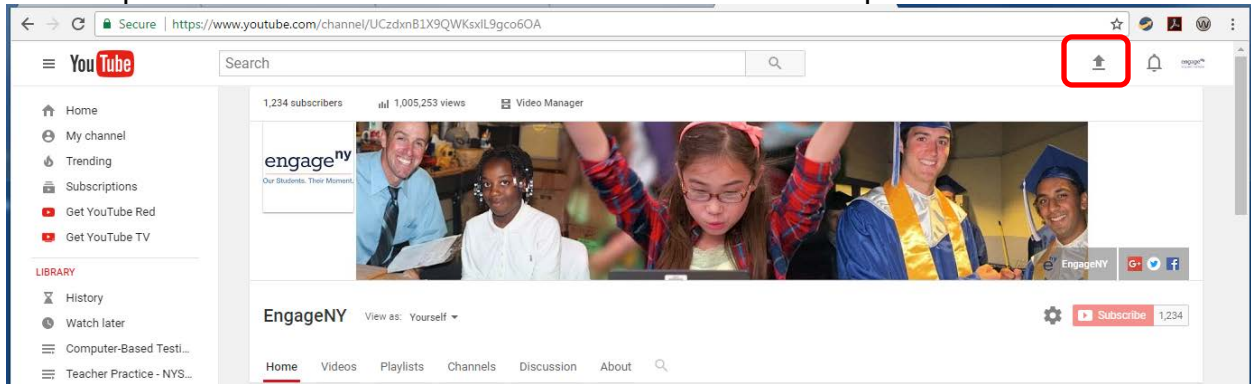
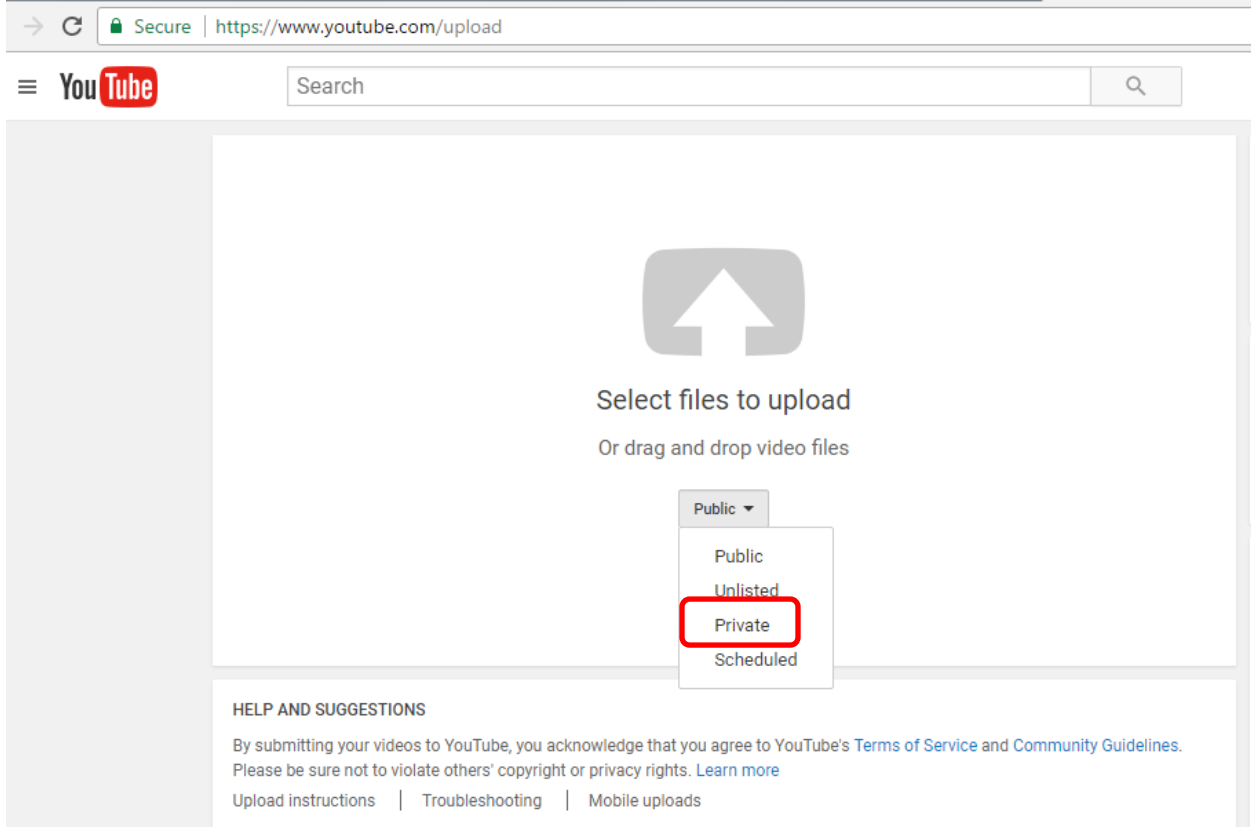


Creating Video Captions Using YouTube

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:

