Turning on captions in Panopto

This guide will explain how to turn on captions when viewing Panopto videos. Videos that can play captions/subtitles can be identified by the CC logo under the Video title.

- **Please use Google Chrome when using Panopto.**
- **Please note some older videos may not have captions**. If you require captions on any videos without them please get in touch with the video owner/creator if none or contact he IT Support.
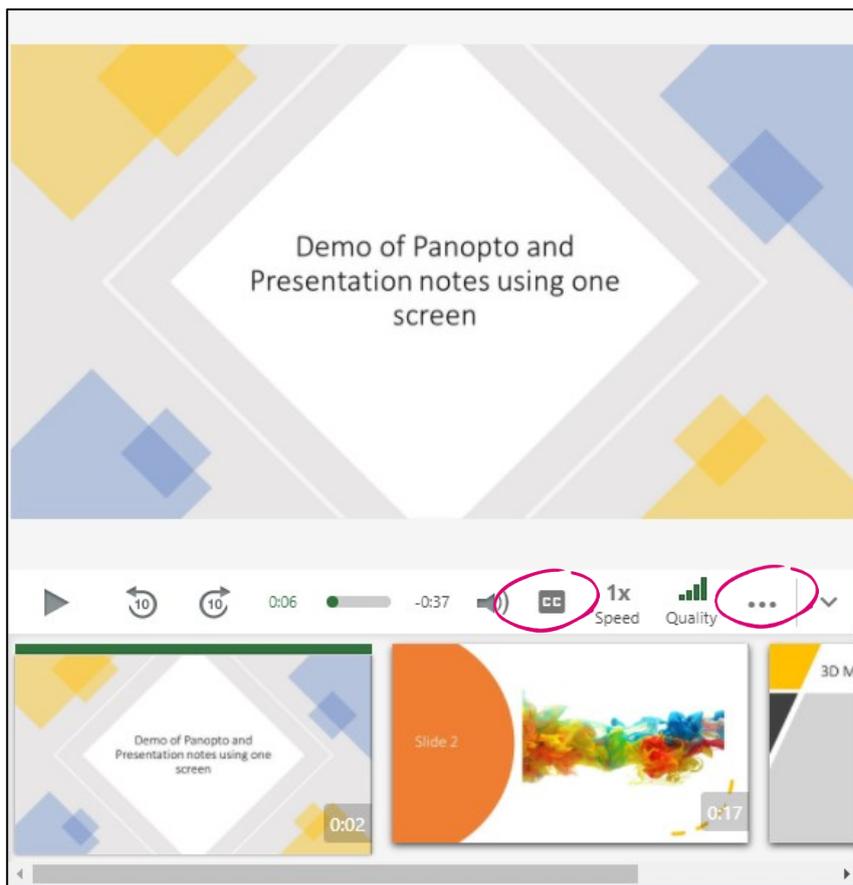
Turning on captions

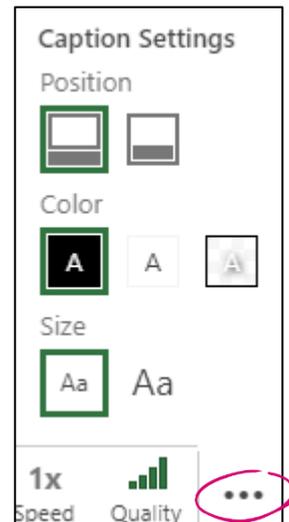### Step 1
Find the video you wish to play.

Step 2
Click the **CC button** on the action bar. It will turn green when selected and the captions will be displayed on the video.

Step 3
You can change the position, size and colour of the captions displayed by clicking the **three dots** on the action bar.
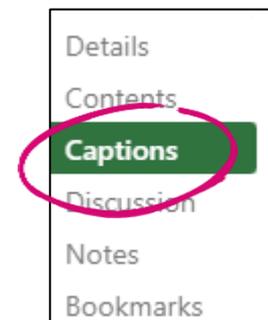
Step 4
You can also click on the **Captions** on the left-hand menu, and this will show you all the captions and the time they start in the video.

You can select the text and play the video from that point. This can be handy to skip to key points.

The captions are also searchable from the recording search bar above.

The Captions icon is a toggle button so you can switch on/off while viewing.

Embedded videos in a Blackboard Document

Step 1
Click the CC Button on the action bar to toggle captions on/off.

You can resize the video for full screen viewing by click on the box icon at the far right on the bar.