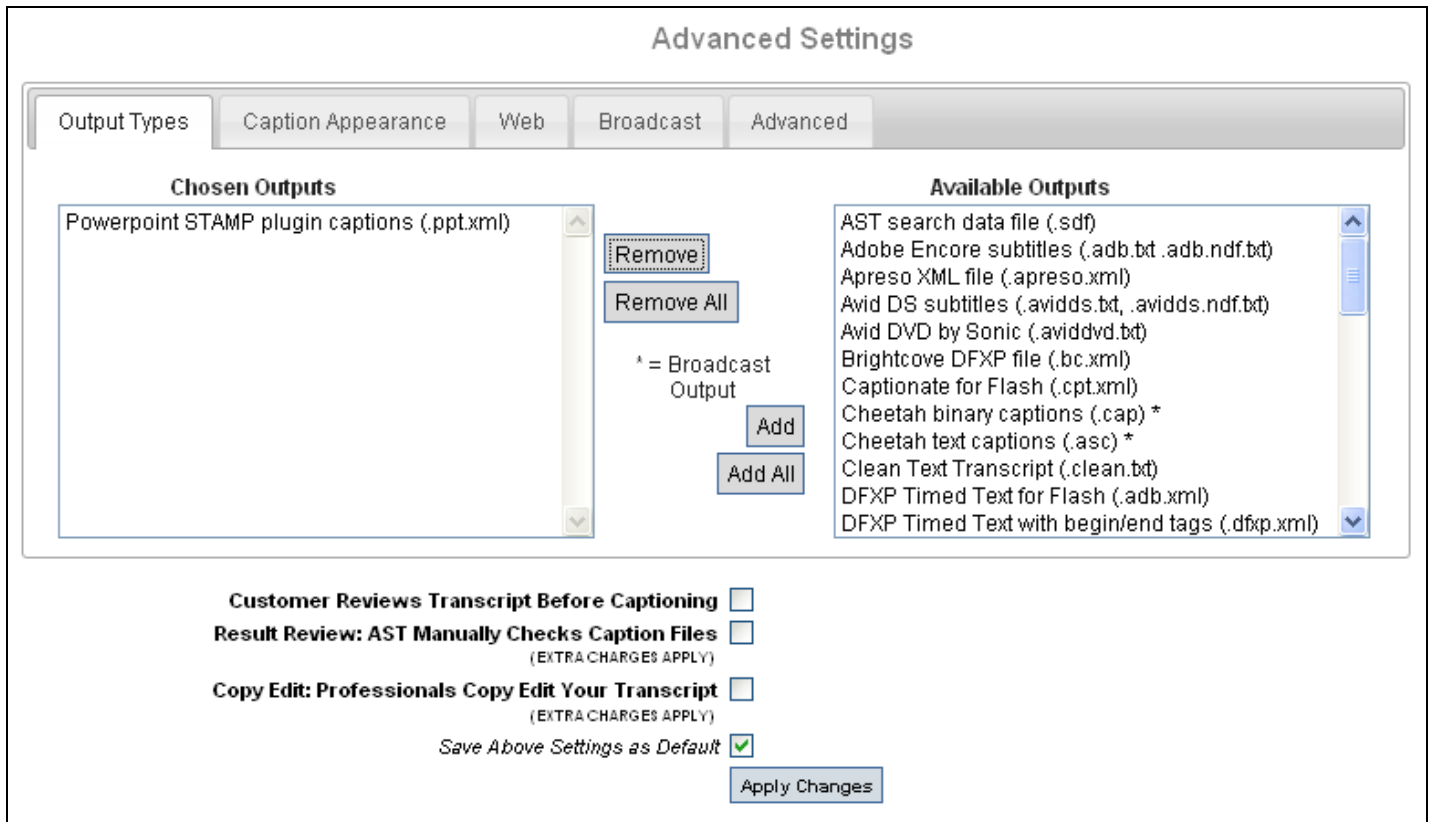
For Powerpoint 2010, a new plugin is available that makes it easier to caption media files embedded in your Powerpoint presentation. The "Sub-titling Text Add-in for Microsoft PowerPoint" (or STAMP) plugin is available freely through the Microsoft website.

INSTALL STAMP:

1. **STAMP** is not included in Powerpoint automatically. To get the STAMP plugin, go to <http://office.microsoft.com/en-us/powerpoint-help/sub-titling-text-add-in-for-microsoft-powerpoint-stamp-HA102540315.aspx> and follow the instructions to download and install it.