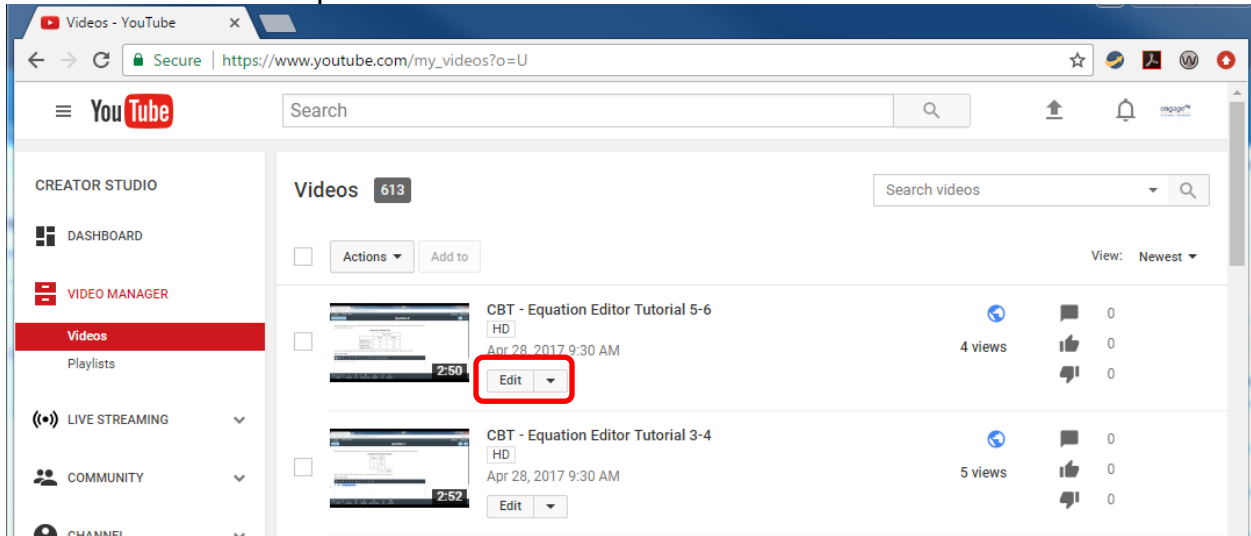


Important: on the next screen be sure to make the video private:

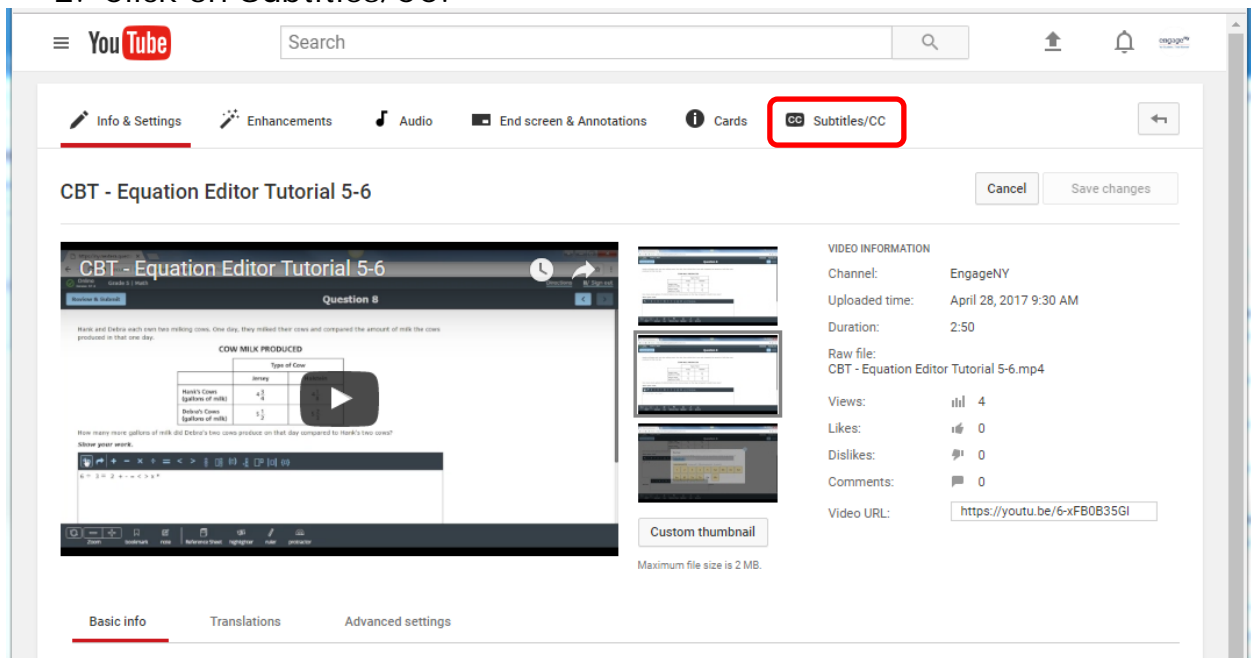


Click in the middle of this screen to browse to a video or drag and drop a video file onto the middle of the screen to start uploading the video file.

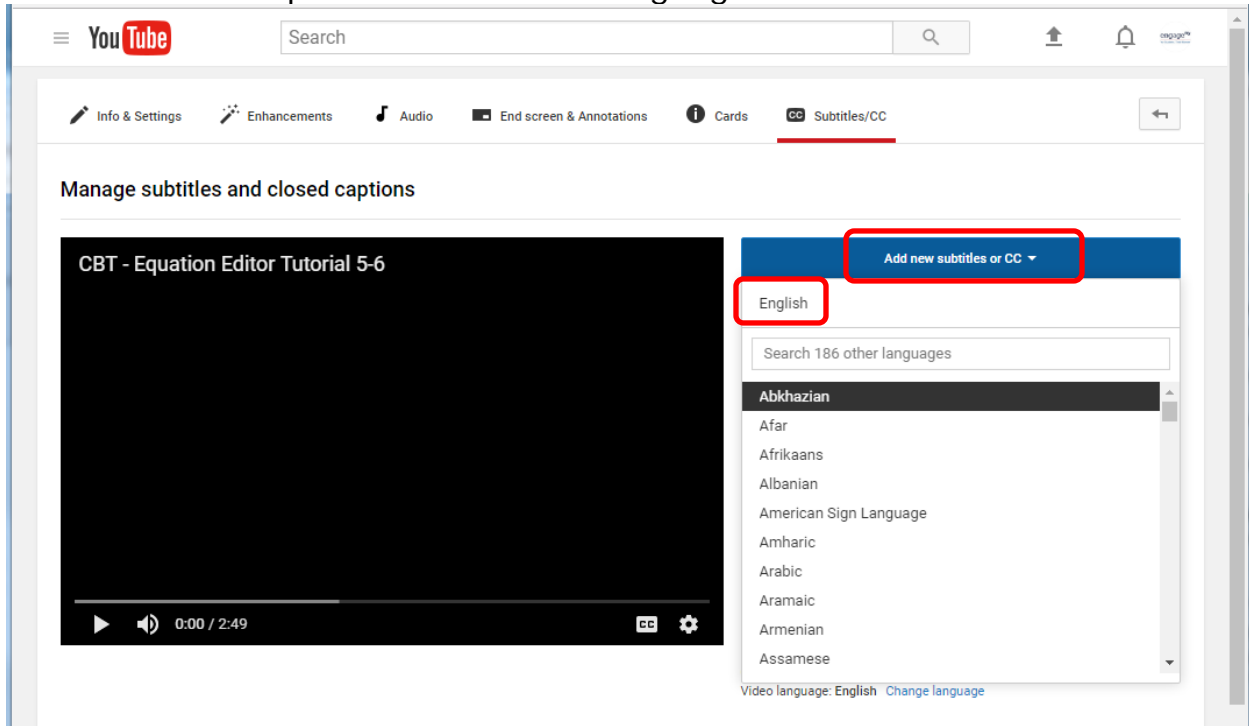
Once the video is uploaded click on edit:



