

### To get the MP3 link:

1. Click the MP3 icon in the upper right-hand corner of a course site.
2. Click the MP3 link in the pop-up menu
3. Click the Subscribe to Feed link (this will send an updated feed to your standard Outlook Inbox)

### To get the MP3:

1. Right-click the link to an MP3 in the updated article page, or
2. Download the MP3 in your RSS feed of Outlook and right click (Save As) the MP3

### To submit a file to AST for captioning:

1. Go to: <https://web.automaticsync.com/capstart.php>
2. Username: dect\_reedley
3. Password: tiger
4. Take a look at the following graphic; here are the fill-ins:

The screenshot shows a web browser window titled "Automatic Sync Technologies - CaptionSync™ Automated Captioning Service - Windows Internet Explorer provid...". The address bar shows the URL "https://web.automaticsync.com/get\_info\_t\_w.php". The page has a navigation bar with links: "Caption", "Billing", "Settings", "News", "help", and "logout". The user is logged in as "User: David Borofka" from "Org: DECT - Reedley College".

The main content area is titled "Captioning Submission". It contains a form with four numbered sections:

- 1 Purchase Order \***: A text field containing "95\_ENGL\_41". A note says "This is your default PO".
- 2 Description \***: A text field.
- 3 Transcription \***: Two radio button options:
  - ☐ I need this program transcribed as part of the transcription and captioning bundle.
  - ☒ I have my own text transcript (TXT file).A text field and a "Browse..." button are below the second option.
- 4 Media File \***: A text field and a "Browse..." button.

Below the form is a link "Advanced Settings..." and a "Start Upload" button. A note at the bottom says "\* is a required field".

- a. #1—our project number for fall 2010 is 95\_SUBJ\_Number
- b. #2—Description should be your name plus something that identifies what the lecture is about.

- c. #3—if you need a transcript from which the caption file will be created mark the first button; if you have a transcript use the Browse button to upload the transcript file (must be in \*.txt)
- d. #4—Use the Browse button to upload a media file (MP3, M4V, etc.); supported media files are listed in the question mark by the Browse.
- e. Click the Start Upload button. If for some reason the time that pops up does not correspond with the duration of the lecture, cancel the upload.
- f. You can use the link for Status of Existing Submissions to see the progress of your work request. When the transcription and captioning is done, an e-mail will be sent to me, and I'll forward it on to you.

**What to do with the caption file once you get it back from AST:**

1. Open the \*.qt.txt file in Word (but remember: always save it as a \*.txt file)
2. Delete the material before the first time stamp
3. Make sure that the final time stamp is not later than the duration of your recording (the final time stamp of the CC file must be less than the length of your recording)
4. Resave
5. Select the checkbox of your recording in Tegrity
6. In the Actions menu, select Edit
7. In the Actions menu of the Edit view, select Add Closed Captioning
8. Use the Select button to find the CC file, then click Apply