

## Upload captions for session recording or video source

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lpha This article is designated for all users.

## **About**

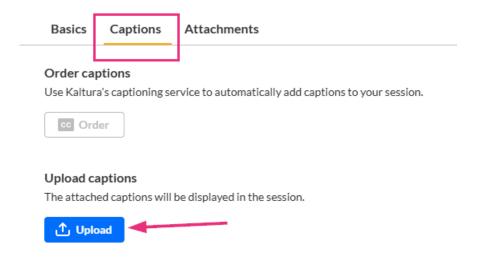
You can upload caption files to a session recording or any uploaded video source. This applies to <u>on-demand</u> content only.



Captions are attached to the video source. If this media is used in multiple sessions, any captions you upload will appear in all associated sessions.

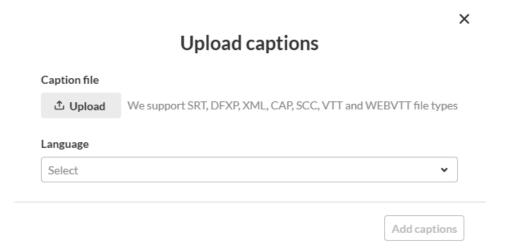
## **Upload captions**

- 1. Open the recording or video source you want to caption, then select the **Captions** tab.
- 2. Under Upload captions, click Upload.

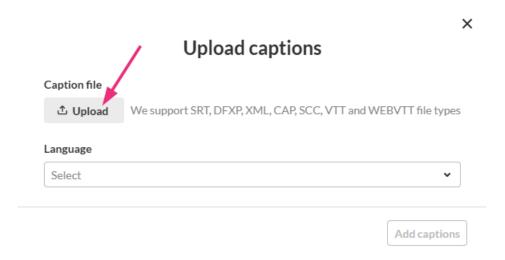


The 'Upload captions' screen displays.

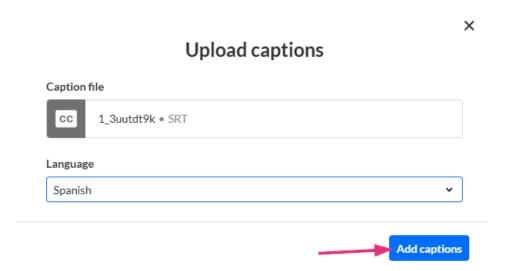




3. Click **Upload** and choose the desired captions file from your computer.



4. Select the language, then click **Add captions**.



The caption file appears in the list under Upload captions.





You can upload one file per language.