Creating Video Captions Using YouTube

1. Log into YouTube and select a video to edit or upload a new video. To upload a new video click on the arrow icon to upload:



Important: on the next screen be sure to make the video private:

\rightarrow C Secure	https://www.youtube.com/upload
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	Select files to upload Or drag and drop video files Public Unlisted Private Scheduled
	HELP AND SUGGESTIONS By submitting your videos to YouTube, you acknowledge that you agree to YouTube's Terms of Service and Community Guidelines. Please be sure not to violate others' copyright or privacy rights. Learn more Upload instructions Troubleshooting Mobile uploads

Click in the middle of this screen to browse to a video or drag and drop a video file onto the middle of the screen to start uploading the video file.

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Once the video is uploaded click on edit:

2. Click on Subtitles/CC:

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3. Add new captions and select a language:

4. Click on "Create new subtitles or CC"

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 Select Auto-generate captions from actions. Important: "Automatic captions may not be ready at the time that you upload a video. Processing time depends on the complexity of the video's audio." (Source: <u>YouTube Help</u>)

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 After the captions are auto-generated click on them to edit and use the play/pause buttons to play the audio to check that they are accurate.
 See the last page of this guide for captioning suggestions.

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7. Once captions are auto-generated they are automatically saved to drafts – so you can return to edit them in another session if needed:

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8. Once all the captions are edited and accurate click on Publish:

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 To export edited captions, click on the published captions that were saved. Important: the option to export captions is not available until the captions have been published – it will not work for draft captions.

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10. Under actions select **.vtt** and save the file.

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11. Remove extra lines of text inserted by YouTube from the VTT file. These extra lines will prevent the captions from displaying in Vimeo when using Internet Explorer. To delete the extra lines, open the VTT file in Microsoft Word or Notepad and delete the following two lines at the top of the file – do not remove "WEBVTT":

WEBVTT Kind: captions ◀ - Delete this line ---- Delete this line Language: en 00:00:07.210 --> 00:00:10.050 Welcome everyone to the New York State Education De 00:00:10.870 --> 00:00:17.670 webinar presentation and the federal Every Student referred to as ESSA.

Save the file as plain text with the same VTT file extension.

12. To import the captions to Vimeo log into Vimeo and go to the video that you want to add captions to and click on Settings:



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13. Click on Advanced and Choose File:

14. The uploaded file name should display. Then set the language and type to Captions and be sure to check the box to turn the captions on:

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15. Click on Save at the bottom of the screen to save the settings:

16. The captions can then be turned on when viewing the video by clicking the CC button:

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Suggested Captioning Standards

- 1. Accurate captions with correct spelling of words are the top priority this includes the correct spelling of people's names.
- 2. Ideally, captions should end at a period or comma. If that is not feasible then the caption could end at the end of a discrete phrase. For example, these captions would be edited by moving the single word into the prior caption to complete the sentence:

Transcribe and set timings: English Actions -Actions -Type subtitle here then press Enter Type subtitle here then press Enter + 0:00.5 The next presentation on our diploma 0:00.5 The next presentation on our diploma series is entitled Meeting the 0:05.5 0:05.5 series is entitled Meeting the 0:05.5 Assessment Requirements for a Regents 0:05.5 Assessment Requirements for a Regents or a Local Diploma. What is the 0:13.3 0:13.3 or a Local Diploma. 0:13.3 difference between a Regents or a Local 0:13.3 What is the difference between a Regents diploma? The answer really depends on 0:17.6 0:17.6 or a Local diploma? The answer really two 🔼 depends on two factors. 0:17.6 🤇 factors. The first is, to which subgroup 0:17.6 The first is, to which subgroup does the student belong? Is the student a 0:23.5 0.23.5 does the student belong? Is the student a

The time sequence for the captions may need to be adjusted if there are significant edits to the original captions.

3. All speakers should be identified using two chevrons followed by a space and then a colon after their name. For example:

>> MaryEllen Elia: Okay. So, good morning everyone.

Multiple speakers talking at the same time should be indicated by three chevrons:

>>> All: Welcome!

Whenever there is a change in who is speaking their name should be added to the captions.

4. Proper grammar and punctuation should be used including adding sentence case and appropriate capitalization as necessary.

Transcribe and set timings: English

5. Non-speech sounds can be denoted with square brackets. Here are some examples:

[music]

[thunder]

>> Joe: Welcome everyone to the show! [applause]

For speech that is not audible or cannot be understood indicate this as [inaudible].

6. If text appears on screen that is also being spoken, do not add a caption. For example:

[spoken] For more information, visit www.engageny.org

[caption] For more information visit... [on screen] <u>www.engageny.org</u>

Additional editing guidelines are available from the Described and Captioned Media Program: <u>The CBC Captioning Style Guide</u>