

Correcting captions on recorded lectures

This guidance is intended for use in correcting automatically-generated captions on lectures, in Panopto. [Please see this page for instructions on adding and editing automatic captions in Panopto.](#)

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If you are not sure, or something is inaudible, you should mark [UNSURE] or [INAUDIBLE], make a note of the timestamp (e.g. 54:14:06) and ask the lecturer to check it.

General formatting

- Reproduce the speech as spoken, rather than correcting, including 'um' and 'like'.
- Likewise if someone says 'gonna', 'gotta', etc, instead of 'going to', keep 'gonna'.
- Punctuation can help you indicate pauses: a comma (,) is the shortest and the ellipsis (...) is the longest. However, this is subjective so just do what you feel is best.
- Non-verbal noises should be included only where it affects the meaning, e.g. the speaker or audience react.
- Interjections from another speaker can be captured in (round brackets), but don't bother if they are just 'um' or similar sounds.

Incorrect	Correct
birmingham, united kingdom	Birmingham, United Kingdom
newton	Newton
I like this one because, laugh, I do it too.	I like this one because [laughs] I do it too.
You think that's true? I do. Me too. Thanks for confirming. No problem.	You think that's true? (I do.) Me too. (Thanks for confirming). No problem.

Numbers and units

- Use numerals (1, 2) rather than words (one, two) as a general rule.
- Use commas in numbers with 5 or more digits.
- If a lecturer uses an abbreviation for a unit, i.e. they say 'K W H', use 'kWh' – if they say 'kilowatt hours' in full, use that.

Type	Incorrect	Correct
General number	The score was two-one	The score was 2-1
	There were thousands of people – maybe ten thousand?	There were thousands of people – maybe 10,000?
	20000	20,000
	2,000,000	Two million
Date	The second of January	The 2 nd of January
	Nineteen fifty two	1952

Time	it's 10.00 now so be back at 10.20	It's ten o'clock now, so be back at 10.20
Unit	This uses four kilowatt hours	This uses 4 kilowatt hours
	This weighs two pounds	This weighs 2 pounds
Money	Ten pounds	£10
	If the speaker says 'pence' write 'pence': if they say 'p', write e.g. '58p'.	
Percentage	Twelve %	12 per cent

Equations and Formulae

- Remember that captioning is for capturing exactly what is spoken and creating an equal experience to hearing it; i.e. we should not assume that the person reading the captions knows what most mathematical symbols mean.
- Expand all Greek and mathematical symbols as well as operators & powers.
- Be careful to check 'two' and 'to', as both of these may be used in equations and Panopto often confuses them as they sound the same.
- Use '-' only for negative numbers to distinguish from the 'minus' operator.

Type	Incorrect	Correct
Symbols (examples)	$\sqrt{\quad}$	square root
	θ	theta
	π	pi
	τ	tau
	\neq	does not equal
	$<$	Less than
Equations (examples)	$55 \div 5 = 11$	55 divided by 5 equals 11
	$7 \times 3 = 21$	7 times 3 equals 21
	$2x \times 3$	2x times 3
	So it's minus seven, minus seven, which gives us minus fourteen	So it's -7, minus seven, which gives us -14
	6^7 or 'six to the power of seven'	6 to the power of 7