GET YOUR CAPTION FILE:

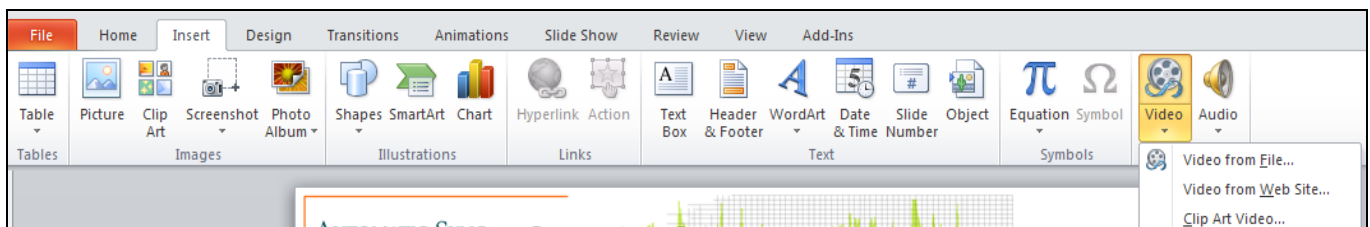
2. Log into your **CaptionSync** account. If you do not yet have a CaptionSync account, you can sign up for one at the [Getting Started](#) webpage on the AST website.
3. Go to the job submission page. Select the media file that you wish to embed into your Powerpoint presentation. CaptionSync will accept most media formats, but if you have a very large file, or your file is in a format that we will not accept, just extract the audio track as an mp3 and submit that. If you created a transcript to record your presentation from, you may submit that as the transcript for the media file; if not, you can get AST's professional transcribers to create the transcript for you.
4. Click the "Advanced Settings" button. STAMP needs a special caption file format called a **.ppt.xml** file – make sure you have this output time selected. You may select other additional output types if you like.
5. Click on the "Caption Appearance" tab. STAMP ignores line breaks in the captions, so it is best to select just one line of captioning. Choose a line length suitable for the width of your video. Typically you will want something somewhere between 64 and 80 characters. If you are not sure, don't worry - you will be able to change the line length later if you need to.



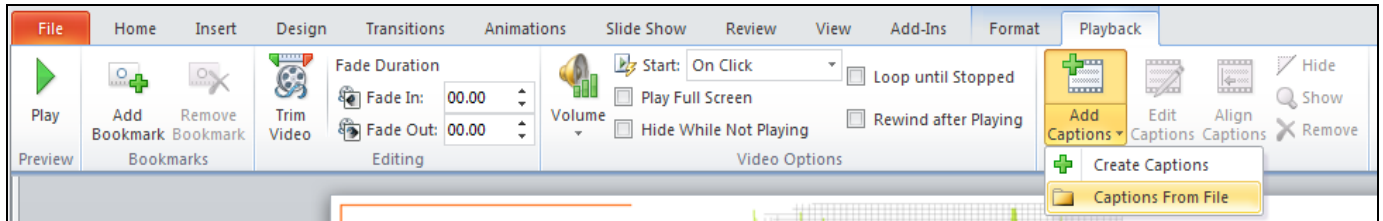
- After your settings are complete, save the settings, and then submit your job. CaptionSync will upload your audio file, perform the captioning process, and return your results by email.

IMPORT THE CAPTIONS INTO POWERPOINT:

- When your results arrive, save them on your disk, and open your Powerpoint presentation. Insert your video file into your Powerpoint presentation using the “Video” button on the “Insert” tab.



- Now, select the media you just embedded. Select the “Playback” tab under “Video Tools”, then click on the “**Add Captions**” option. Select “Captions From File” and browse to your .ppt.xml file. Once you import the caption file, you will see the “Edit Captions” button become active - this allows you to adjust the text and/or timing of any of the captions. You will also see the “Hide” and “Show” options become active - this is how you select whether you want the captions displayed.



9. Now, just select the slide show and play your media file – you will see the captions appear at the bottom of the screen.



IMPORTANT NOTES:

STAMP is fairly limited in terms of the formatting styles it can support. In particular, it does not support in-line italics, nor does it support different font types. If you use these features in CaptionSync, no errors will be generated, but they will not appear in your STAMP captions. Also, STAMP does not support some characters; of special note, the > character is not supported (which is commonly used for identifying new speakers), so it will not appear in your STAMP captions.

If you have questions, first see our **CaptionSync Support Wiki** under the 'Help' link in your account. It has answers to many of your queries about the workflow associated with CaptionSync.



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