Quick Start to
Captioning

STEP 1

CREATE AN ACCOUNT
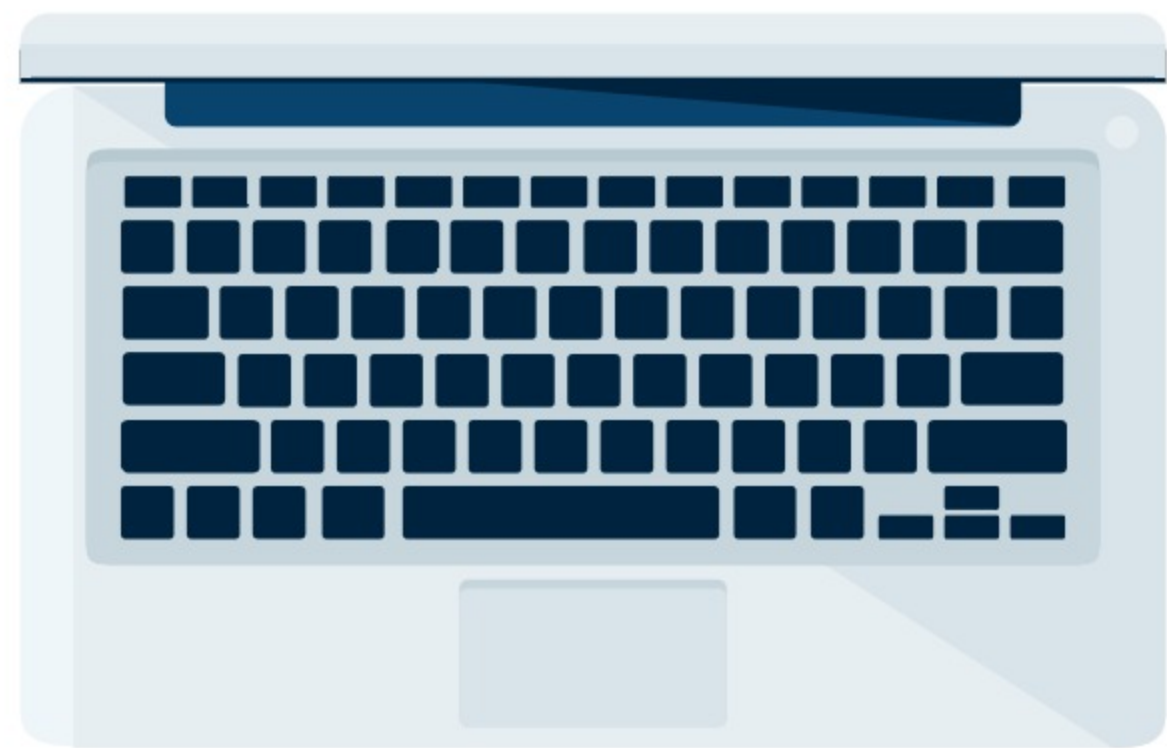
Decide which plan is best for you and create an account. You will receive and email with a link to activate your account and set up a password.

