NEAR-LIFE™

Add subtitles to your scenarios

Supporting you to make
the most of the Near-Life™
eLearning tool

Once you have uploaded your media to your scenarios, you can add in your subtitles. Your subtitles can be in either *English, German, French, Spanish* or *Portuguese* and must be in *VTT format*. Don't worry if you don't already have subtitles, there are lots of platforms available online.

To add your subtitles:

1. Select your project from the **Projects** page
2. Identify the scenario you want to add subtitles to
3. You will see three options on the right: **Media|Edit|Delete**, select **Media**
4. You will see all of your media listed here*****.
5. Identify the media you want to add subtitles to, select **Subtitles** from the three options: **View|Delete|Subtitles**
6. Next, click **Add subtitles** on the bottom of your screen and then select a language from the choices provided
7. Paste your subtitles into the box provided. You must paste your subtitles in the correct format (explained by Vimeo [here](#)). Once you have pasted your subtitles correctly click **Save**
8. To add another language, repeated steps 6-7 until done.
9. Once you have added subtitles for all of your media head back over to your scenario to test it out.
10. In the top right corner of your scenario map you will see a **play button**, click here and play your scenario. Click the **three dots** in the bottom right of the video and click **Captions on**
11. Once you have checked that your media and subtitles work simultaneously and your scenario is complete you are ready to **publish**

*You will need to upload subtitles for each individual media file that you have