

## Closed Captions for Accessibility

Students with hearing challenges or disabilities will benefit from having the captions of what is being said directly on the screen. Disagreement exists among authorities whether providing a downloadable transcript actually satisfies the Americans with Disabilities Act requirements, but since there are now various options for creating closed captioning at little or no cost, consider doing so to accommodate all your learners.

### Helpful Tips – Using YouTube to Automatically Create Captions from a Transcript

You can create a transcript in one of two ways:

#### Option 1. Type the text directly in YouTube

Go to your Video Manager and add captions. You'll be able to type what was said in your video directly into the video transcript text box. Your video will automatically pause as you type.

You can also use keyboard shortcuts to help you type your transcript:

- Type SHIFT + LEFT or click the rewind icon  to rewind your video 5 seconds.
- Type SHIFT + SPACE or click the play icon  to pause/play your video.

#### Option 2. Create a transcript file

To create a transcript file, save the text of what was said in your video as a plain text file (.txt). You can do this by converting other formats (like Microsoft Word, HTML, PDF) into a plain text file, or you can use native programs on your computer like TextEdit or Notepad.

For the best results, use these formatting tips:

- Use a blank line to force the start of a new caption.
- Use square brackets to designate background sounds. For example, [music] or [laughter].
- Add >> to identify speakers or change of speaker.

Here's an example of what your transcript file might look like:

>> ALICE: Hi, my name is Alice Miller, and this is John Brown

>> JOHN: and we're the owners of Miller Bakery.

>> ALICE: Today we'll be teaching you how to make our famous chocolate chip cookies!

[intro music]

For non-English language transcript files, we recommend saving the file with UTF-8 encoding to improve display accuracy:

This video describes the steps to creating closed captions in YouTube using a transcript file. <http://www.youtube.com/watch?v=9K4WJs94FfY>

### Helpful Tips – Creating a Timed Caption File

**Option 1. Transcribe and time it yourself.** You will already have a “script” if you prepared one before recording. Just use a stopwatch and “time” each segment, or use your webcam application or your smartphone to do a “draft” recording, then type the time codes into the script following one of the formats shown below. Save the caption file with the proper extension.

<i>SubRip (*.srt)</i>	<i>SubViewer (*.sbv or *.sub)</i>
1 00:03:10,500 --> 00:00:13,000 Elephant's Dream	00:04:35.03,00:04:38.82 Hello guys... please sit down...
2 00:00:15,000 --> 00:00:18,000 At the left we can see...	00:05:00.19,00:05:03.47 M. Franklin, are you crazy?

**Option 2. Use a captioning service.** Send mp3 audio or mp4 video to Bessie Seeley [bseeley@ntstudio.net](mailto:bseeley@ntstudio.net) (or other captioning service) at \$0.90/minute (add \$1.25 for caption file later). It is recommended to encode a low bit-rate video for sending to Bessie.

**Option 3. Upload the video to 3playmedia.** (Cost 3playmedia is \$2.50/min, includes transcription and caption file) It is recommended to encode a low bit-rate video for uploading to 3playmedia. Paste the transcript to 3playmedia (“Transcripts for alignment”). Within one business day, the closed-captioning file will be ready. Select



the files you want to download the CC files for, and select the SRT caption format.

### Helpful Tips – Using YouTube and Your Timed Transcript

1. **Upload the video to YouTube;** you can create your own YouTube “channel” (account) and keep the video private if you wish.

2. Click the “CC+” button under the video:



3. Click “+ Add captions” then click “Upload timed caption file.”

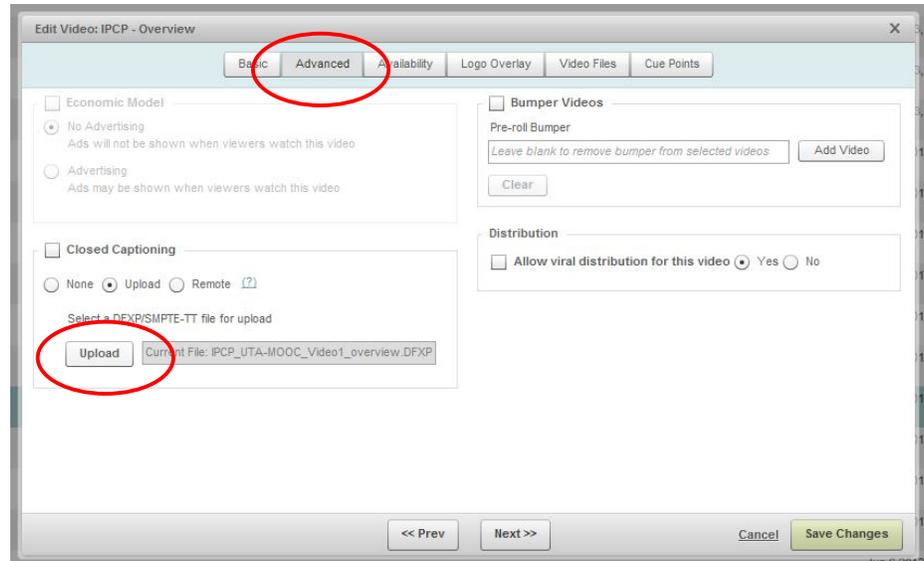


4. Now the video viewers will be able to click the CC icon in the video function bar to show or hide the closed-captions.



### Helpful Tips – Closed Captioning in Brightcove

1. In 3playmedia, download the DFXP caption file.
2. In Brightcove, double-click the video in the Media list and select the Advanced tab.
3. Upload the DFXP file and click Save Changes.



*Most importantly,*

# Provide access to *all* learners!

*Utilize available tools to reach students effectively.*