STEP 2 — **LOG IN**

Log into your account at
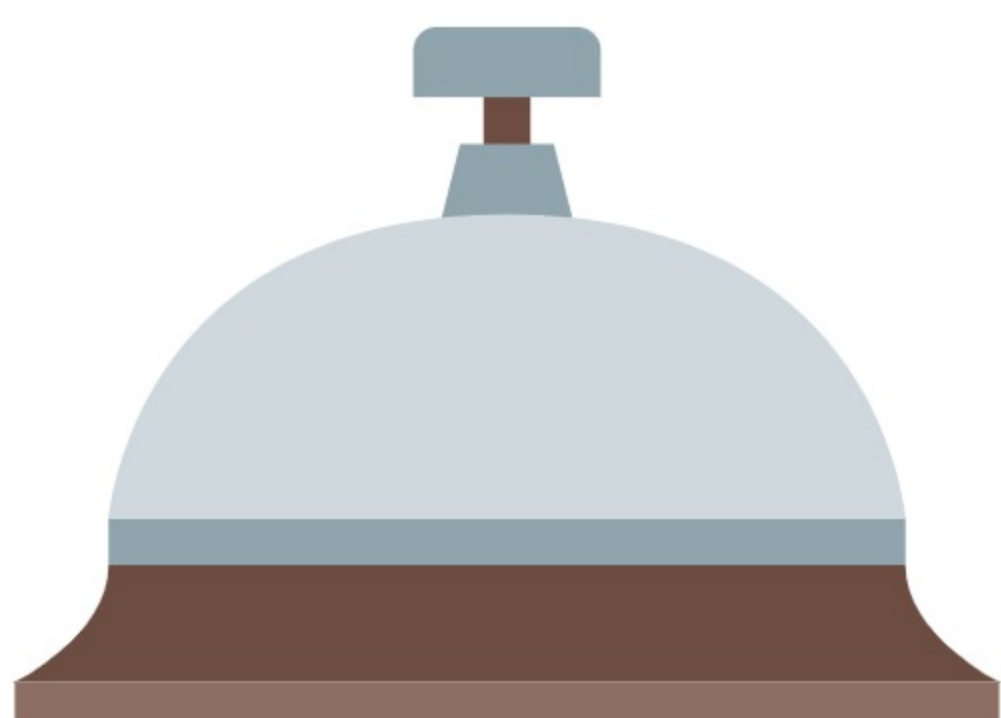**https://account.3playmedia.com/**

UPLOAD YOUR FILES — **STEP 3**

There are many ways to upload files for captioning. You can upload from your **computer**, send **links**, via **cloud storage**, via **FTP**, through a compatible **video platform** or **lecture capture system**, or via **API**.

SELECT THE TYPE OF SERVICE

STEP 4

The **standard** service produces English captions and transcripts.
We offer additional services in translation, subtitling, audio description, and Spanish transcription and captioning.

Get started with captioning today at:
www.3playmedia.com/get-started-with-3play-media/

SERVICES

Transcription & Captioning
We provide premium transcription services with a guaranteed accuracy rate of 99%, even in cases of difficult audio, background noise, and accents. We use a 3-step transcription process that leverages technology and humans to guarantee high quality while bringing down costs. The cost of transcription also includes closed captioning.

Video Translation and Subtitling
We provide translations for most languages, including European languages, Germanic languages, Scandinavian languages, Slavic languages, Asian languages, and Middle Eastern languages.
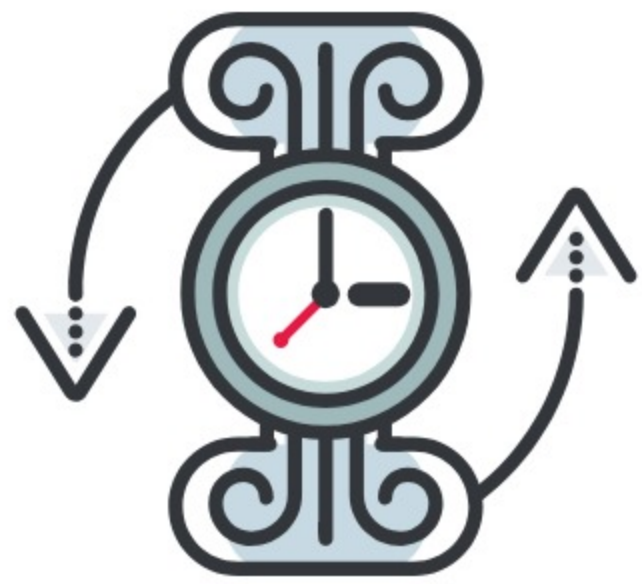
Audio Description
We provide high quality, competitively priced audio description services for online video. Our audio description service uses **synthesized speech** to voice your descriptions. We offer multiple output formats, plus an **audio description plugin.** We also offer **extended audio description**.

