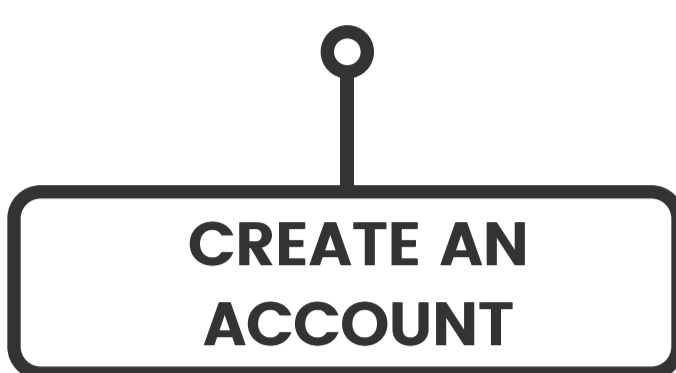


Quick Start to Captioning



STEP 1



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



STEP 2



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



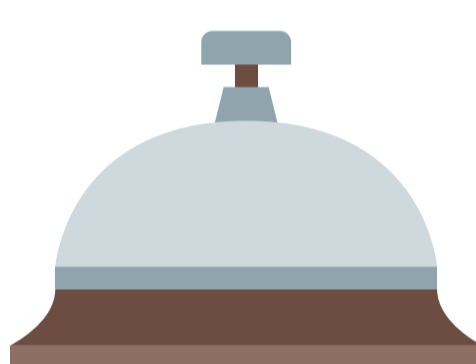
STEP 3



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**.



STEP 4



The standard service is English transcription and captions.

Additional Services:



Spanish-Latin America Transcription and Captioning



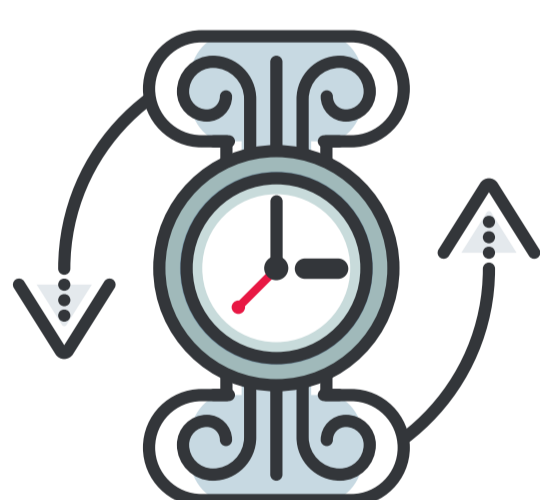
Audio Description



Alignment (for when you already have a transcript, but need it synced.)



Caption Placement



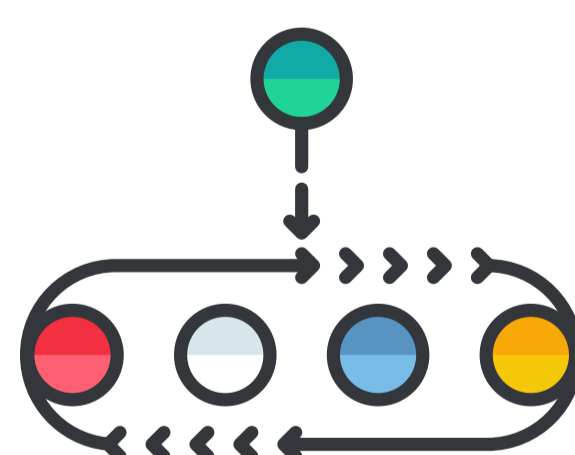
STEP 5



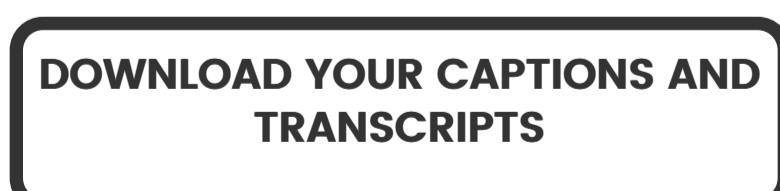
Standard turnaround is **4 business days**. You can also select **2 business days (expedited)**, **1 business day (rush)**, **same-day**, or **two-hour** turnaround for an additional fee. If your project is not urgent, we provide a discounted **extended** service (10 business days.)



STEP 6



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



STEP 7



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

Click to get started with captioning today!