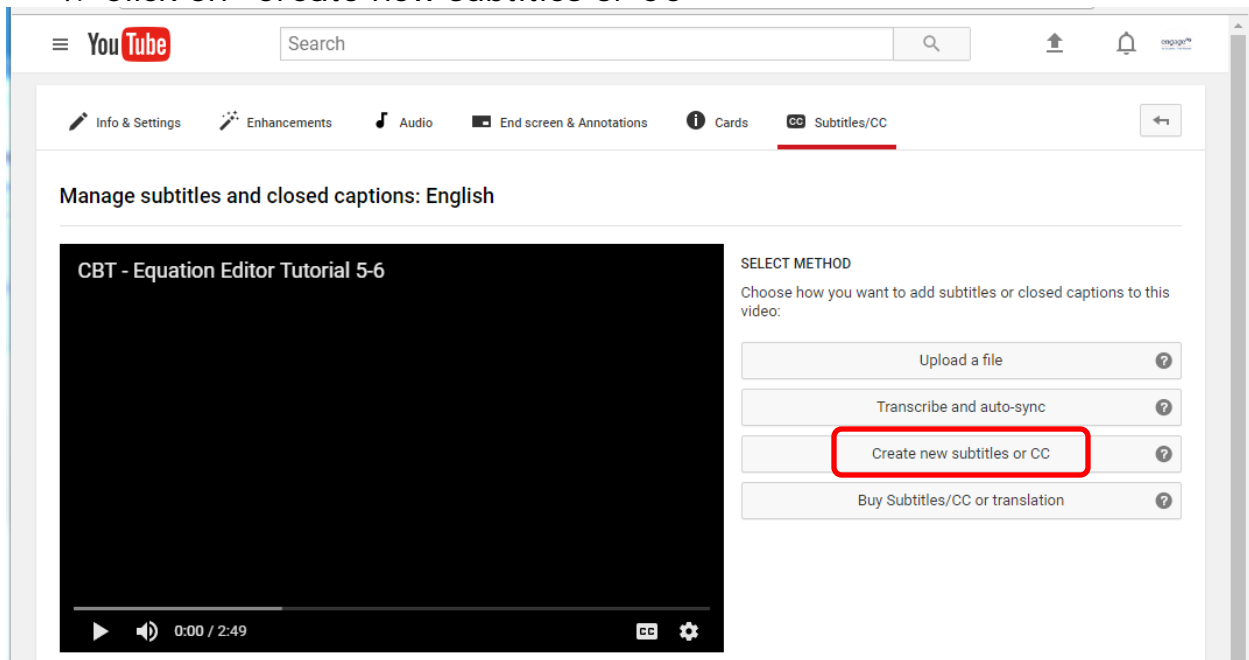
2. Click on Subtitles/CC:



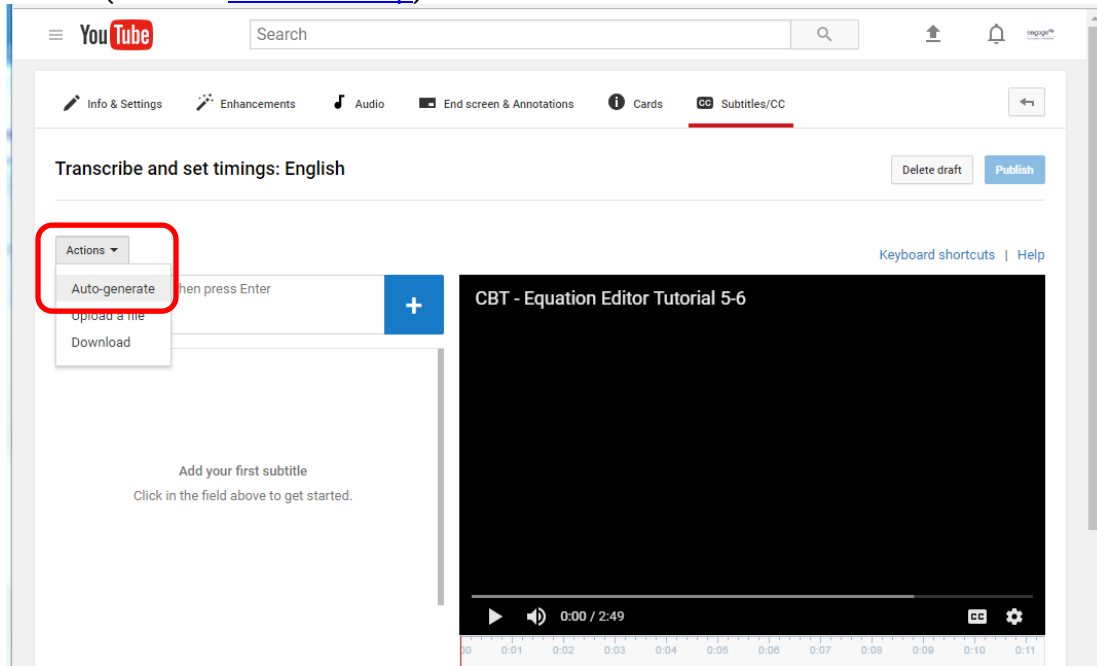
3. Add new captions and select a language:



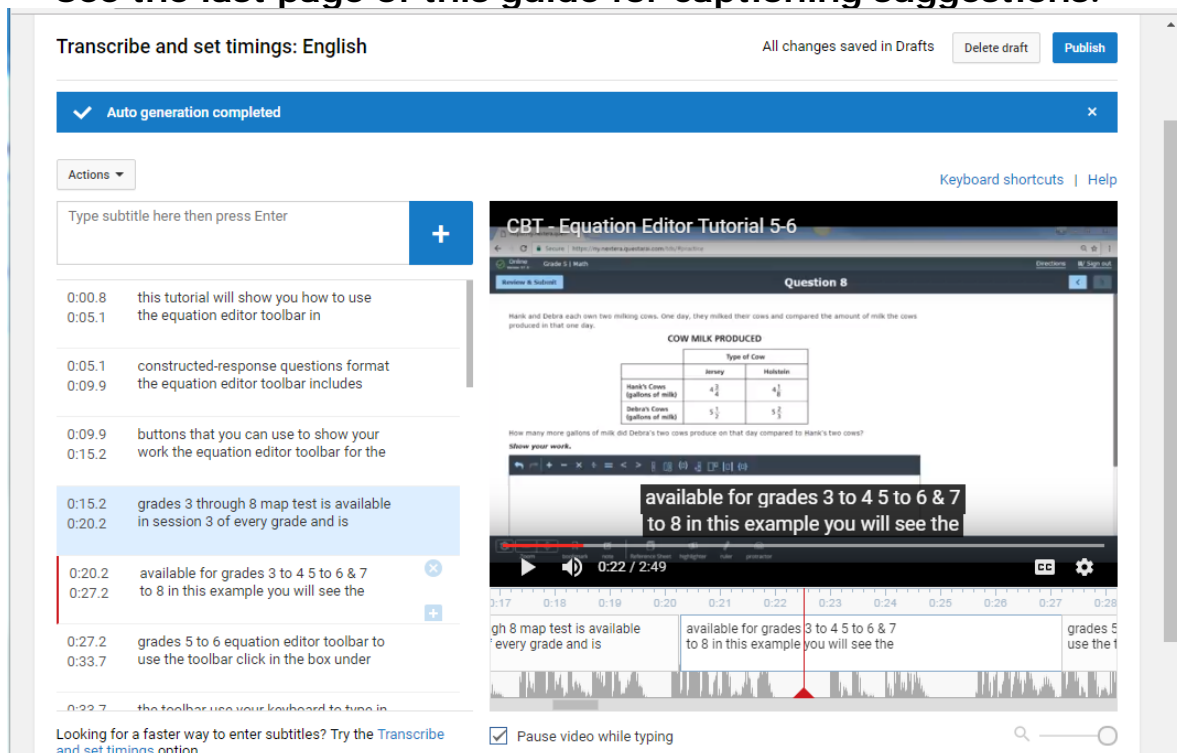
4. Click on "Create new subtitles or CC"



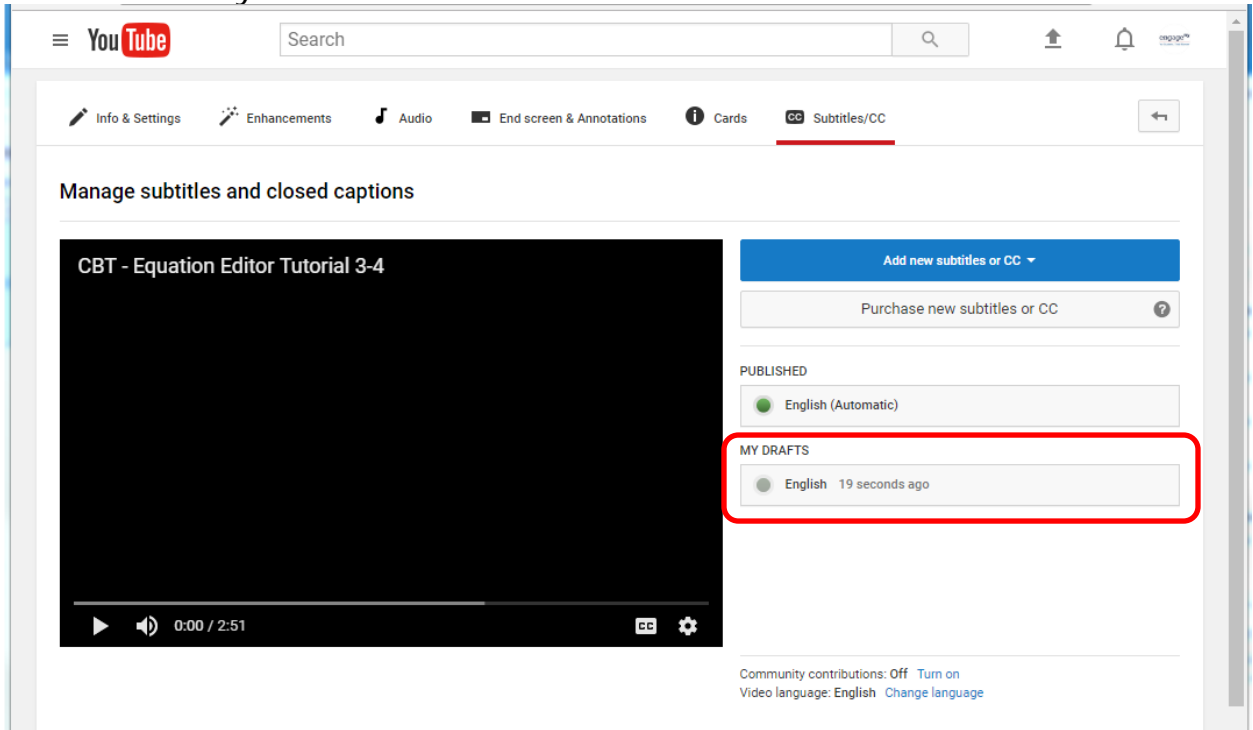
5. Select Auto-generate captions from actions. **Important:** "Automatic captions may not be ready at the time that you upload a video. Processing time depends on the complexity of the video's audio." (Source: [YouTube Help](#))



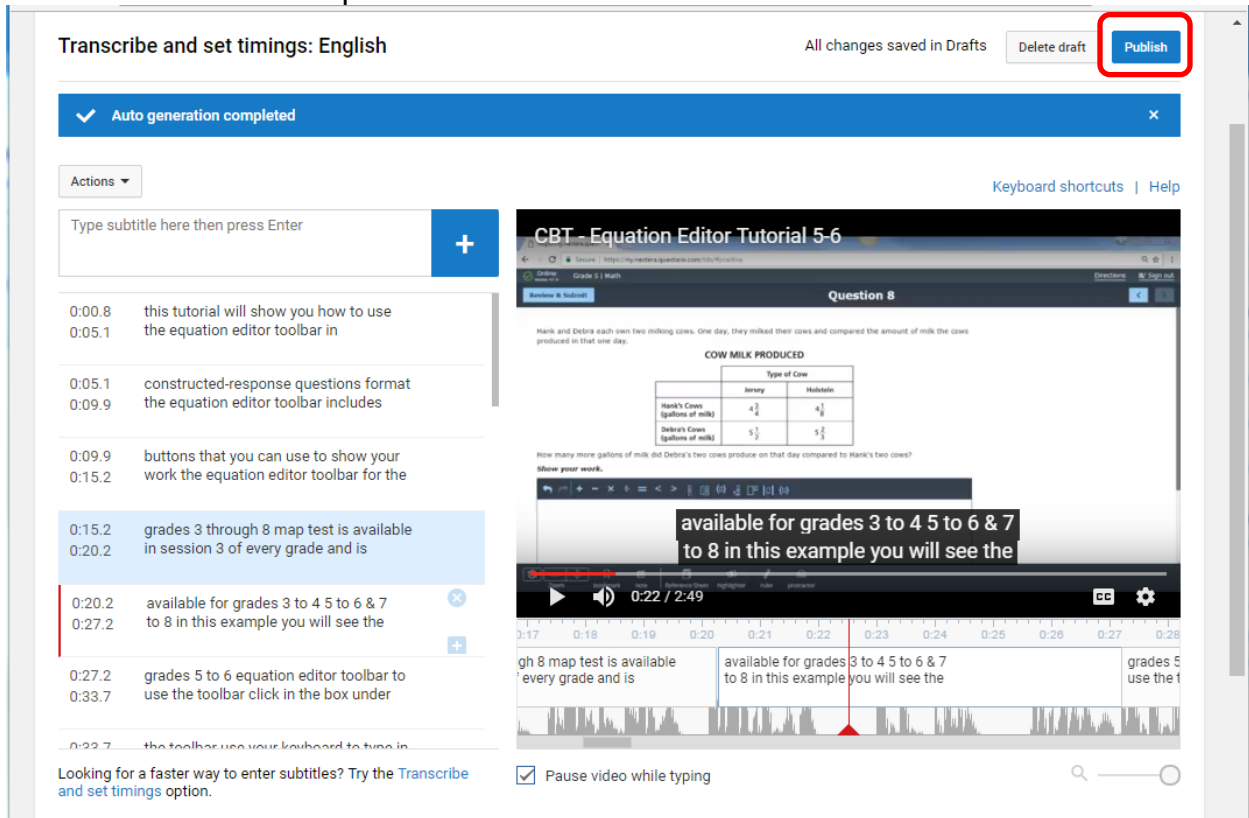
6. After the captions are auto-generated click on them to edit and use the play/pause buttons to play the audio to check that they are accurate. **See the last page of this guide for captioning suggestions.**



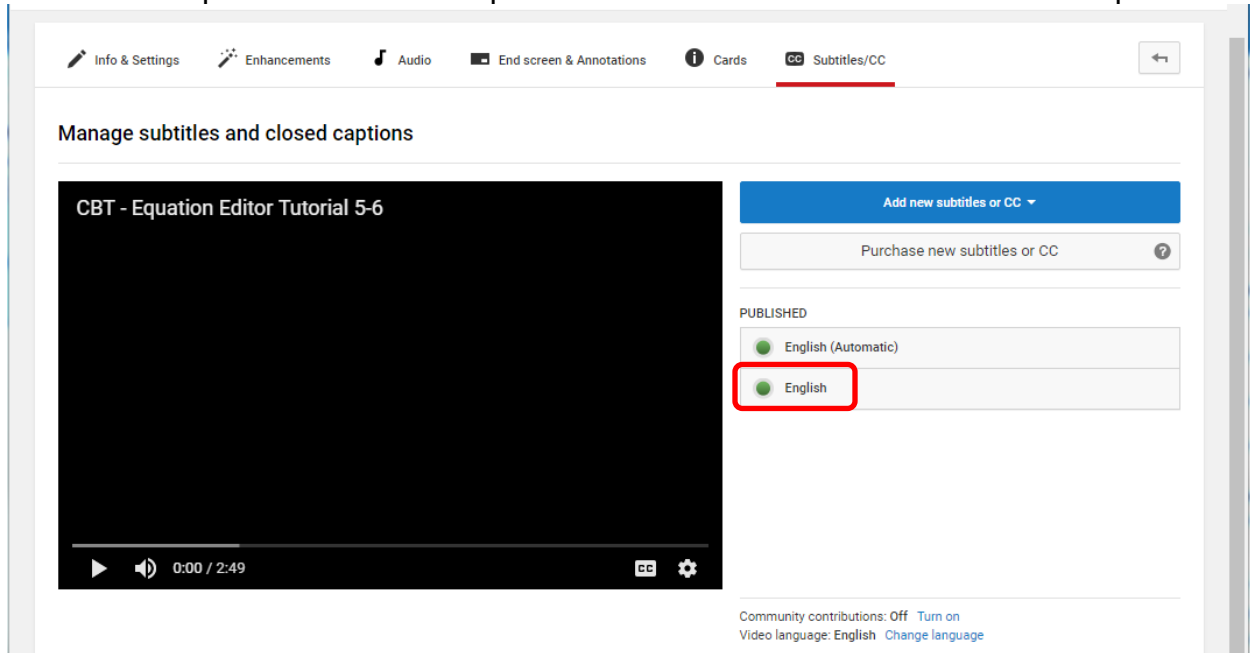
7. Once captions are auto-generated they are automatically saved to drafts – so you can return to edit them in another session if needed:



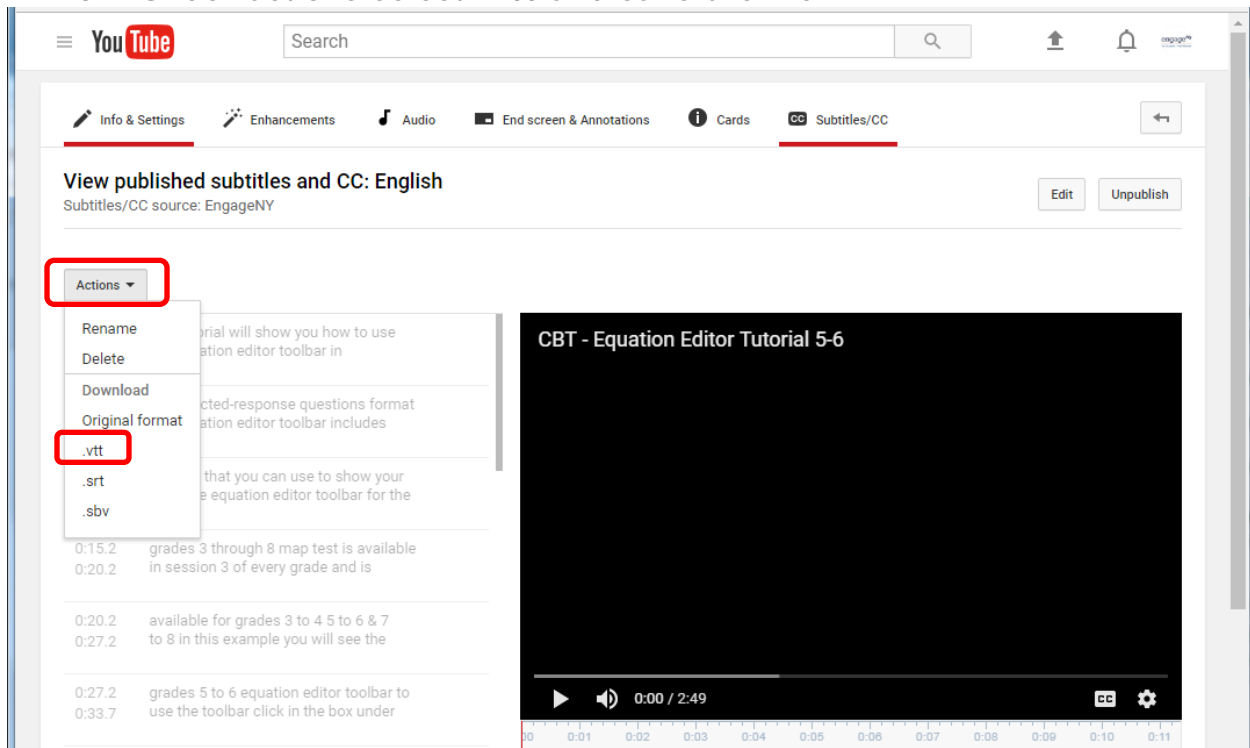
8. Once all the captions are edited and accurate click on Publish:



9. 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.



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



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
Language: en ← Delete this line

00:00:07.210 --> 00:00:10.050
Welcome everyone to the New York State Education D

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:

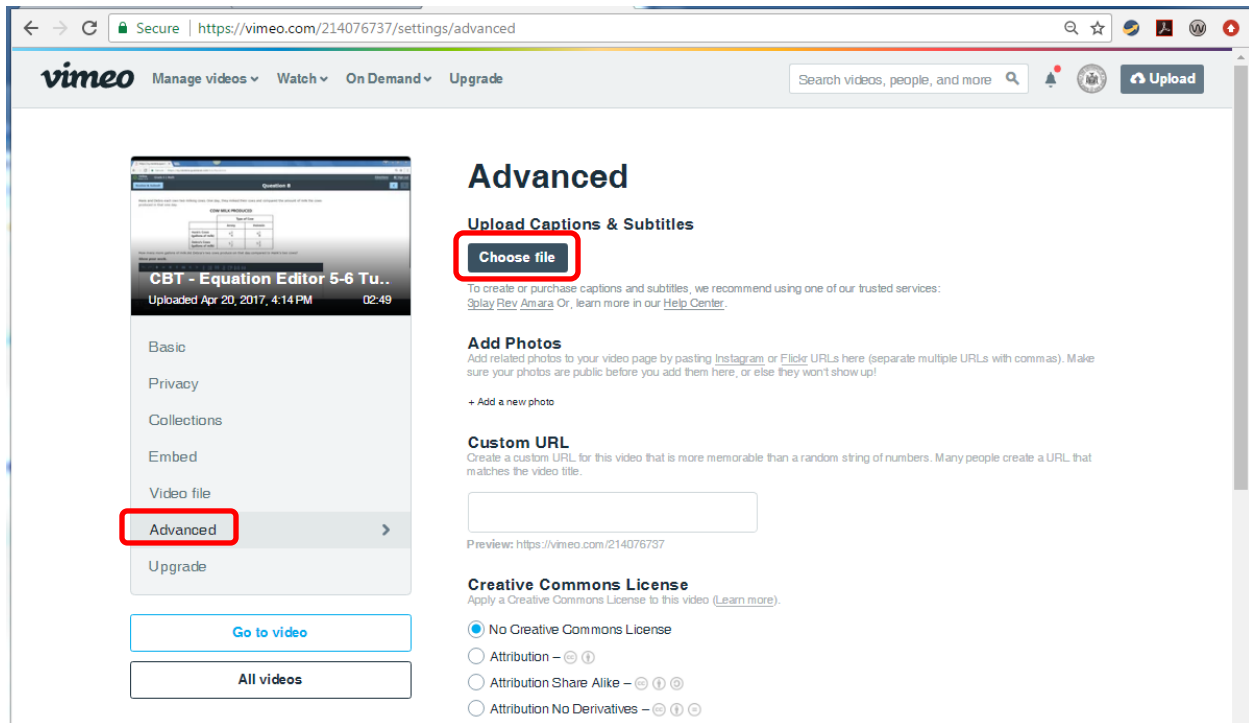
The screenshot shows a Vimeo video player interface. The video content is a math problem titled "Question 8" from a "Grade 5 | Math" online test. The problem asks for the difference in milk production between two cows, Hank and Debra, based on a table of milk production per cow type. The table is as follows:

	Type of Cow	
	Jersey	Holstein
Hank's Cows (gallons of milk)	$4\frac{3}{4}$	$4\frac{1}{8}$
Debra's Cows (gallons of milk)	$5\frac{1}{2}$	$5\frac{2}{3}$

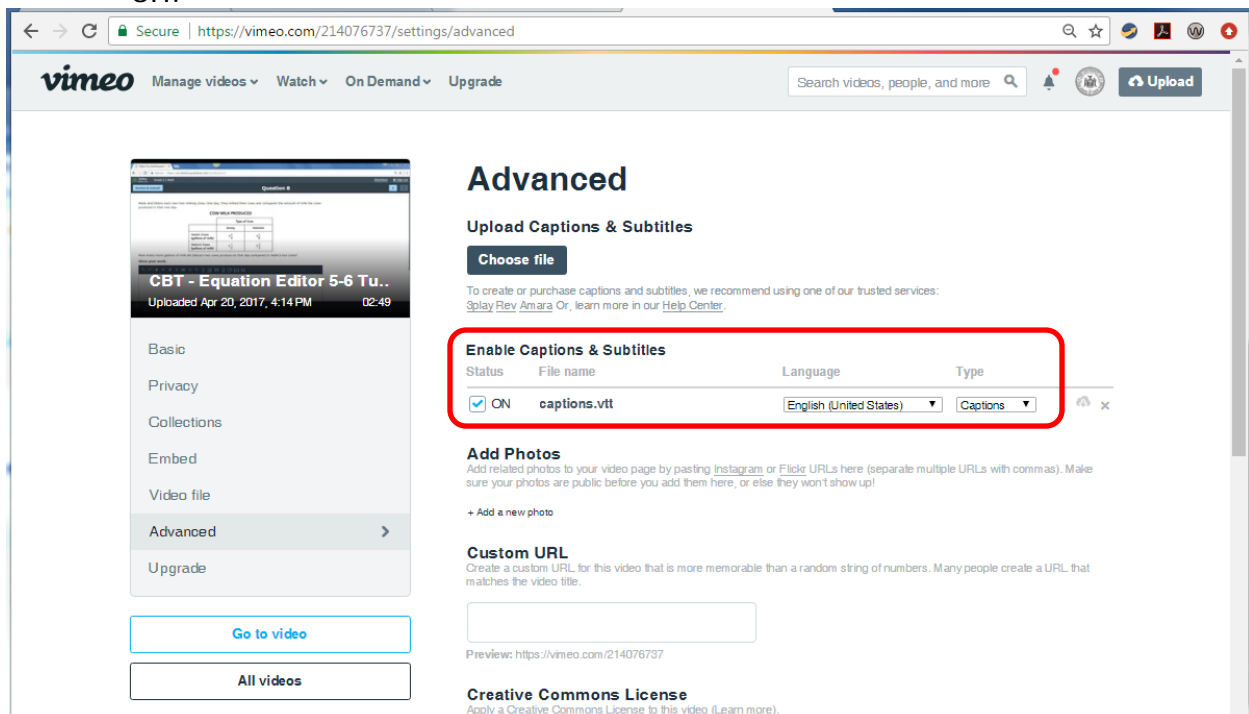
Below the table, the question asks: "How many more gallons of milk did Debra's two cows produce on that day compared to Hank's two cows?" There is a "Show your work." section with a math editor.

At the bottom of the video player, the video title is "CBT - Equation Editor 5-6 Tutorial" with a "NOT YET RATED" badge. The "Settings" button is highlighted with a red box. Other interface elements include "See all video stats" and "My videos" with an "Autoplay next video" toggle.