Spanish Transcription and Captioning
If you have Spanish videos to caption, choose the 'Spanish-Latin America Transcription and Captioning' option upon upload. For videos that contain a mix of English and Spanish audio, we provide Dual Language Transcription and Captioning.
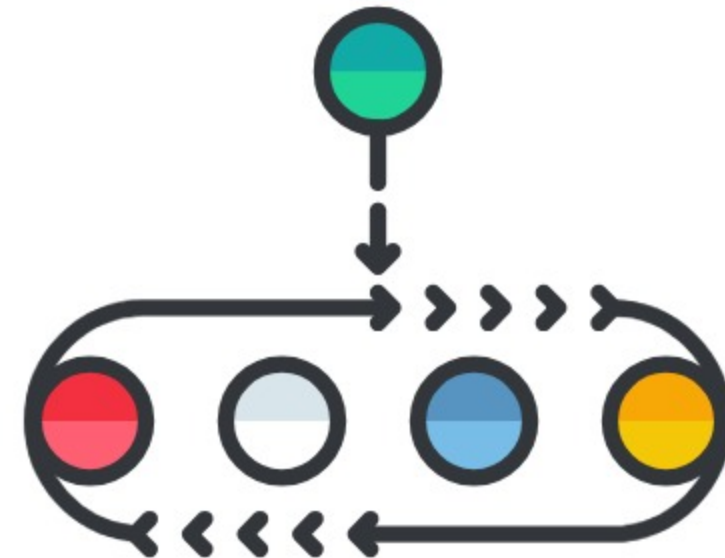
3PlayMedia

STEP 5 ○—[SPECIFY TURNAROUND]

Standard turnaround is **4 business days**. You can also select **2 business days (expedited)** , **1 business day (rush)**, **same-day**, or **two-hour** turnaround for an additional fee. If your project is not urgent, we provide a discounted **extended service (10 business days)**.

[DOWNLOAD YOUR CAPTIONS AND TRANSCRIPTS]

STEP 7

Once your files have been processed, you can download them in any format. Your captions and transcripts stay in your account indefinitely.

[WAIT FOR PROCESSING TO COMPLETE]—○ STEP 6

You can monitor the status of your files via the account system.

TOOLS & FEATURES

*Part of 3Play Plugin

Integrations
We integrate with dozens of video platforms and lecture capture systems to automate the captioning process. You can upload videos for captioning directly within your video platform, and we'll post captions back to your videos when they're complete.

Captions/Audio Description Editor
Although it's rarely necessary, after your media files have been processed, you can edit your captions, translated subtitles, or descriptions using the editing interface in your account.

Transcript Alignment
If you already have transcripts for your videos, you can choose Alignment Only and upload your video and transcript. We'll create time-synchronized captions at a lower cost, and you'll have access to all of our download formats, tools, and plugins.

Audio Description Embed*
Our audio description embed allows you to add audio description to videos without having to republish your audio or video files.
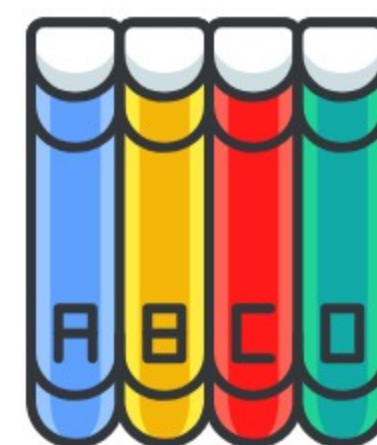
YouTube One Line Embed*
The YouTube One-Line Embed allows you to add captions and interactive transcripts to YouTube videos you don't own. Simply give us a link to the YouTube video, and we'll provide you with an iframe of the video with captions.

LMS Embed*
Our LMS Embed allows you add videos with captions, interactive transcripts, and audio description to Learning Management Systems (LMS) like Canvas, Blackboard, Moodle, and Desire2Learn Brightspace.

SEO Embed*
The SEO Embed works by injecting metadata from your video into the head of your page. It's designed to automatically boost the SEO of your video by utilizing linked data to drive traffic to your site.

Interactive Transcript Embed*
With an interactive transcript, users can search the video and navigate by clicking on any word to jump to that exact point. It's a great way to make your video accessible, broaden your audience, and boost SEO.

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