

# DeakinAir

## Guide to adding captions to a DeakinAir video

It is good practice to add captions to all videos used in your teaching and learning. With a bit of planning you can add your own caption files to videos uploaded to DeakinAir very easily. A caption file contains both the text and information about when each line of text should be displayed.

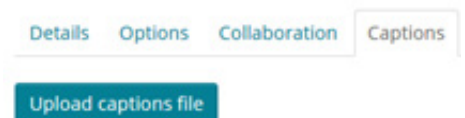
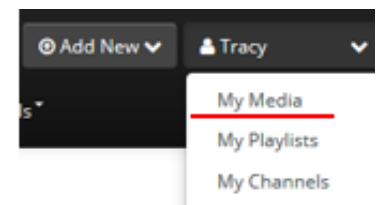
DeakinAir captions are created using specific caption file-types. You will need to place your captions into either an .srt or .dfxp file. The .srt file format is used most commonly and is the type of file produced by the in-house captioning tool at Deakin.

Before making your video try and ensure you have a script (this needs to be an exact record of what is said in the video). You can use the script to create a caption file very quickly. If you don't have a script available you will need to type the speech from your video into a captioning tool.

### Adding captions to an uploaded video

You will need to have a caption file ready for the next steps in the process.

1. In DeakinAir go to **My Media** in the drop-down box in the top right-hand corner of the window
2. Select the **Edit** icon for the relevant video.
3. Select the captions tab under the video. Click on **Upload captions file**.
4. Use **Browse** to access your .srt file. Select the language used in the video and .srt file and then provide a **Label**. The label is text that is shown in the caption selector on your video.
5. **Click Save**.
6. Play the video to check that the captions have been added and are accurate. The captions are accessed by clicking on the Closed Captions symbol on the bottom of the video frame.



## Find out more

For more user guides and tips on DeakinAir and the digital tools available, check out DTeach:  
[dteach.deakin.edu.au](http://dteach.deakin.edu.au)

► eSolutions support staff are available 8am – 8pm Monday – Friday, and 11am – 5pm on weekends, on +61 3 5227 8888 or [it-help@deakin.edu.au](mailto:it-help@deakin.edu.au)