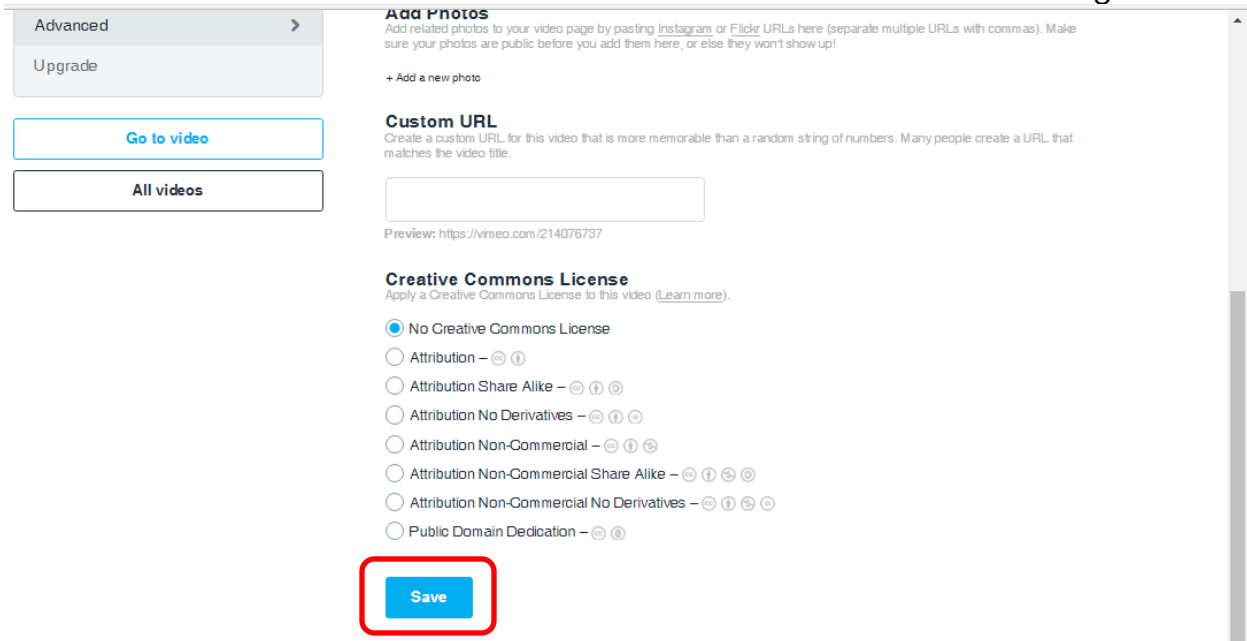
13. Click on Advanced and Choose File:



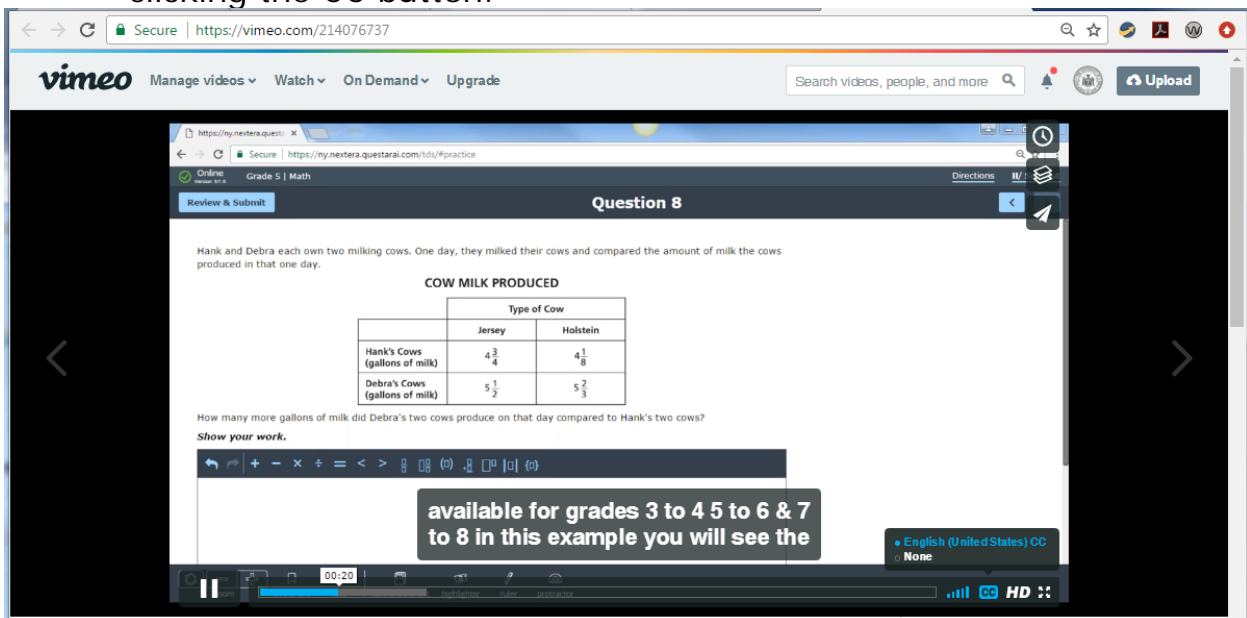
14. The uploaded file name should display. Then set the language and type to Captions and be sure to check the box to turn the captions on:



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:



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 ▾

Type subtitle here then press Enter +

0:00.5 The next presentation on our diploma series is entitled Meeting the ✕
0:05.5

0:05.5 Assessment Requirements for a Regents or a Local Diploma. **What is the**
0:13.3

0:13.3 difference between a Regents or a Local diploma? The answer really depends on two
0:17.6

0:17.6 **factors.** The first is, to which subgroup does the student belong? Is the student a
0:23.5

Transcribe and set timings: English

Actions ▾

Type subtitle here then press Enter +

0:00.5 The next presentation on our diploma series is entitled Meeting the
0:05.5

0:05.5 Assessment Requirements for a Regents or a Local Diploma.

0:13.3 **What is the difference between a Regents or a Local diploma? The answer really depends on two factors.**
0:17.6

0:17.6 The first is, to which subgroup does the student belong? Is the student a
0:23.5

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.

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] www.engageny.org

Additional editing guidelines are available from the Described and Captioned Media Program: [The CBC Captioning Style Guide](#)