

## TUTORIAL

### CAPTIONING WORKFLOW

The below steps outline the workflow for getting videos captioned. If you need to have videos captioned that are not lecture videos, please contact Academic Technologies (telephone: 212-346-1661; email: [acadtech@pace.edu](mailto:acadtech@pace.edu)) to discuss. Otherwise, please follow steps 1 and 2 below to prepare lecture videos to be captioned by ITS:

